

Exhibit “A”



U.S. Department of Justice

Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

September 29, 2018

The Honorable Robert D. Parisi
Township of West Orange
66 Main Street
West Orange, NJ 07052-5404

Dear Mayor Parisi:

On behalf of Attorney General Jefferson Sessions III, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 18 Justice and Mental Health Collaboration Program in the amount of \$100,000 for Township of West Orange.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, NiKisha Love, Program Manager at (202) 616-8241; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in cursive script that reads "Matt Dummermuth".

Matt Dummermuth
Principal Deputy Assistant Attorney General

Enclosures



OFFICE FOR CIVIL RIGHTS

Office of Justice Programs

U.S. Department of Justice

810 7th Street, NW
Washington, DC 20531

Tel: (202) 307-0690

TTY: (202) 307-2027

E-mail: askOCR@usdoj.gov

Website: www.ojp.usdoj.gov/ocr

OCR Letter to All Recipients

September 29, 2018

The Honorable Robert D. Parisi
Township of West Orange
66 Main Street
West Orange, NJ 07052-5404

Dear Mayor Parisi:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of federal funding to compliance with federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) is responsible for ensuring that recipients of financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) comply with the applicable federal civil rights laws. We at the OCR are available to help you and your organization meet the civil rights requirements that come with DOJ funding.

Ensuring Access to Federally Assisted Programs

Federal laws that apply to recipients of financial assistance from the DOJ prohibit discrimination on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in employment but also in the delivery of services or benefits. A federal law also prohibits recipients from discriminating on the basis of age in the delivery of services or benefits.

In March of 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013. The statute amends the Violence Against Women Act of 1994 (VAWA) by including a nondiscrimination grant condition that prohibits discrimination based on actual or perceived race, color, national origin, religion, sex, disability, sexual orientation, or gender identity. The new nondiscrimination grant condition applies to certain programs funded after October 1, 2013. The OCR and the OVW have developed answers to some frequently asked questions about this provision to assist recipients of VAWA funds to understand their obligations. The Frequently Asked Questions are available at <https://ojp.gov/about/ocr/vawafaqs.htm>.

Enforcing Civil Rights Laws

All recipients of federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to prohibitions against unlawful discrimination. Accordingly, the OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, the OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal opportunity standards.

Providing Services to Limited English Proficiency (LEP) Individuals

In accordance with DOJ guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). See U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 67 Fed. Reg. 41,455 (2002). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website <https://www.lep.gov>.

Ensuring Equal Treatment of Faith-Based Organizations and Safeguarding Constitutional Protections Related to Religion

The DOJ regulation, Partnerships with Faith-Based and Other Neighborhood Organizations, 28 C.F.R. pt. 38, updated in April 2016, prohibits all recipient organizations, whether they are law enforcement agencies, governmental agencies, educational institutions, houses of worship, or faith-based organizations, from using financial assistance from the DOJ to fund explicitly religious activities. Explicitly religious activities include worship, religious instruction, or proselytization. While funded organizations may engage in non-funded explicitly religious activities (e.g., prayer), they must hold them separately from the activities funded by the DOJ, and recipients cannot compel beneficiaries to participate in them. The regulation also makes clear that organizations participating in programs funded by the DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion, religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice. Funded faith-based organizations must also provide written notice to beneficiaries, advising them that if they should object to the religious character of the funded faith based organization, the funded faith-based organization will take reasonable steps to refer the beneficiary to an alternative service provider. For more information on the regulation, please see the OCR's website at <https://ojp.gov/about/ocr/partnerships.htm>.

SAAs and faith-based organizations should also note that the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, 34 U.S.C. § 10228(c); the Victims of Crime Act of 1984, as amended, 34 U.S.C. § 20110(e); the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 34 U.S.C. § 11182(b); and VAWA, as amended, 34 U.S.C. § 12291(b)(13), contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the DOJ has concluded that it may construe the Religious Freedom Restoration Act (RFRA) on a case-by-case basis to permit some faith-based organizations to receive DOJ funds while taking into account religion when hiring staff, even if the statute that authorizes the funding program generally forbids recipients from considering religion in employment decisions. Please consult with the OCR if you have any questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment.

Using Arrest and Conviction Records in Making Employment Decisions

The OCR issued an advisory document for recipients on the proper use of arrest and conviction records in making hiring decisions. See Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Employment Opportunity Commission's Enforcement Guidance: *Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964* (June 2013), available at https://ojp.gov/about/ocr/pdfs/UseofConviction_Advisory.pdf. Recipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the Advisory, recipients should consult local counsel in reviewing their employment practices. If warranted, recipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Employment Opportunity Plans (EEOPs) (see below).

Complying with the Safe Streets Act

An organization that is a recipient of financial assistance subject to the nondiscrimination provisions of the Safe Streets Act, must meet two obligations: (1) complying with the federal regulation pertaining to the development of an EEOP (see 28 C.F.R. pt. 42, subpt. E) and (2) submitting to the OCR findings of discrimination (see 28 C.F.R. §§ 42.204(c), .205(c)(5)).

Meeting the EEOP Requirement

An EEOP is a comprehensive document that analyzes a recipient's relevant labor market data, as well as the recipient's employment practices, to identify possible barriers to the participation of women and minorities in all levels of a recipient's workforce. As a recipient of DOJ funding, you may be required to submit an EEOP Certification Report or an EEOP Utilization Report to the OCR. For more information on whether your organization is subject to the EEOP requirements, see <https://ojp.gov/about/ocr/eeop.htm>. Additionally, you may request technical assistance from an EEOP specialist at the OCR by telephone at (202) 616-1771 or by e-mail at EEOPforms@usdoj.gov.

Meeting the Requirement to Submit Findings of Discrimination

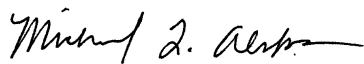
If in the three years prior to the date of the grant award, your organization has received an adverse finding of discrimination based on race, color, national origin, religion, or sex, after a due-process hearing, from a state or federal court or from a state or federal administrative agency, your organization must send a copy of the finding to the OCR.

Ensuring the Compliance of Subrecipients

SAAAs must have standard assurances to notify subrecipients of their civil rights obligations, written procedures to address discrimination complaints filed against subrecipients, methods to monitor subrecipients' compliance with civil rights requirements, and a program to train subrecipients on applicable civil rights laws. In addition, SAAAs must submit to the OCR every three years written Methods of Administration (MOA) that summarize the policies and procedures that they have implemented to ensure the civil rights compliance of subrecipients. For more information on the MOA requirement, see <https://ojp.gov/funding/Explore/StateMethodsAdmin-FY2017update.htm>.

If the OCR can assist you in any way in fulfilling your organization's civil rights responsibilities as a recipient of federal financial assistance, please contact us.

Sincerely,



Michael L. Alston
Director

cc: Grant Manager
Financial Analyst



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Grant

PAGE 1 OF 11

1. RECIPIENT NAME AND ADDRESS (Including Zip Code)

Township of West Orange
66 Main Street
West Orange, NJ 07052-5404

4. AWARD NUMBER: 2018-MO-BX-0021

5. PROJECT PERIOD: FROM 01/01/2019 TO 12/31/2020
BUDGET PERIOD: FROM 01/01/2019 TO 12/31/2020

6. AWARD DATE 09/29/2018

7. ACTION

2a. GRANTEE IRS/VENDOR NO.

226002396

8. SUPPLEMENT NUMBER

00

Initial

2b. GRANTEE DUNS NO.

060801172

9. PREVIOUS AWARD AMOUNT

\$ 0

3. PROJECT TITLE

West Orange Justice and Mental Health Collaboration

10. AMOUNT OF THIS AWARD

\$ 100,000

11. TOTAL AWARD

\$ 100,000

12. SPECIAL CONDITIONS

THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).

13. STATUTORY AUTHORITY FOR GRANT

This project is supported under FY18(BJA - JMHCP) 34 USC 10651; Pub. L. No. 115-141, 132 Stat 348, 422

14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number)

16.745 - Criminal and Juvenile Justice and Mental Health Collaboration Program

15. METHOD OF PAYMENT

GPRS

AGENCY APPROVAL

GRANTEE ACCEPTANCE

16. TYPED NAME AND TITLE OF APPROVING OFFICIAL

Matt Dummermuth
Principal Deputy Assistant Attorney General

18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL

Robert D. Parisi
Mayor

17. SIGNATURE OF APPROVING OFFICIAL

19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

19A. DATE

AGENCY USE ONLY

20. ACCOUNTING CLASSIFICATION CODES

FISCAL YEAR	FUND CODE	BUD. ACT.	DIV. REG.	OFC.	SUB.	POMS	AMOUNT
X	B	MO	80	00	00		100000

21. TMOUGT1890



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 2 OF 11

PROJECT NUMBER 2018-MO-BX-0021

AWARD DATE 09/29/2018

SPECIAL CONDITIONS

1. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any certifications or assurances submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Failure to comply with any one or more of these award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period -- may result in the Office of Justice Programs ("OJP") taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. The Department of Justice ("DOJ"), including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2018 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2018 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2018 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 3 OF 11

PROJECT NUMBER 2018-MO-BX-0021

AWARD DATE 09/29/2018

SPECIAL CONDITIONS

3. Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

4. Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

5. Required training for Point of Contact and all Financial Points of Contact

Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2016, will satisfy this condition.

In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after-- (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2016, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <https://www.ojp.gov/training/fmts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

6. Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 4 OF 11

PROJECT NUMBER 2018-MO-BX-0021

AWARD DATE 09/29/2018

SPECIAL CONDITIONS

7. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

8. Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

9. Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient)-- 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

10. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 5 OF 11

PROJECT NUMBER 2018-MO-BX-0021

AWARD DATE 09/29/2018

SPECIAL CONDITIONS

11. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)), and are incorporated by reference here.

12. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

13. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

14. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

15. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 6 OF 11

PROJECT NUMBER 2018-MO-BX-0021

AWARD DATE 09/29/2018

SPECIAL CONDITIONS

16. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

17. Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

18. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

19. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

20. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 7 OF 11

PROJECT NUMBER 2018-MO-BX-0021

AWARD DATE 09/29/2018

SPECIAL CONDITIONS

21. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

22. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2018)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2018, are set out at <https://ojp.gov/funding/Explore/FY18AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

23. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

The recipient and any subrecipients ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC 20530; and/or (2) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 8 OF 11

PROJECT NUMBER 2018-MO-BX-0021

AWARD DATE 09/29/2018

SPECIAL CONDITIONS

24. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 9 OF 11

PROJECT NUMBER 2018-MO-BX-0021

AWARD DATE 09/29/2018

SPECIAL CONDITIONS

25. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

26. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

27. Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

28. The recipient agrees to submit to BJA for review and approval any curricula, training materials, proposed publications, reports, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant at least thirty (30) working days prior to the targeted dissemination date. Any written, visual, or audio publications, with the exception of press releases, whether published at the grantee's or government's expense, shall contain the following statements: "This project was supported by Grant No. 2018-MO-BX-0021 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice." The current edition of the DOJ Grants Financial Guide provides guidance on allowable printing and publication activities.

29. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 10 OF 11

PROJECT NUMBER 2018-MO-BX-0021

AWARD DATE 09/29/2018

SPECIAL CONDITIONS

30. Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service:

"This Web site is funded [insert "in part," if applicable] through a grant from the [insert name of OJP component], Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)."

The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.

31. Justification of consultant rate

Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the OJP program office prior to obligation or expenditure of such funds.

32. Recipient understands and agrees that it must submit quarterly Federal Financial Reports (SF-425) and semi-annual performance reports through GMS (<https://grants.ojp.usdoj.gov>), and that it must submit quarterly performance metrics reports through BJA's Performance Measurement Tool (PMT) website (<https://bjapmt.ojp.gov/>). For more detailed information on reporting and other requirements, refer to BJA's website. Failure to submit required reports by established deadlines may result in the freezing of grant funds and High Risk designation.

33. FFATA reporting: Subawards and executive compensation

The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to-- (1) an award of less than \$25,000, or (2) an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

34. Applicants must certify that Limited English Proficiency persons have meaningful access to the services under this program(s). National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 11 OF 11

PROJECT NUMBER 2018-MO-BX-0021

AWARD DATE 09/29/2018

SPECIAL CONDITIONS

35. Cooperating with OJP Monitoring

The recipient agrees to cooperate with OJP monitoring of this award pursuant to OJP's guidelines, protocols, and procedures, and to cooperate with OJP (including the grant manager for this award and the Office of Chief Financial Officer (OCFO)) requests related to such monitoring, including requests related to desk reviews and/or site visits. The recipient agrees to provide to OJP all documentation necessary for OJP to complete its monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by OJP for providing the requested documents. Failure to cooperate with OJP's monitoring activities may result in actions that affect the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to award funds; referral to the DOJ OIG for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

36. Recipient understands and agrees that strategic planning activities funded by this award must include planning on how to address individuals with co-occurring mental health and opioid abuse disorders.

37. The recipient agrees to submit to BJA an electronic copy of the Planning and Implementation Guide. The recipient understands that BJA must review and approve the Planning and Implementation Guide prior to the termination of the award period.

38. The recipient is authorized to incur obligations, expend, and draw down funds for travel, lodging, and per diem costs only, in an amount not to exceed \$15,000, for the sole purpose of attending a required OJP conference associated with this grant award. The grantee is not authorized to incur any additional obligations, or make any additional expenditures or draw downs until the awarding agency and the Office of the Chief Financial Officer (OCFO) has reviewed and approved the recipient's budget and budget narrative, and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.

39. The recipient agrees promptly to provide, upon request, financial or programmatic-related documentation related to this award, including documentation of expenditures and achievements.

40. The recipient understands that it will be subject to additional financial and programmatic on-site monitoring, which may be on short notice, and agrees that it will cooperate with any such monitoring.

41. Withholding of funds: Completion of "OJP financial management and grant administration training" required

The recipient may not obligate, expend, or draw down any award funds until-- (1) OJP determines that the recipient's Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award have successfully completed an "OJP financial management and grant administration training" on or after January 1, 2016, and (2) OJP issues a Grant Adjustment Notice (GAN) to modify or remove this condition.

Once both the POC and all FPOCs have successfully completed the training required by this condition, the recipient may contact the designated grant manager for the award to request initiation of a GAN to remove this condition.

A list of the OJP trainings that OJP will consider an "OJP financial management and grant administration training" for purposes of this condition is available at <https://ojp.gov/training/fmts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection.



U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Assistance

Washington, D.C. 20531

Memorandum To: Official Grant File

From: Orbin Terry, NEPA Coordinator

Subject: Categorical Exclusion for Township of West Orange

The primary purpose of Justice and Mental Health Collaboration Program (JMHCP) is to increase public safety by facilitating collaboration among the criminal justice, juvenile justice, and mental health and substance abuse treatment systems to increase access to mental health and other treatment services for those individuals with mental illness or co-occurring mental health and substance use disorders. Jurisdictions are eligible to apply for collaborative county approaches to reducing the prevalence of individuals with mental disorders in jail, strategic planning for law enforcement and mental health collaboration, and implementation and expansion funding through JMHCP.

None of the following activities will be conducted whether under the Office of Justice Programs federal action or a related third party action:

- (1) New construction.
- (2) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including property (a) listed on or eligible for listing on the National Register of Historic Places, or (b) located within a 100-year flood plain, a wetland, or habitat for an endangered species.
- (3) A renovation which will change the basic prior use of a facility or significantly change its size.
- (4) Research and technology whose anticipated and future application could be expected to have an effect on the environment.
- (5) Implementation of a program involving the use of chemicals.

Additionally, the proposed action is neither a phase nor a segment of a project which when reviewed in its entirety would not meet the criteria for a categorical exclusion. Consequently, the subject federal action meets the Office of Justice Programs' criteria for a categorical exclusion as contained in paragraph 4(b) of Appendix D to Part 61 of Title 28 of the Code of Federal Regulations.

	U.S. Department of Justice Office of Justice Programs Bureau of Justice Assistance		GRANT MANAGER'S MEMORANDUM, PT. I: PROJECT SUMMARY	
			Grant	
		PROJECT NUMBER 2018-MO-BX-0021	PAGE 1 OF 1	
This project is supported under FY18(BJA - JMHCP) 34 USC 10651; Pub. L. No. 115-141, 132 Stat 348, 422				
1. STAFF CONTACT (Name & telephone number) NiKisha Love (202) 616-8241		2. PROJECT DIRECTOR (Name, address & telephone number) James Abbott 66 Main Street West Orange, NJ 07052 (973) 325-4030		
3a. TITLE OF THE PROGRAM CATEGORY 2: STRATEGIC PLANNING FOR POLICE AND MENTAL HEALTH COLLABORATION			3b. POMS CODE (SEE INSTRUCTIONS ON REVERSE)	
4. TITLE OF PROJECT West Orange Justice and Mental Health Collaboration				
5. NAME & ADDRESS OF GRANTEE Township of West Orange 66 Main Street West Orange, NJ 07052-5404		6. NAME & ADDRESS OF SUBGRANTEE		
7. PROGRAM PERIOD FROM: 01/01/2019 TO: 12/31/2020		8. BUDGET PERIOD FROM: 01/01/2019 TO: 12/31/2020		
9. AMOUNT OF AWARD \$ 100,000		10. DATE OF AWARD 09/29/2018		
11. SECOND YEAR'S BUDGET		12. SECOND YEAR'S BUDGET AMOUNT		
13. THIRD YEAR'S BUDGET PERIOD		14. THIRD YEAR'S BUDGET AMOUNT		
15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse) The Bureau of Justice Assistance's (BJA) Justice and Mental Health Collaboration Program (JMHCP) supports cross-system collaboration to improve responses and outcomes for individuals with mental illnesses (MI) or co-occurring mental illness and substance abuse (CMISA) who come into contact with the justice system. JMHCP is authorized by the Mentally Ill Offender Treatment and Crime Reduction Act of 2004 (MIOTCRA) (Public Law 108-414), the Mentally Ill Offender Treatment and Crime Reduction Reauthorization and Improvement Act of 2008 (Public Law 110-416), and as amended by the 21st Century Cures Act (Public Law 114-255). JMHCP seeks to increase public safety by facilitating collaboration among the criminal justice, mental health, and substance abuse treatment systems to increase access to mental health and other treatment services for individuals with MI or CMISA. The program promotes officer and public safety through the coordination of system resources for people who are accessing multiple services including hospital emergency departments, jails, and mental health crisis services. JMHCP promotes cross-discipline training for justice and treatment professionals; and facilitates communication, collaboration, and the delivery of support services among justice professionals, and treatment and related service providers. In addition, projects funded through JMHCP must address opioid abuse				

reduction.

The recipient will use funds to conduct planning activities designed to free up law enforcement time to focus on responding to violent crime and to improve officer and citizen safety during calls for service involving people with MI and CMISA. The recipient will establish an interagency workgroup including law enforcement, behavioral health, and all other major stakeholders; designate a law enforcement agency project coordinator in a position of authority to review data on performance and adherence to policies and procedures; review, and revise as needed, existing protocols to respond to people who have MI and CMISA; review, and revise as needed, existing, officer, call-taker and mental health training to manage and defuse encounters with people exhibiting MI and CMISA; assess existing behavioral care resources, identify gaps in services, and prioritize behavioral health resources for the PMHC; assess ability to track mental health-related calls for service and dispositions and develop additional capacity to analyze and track them; organize, with technical assistance, a team of collaborative project partners to travel and engage in peer to peer learning sites as part of the strategic planning process; and develop a process for reviewing and improving performance data to promote additional capacity and long-term sustainability. BJA will need to approve the “Planning and Implementation Guide” the recipient develops during the project period.

CA/NCF

Exhibit “B”

TOWNSHIP OF WEST ORANGE
WEST ORANGE POLICE DEPARTMENT

REQUEST FOR PROPOSAL

LAW ENFORCEMENT CONSULTANT-BEHAVIORAL HEALTH SPECIALIST

Submission Date:

June 14, 2019

4:00 PM

Prevailing Time

Township of West Orange *66 Main Street* West Orange, NJ 07052

973-325-4056

ADVERTISEMENT

REQUEST FOR PROPOSALS

The Township of West Orange is seeking the services of a Behavioral Health Specialist to work with crisis intervention trained law enforcement officers for the Category 2: Strategic Planning for Law Enforcement and Mental Health Collaboration Grant BJA-2018-13906. The proposal package can be obtained in person at the Township of West Orange, Purchasing Dept., Room 111, 66 Main St., West Orange, NJ 07052 during regular business hours M-F 8:30 AM – 4:30 PM or visit our website: www.westorange.org to download the RFP. Prospective consultants must provide Township with complete contact information in the event it is necessary to distribute addenda or other information related to the RFP. Any questions can be emailed to adesantis@westorange.org no later Tuesday June 11, 2019. Proposals must be clearly marked with the title of project, name and address of party submitting, to the address above. Submission date and time is Friday June 14, 2019 at 4:00 PM. It is the sole responsibility of the prospective candidate to ensure that their proposal is received prior to the advertised deadline.

Anne DeSantis
Purchasing Agent QPA

OVERVIEW

The Township of West Orange, New Jersey, is the fifth largest municipality in Essex County, with an area of 12.1 square miles, a population of approximately 47, 000 and a daytime population that swells to about 100,000. The Township is considered a suburban/urban community because of its urban rim district border with the City of Orange.

The West Orange Police Department (WOPD) has been granted funds under the FY 18 Justice and Mental Health Collaboration Program to better address persons with mental health issues (MI) or co-occurring mental illness and substance abuse (CMISA). In November 2016, WOPD collaborated with community partners and launched Operation HOPE (The Heroin-Opiate Prevention Effort). This is a voluntary program offering drug turn-in, treatment, and assistance aimed at placing those with an addiction into drug treatment instead of jail. With services offered 24 hours a day/7 days a week, anyone who comes in to turn over drugs and drug paraphernalia will not be charged with possession. Providing integrated treatment to address mental illness and opioid addiction can lead to positive outcomes such as reduced substance use and arrests. Screening at the entry point points to the criminal justice system for MI or CMISA is an imperative step.

Currently, the WOPD has an informal relationship with the staff at Psychiatric Emergency Services (PES) at RWJBarnabas Health if an individual with MI or CMISA disorder is brought to the hospital; however, there is no formal information sharing. We aim to take this existing framework to develop a two-way channel of communication. In addition, the WOPD does not have the resources needed to track key data measures such as MI or CMISA calls for service. The WOPD is only able to determine if a call involves an afflicted individual. One accepted by the hospital, outcomes could not be monitored or tracked by officers. The grant issued to the WOPD by the US Department of Justice will aid the WOPD to establish a collaborative policy and implementation including training for officers and the development of formal tracking processes to improve records and future assessments for those who encounter the justice system and are afflicted by MI or CMISA disorders.

The Township of West Orange will lead the “West Orange Justice and Health Collaboration” (JMHC) working collaboratively with the WOPD and PES at RWJBarnabas Health. With technical assistance from a Behavioral Health Specialist, the Township will develop and document a JMHC to improve officer and citizen safety during calls for those with MI or CMISA disorder. The Township will contract with a law enforcement consultant to work with the partners identified to create a “Project Team.” A Police Mental Health Coordinator will be appointed from the WOPD to lead the review of data on performance, adherence to policies, and procedures, ensure day-to-day operations are in line with the JMHC mission, and coordinate outreach and engagement with the other partners.

Law Enforcement Consultant Behavioral Health Specialist

The Behavioral Health Specialist would work with the law enforcement, conducting behavioral health, risk of release screening and connection to care on an immediate or next business day basis. The Specialist would assess the risk to the community or self. If there were significant, behavioral health issues the Specialist would make diversion recommendations regarding the need for alternative services in lieu of jail. The Specialist would act as the initial case manager pending the assignment of a longer-term case manager.

The Behavioral Health Specialist will be an integral part of the Project Team responsible for the following:

- Help Inventory existing policies and procedures for responding to those with mental illness and evaluate procedures for patient intake and response.
- Review, revise, recommend and develop policies and procedures.
- Consult with surrounding municipalities' police departments.
- Establish the data and performance measurement systems and protocols necessary for tracking relevant data for record keeping; create a database to track responses, outcomes, and train staff on data tracking procedures and database use and communications.
- Create performance evaluations for officers who have responded to a mental health related call.
- Help determine appropriate level of training for officers and training for dispatchers and general staff.
- Guide all project partners for appropriate trainings and delivery strategies; this includes frequency, duration and, level of officer training and trainings for other staff.
- Meet during planning period to ensure successful evaluation, planning, and creation of policies and an implementation plan.
- Provide formal methods for communication and collaboration to evaluate and review the data collected from calls.
- Finalize action plan and assist in guiding through implementation

Deliverables:

For purposes of this Grant Agreement, the Grantee shall produce a Final Report with the recommended policy changes, training and collaboration between the West Orange Police Department and Mental Health Partners detailing a Strategic Plan for the West Orange Police Department. They will also ensure that the Planning Guide for the Justice and Mental Health Collaboration Program Category 2: Planning for police and Mental Health Collaboration is completed.

FINAL REPORT and PLANNING GUIDE DUE DECEMBER 31, 2019. ANY EXTENSIONS MUST BE APPROVED BY THE TOWNSHIP OF WEST ORANGE AND THE BUREAU OF JUSTICE ADMINISTRATION

QUALAIFICATIONS:

The ideal candidate shall have the following qualifications:

- Licensed in the State of NJ as a LCSW or comparable professional license.
- Be familiar with reviewing and writing policies in compliance with CALEA.
- Have training in Crisis Intervention Training (CIT).
- Experience Training Police Officers.
- Experience working with Law Enforcement.
- Experience working with County Mental Health Associations.

General Requirements of Qualifications

Respondents shall submit technical qualifications, which contain the following:

1. Business name, the principal place of business, and if different, the place where services will be provided.
2. Respondents must have a minimum of five (5) years' experience.
3. The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles.
4. A listing of all other engagements where services of the types proposed, were provided in the past. This should include other Township governments, businesses or other government entities. Contact information for references must be provided.
5. Please type your responses and include with your submission.

Cost Analysis

Respondents should submit a cost proposal that would include any proposed retainer, the services to be provided at a flat rate, if all or any services will be billed through hourly rates and what are the established rates. The Township shall in its discretion, provide a fee schedule with hourly rates depending on the nature of the matter. By submission of a proposal, you acknowledge and agree to adhere to the fee schedule.

Submission Evaluation

Each submission must satisfy the objectives and requirements detailed in this RFP. The successful respondent shall be determined by an evaluation of the total content of the qualifications submitted.

Use of Information

Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like, furnished or disclosed by the Township to the Respondent in connection with this RFQ, shall remain the property of the Township. When in tangible form, all copies of such information shall be returned to the Township upon request. Unless such information was previously known to the Respondent, free

of any obligation to keep it confidential, or has been or is subsequently made public by the Township or a third party, it shall be held in confidence by the Respondent, shall be used only for the purposes of this RFQ and shall not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

General Terms and Conditions

1. The Township reserves the right to reject any or all submissions, if necessary, or waive any informality in the submission.
2. In case of failure by the successful Respondent, the Township may procure the articles or services from other sources, deduct the cost of the replacement from money due the Respondent under the contract and hold the Respondent responsible for any excess cost.
3. The Respondent shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General, Professional, and Automobile Liability.
4. Township assumes no responsibility for submissions received after designated date and time due.
5. By submission of qualifications, the Respondent certifies that the service to be furnished will not infringe upon any valid patent, trademark, or copyright.
6. The successful Respondent shall, at its expense, defend any and all actions or suits charging such infringement, and will save the Township harmless.
8. No Respondent shall influence, or attempt to influence, or cause to be influenced, any Township Officer or employee to use their official capacity in any manner.
9. No Respondent shall cause or influence, or attempt to cause influence, any Township Officer or employee to use their capacity to secure unwarranted privileges or advantages for the Respondent.
10. Should any differences arise between the contracting parties as the meaning or intent of these instructions or specifications, the Townships decision shall be final and conclusive.
11. The Township shall not be responsible for any expenditure of monies or other expenses incurred by the Respondent in making its request for consideration.
12. All necessary forms required by this RFP shall be completed and submitted as part of this submission.

Instructions for Submission

Please submit one original and one copy.

Designated Contact Person:

Anne DeSantis, Purchasing Agent, RPPO, QPA
Township of West Orange
66 Main Street
West Orange, NJ 07052

Submissions must be received by the Township by Friday June 14, 2019 at 4:00 P.M. Preferred delivery methods are US mail or hand delivery. Facsimile or electronic delivery will not be accepted.

BIDDER’S CHECK LIST Mandatory Items

- * Iranian Disclosure Statement _____
- * Business Registration Certificate _____
- * Affirmative Action Compliance
Notice _____
- * Non-Collision Form _____
- * Proposal Form _____
- * Business Entity Disclosure _____
- * Addenda Acknowledgement _____

Please provide one additional copy of submission.

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Proposer: _____

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

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

- ☐ Is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, and
- ☐ Is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days, or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

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

Part 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN
You must provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

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

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above referenced person or entity. I acknowledge that the Township of West Orange, State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Township to notify the Township 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 Township of West Orange, State of New Jersey and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

Business Registration Certification and Public Works Contractor Registration Certification

Effective September 1, 2004, the State has expanded its Contractor Registration Program to local Government contracts, P.L. 2004, c57. All business organizations that do business with a local government agency are required to be registered with the State. The business must provide proof of that registration to the local government agency before that local government agency can enter into a contract with the business. A copy of the Business Registration Certificate must also be on file before any purchase order/voucher or other contracting document can be issued.

Contractors are responsible for notifying subcontractors.

Further information and registration can be obtained online from the NJ Treasury, Division of Revenue or by calling (609) 292-1730.

P.L. 1999 Chapter 238. The Public Works Contractor Registration Act specifies that no contractor or subcontractor shall bid on or engage in any contract (or part thereof) for public work which is subject to the provisions of the “New Jersey Prevailing Wage Act”, P.L. 1963 C. 150 (c. 34:11-56.25 et seq.) for the construction, reconstruction, demolition, alteration, repair, or maintenance of a public building regularly open to and used by the general public or public institution, and includes any subcontractor or lower tier subcontractor of a contractor unless they are registered with the Commissioner of Labor.

REQUIRED EVIDENCE

AFFIRMATIVE ACTION REGULATIONS N.J. S.A. 10:5-31, et seq. (N.J.A. C. 17:27)

If awarded a contract, the Bidder 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. Within five (5) days after receipt of the notification of intent to award the contract, the Bidder shall present one of the following:

1. Appropriate evidence that the Contractor is operating under an existing federally approved or sanctioned affirmative action program; or
2. A Certificate of Employee Information Report Approval issued in accordance with N.J.A.C. 17:27-4; or
3. An initial Employee Information Report consisting of forms provided by the Affirmative Action Office and completed by Contractor in accordance with N.J.A.C. 17:27-4.

The Bidder must submit no later than three (3) days after the signing of the Contract an Initial Project Manning Table consisting of forms provided by the Affirmative Action Office and completed by Contractor in accordance with N.J.A.C. 17:27-7.

Bidders are referred to the Bidder's Information Section of the Bid Packet for a further description of the above requirements.

NO BIDDER CAN BE ISSUED A CONTRACT UNLESS THEY COMPLY WITH THE AFFIRMATIVE ACTION REGULATIONS OF N.J.S.A. 10:5-31, et seq.

The following questions must be answered by all Bidders:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?
Yes _____ (If yes, submit a copy of such approval.) No
2. Do you have a State Certificate of Employee Information Report approval?
Yes _____ (If yes, submit a copy of such approval.) No

The undersigned Bidder certifies that he is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31, et seq., and agrees to furnish the required documentation pursuant to the law.

COMPANY: _____ NAME: _____

SIGNATURE: _____ TITLE: _____

NOTE: A bid must be rejected as non-responsive if a Bidder fails to comply with requirements of N.J.S.A. 10:5-31, et seq., within stipulated time.

AFFIDAVIT OF NON-COLLUSION

The undersigned bidder of full age, being duly sworn according to law depose and hereby specifically certifies that:

A. To the best of the bidder's knowledge and belief, the annexed bid proposal for this project has not been prepared in collusion with any other bidder of like item or services and the prices, discounts, terms and conditions thereof have not been directly or indirectly communicated by or on behalf of the bidder to any person other than the recipient of the bid and will not be communicated to any person prior to the official opening of the bid.

B. The bidder fully understands that no premiums, rebates, or gratuities are permitted either with, prior to, or after signing of contract. Any violation will result in cancellation and removal from the bid list.

C. The bidder further certifies that the undersigned has the necessary authority, to sign this stipulation stating that the bidder has not entered into any agreement, or otherwise taken any action in restraint of free competitive bidding in connection with this bid.

All references to the bidder are understood to include the undersigned and all principals, partners and officers of the bidder..

Date:

(Signature)

(Name and Title)

(Company Name)

(Address)

Subscribed and sworn to before me

this _____ day of _____, 20____

Notary Seal

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 take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and 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 employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable 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 applicable 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 Div. of Contract Compliance & EEO 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 Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

BID PROPOSAL FORM

(Contract Title and Bid Number, if applicable)

(Description of goods/services being bid)

The undersigned proposes to furnish and deliver the above goods/services pursuant to the RFP specification and made part hereof:

Amount in words

\$ _____
Amount in numbers

Company or Individual Name

Federal I.D. # or Social Security #

Address

Signature

Print Name

Title: _____

Telephone Number

Date

Fax Number

E-mail address

BUSINESS ENTITY DISCLOSURE CERTIFICATION
Required pursuant to N.J.S.A. 19:44A-20.8

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the _____ has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c.19 would bar the award of this contract in the one year period preceding the date a award by this governing body, to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the Township of West Orange as defined pursuant to N.J.S.A. 19:44A-3 (p), (q) and (r).

Elected Official

Political/Candidate Committee(s)

- | | |
|---|---|
| ☐ Mayor Robert D. Parisi | Election Fund of Mayor Robert D. Parisi |
| ☐ Councilman Jerry Guarino | Election Fund of Jerry Guarino |
| ☐ Councilwoman Susan McCartney | Election Fund of Susan McCartney |
| ☐ Councilwoman Cindy Matute-Brown | Election Fund of Cindy Matute-Brown |
| ☐ Councilman Joe Krakoviak | Election Fund of Joe Krakoviak |
| ☐ Councilwoman Michelle Casalino | Election Fund of Michelle Casalino |
| ☐ West Orange Democratic County Committee | |

Part II – Ownership Disclosure Certification

____ I certify that the list below contains the names and home addresses of all owners holding _____ 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of entity:

____ Partnership ____ Corporation ____ Sole Proprietorship ____ Subchapter S Corporation

____ Limited Partnership ____ Limited Liability Company ____ Limited Liability Partnership

Name of Stock or Shareholder

Home Address

_____	_____
_____	_____
_____	_____
_____	_____

Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: _____

Signature of Affiant: _____ Title: _____

Printed Name of Affiant: _____

Subscribed and sworn before me this _____ day of _____, 2____.

My Commission expires: _____
(Attested by)

(seal)

TOWNSHIP OF WEST ORANGE

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following addenda:
Please assign the number, date and initial.

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (Initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

☐ No addenda was received.

Acknowledged for: _____
(Company Name)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print)

Title: _____

Date: _____

Exhibit “C”



LAW ENFORCEMENT CONSULTANT– BEHAVIORAL HEALTH SPECIALIST

TOWNSHIP OF WEST ORANGE
WEST ORANGE POLICE DEPARTMENT
REQUEST FOR PROPOSAL



Submitted by:

CAVANAUGH & KEENAN, LLC
2 Eckhardt Terrace North Arlington, NJ 07031
(201) 390 – 4829

June 14, 2019

Proposal to the Township of West Orange to provide services as a Law Enforcement Consultant – Behavioral Health Specialist for the Category 2: Strategic Planning for Law Enforcement and Mental Health Collaboration Grant BJA – 2018 – 13906

Contents

I.	Description of Cavanaugh & Keenan, LLC.....	2
II.	Team Members.....	3,4
III.	Narrative Statement.....	5
IV.	Cost Analysis.....	6
V.	References.....	7

Attachments

A.	Bidder's Check List Mandatory Items	See RFP page 10
B.	Disclosure of Investment Activities in Iran	See RFP page 11
C.	Business Registration Certificate	See RFP page 12
D.	Affirmative Action Compliance Notice	See RFP page 13
E.	Affidavit of Non-Collision Form	See RFP page 14
F.	Bid Proposal Form	See RFP page 17
G.	Business Entity Disclosure Certification	See RFP page 18
H.	Addenda Acknowledgement	See RFP page 19
I.	Resumes	
I-1	• Richard Cavanaugh	
I-2	• Patricia A. Keenan	

I. Description of Cavanaugh & Keenan, LLC

Cavanaugh & Keenan, LLC began as a collaboration between a Mental Health Professional, Patricia A. Keenan, MSW, LCSW and a Law Enforcement Officer, Lieutenant Richard Cavanaugh (Ret.) to bridge the gap between Mental Health and Law Enforcement systems. As a result of the partnership, the Crisis Intervention Team (CIT) was developed in Essex County, New Jersey. The Crisis Intervention Team (CIT) is a program that educates Law Enforcement Officers and Mental Health Professionals on appropriate techniques to respond to an individual in a psychiatric crisis. The intended outcome of these interventions is to minimize the potential for injury and direct individuals to appropriate services.

Cavanaugh and Keenan possess the specific expertise and experience with direct relevance to many of the key issues for the Law Enforcement Consultant and Behavioral Health Specialist for the Category 2: Strategic Planning for Law Enforcement and Mental Health Collaboration Grant.

For over twenty-five years, Richard Cavanaugh and Patricia Keenan have been responsible for developing, implementing, expanding, evaluating and operating behavioral health and law enforcement organizations.

Through collaboration and engagement with community stakeholders, Cavanaugh & Keenan, LLC established solid working partnerships with organizations such as, Clara Maass Medical Center, East Orange General Hospital, Newark Beth Israel Medical Center, The Mental Health Association of Essex and Morris County, Northwest Essex Community Healthcare Network, Main St. Counseling Center and Essex County's Mental Health Administrator.

Having established relationships with Mental Health Stakeholders, Cavanaugh & Keenan, LLC next forged relationships with every law enforcement agency in Essex County, as well as the Essex County Probation Department and the Essex County Correctional Facility to provide Crisis Intervention Team Training. In addition to the Essex County affiliations, relationships were created with the United States Postal Inspection Service, New Jersey Transit Police, Rutgers University Police, NJIT Police, Montclair State University Police, the Federal Air Marshall Service, New Jersey State Police and the United States Secret Service.

Cavanaugh & Keenan, LLC have partnered with the Essex County Public Safety Academy and the New Jersey Transit Police Department Counter-Terrorism Training Facility to provide high quality Crisis Intervention Team (CIT) Training. Since 2013, these stakeholders have worked continuously with Cavanaugh & Keenan, LLC in facilitating Crisis Intervention Team (CIT) Training to over 500 Law Enforcement and Mental Health Professionals throughout Essex County.

II. TEAM MEMBERS

Lt. Richard Cavanaugh (Ret.)

Richard Cavanaugh retired in good standing from the Montclair Police Department after almost twenty-seven years of service. Career positions include:

- Patrolman
- Community Policing
- Anti-Street Crime Task Force Member
- Crime Scene Investigator
- Hostage Negotiator
- Patrol Sergeant
- Patrol Lieutenant
- Record and Identification Bureau Commander
- PTC Instructor

Lt. Cavanaugh (Ret.) seeing a need for a better Law Enforcement approach to people with a Mental Illness took the initiative and developed and implemented Crisis Intervention Team (CIT) Training in Essex County New Jersey.

As such he held the following positions:

- The First Law Enforcement Coordinator for CIT in Essex County
- Elected Board Member of CIT International

Lt. Cavanaugh (Ret.) while serving on the Board of Directors of CIT International was also instrumental in reviewing and recommending changes to the National Curriculum for CIT. In addition to providing a national curriculum through Bureau of Justice Assistance, CIT International, through conference networking, provides local agencies a format to discuss and investigate various ways to provide data and performance measurement systems and protocols.

As the Commander of the Montclair Police Department Record and Identification Bureau, Lt. Cavanaugh (Ret.) worked with several Record Management Systems. During his tenure as the Bureau Commander, he instituted several systems for tracking and analyzing data, as well as collecting and evaluating data for UCR and NBIRS.

While working at the Montclair Police Department, Lt. Richard Cavanaugh (Ret.) reviewed and revised the Mental Health Policy and Procedure for the Montclair Police Department for the purpose of CALEA certification.

Lt. Cavanaugh (Ret.) as a private contractor has assisted in analyzing and then based upon the outcomes of the analysis provided training to Hackensack Meridian Health staff and Alert Ambulance employees.

Patricia A. Keenan, MSW, LCSW

Patricia A. Keenan is a licensed clinical social worker (LCSW) with over twenty-five years of experience concentrating in mental health and substance abuse. She is currently the Deputy Director of Essex County Hospital Center (EHC) in Cedar Grove, New Jersey, where she oversees the daily administrative and clinical operations of the 180 bed-hospital. Throughout her career, she has worked in a variety of hospital and community-based programs in the following capacities:

- Case Manager
- Advocate
- Clinician
- Trainer
- Supervisor
- Director

Ms. Keenan saw a disconnect between mental health and law enforcement which led her to the development of the Crisis Intervention Team (CIT) in Essex County. She became the Mental Health Coordinator for this initiative.

In an effort to do more, Ms. Keenan partnered with the Essex County Prosecutor's Office in the development, planning and implementation of the Essex County Mental Health Diversion Program. The program diverts individuals who interface with the criminal justice system as a direct result of their mental illness to appropriate mental health treatment. Ms. Keenan oversees the mental health component of this program.

Ms. Keenan has presented nationally in Chicago, Illinois at the CIT International Conference on "Are We Speaking the Same Language?" A presentation on effective communication between Mental Health and Law Enforcement Professionals.

After evaluating staff competency and training programs at the hospital, Ms. Keenan and her team implemented Essex County Hospital Center's Therapeutic Options Program. She now coordinates this program which trains staff to safely handle patients in a behavioral health crisis.

Ms. Keenan's knowledge and expertise in policy and procedure evaluation, resulted in her active participation in the review and revision of Mental Health Policies for the Essex County Correctional Facility (ECCF).

Throughout her career, Ms. Keenan has provided consultation, program development and evaluation, strategic planning and staff training for law enforcement and mental health professionals.

Additional background and relevant experience for each team member can be reviewed on the attached resumes.

III. Narrative Statement

A. Initiating Services

Upon being awarded the contract for services, Cavanaugh & Keenan, LLC will be immediately ready and prepared to initiate consulting activities for the Law Enforcement Consultant and Behavioral Health Specialist for the Category 2: Strategic Planning for Law Enforcement and Mental Health Collaboration Grant BJA-2018-13906. Our previous experiences have already put relationships in place between Cavanaugh & Keenan, LLC and Mental Health Professionals and Organizations, as well as surrounding municipal police departments in Essex County. Upon project inception, Cavanaugh & Keenan, LLC will coordinate with the West Orange Law Enforcement Coordinator to:

- Establish a working relationship with the Law Enforcement Coordinator.
- Obtain material to review existing policies and procedures for responding to those with mental illness.
- Discuss preparatory material in order to establish areas for improvement.
- Become familiar with the Record Management System used by West Orange Police Department.
- Develop a schedule for activities and processes to ensure smooth operations in accordance with the grant timeline.
- Establish an initial set of goals/objectives and milestones for the project.
- Identify follow-up reporting mechanisms and timeframes.

Off-site consultant activities will include:

- Meeting with Municipal Police Departments.
- Engaging with Mental Health Partners.
- Arranging meetings with Mental Health Organizations and Law Enforcement Agencies.
- Preparation of performance evaluation documentation.
- Documentation preparation for formal methods to review data collection.
- Formulation of final action plan.

IV. Cost Analysis

The total cost of this proposal is **\$36,000**. This includes:

- All on-site consulting.
- Off-site work by the consultant in performing data analysis, document review, report writing and meetings.
- Ancillary costs such as office supplies, travel and administrative expenses.
- Any additional services not specifically included in the proposed scope of services and lump sum cost will be billed at an hourly rate of \$ 125.00.

V. References

John Wallschlager
President
Gold Stripe Consulting, LLC
4209 County Road
Oshkosh, Wisconsin 54904
Phone: [REDACTED]
e-mail: [REDACTED]

Dara Rampersad
BluePaz, LLC
8808 North Central Ave
Phoenix, Arizona 85020
Phone: [REDACTED]
e-mail: [REDACTED]

Joseph Scarpelli, D.C.
Essex County Mental Health Administrator
204 Grove Avenue
Cedar Grove, New Jersey 07009
Phone: [REDACTED]
e-mail: [REDACTED]

Nadine Venezia, LSW
Chief Operating Officer
Mental Health Association of Essex and Morris
80 Main Street, Suite 370
West Orange, New Jersey 07052
Phone: [REDACTED]
e-mail: [REDACTED]

BIDDER'S CHECK LIST Mandatory Items

- | | | |
|---|--------------------------------------|-------------|
| * | Iranian Disclosure Statement | <u>(PA)</u> |
| * | Business Registration Certificate | <u>(PA)</u> |
| * | Affirmative Action Compliance Notice | <u>(PA)</u> |
| * | Non-Collision Form | <u>(PA)</u> |
| * | Proposal Form | <u>(PA)</u> |
| * | Business Entity Disclosure | <u>(PA)</u> |
| * | Addenda Acknowledgement | <u>(PA)</u> |

Please provide one additional copy of submission.

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRANProposer: CAVANAUGH & KEENAN, LLC

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

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

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

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

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

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

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

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

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above referenced person or entity. I acknowledge that the Township of West Orange, State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Township to notify the Township 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 Township of West Orange, State of New Jersey and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): PAULINE A. KEENAN Signature: Pauline Keenan

Title: PRESIDENT / OWNER Date: JUNE 13, 2019

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, NJ 08646-0252

TAXPAYER NAME:

CAVANAUGH & KEENAN LLC

ADDRESS:

2 ECKHARDT TERRACE
NORTH ARLINGTON NJ 07042-0704

EFFECTIVE DATE:

06/04/19

TRADE NAME:

SEQUENCE NUMBER:

2351163

ISSUANCE DATE:

06/04/19

James J. Quinonez
Director
New Jersey Division of Revenue

FORM-BRC

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

(04-06) D205840V

REQUIRED EVIDENCE

AFFIRMATIVE ACTION REGULATIONS N.J. S.A. 10:5-31, et seq. (N.J.A.C. 17:27)
If awarded a contract, the Bidder will be required to comply with the requirements of N.J.S.A. 10:531, et seq., and N.J.A.C. 17:27. Within five (5) days after receipt of the notification of intent to award the contract, the Bidder shall present one of the following:

1. Appropriate evidence that the Contractor is operating under an existing federally approved or sanctioned affirmative action program; or
2. A Certificate of Employee Information Report Approval issued in accordance with N.J.A.C. 17:27-4; or
3. An initial Employee Information Report consisting of forms provided by the Affirmative Action Office and completed by Contractor in accordance with N.J.A.C. 17:27-4.

The Bidder must submit no later than three (3) days after the signing of the Contract an Initial Project Manning Table consisting of forms provided by the Affirmative Action Office and completed by Contractor in accordance with N.J.A.C. 17:27-7.

Bidders are referred to the Bidder's Information Section of the Bid Packet for a further description of the above requirements.

NO BIDDER CAN BE ISSUED A CONTRACT UNLESS THEY COMPLY WITH THE AFFIRMATIVE ACTION REGULATIONS OF N.J.S.A. 10:5-31, et seq.

The following questions must be answered by all Bidders:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?

Yes _____ (If yes, submit a copy of such approval.) ☒ No

2. Do you have a State Certificate of Employee Information Report approval?

Yes _____ (If yes, submit a copy of such approval.) ☒ No * Form AA302 completed-see attached

The undersigned Bidder certifies that he is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31, et seq., and agrees to furnish the required documentation pursuant to the law.

COMPANY:

CAVANAUGH + KEENAN, LLC

NAME:

PATRICIA A. KEENAN

SIGNATURE:

[Signature]

TITLE:

PRESIDENT/OWNER

State of New Jersey
Division of Public Contracts Equal Employment Opportunity
EMPLOYEE INFORMATION REPORT

ATTACHMENT
D

IMPORTANT- READ INSTRUCTIONS ON BACK OF FORM CAREFULLY BEFORE COMPLETING FORM. TYPE OR PRINT IN SHARP BALLPOINT PEN. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND **SUBMIT THE REQUIRED \$150.00 FEE** MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11.

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY 	2. TYPE OF BUSINESS ☐ 1. MFG ☒ 2. SERVICE ☐ 3. WHOLESALE ☐ 4. RETAIL ☐ 5. OTHER	3. TOTAL NO. OF EMPLOYEES IN THE ENTIRE COMPANY. 2
4. COMPANY NAME Cavanaugh & Keenan, LLC		
5. STREET 2 Eckhardt Terrace	CITY North Arlington	COUNTY Bergen
	STATE NJ	ZIP CODE 07031
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE) None		CITY STATE ZIP CODE
7. CHECK ONE: IS THE COMPANY: ☒ SINGLE-ESTABLISHMENT EMPLOYER ☐ MULTI-ESTABLISHMENT EMPLOYER		
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ		
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT 2		
10. PUBLIC AGENCY AWARDDING CONTRACT Township of West Orange	CITY West Orange	COUNTY Essex
	STATE NJ	ZIP CODE 07052
Official Use Only	DATE RECEIVED	ASSIGNED CERTIFICATION NUMBER

SECTION B - EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. **DO NOT SUBMIT AN EEO-1 REPORT.**

JOB Categories	All Employees		PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN										
			***** MALE *****						***** FEMALE *****				
	Total (Cols. 2 & 3)	COL. 2 MALE	COL. 3 FEMALE	Black	Hispanic	Amer. Indian	Asian	Non Min	Black	Hispanic	Amer. Indian	Asian	Non Min
Officials/Managers	2	1	1	0	0	0	0	1	0	0	0	0	1
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0
Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0
Office & Clerical	0	0	0	0	0	0	0	0	0	0	0	0	0
Craftworkers (Skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0
Operatives (Semi-Skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers (Unskilled)	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	2	1	1	0	0	0	0	1	0	0	0	0	1
Total employment From previous Report (if any)													
Temporary & Part Time Employees	The data below shall NOT be included in the figures for the appropriate categories above.												

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? Visual	14. IS THIS THE FIRST Employee Information Report Submitted? ☒ YES ☐ NO	15. IF NO, DATE LAST REPORT SUBMITTED
13. DATES OF PAYROLL PERIOD USED FROM: TBD TO: TBD		

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type) Patricia A. Keenan	SIGNATURE 	TITLE President/Owner	DATE 6/14/19
--	--	--------------------------	-----------------

NOTE: A bid must be rejected as non-responsive if a Bidder fails to comply with requirements of N.J.S.A. 10:5-31, et seq., within stipulated time.

AFFIDAVIT OF NON-COLLUSION

The undersigned bidder of full age, being duly sworn according to law depose and hereby specifically certifies that:

A. To the best of the bidder's knowledge and belief, the annexed bid proposal for this project has not been prepared in collusion with any other bidder of like item or services and the prices, discounts, terms and conditions thereof have not been directly or indirectly communicated by or on behalf of the bidder to any person other than the recipient of the bid and will not be communicated to any person prior to the official opening of the bid.

B. The bidder fully understands that no premiums, rebates, or gratuities are permitted either with, prior to, or after signing of contract. Any violation will result in cancellation and removal from the bid list.

C. The bidder further certifies that the undersigned has the necessary authority, to sign this stipulation stating that the bidder has not entered into any agreement, or otherwise taken any action in restraint of free competitive bidding in connection with this bid.

All references to the bidder are understood to include the undersigned and all principals, partners and officers of the bidder.

Date: JUNE 13, 2019

Patricia A. Keenan
(Signature)

PATRICIA A. KEENAN - PRESIDENT/OWNER
(Name and Title)

CAVANAGH + KEENAN, LLC
(Company Name)

2 Eckhardt Terrace North Arlington, NJ 07031
(Address)

Subscribed and sworn to before me

this 13 day of June, 2019

Notary Seal

DANA MANGRELLA
NOTARY PUBLIC OF NEW JERSEY
Comm. # 2414166
My Commission Expires 11/1/2021

BID PROPOSAL FORM

LAW ENFORCEMENT CONSULTANT - Behavioral Health Specialist
(Contract Title and Bid Number, if applicable)

A Behavioral Health Specialist to work with crisis intervention
trained law enforcement officers.

(Description of goods/services being bid)

The undersigned proposes to furnish and deliver the above goods/services pursuant to the RFP specification and made part hereof:

Thirty six thousand Dollars
Amount in words

\$ 36,000.00
Amount in numbers

CAVANAUGH + KEENAN, LLC
Company or Individual Name

[REDACTED]
Federal I.D. # or Social Security #

2 Eckhardt Terrace North Arlington NJ 07031
Address

Patricia Keenan
Signature

PATRICIA A. KEENAN
Print Name

Title: PRESIDENT / OWNER

[REDACTED]
Telephone Number

JUNE 13, 2019
Date

[REDACTED]
Fax Number

[REDACTED]
E-mail address

**BUSINESS ENTITY DISCLOSURE CERTIFICATION
Required pursuant to N.J.S.A. 19:44A-20.8**

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the CAVANAUGH KEENEY, LLC has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c.19 would bar the award of this contract in the one year period preceding the date a award by this governing body, to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the Township of West Orange as defined pursuant to N.J.S.A. 19:44A-3 (p), (q) and (r).

<u>Elected Official</u>	<u>Political/Candidate Committee(s)</u>
--------------------------------	--

- | | |
|---|---|
| o Mayor Robert D. Parisi | Election Fund of Mayor Robert D. Parisi |
| o Councilman Jerry Guarino | Election Fund of Jerry Guarino |
| o Councilwoman Susan McCartney | Election Fund of Susan McCartney |
| o Councilwoman Cindy Matute-Brown | Election Fund of Cindy Matute-Brown |
| o Councilman Joe Krakoviak | Election Fund of Joe Krakoviak |
| o Councilwoman Michelle Casalino | Election Fund of Michelle Casalino |
| o West Orange Democratic County Committee | |

Part II – Ownership Disclosure Certification

☒ I certify that the list below contains the names and home addresses of all owners holding more of the issued and outstanding stock of the undersigned. 10% or

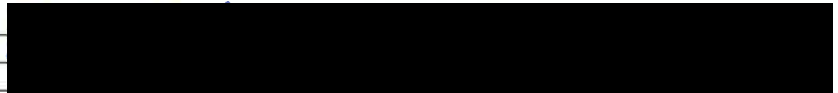
Check the box that represents the type of entity:

☐ Partnership ☐ Corporation ☐ Sole Proprietorship ☐ Subchapter S Corporation
☐ Limited Partnership ☒ Limited Liability Company ☐ Limited Liability Partnership

Name of Stock or Shareholder

Home Address

Patricia A. Keenev
Richard Cavanaugh



Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: CAVANAUGH KEENEY, LLC

Signature of Affiant: Patricia Keenev Title: President/Owner

Printed Name of Affiant: PATRICIA A. KEENEV

Subscribed and sworn before me this 13 day of June, 2019.

My Commission expires: Dana Mangrella
(Attested by)

**DANA MANGRELLA
NOTARY PUBLIC OF NEW JERSEY
Comm. # 2414166
My Commission Expires 11/1/2021**

(seal)

TOWNSHIP OF WEST ORANGE

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following addenda:
Please assign the number, date and initial.

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (Initial)
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

☒ No addenda was received.

Acknowledged for: CAVANAUGH + KEENAN, LLC
(Company Name)

By: Pat A. Keenan
(Signature of Authorized Representative)

Name: Patricia A. Keenan
(Print)

Title: President / Owner

Date: JUNE 13, 2019

Richard Cavanaugh

Executive Profile

Retired Police Lieutenant and current Crisis Intervention Team (CIT) Certified Coordinator offering outstanding presentation, organizational, communication and multi-disciplinary team management skills. High energy, result oriented leader with an entrepreneurial attitude.

Skill Highlights

- Proficient in Policy /Procedure Development
- Expert Curriculum Writing Skills
- CALEA Compliance Familiarity
- Data Analysis
- Negotiation/Mediation Expert
- Proven Management/Leadership Skills
- Self-Motivated
- Adept Communication Skills

Professional

Cavanaugh & Keenan, LLC

June 2019 to Current

Vice President/ Co-Owner

- Cofounder of consulting and management organization providing strategic planning and systems analysis for behavioral health and law enforcement agencies.
- Provides development, implementation and evaluation of an organizations services.
- Assesses training needs and develops programs to meet those needs.
- Evaluates outcome of training sessions and maintains records.

Essex County Hospital Center

August 2018 to Current

Analyst

- Reviews, interprets and evaluates data, contracts and regulations.
- Collects and compiles data to complete analytical studies.
- Reviews and evaluates administrative practices, organizational structure, operating systems and provides recommendations for development.

Essex County Crisis Intervention Team (CIT)

April 2010 to Current

Law Enforcement Coordinator

- Develops curriculum.
 - Consults with Municipal, State and Federal Agencies to further develop CIT training.
 - Strengthens the implementation of Crisis Intervention Team training within Essex County.
 - Relationship building between Mental Health Professionals, Law Enforcement Agencies and the Community.
-

Essex County Public Safety Academy

March 2011 to Current

Instructor

- Instructs new recruits in specific subjects.
- Creates curriculum in accordance to PTC Guidelines.

Montclair Police Department

July 1992 to February 2019

Police Lieutenant

- Ensured Staffing
- Implemented Training Programs
- Record and Identification Bureau Commander 14 years
- Provided Data Analysis to enhance patrol operations
- Reviewed Policies and Procedures
- Supervised Staff
- Patrol Watch Commander 3 years
- Created Mental Health Initiative

Crisis Intervention Team (CIT) International

January 2016 to December 2018

Elected Member - Board of Directors

- Developed new website and migrated data between old and new site.
- Reviewed and revised National curriculum for Crisis Intervention Team training.
- Chairman of the Branding and Communications Committee.
- Elected Treasurer.

Education**B.A. Psychology**

2011

Thomas Edison State College - Trenton, New Jersey

Certifications**Crisis Intervention Certified Coordinator**

2016

CIT International Chicago, Illinois

- Certified by CIT International
- Lessons in leadership and how to effectively manage implementation of the Memphis Model core elements

Police Response: De-Escalation Techniques to Individuals with Special Needs/Mental Health Issues – Train the Trainer

2016

N.J. Division of Criminal Justice

- Training in De-escalation

Security Officers Registration Act Instructor

2013

NJSP ROIC

- Principles of Adult Education Teaching Techniques in Various Subjects

Civil Mediation

2012

NJAPM sponsored at the Rutgers Business School – New Brunswick, New Jersey

- Instruction in Civil Mediation techniques
- Guidelines in Case management

Certification of Instruction, Methods of Instruction

2011

Essex County Public Safety Academy

- Course work in adult education methods of instruction

Crisis Intervention Team Training

2010

Crisis Intervention Training Center for Excellence – Camden, New Jersey

- Education in the identification of mental illness, PTSD and substance abuse

Core Accomplishments

Essex County Crisis Intervention Team (CIT) Program

- Co-Founded the Crisis Intervention Team for Essex County New Jersey.
- Developed Curriculum for the training.
- Engaged the Community, Mental Health Professionals and Law Enforcement Agencies in developing, planning and execution of the program.
- Analyzed data from sequential mapping to support the need for CIT in Essex County.

CIT International

- Created new website utilizing proprietary software.
- Migrated data from previous server.
- Analyzed data for the purpose of purging, retention and accuracy.

Awards and Honors

New Jersey Governor's Council on Mental Health Stigma 2017 Ambassador Award 2017

Essex County Board of Chosen Freeholders Proclamation for Mental Health Stigma 2016

NJ State PBA Meritorious B

9 Life Saving Awards

PATRICIA A. KEENAN, MSW, LCSW

Executive Profile

Healthcare executive and team leader with a focus on developing high standards of practice, evaluating for effectiveness and implementing necessary changes to programs and policies. Engaging communicator and relationship builder with expertise in organizational planning, contract negotiations, team development and administrative efficiency.

Skill Highlights

- Strategic Planning & Execution
- Staff Training & Development
- Budgeting & Fiscal Oversight
- Issue Analysis & Resolution
- Operations Management
- Hands-on Leader
- Union Environment Relationship
- Program Development

Professional Experience

Cavanaugh & Keenan, LLC

President/Owner

2019 to Present

- Cofounder of consulting and management organization providing strategic planning and systems analysis for behavioral health and law enforcement agencies.
- Provides development, implementation and evaluation of organizations services.
- Assesses training needs and develops programs to meet those needs.
- Evaluates outcomes of training sessions and maintains records.

Essex County Hospital Center

Deputy Director

2003 to Present

- Administrative and clinical oversight of 180 bed inpatient psychiatric hospital, including over 350 full-time, part-time and per-diem staff.
- Reviews and evaluates Hospital policies and procedures and develops standards for methods of measurement of hospital services.
- Develops and assesses the organizational structures and management systems of the hospital.
- Assists in establishing clinical and administrative standards, objectives and policies for program services in accordance with hospital policies, state and national standards and licensing and certification standards.
- Responsible for development and implementation of both short and long term goals, policies and plans for the hospital.
- Promotes good relations with a variety of groups/individuals, including patients, staff, other hospitals, professional societies, unions, courts, law enforcement and community organizations.
- Develops staff training programs and evaluates staff performance and competency.
- Oversight of the Mental Health component of the Essex County Mental Health Diversion Program.

**Borough of Caldwell, New Jersey
County Liaison**

2015 to Present

- Develops and fosters relationships with the Mayor and Council, Borough residents, stakeholders and other entities in the community.
- Proactively resolves conflicts and addresses issues that may occur between the Borough and the County.
- Promptly responds to incidents and other events as necessary.

**Essex County Crisis Intervention Team (CIT)
Mental Health Coordinator**

2013 to Present

- Responsible for strategic planning, program growth and implementation of the County Crisis Intervention Team.
- Consults with Local, County, State and Federal Agencies to further develop CIT training.
- Fosters the relations between Mental Health and Law Enforcement Professionals and the Community to ensure positive outcomes.

**Bergen Regional Medical Center
Program Director/Director of Social Work**

1997 to 2002

- Administered, directed and coordinated adult behavioral health and addiction inpatient services.
- Responsible for the development, implementation and evaluation of patient care services for the Behavioral Health Division.
- Managed admissions and discharges of 307 acute and intermediate psychiatric inpatient beds.
- Provided clinical and administrative leadership to the Social Work Department.
- Coordinated survey processes and prepared reports for the Hospital including The Joint Commission, Division of Mental Health and Addiction Services and Centers for Medicare & Medicaid Services.

Education

Rutgers, The State University of New Jersey, New Brunswick, New Jersey

- Master of Social Work, 1993

Siena College, Loudonville, New York

- Bachelor of Arts – Psychology, 1991

License/Certifications

- Licensed Clinical Social Worker (LCSW) – New Jersey
- National Association of Social Workers - Academy of Certified Social Workers (ACSW)
- Crisis Intervention Team (CIT) International Certified Coordinator
- New Jersey "Police Response: De-Escalation Techniques to Individuals with Special Needs/Mental Health Issues" – Train-the-Trainer
- Crisis Intervention Team (CIT) Certified
- Therapeutic Options Trainer/Instructor

Exhibit “D”

**AGREEMENT FOR LAW ENFORCEMENT CONSULTANT –
BEHAVIORAL HEALTH SPECIALIST**

THIS AGREEMENT (“Agreement”) is made and entered into this __th day of June 2019, (the “Effective Date”), by and between the Township of West Orange (the “Township”) and Cavanaugh & Keenan, LLC., with its offices located at 2 Eckhardt Terrace, North Arlington, New Jersey 07031 (the “Contractor”) (collectively the “Parties”).

WHEREAS, the Township is a municipal corporation of the State of New Jersey located in Essex County, New Jersey; and

WHEREAS, on September 19, 2018, the Office of Justice Programs (the “OJP”) within the United States Department of Justice notified the Township that the OJP approved the Township’s application for funding of a grant to prepare and implement a Justice and Mental Health Collaboration Program (the “JMHCP”); and

WHEREAS, the grant from the OJP is meant to fund the a joint effort between the Township and RWJ Barnabas Health and its Mental Health Care department at Clara Maass Medical Center in Belleville, New Jersey to create and implement a JMHCP which shall be a collaborative policy and plan for law enforcement officers of the Township’s Police Department (the “WOPD”) responding to circumstances or events related to individuals with mental illness (“MI”) and/or co-occurring mental illness and substance abuse (“CMISA”); and

WHEREAS, the award of the grant funding was for and requires the Township to retain a Law Enforcement Consultant to assist with the preparation and implementation of the JMHCP; and

WHEREAS, on June 1, 2019, the Township advertised notice of two (2) Requests for Proposal (the “RFPs”) for: (1) a Law Enforcement Consultant with a Policing Background (the “Policing Consultant”) and (2) a Law Enforcement Consultant with a Behavioral Health Specialty (the “Behavioral Health Consultant”), annexed hereto as Exhibit “A;” and

WHEREAS, on June 14, 2019, the Township received one proposal for the Behavioral Health Consultant from the Contractor, annexed hereto as Exhibit “B.”

NOW THEREFORE, for valuable consideration, including the promises, covenants, representations and warranties hereinafter set forth, the receipt and adequacy of which are hereby acknowledged, the parties, intending to be legally and equitably bound, agree as follows:

Article 1
Definitions

1.1 Definitions. As used in this Agreement, the following terms shall have the meaning set forth below, unless the context requires otherwise:

“Agreement” means this Agreement for a Law Enforcement Consultant – Behavioral Health Specialist.

“Township” means the Township of West Orange, a municipality in Essex County, New Jersey with its offices at 66 Main Street, West Orange, New Jersey 07052 and a party to this Agreement.

“Contractor” means Cavanaugh & Keenan, LLC., with its offices located at 2 Eckhardt Terrace, North Arlington, New Jersey 07031 and a party to this Agreement.

“Parties” means the Township and the Contractor collectively.

“RFP” means the Request for Proposal issued by the Township for award of this Agreement and the conditions, requirements and terms contained in the RFP.

“Proposal” means the proposals submitted by the Contractor in response to the Township’s RFP.

“WOPD” means the West Orange Police Department, the Township’s primary law enforcement entity.

“DOJ” means the United States Department of Justice.

“OJP” means the Office of Justice Programs within the DOJ.

“Grant” means the grant awarded by the OJP to the Township for the preparation and implementation of a Justice and Mental Health Collaboration Program by letter dated September 19, 2018.

“JMHCP” means a Justice and Mental Health Collaboration Program a collaborative policy and plan for law enforcement officers of the Township of West Orange responding to circumstances or events related to individuals with mental illness and/or co-occurring mental illness and substance abuse.

“MI” means a mental illness.

“CMISA” means a co-occurring mental illness and substance abuse.

“Effective Date” means: (i) the date on which this Agreement commences; and (ii) the date on which the Township Council authorizes the Township to execute this Agreement.

“Final Report” means a formal written recommendation of policy changes, training and collaboration between the West Orange Police Department and its mental health care partners which shall include a detailed Strategic Plan for the Township of West Orange.

“Planning Guide” means the Planning Guide for the JMHCP which shall contain a detailed description of the JMHCP and a step by step guide in implementation of the JMHCP.

Article 2

Terms and Conditions Precedent

2.1 Term. This Agreement shall be effective upon the Effective Date and shall be in effect for a term of one (1) year.

2.2 Rate. Consistent with the Contractor’s Proposal, Contractor shall be paid \$36,000 for the term of this agreement at a rate of \$3,000 per month. Contactor shall issue to the Township an itemized invoice for the prior months fee for services under this Agreement which shall provide a detailed description of the tasks perform during the prior month. The Township will issue payment no later than 30 days following receipt of the invoice. Contractor agrees that payments under this Agreement shall be conditioned upon and shall commence upon the receipt of the Grant funds from the OJP.

Article 3

Scope of Services

3.1 Services to be Performed. The Parties incorporate by reference and agree to the Scope of Services set for in the RFP, annexed hereto as Exhibit “A” and agree that the Contractor shall provide the following services:

- Contractor shall assist in preparing an inventory of existing WOPD policies and procedures for responding to those with MI and/or CMISA and evaluate the Township’s procedures for patient intake and response.
- Contractor shall develop policy recommendations and review and revise policies and procedures related to interactions with individuals with MI and/or CMISA.
- Contractor shall consult with the police departments of surrounding municipalities and perform research as to policies and procedures for those departments related to interactions with individuals with MI and/or CMISA.
- Contractor shall establish a data and performance measurement systems and protocols necessary for tracking relevant data for record keeping for interactions with individuals with MI and/or CMISA;

- Contractor shall create a database to track responses and outcomes involving interactions with individuals with MI and/or CMISA and train staff on data tracking procedures and database use and communications.
- Contractor shall create performance evaluations for officers who have responded to calls involving individuals with MI and/or CMISA.
- Contractor shall help determine an appropriate level of training for officers and training for dispatchers and general staff in interacting with individuals with MI and/or CMISA.
- Contractor shall guide all project partners for appropriate trainings and delivery strategies which shall include frequency, duration and, level of officer training and trainings for other staff in interacting with individuals with MI and/or CMISA.
- Contractor shall meet during planning period to ensure successful evaluation, planning, and creation of policies and a JMHCP.
- Contractor shall provide formal methods for communication and collaboration to evaluate and review the data collected from calls related to incidents involving individuals with MI and/or CMISA.
- Contractor shall finalize a Planning Guide and assist in guiding the Township through implementation of a JMHCP.

3.2 Final Report. Contractor shall deliver to the Township no later than December 31, 2019 a Final Report which shall include formal written recommendation of policy changes, training and collaboration between the West Orange Police Department and its mental health care partners which shall include a detailed Strategic Plan for the Township of West Orange.

3.3 Planning Guide. Contractor shall assist the Township with the preparation of a Planning Guide which shall be completed no later than December 31, 2019 to include: (1) a detailed description of the JMHCP; and (2) a step by step guide in implementation of the JMHCP.

3.4 Consultation and Monitoring. Following completion and submission of the Final Report and completion of the Planning Guide, Contractor shall continue to monitor the progress of the implementation of the JMHCP and provide any further assistance to the Township as needed for implementation of the JMHCP for the remainder of the term of this Agreement. This assistance shall include any revisions and updates needed to the Final Report and the Planning Guide. Contractor engage in at least one (1) teleconference per month with a designee of the Township to discuss the progress of the implementation of the JMHCP and answer any questions the Township may have.

3.5 Compliance with all OJP and DOJ Requirements. Contractor agrees that it shall comply with all requirements of the OJP and DOJ in performance of this Agreement. Contractor further agrees that it shall not compromise the Township's qualification for award of the Grant from the OJP.

3.6 Staffing. Patricia A. Keenan shall be designated as the Behavioral Health Consultant consistent with the Proposal. The Contractor agrees that Patricia A. Keenan shall maintain her licensure in the State of New Jersey as a Licensed Clinical Social Work during the term of this Agreement.

3.7 Required Documentation. The Contractor shall provide to the Township all required documentation as set forth in the RFP no later than the deadlines set forth in the RFP.

3.8 Prohibition of Subcontracting. The parties agree that the Contractor shall not subcontract, assign or delegate all or substantially all of its duties, obligations or services to be performed under this Agreement.

Article 4 Insurance, and Indemnification

4.1 Insurance Requirements. The Contractor shall maintain in force at all times during the term of the Agreement as a direct cost of operation, insurance coverage as directed by the Township. Such coverage shall be provided on a primary and noncontributory basis and will be obtained from an insurance company authorized and licensed to do business in the State of New Jersey and rated not less than A-VII by the most current Best's Manual.

The specifications outlined are standard industry Insurance Services Office (ISO) forms that are used by most insurers. In the event a carrier utilizes a proprietary policy form, the agent or broker must provide a statement that the policy provides a scope of coverage at least as broad as the requested ISO form.

Such coverage shall include, at a minimum, the following:

Worker's Compensation & Employers Liability:

Worker's Compensation as required by statute.

Employers Liability with limits of:	\$1,000,000 Each Accident
	\$1,000,000 Disease - Policy Limit
	\$1,000,000 - Each Employee

Commercial General Liability

Occurrence Form - Insurance Services Offices - (ISO) Form CG0001 (Ed. 04/13; 12/07; 12/04)

Limits:	\$2,000,000 Each Occurrence
	\$1,000,000 Personal & Advertising Injury Limit

\$2,000,000 General Aggregate
\$2,000,000 Products-Completed Operations Aggregate

The following endorsements are to be included in the CGL:

- Per Location - General Aggregate Limit
- Additional Insured-Owners, Lessees or Contractors -(ISO) Form CG2010 (Ed 04/13) or Additional Insured - Designated Person or Organization (ISO) Form CG2026 (Ed 04/13)
- Owner: Township of West Orange and its officers, directors and employees.
- Primary and Noncontributory - Other Insurance Condition (CG20 01 04 13)
- Waiver of Transfer of Rights of Recovery Against Others To Us (CG2404 Ed 05/09)
- Earlier Notice of Cancellation Provided by Us (CG0224) - Number of Days' Notice: 30 Days except 10 days for non-payment of premium **-Endorsement specifically applying to:** Township of West Orange and its officers, directors and employees

Regarding Commercial General Liability Form CG0001, the coverage cannot contain any of the following endorsements that restrict or amend:

- Coverage A. exclusion b (Contractual exclusion) - An amendment to the definition of "Insured Contract" is not acceptable.
- Coverage A. exclusion e. (Employer's Liability) - An amendment to the definition of "employee" is not acceptable.
- Coverage A. exclusion f (Pollution exclusion) - An amendment to the exclusion is not acceptable. (An exception will be made if there is a separate Contractor's Pollution-Professional Liability policy).
- Coverage A. exclusion I. (Damage to Your Work) - An amendment to the exclusion relating to work performed by independent contractors is not acceptable.
- Condition 7 - Separation of Insureds - An "insured versus insured" exclusion or Cross Liability Exclusion are not acceptable. (An endorsement that excludes "Named Insured versus Named Insured" is acceptable).

The following types of endorsements are not acceptable:

- An endorsement(s) excluding operations relating to Explosion, Collapse, Underground activities (X,C,U) are not acceptable;
- An endorsement that restricts coverage based upon a subcontractor's insufficient insurance limits or failure to obtain Certificates of Insurance;

Business Automobile Policy

Insurance Service Form (ISO) — Form CA 0001 Edition 03 06

Liability Limit: \$1,000,000 - Symbol 1 "Any Auto"

4.3 Indemnification. The Contractor shall defend, indemnify, and save harmless the Township, and their respective chairpersons, members, elected officials, officers, directors, employees, agents and attorneys, from and against all claims, suits, judgments, expense, fines,

penalties assessments and costs of every kind and description, by reason of injury to persons or damage to property, resulting or alleged to result from any act or omission of the Contractor

Article 5
State and Federal Law Compliance

5.1 Affirmative Action/EEO Compliance Notice. The Contractor shall comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et. seq. (Affirmative Action/Equal Employment Opportunity).

5.2 Prevailing Wage. To the extent applicable under N.J.S.A. 34:11-56.25 et. seq., all persons performing any work under this Agreement are to be paid the prevailing wage rates as determined by the Department of Labor of the State of New Jersey. Nothing shall prohibit the Contractor from paying more than the prevailing wage rates in connection with this Agreement.

5.4 Business Registration Certificate. No later than ten (10) days from the Effective Date, the Contractor shall provide to the Township proof of its business registration.

Proof of business registration shall be:

- A copy of a Business Registration Certificate issued by the Department of Treasury, Division of Revenue; or
- A copy of the web printed version provided by the NJ Division of Revenue

BRCs are available from the State of New Jersey Department of Treasury, Division of Revenue. BRCs can be obtained, in approximately one week's time, by following the on-line procedures at www.nj.gov/treasury/revenue/taxreg.htm.

5.5 Disclosure of Contributions to New Jersey ELEC. The Contractor shall comply with all reporting requirements to the New Jersey Election Law Enforcement Commission ("ELEC") pursuant to N.J.S.A. 44A:20-27.

Article 6
Limitation of Liability and Survival

6.1 Limitation of Liability. The Township nor any of its indemnified persons shall be liable to the Contractor for lost revenue or lost profits, whether foreseeable or not, arising out of, or in connection with this Agreement or in tort.

6.2 Survival. The provisions of this Article shall survive the termination or expiration of this Agreement.

Article 7
Miscellaneous

7.1 Notices. All notices, demands, requests and other communications provided for under this Agreement, except for real-time or routine communications between the designated representatives concerning the services provided pursuant to this Agreement or any term or condition of this Agreement, will be in writing addressed to the respective Party, as the case may be, at the following addresses. Either Party may change the address to which notices are sent or the designation of its designated representative by written notice to the other as required by this Section 7.1. Notice will be deemed to have been given (a) when presented personally, upon receipt, (b) when sent by a nationally recognized overnight courier service, on the date delivered to the addressee, (c) when sent by mail, postage prepaid, registered or certified, return receipt requested, on the date delivered to the addressee or (d) when sent by facsimile or other electronic transmission, on the date of electronic confirmation of transmission (if sent on a Business Day before 5:00 p.m. Eastern Prevailing Time) or the first Business Day thereafter (if sent at any other time). The names and addresses for the service of notices referred to in this Section and the designated representatives are:

To Contractor:	Cavanaugh & Keenan, LLC. 2 Eckhardt Terrace North Arlington, NJ 07031 Attn: Patricia A. Keenan
To the Township:	Township of West Orange 66 Main Street West Orange, NJ 07058 Attn: Clerk of the Township of West Orange
With a copy to:	Richard D. Trenk, Esq. McManimon, Scotland and Baumann, LLC 75 Livingston Avenue, Suite 201 Roseland, NJ 07068

7.2 No Partnership. This Agreement shall not be interpreted or construed to create an association, joint venture or partnership among the Parties, or to impose any partnership duty, obligation or liability on the Parties. No Party shall act as agent of the other, have the authority or hold itself out as having the authority to bind the other Party to any contract, obligation or commitment or take any other action on behalf of the other Party, in each case except as expressly set forth in this Agreement.

7.3 Third Party Beneficiaries. This Agreement is for the benefit of the Parties hereto and their respective successors and permitted assigns, and this Agreement shall not otherwise be deemed to confer upon or give to any third party any remedy, claim, liability, reimbursement, cause of action or other right.

Execution Copy

7.4 Governing Law. This Agreement shall be governed by and shall be construed and interpreted in accordance with the laws of the State of New Jersey, without reference to principles of conflicts of laws there under. The jurisdiction and venue of any action or claim between the parties shall be the Superior Court of New Jersey, Essex Vicinage.

7.5 Entire Agreement. This Agreement together with the RFP, Proposal and Exhibits hereto constitute the entire agreement and understanding between the Contractor and the Township with respect to the subject matter hereof and supersedes all other prior oral and/or written agreements relating to the subject matter hereof, which are of no further force or effect. The RFP, Proposal, and Exhibits referred to herein are integral parts hereof and thereof and are made a part of this Agreement by reference. Each Party acknowledges that it and its counsel have reviewed and revised this Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement.

7.6 Amendments. No amendment, modification, waiver, change or addition hereto shall be effective or binding on any of the Parties hereto unless the same is in writing and signed by each of the Parties hereto.

7.7 Waivers. Any waiver, express or implied, by any Party of any right or of any failure to perform or breach of this Agreement by any other Party shall not constitute or be deemed as a waiver of any other right or of any other failure to perform or breach of this Agreement by such other Party, whether of a similar or dissimilar nature.

7.8 Severability. In the event of the invalidity or unenforceability of any provision of this Agreement, the validity or enforceability of the other provisions hereof shall not be affected and the Parties shall substitute for such invalid or unenforceable provision a valid and enforceable provision that most closely approximates the intended effect of the invalid or unenforceable provision.

7.9 Counterparts. This Agreement may be executed in one or more counterparts, all of which taken together shall constitute one and the same instrument.

7.10 Facsimile Delivery. This Agreement may be duly executed and delivered by a Party by execution and facsimile delivery of the signature page of a counterpart to the other Parties, and if delivery is made by facsimile, the executing Party shall promptly deliver, via overnight delivery, a complete original counterpart that it has executed to the other Parties, but this Agreement shall be binding on and enforceable against the executing Party whether or not it delivers such original counterpart.

Execution Copy

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

ATTEST:

TOWNSHIP OF WEST ORANGE

Karen Carnevale, Municipal Clerk

By:_____
Robert D. Parisi, Mayor

WITNESS:

CAVANAUGH & KEENAN, LLC.

By:_____

Exhibit “A”

TOWNSHIP OF WEST ORANGE
WEST ORANGE POLICE DEPARTMENT

REQUEST FOR PROPOSAL

LAW ENFORCEMENT CONSULTANT-BEHAVIORAL HEALTH SPECIALIST

Submission Date:

June 14, 2019

4:00 PM

Prevailing Time

Township of West Orange *66 Main Street* West Orange, NJ 07052

973-325-4056

ADVERTISEMENT

REQUEST FOR PROPOSALS

The Township of West Orange is seeking the services of a Behavioral Health Specialist to work with crisis intervention trained law enforcement officers for the Category 2: Strategic Planning for Law Enforcement and Mental Health Collaboration Grant BJA-2018-13906. The proposal package can be obtained in person at the Township of West Orange, Purchasing Dept., Room 111, 66 Main St., West Orange, NJ 07052 during regular business hours M-F 8:30 AM – 4:30 PM or visit our website: www.westorange.org to download the RFP. Prospective consultants must provide Township with complete contact information in the event it is necessary to distribute addenda or other information related to the RFP. Any questions can be emailed to adesantis@westorange.org no later Tuesday June 11, 2019. Proposals must be clearly marked with the title of project, name and address of party submitting, to the address above. Submission date and time is Friday June 14, 2019 at 4:00 PM. It is the sole responsibility of the prospective candidate to ensure that their proposal is received prior to the advertised deadline.

Anne DeSantis
Purchasing Agent QPA

OVERVIEW

The Township of West Orange, New Jersey, is the fifth largest municipality in Essex County, with an area of 12.1 square miles, a population of approximately 47, 000 and a daytime population that swells to about 100,000. The Township is considered a suburban/urban community because of its urban rim district border with the City of Orange.

The West Orange Police Department (WOPD) has been granted funds under the FY 18 Justice and Mental Health Collaboration Program to better address persons with mental health issues (MI) or co-occurring mental illness and substance abuse (CMISA). In November 2016, WOPD collaborated with community partners and launched Operation HOPE (The Heroin-Opiate Prevention Effort). This is a voluntary program offering drug turn-in, treatment, and assistance aimed at placing those with an addiction into drug treatment instead of jail. With services offered 24 hours a day/7 days a week, anyone who comes in to turn over drugs and drug paraphernalia will not be charged with possession. Providing integrated treatment to address mental illness and opioid addiction can lead to positive outcomes such as reduced substance use and arrests. Screening at the entry point points to the criminal justice system for MI or CMISA is an imperative step.

Currently, the WOPD has an informal relationship with the staff at Psychiatric Emergency Services (PES) at RWJBarnabas Health if an individual with MI or CMISA disorder is brought to the hospital; however, there is no formal information sharing. We aim to take this existing framework to develop a two-way channel of communication. In addition, the WOPD does not have the resources needed to track key data measures such as MI or CMISA calls for service. The WOPD is only able to determine if a call involves an afflicted individual. One accepted by the hospital, outcomes could not be monitored or tracked by officers. The grant issued to the WOPD by the US Department of Justice will aid the WOPD to establish a collaborative policy and implementation including training for officers and the development of formal tracking processes to improve records and future assessments for those who encounter the justice system and are afflicted by MI or CMISA disorders.

The Township of West Orange will lead the “West Orange Justice and Health Collaboration” (JMHC) working collaboratively with the WOPD and PES at RWJBarnabas Health. With technical assistance from a Behavioral Health Specialist, the Township will develop and document a JMHC to improve officer and citizen safety during calls for those with MI or CMISA disorder. The Township will contract with a law enforcement consultant to work with the partners identified to create a “Project Team.” A Police Mental Health Coordinator will be appointed from the WOPD to lead the review of data on performance, adherence to policies, and procedures, ensure day-to-day operations are in line with the JMHC mission, and coordinate outreach and engagement with the other partners.

Law Enforcement Consultant Behavioral Health Specialist

The Behavioral Health Specialist would work with the law enforcement, conducting behavioral health, risk of release screening and connection to care on an immediate or next business day basis. The Specialist would assess the risk to the community or self. If there were significant, behavioral health issues the Specialist would make diversion recommendations regarding the need for alternative services in lieu of jail. The Specialist would act as the initial case manager pending the assignment of a longer-term case manager.

The Behavioral Health Specialist will be an integral part of the Project Team responsible for the following:

- Help Inventory existing policies and procedures for responding to those with mental illness and evaluate procedures for patient intake and response.
- Review, revise, recommend and develop policies and procedures.
- Consult with surrounding municipalities' police departments.
- Establish the data and performance measurement systems and protocols necessary for tracking relevant data for record keeping; create a database to track responses, outcomes, and train staff on data tracking procedures and database use and communications.
- Create performance evaluations for officers who have responded to a mental health related call.
- Help determine appropriate level of training for officers and training for dispatchers and general staff.
- Guide all project partners for appropriate trainings and delivery strategies; this includes frequency, duration and, level of officer training and trainings for other staff.
- Meet during planning period to ensure successful evaluation, planning, and creation of policies and an implementation plan.
- Provide formal methods for communication and collaboration to evaluate and review the data collected from calls.
- Finalize action plan and assist in guiding through implementation

Deliverables:

For purposes of this Grant Agreement, the Grantee shall produce a Final Report with the recommended policy changes, training and collaboration between the West Orange Police Department and Mental Health Partners detailing a Strategic Plan for the West Orange Police Department. They will also ensure that the Planning Guide for the Justice and Mental Health Collaboration Program Category 2: Planning for police and Mental Health Collaboration is completed.

FINAL REPORT and PLANNING GUIDE DUE DECEMBER 31, 2019. ANY EXTENSIONS MUST BE APPROVED BY THE TOWNSHIP OF WEST ORANGE AND THE BUREAU OF JUSTICE ADMINISTRATION

QUALAIFICATIONS:

The ideal candidate shall have the following qualifications:

- Licensed in the State of NJ as a LCSW or comparable professional license.
- Be familiar with reviewing and writing policies in compliance with CALEA.
- Have training in Crisis Intervention Training (CIT).
- Experience Training Police Officers.
- Experience working with Law Enforcement.
- Experience working with County Mental Health Associations.

General Requirements of Qualifications

Respondents shall submit technical qualifications, which contain the following:

1. Business name, the principal place of business, and if different, the place where services will be provided.
2. Respondents must have a minimum of five (5) years' experience.
3. The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles.
4. A listing of all other engagements where services of the types proposed, were provided in the past. This should include other Township governments, businesses or other government entities. Contact information for references must be provided.
5. Please type your responses and include with your submission.

Cost Analysis

Respondents should submit a cost proposal that would include any proposed retainer, the services to be provided at a flat rate, if all or any services will be billed through hourly rates and what are the established rates. The Township shall in its discretion, provide a fee schedule with hourly rates depending on the nature of the matter. By submission of a proposal, you acknowledge and agree to adhere to the fee schedule.

Submission Evaluation

Each submission must satisfy the objectives and requirements detailed in this RFP. The successful respondent shall be determined by an evaluation of the total content of the qualifications submitted.

Use of Information

Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like, furnished or disclosed by the Township to the Respondent in connection with this RFQ, shall remain the property of the Township. When in tangible form, all copies of such information shall be returned to the Township upon request. Unless such information was previously known to the Respondent, free

of any obligation to keep it confidential, or has been or is subsequently made public by the Township or a third party, it shall be held in confidence by the Respondent, shall be used only for the purposes of this RFQ and shall not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

General Terms and Conditions

1. The Township reserves the right to reject any or all submissions, if necessary, or waive any informality in the submission.
2. In case of failure by the successful Respondent, the Township may procure the articles or services from other sources, deduct the cost of the replacement from money due the Respondent under the contract and hold the Respondent responsible for any excess cost.
3. The Respondent shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General, Professional, and Automobile Liability.
4. Township assumes no responsibility for submissions received after designated date and time due.
5. By submission of qualifications, the Respondent certifies that the service to be furnished will not infringe upon any valid patent, trademark, or copyright.
6. The successful Respondent shall, at its expense, defend any and all actions or suits charging such infringement, and will save the Township harmless.
8. No Respondent shall influence, or attempt to influence, or cause to be influenced, any Township Officer or employee to use their official capacity in any manner.
9. No Respondent shall cause or influence, or attempt to cause influence, any Township Officer or employee to use their capacity to secure unwarranted privileges or advantages for the Respondent.
10. Should any differences arise between the contracting parties as the meaning or intent of these instructions or specifications, the Townships decision shall be final and conclusive.
11. The Township shall not be responsible for any expenditure of monies or other expenses incurred by the Respondent in making its request for consideration.
12. All necessary forms required by this RFP shall be completed and submitted as part of this submission.

Instructions for Submission

Please submit one original and one copy.

Designated Contact Person:

Anne DeSantis, Purchasing Agent, RPPO, QPA
Township of West Orange
66 Main Street
West Orange, NJ 07052

Submissions must be received by the Township by Friday June 14, 2019 at 4:00 P.M. Preferred delivery methods are US mail or hand delivery. Facsimile or electronic delivery will not be accepted.

BIDDER'S CHECK LIST Mandatory Items

- * Iranian Disclosure Statement _____
- * Business Registration Certificate _____
- * Affirmative Action Compliance
Notice _____
- * Non-Collision Form _____
- * Proposal Form _____
- * Business Entity Disclosure _____
- * Addenda Acknowledgement _____

Please provide one additional copy of submission.

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Proposer: _____

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

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

- ___ Is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, and
- ___ Is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days, or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

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

Part 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN
You must provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

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

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above referenced person or entity. I acknowledge that the Township of West Orange, State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Township to notify the Township 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 Township of West Orange, State of New Jersey and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

Business Registration Certification and Public Works Contractor Registration Certification

Effective September 1, 2004, the State has expanded its Contractor Registration Program to local Government contracts, P.L. 2004, c57. All business organizations that do business with a local government agency are required to be registered with the State. The business must provide proof of that registration to the local government agency before that local government agency can enter into a contract with the business. A copy of the Business Registration Certificate must also be on file before any purchase order/voucher or other contracting document can be issued.

Contractors are responsible for notifying subcontractors.

Further information and registration can be obtained online from the NJ Treasury, Division of Revenue or by calling (609) 292-1730.

P.L. 1999 Chapter 238. The Public Works Contractor Registration Act specifies that no contractor or subcontractor shall bid on or engage in any contract (or part thereof) for public work which is subject to the provisions of the “New Jersey Prevailing Wage Act”, P.L. 1963 C. 150 (c. 34:11-56.25 et seq.) for the construction, reconstruction, demolition, alteration, repair, or maintenance of a public building regularly open to and used by the general public or public institution, and includes any subcontractor or lower tier subcontractor of a contractor unless they are registered with the Commissioner of Labor.

REQUIRED EVIDENCE

AFFIRMATIVE ACTION REGULATIONS N.J. S.A. 10:5-31, et seq. (N.J.A. C. 17:27)

If awarded a contract, the Bidder 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. Within five (5) days after receipt of the notification of intent to award the contract, the Bidder shall present one of the following:

1. Appropriate evidence that the Contractor is operating under an existing federally approved or sanctioned affirmative action program; or
2. A Certificate of Employee Information Report Approval issued in accordance with N.J.A.C. 17:27-4; or
3. An initial Employee Information Report consisting of forms provided by the Affirmative Action Office and completed by Contractor in accordance with N.J.A.C. 17:27-4.

The Bidder must submit no later than three (3) days after the signing of the Contract an Initial Project Manning Table consisting of forms provided by the Affirmative Action Office and completed by Contractor in accordance with N.J.A.C. 17:27-7.

Bidders are referred to the Bidder's Information Section of the Bid Packet for a further description of the above requirements.

NO BIDDER CAN BE ISSUED A CONTRACT UNLESS THEY COMPLY WITH THE AFFIRMATIVE ACTION REGULATIONS OF N.J.S.A. 10:5-31, et seq.

The following questions must be answered by all Bidders:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?
Yes_____ (If yes, submit a copy of such approval.) No
2. Do you have a State Certificate of Employee Information Report approval?
Yes_____ (If yes, submit a copy of such approval.) No

The undersigned Bidder certifies that he is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31, et seq., and agrees to furnish the required documentation pursuant to the law.

COMPANY: _____ NAME: _____

SIGNATURE: _____ TITLE: _____

NOTE: A bid must be rejected as non-responsive if a Bidder fails to comply with requirements of N.J.S.A. 10:5-31, et seq., within stipulated time.

AFFIDAVIT OF NON-COLLUSION

The undersigned bidder of full age, being duly sworn according to law depose and hereby specifically certifies that:

A. To the best of the bidder's knowledge and belief, the annexed bid proposal for this project has not been prepared in collusion with any other bidder of like item or services and the prices, discounts, terms and conditions thereof have not been directly or indirectly communicated by or on behalf of the bidder to any person other than the recipient of the bid and will not be communicated to any person prior to the official opening of the bid.

B. The bidder fully understands that no premiums, rebates, or gratuities are permitted either with, prior to, or after signing of contract. Any violation will result in cancellation and removal from the bid list.

C. The bidder further certifies that the undersigned has the necessary authority, to sign this stipulation stating that the bidder has not entered into any agreement, or otherwise taken any action in restraint of free competitive bidding in connection with this bid.

All references to the bidder are understood to include the undersigned and all principals, partners and officers of the bidder..

Date:

(Signature)

(Name and Title)

(Company Name)

(Address)

Subscribed and sworn to before me

this _____ day of _____, 20____

Notary Seal

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 take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and 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 employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable 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 applicable 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 Div. of Contract Compliance & EEO 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 Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

BID PROPOSAL FORM

(Contract Title and Bid Number, if applicable)

(Description of goods/services being bid)

The undersigned proposes to furnish and deliver the above goods/services pursuant to the RFP specification and made part hereof:

Amount in words

\$ _____
Amount in numbers

Company or Individual Name

Federal I.D. # or Social Security #

Address

Signature

Print Name

Title: _____

Telephone Number

Date

Fax Number

E-mail address

BUSINESS ENTITY DISCLOSURE CERTIFICATION
Required pursuant to N.J.S.A. 19:44A-20.8

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the _____ has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c.19 would bar the award of this contract in the one year period preceding the date a award by this governing body, to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the Township of West Orange as defined pursuant to N.J.S.A. 19:44A-3 (p), (q) and (r).

Elected Official

Political/Candidate Committee(s)

- | | |
|---|---|
| ☐ Mayor Robert D. Parisi | Election Fund of Mayor Robert D. Parisi |
| ☐ Councilman Jerry Guarino | Election Fund of Jerry Guarino |
| ☐ Councilwoman Susan McCartney | Election Fund of Susan McCartney |
| ☐ Councilwoman Cindy Matute-Brown | Election Fund of Cindy Matute-Brown |
| ☐ Councilman Joe Krakoviak | Election Fund of Joe Krakoviak |
| ☐ Councilwoman Michelle Casalino | Election Fund of Michelle Casalino |
| ☐ West Orange Democratic County Committee | |

Part II – Ownership Disclosure Certification

____ I certify that the list below contains the names and home addresses of all owners holding _____ 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of entity:

____ Partnership ____ Corporation ____ Sole Proprietorship ____ Subchapter S Corporation

____ Limited Partnership ____ Limited Liability Company ____ Limited Liability Partnership

Name of Stock or Shareholder

Home Address

_____	_____
_____	_____
_____	_____
_____	_____

Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: _____

Signature of Affiant: _____ Title: _____

Printed Name of Affiant: _____

Subscribed and sworn before me this _____ day of _____, 2____.

My Commission expires: _____
(Attested by)

(seal)

TOWNSHIP OF WEST ORANGE

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following addenda:
Please assign the number, date and initial.

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (Initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

☐ No addenda was received.

Acknowledged for: _____
(Company Name)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print)

Title: _____

Date: _____

Exhibit “B”



LAW ENFORCEMENT CONSULTANT– BEHAVIORAL HEALTH SPECIALIST

TOWNSHIP OF WEST ORANGE
WEST ORANGE POLICE DEPARTMENT
REQUEST FOR PROPOSAL



Submitted by:

CAVANAUGH & KEENAN, LLC
2 Eckhardt Terrace North Arlington, NJ 07031
(201) 390 – 4829

June 14, 2019

Proposal to the Township of West Orange to provide services as a Law Enforcement Consultant – Behavioral Health Specialist for the Category 2: Strategic Planning for Law Enforcement and Mental Health Collaboration Grant BJA – 2018 – 13906

Contents

I.	Description of Cavanaugh & Keenan, LLC.....	2
II.	Team Members.....	3,4
III.	Narrative Statement.....	5
IV.	Cost Analysis.....	6
V.	References.....	7

Attachments

A.	Bidder's Check List Mandatory Items	See RFP page 10
B.	Disclosure of Investment Activities in Iran	See RFP page 11
C.	Business Registration Certificate	See RFP page 12
D.	Affirmative Action Compliance Notice	See RFP page 13
E.	Affidavit of Non-Collision Form	See RFP page 14
F.	Bid Proposal Form	See RFP page 17
G.	Business Entity Disclosure Certification	See RFP page 18
H.	Addenda Acknowledgement	See RFP page 19
I.	Resumes	
I-1	• Richard Cavanaugh	
I-2	• Patricia A. Keenan	

I. Description of Cavanaugh & Keenan, LLC

Cavanaugh & Keenan, LLC began as a collaboration between a Mental Health Professional, Patricia A. Keenan, MSW, LCSW and a Law Enforcement Officer, Lieutenant Richard Cavanaugh (Ret.) to bridge the gap between Mental Health and Law Enforcement systems. As a result of the partnership, the Crisis Intervention Team (CIT) was developed in Essex County, New Jersey. The Crisis Intervention Team (CIT) is a program that educates Law Enforcement Officers and Mental Health Professionals on appropriate techniques to respond to an individual in a psychiatric crisis. The intended outcome of these interventions is to minimize the potential for injury and direct individuals to appropriate services.

Cavanaugh and Keenan possess the specific expertise and experience with direct relevance to many of the key issues for the Law Enforcement Consultant and Behavioral Health Specialist for the Category 2: Strategic Planning for Law Enforcement and Mental Health Collaboration Grant.

For over twenty-five years, Richard Cavanaugh and Patricia Keenan have been responsible for developing, implementing, expanding, evaluating and operating behavioral health and law enforcement organizations.

Through collaboration and engagement with community stakeholders, Cavanaugh & Keenan, LLC established solid working partnerships with organizations such as, Clara Maass Medical Center, East Orange General Hospital, Newark Beth Israel Medical Center, The Mental Health Association of Essex and Morris County, Northwest Essex Community Healthcare Network, Main St. Counseling Center and Essex County's Mental Health Administrator.

Having established relationships with Mental Health Stakeholders, Cavanaugh & Keenan, LLC next forged relationships with every law enforcement agency in Essex County, as well as the Essex County Probation Department and the Essex County Correctional Facility to provide Crisis Intervention Team Training. In addition to the Essex County affiliations, relationships were created with the United States Postal Inspection Service, New Jersey Transit Police, Rutgers University Police, NJIT Police, Montclair State University Police, the Federal Air Marshall Service, New Jersey State Police and the United States Secret Service.

Cavanaugh & Keenan, LLC have partnered with the Essex County Public Safety Academy and the New Jersey Transit Police Department Counter-Terrorism Training Facility to provide high quality Crisis Intervention Team (CIT) Training. Since 2013, these stakeholders have worked continuously with Cavanaugh & Keenan, LLC in facilitating Crisis Intervention Team (CIT) Training to over 500 Law Enforcement and Mental Health Professionals throughout Essex County.

II. TEAM MEMBERS

Lt. Richard Cavanaugh (Ret.)

Richard Cavanaugh retired in good standing from the Montclair Police Department after almost twenty-seven years of service. Career positions include:

- Patrolman
- Community Policing
- Anti-Street Crime Task Force Member
- Crime Scene Investigator
- Hostage Negotiator
- Patrol Sergeant
- Patrol Lieutenant
- Record and Identification Bureau Commander
- PTC Instructor

Lt. Cavanaugh (Ret.) seeing a need for a better Law Enforcement approach to people with a Mental Illness took the initiative and developed and implemented Crisis Intervention Team (CIT) Training in Essex County New Jersey.

As such he held the following positions:

- The First Law Enforcement Coordinator for CIT in Essex County
- Elected Board Member of CIT International

Lt. Cavanaugh (Ret.) while serving on the Board of Directors of CIT International was also instrumental in reviewing and recommending changes to the National Curriculum for CIT. In addition to providing a national curriculum through Bureau of Justice Assistance, CIT International, through conference networking, provides local agencies a format to discuss and investigate various ways to provide data and performance measurement systems and protocols.

As the Commander of the Montclair Police Department Record and Identification Bureau, Lt. Cavanaugh (Ret.) worked with several Record Management Systems. During his tenure as the Bureau Commander, he instituted several systems for tracking and analyzing data, as well as collecting and evaluating data for UCR and NBIRS.

While working at the Montclair Police Department, Lt. Richard Cavanaugh (Ret.) reviewed and revised the Mental Health Policy and Procedure for the Montclair Police Department for the purpose of CALEA certification.

Lt. Cavanaugh (Ret.) as a private contractor has assisted in analyzing and then based upon the outcomes of the analysis provided training to Hackensack Meridian Health staff and Alert Ambulance employees.

Patricia A. Keenan, MSW, LCSW

Patricia A. Keenan is a licensed clinical social worker (LCSW) with over twenty-five years of experience concentrating in mental health and substance abuse. She is currently the Deputy Director of Essex County Hospital Center (EHC) in Cedar Grove, New Jersey, where she oversees the daily administrative and clinical operations of the 180 bed-hospital. Throughout her career, she has worked in a variety of hospital and community-based programs in the following capacities:

- Case Manager
- Advocate
- Clinician
- Trainer
- Supervisor
- Director

Ms. Keenan saw a disconnect between mental health and law enforcement which led her to the development of the Crisis Intervention Team (CIT) in Essex County. She became the Mental Health Coordinator for this initiative.

In an effort to do more, Ms. Keenan partnered with the Essex County Prosecutor's Office in the development, planning and implementation of the Essex County Mental Health Diversion Program. The program diverts individuals who interface with the criminal justice system as a direct result of their mental illness to appropriate mental health treatment. Ms. Keenan oversees the mental health component of this program.

Ms. Keenan has presented nationally in Chicago, Illinois at the CIT International Conference on "Are We Speaking the Same Language?" A presentation on effective communication between Mental Health and Law Enforcement Professionals.

After evaluating staff competency and training programs at the hospital, Ms. Keenan and her team implemented Essex County Hospital Center's Therapeutic Options Program. She now coordinates this program which trains staff to safely handle patients in a behavioral health crisis.

Ms. Keenan's knowledge and expertise in policy and procedure evaluation, resulted in her active participation in the review and revision of Mental Health Policies for the Essex County Correctional Facility (ECCF).

Throughout her career, Ms. Keenan has provided consultation, program development and evaluation, strategic planning and staff training for law enforcement and mental health professionals.

Additional background and relevant experience for each team member can be reviewed on the attached resumes.

III. Narrative Statement

A. Initiating Services

Upon being awarded the contract for services, Cavanaugh & Keenan, LLC will be immediately ready and prepared to initiate consulting activities for the Law Enforcement Consultant and Behavioral Health Specialist for the Category 2: Strategic Planning for Law Enforcement and Mental Health Collaboration Grant BJA-2018-13906. Our previous experiences have already put relationships in place between Cavanaugh & Keenan, LLC and Mental Health Professionals and Organizations, as well as surrounding municipal police departments in Essex County. Upon project inception, Cavanaugh & Keenan, LLC will coordinate with the West Orange Law Enforcement Coordinator to:

- Establish a working relationship with the Law Enforcement Coordinator.
- Obtain material to review existing policies and procedures for responding to those with mental illness.
- Discuss preparatory material in order to establish areas for improvement.
- Become familiar with the Record Management System used by West Orange Police Department.
- Develop a schedule for activities and processes to ensure smooth operations in accordance with the grant timeline.
- Establish an initial set of goals/objectives and milestones for the project.
- Identify follow-up reporting mechanisms and timeframes.

Off-site consultant activities will include:

- Meeting with Municipal Police Departments.
- Engaging with Mental Health Partners.
- Arranging meetings with Mental Health Organizations and Law Enforcement Agencies.
- Preparation of performance evaluation documentation.
- Documentation preparation for formal methods to review data collection.
- Formulation of final action plan.

IV. Cost Analysis

The total cost of this proposal is **\$36,000**. This includes:

- All on-site consulting.
- Off-site work by the consultant in performing data analysis, document review, report writing and meetings.
- Ancillary costs such as office supplies, travel and administrative expenses.
- Any additional services not specifically included in the proposed scope of services and lump sum cost will be billed at an hourly rate of \$ 125.00.

V. References

John Wallschlager
President
Gold Stripe Consulting, LLC
4209 County Road
Oshkosh, Wisconsin 54904
Phone: [REDACTED]
e-mail: [REDACTED]

Dara Rampersad
BluePaz, LLC
8808 North Central Ave
Phoenix, Arizona 85020
Phone: [REDACTED]
e-mail: [REDACTED]

Joseph Scarpelli, D.C.
Essex County Mental Health Administrator
204 Grove Avenue
Cedar Grove, New Jersey 07009
Phone: [REDACTED]
e-mail: [REDACTED]

Nadine Venezia, LSW
Chief Operating Officer
Mental Health Association of Essex and Morris
80 Main Street, Suite 370
West Orange, New Jersey 07052
Phone: [REDACTED]
e-mail: [REDACTED]

BIDDER'S CHECK LIST Mandatory Items

- | | | |
|---|--------------------------------------|-----------|
| * | Iranian Disclosure Statement | <u>PA</u> |
| * | Business Registration Certificate | <u>PA</u> |
| * | Affirmative Action Compliance Notice | <u>PA</u> |
| * | Non-Collision Form | <u>PA</u> |
| * | Proposal Form | <u>PA</u> |
| * | Business Entity Disclosure | <u>PA</u> |
| * | Addenda Acknowledgement | <u>PA</u> |

Please provide one additional copy of submission.

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**Proposer:** CAVANAUGH & KEENAN, LLC

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

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

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

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

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

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

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

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

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above referenced person or entity. I acknowledge that the Township of West Orange, State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Township to notify the Township 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 Township of West Orange, State of New Jersey and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): PAULINE A. KEENAN Signature: Pauline A. Keenan

Title: PRESIDENT / OWNER Date: JUNE 13, 2019

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, NJ 08646-0252

TAXPAYER NAME:

CAVANAUGH & KEENAN LLC

ADDRESS:

2 ECKHARDT TERRACE
NORTH ARLINGTON NJ 07042-0704

EFFECTIVE DATE:

06/04/19

TRADE NAME:

SEQUENCE NUMBER:

2351163

ISSUANCE DATE:

06/04/19

James J. Quinonez
Director
New Jersey Division of Revenue

FORM-BRC

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

(04-06) D205840V

REQUIRED EVIDENCE

AFFIRMATIVE ACTION REGULATIONS N.J. S.A. 10:5-31, et seq. (N.J.A.C. 17:27)
If awarded a contract, the Bidder will be required to comply with the requirements of N.J.S.A. 10:531, et seq., and N.J.A.C. 17:27. Within five (5) days after receipt of the notification of intent to award the contract, the Bidder shall present one of the following:

1. Appropriate evidence that the Contractor is operating under an existing federally approved or sanctioned affirmative action program; or
2. A Certificate of Employee Information Report Approval issued in accordance with N.J.A.C. 17:27-4; or
3. An initial Employee Information Report consisting of forms provided by the Affirmative Action Office and completed by Contractor in accordance with N.J.A.C. 17:27-4.

The Bidder must submit no later than three (3) days after the signing of the Contract an Initial Project Manning Table consisting of forms provided by the Affirmative Action Office and completed by Contractor in accordance with N.J.A.C. 17:27-7.

Bidders are referred to the Bidder's Information Section of the Bid Packet for a further description of the above requirements.

NO BIDDER CAN BE ISSUED A CONTRACT UNLESS THEY COMPLY WITH THE AFFIRMATIVE ACTION REGULATIONS OF N.J.S.A. 10:5-31, et seq.

The following questions must be answered by all Bidders:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?

Yes _____ (If yes, submit a copy of such approval.) ☒ No

2. Do you have a State Certificate of Employee Information Report approval?

Yes _____ (If yes, submit a copy of such approval.) ☒ No * Form AA302 completed-see attached

The undersigned Bidder certifies that he is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31, et seq., and agrees to furnish the required documentation pursuant to the law.

COMPANY:

CAVANAUGH + KEENAN, LLC

NAME:

PATRICIA A. KEENAN

SIGNATURE:

[Signature]

TITLE:

PRESIDENT/OWNER

State of New Jersey
Division of Public Contracts Equal Employment Opportunity
EMPLOYEE INFORMATION REPORT

ATTACHMENT
D

IMPORTANT- READ INSTRUCTIONS ON BACK OF FORM CAREFULLY BEFORE COMPLETING FORM. TYPE OR PRINT IN SHARP BALLPOINT PEN. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND **SUBMIT THE REQUIRED \$150.00 FEE** MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11.

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY 	2. TYPE OF BUSINESS ☐ 1. MFG ☒ 2. SERVICE ☐ 3. WHOLESALE ☐ 4. RETAIL ☐ 5. OTHER	3. TOTAL NO. OF EMPLOYEES IN THE ENTIRE COMPANY. 2
4. COMPANY NAME Cavanaugh & Keenan, LLC		
5. STREET 2 Eckhardt Terrace	CITY North Arlington	COUNTY Bergen
		STATE NJ
		ZIP CODE 07031
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE) None		CITY STATE ZIP CODE
7. CHECK ONE: IS THE COMPANY: ☒ SINGLE-ESTABLISHMENT EMPLOYER ☐ MULTI-ESTABLISHMENT EMPLOYER		
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ		
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT 2		
10. PUBLIC AGENCY AWARDDING CONTRACT Township of West Orange	CITY West Orange	COUNTY Essex
		STATE NJ
		ZIP CODE 07052
Official Use Only	DATE RECEIVED	INAUG DATE
		ASSIGNED CERTIFICATION NUMBER

SECTION B - EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. **DO NOT SUBMIT AN EEO-1 REPORT.**

JOB Categories	All Employees		PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN										
			***** MALE *****						***** FEMALE *****				
	Total (Cols. 2 & 3)	COL. 2 MALE	COL. 3 FEMALE	Black	Hispanic	Amer. Indian	Asian	Non Min	Black	Hispanic	Amer. Indian	Asian	Non Min
Officials/Managers	2	1	1	0	0	0	0	1	0	0	0	0	1
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0
Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0
Office & Clerical	0	0	0	0	0	0	0	0	0	0	0	0	0
Craftworkers (Skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0
Operatives (Semi-Skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers (Unskilled)	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	2	1	1	0	0	0	0	1	0	0	0	0	1
Total employment From previous Report (if any)													
Temporary & Part Time Employees	The data below shall NOT be included in the figures for the appropriate categories above.												

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? Visual	14. IS THIS THE FIRST Employee Information Report Submitted? ☒ YES ☐ NO	15. IF NO, DATE LAST REPORT SUBMITTED
13. DATES OF PAYROLL PERIOD USED FROM: TBD TO: TBD		

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type) Patricia A. Keenan	SIGNATURE 	TITLE President/Owner	DATE 6/14/19
--	--	--------------------------	-----------------

NOTE: A bid must be rejected as non-responsive if a Bidder fails to comply with requirements of N.J.S.A. 10:5-31, et seq., within stipulated time.

AFFIDAVIT OF NON-COLLUSION

The undersigned bidder of full age, being duly sworn according to law depose and hereby specifically certifies that:

A. To the best of the bidder's knowledge and belief, the annexed bid proposal for this project has not been prepared in collusion with any other bidder of like item or services and the prices, discounts, terms and conditions thereof have not been directly or indirectly communicated by or on behalf of the bidder to any person other than the recipient of the bid and will not be communicated to any person prior to the official opening of the bid.

B. The bidder fully understands that no premiums, rebates, or gratuities are permitted either with, prior to, or after signing of contract. Any violation will result in cancellation and removal from the bid list.

C. The bidder further certifies that the undersigned has the necessary authority, to sign this stipulation stating that the bidder has not entered into any agreement, or otherwise taken any action in restraint of free competitive bidding in connection with this bid.

All references to the bidder are understood to include the undersigned and all principals, partners and officers of the bidder.

Date: JUNE 13, 2019

(Signature)

(Name and Title)

(Company Name)

(Address)

Subscribed and sworn to before me

this 13 day of June, 2019

Notary Seal

DANA MANGRELLA
NOTARY PUBLIC OF NEW JERSEY
Comm. # 2414166
My Commission Expires 11/1/2021

BID PROPOSAL FORM

LAW ENFORCEMENT CONSULTANT - Behavioral Health Specialist
(Contract Title and Bid Number, if applicable)

A Behavioral Health Specialist to work with crisis intervention
trained law enforcement officers.

(Description of goods/services being bid)

The undersigned proposes to furnish and deliver the above goods/services pursuant to the RFP specification and made part hereof:

Thirty six thousand Dollars
Amount in words

\$ 36,000.00
Amount in numbers

CAVANAUGH + KEENAN, LLC
Company or Individual Name

[REDACTED]
Federal I.D. # or Social Security #

2 Eckhardt Terrace North Arlington NJ 07031
Address

Patricia Keenan
Signature

PATRICIA A. KEENAN
Print Name

Title: PRESIDENT / OWNER

[REDACTED]
Telephone Number

JUNE 13, 2019
Date

[REDACTED]
Fax Number

[REDACTED]
E-mail address

BUSINESS ENTITY DISCLOSURE CERTIFICATION
Required pursuant to N.J.S.A. 19:44A-20.8

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the CAVANAUGH KECKAD, LLC has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c.19 would bar the award of this contract in the one year period preceding the date a award by this governing body, to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the Township of West Orange as defined pursuant to N.J.S.A. 19:44A-3 (p), (q) and (r).

Elected Official	Political/Candidate Committee(s)
-------------------------	---

- | | |
|---|---|
| o Mayor Robert D. Parisi | Election Fund of Mayor Robert D. Parisi |
| o Councilman Jerry Guarino | Election Fund of Jerry Guarino |
| o Councilwoman Susan McCartney | Election Fund of Susan McCartney |
| o Councilwoman Cindy Matute-Brown | Election Fund of Cindy Matute-Brown |
| o Councilman Joe Krakoviak | Election Fund of Joe Krakoviak |
| o Councilwoman Michelle Casalino | Election Fund of Michelle Casalino |
| o West Orange Democratic County Committee | |

Part II – Ownership Disclosure Certification

☒ I certify that the list below contains the names and home addresses of all owners holding more of the issued and outstanding stock of the undersigned. 10% or

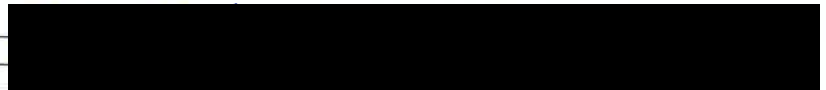
Check the box that represents the type of entity:

☐ Partnership ☐ Corporation ☐ Sole Proprietorship ☐ Subchapter S Corporation
☐ Limited Partnership ☒ Limited Liability Company ☐ Limited Liability Partnership

Name of Stock or Shareholder

Home Address

Patricia A. Keckad
Richard Cavanaugh



Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: CAVANAUGH KECKAD, LLC

Signature of Affiant: Patricia Keckad Title: President/Owner

Printed Name of Affiant: PATRICIA A. KECKAD

Subscribed and sworn before me this 13 day of June, 2019.

My Commission expires: Dana Mangrella
(Attested by)

DANA MANGRELLA
NOTARY PUBLIC OF NEW JERSEY
Comm. # 2414166
My Commission Expires 11/1/2021

(seal)

TOWNSHIP OF WEST ORANGE

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following addenda:
Please assign the number, date and initial.

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (Initial)
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

☒ No addenda was received.

Acknowledged for: CAVANAUGH + KEENAN, LLC
(Company Name)

By: Pat Keenan
(Signature of Authorized Representative)

Name: Patricia A. Keenan
(Print)

Title: President / Owner

Date: JUNE 13, 2019

Richard Cavanaugh

Executive Profile

Retired Police Lieutenant and current Crisis Intervention Team (CIT) Certified Coordinator offering outstanding presentation, organizational, communication and multi-disciplinary team management skills. High energy, result oriented leader with an entrepreneurial attitude.

Skill Highlights

- Proficient in Policy /Procedure Development
- Expert Curriculum Writing Skills
- CALEA Compliance Familiarity
- Data Analysis
- Negotiation/Mediation Expert
- Proven Management/Leadership Skills
- Self-Motivated
- Adept Communication Skills

Professional

Cavanaugh & Keenan, LLC

June 2019 to Current

Vice President/ Co-Owner

- Cofounder of consulting and management organization providing strategic planning and systems analysis for behavioral health and law enforcement agencies.
- Provides development, implementation and evaluation of an organizations services.
- Assesses training needs and develops programs to meet those needs.
- Evaluates outcome of training sessions and maintains records.

Essex County Hospital Center

August 2018 to Current

Analyst

- Reviews, interprets and evaluates data, contracts and regulations.
- Collects and compiles data to complete analytical studies.
- Reviews and evaluates administrative practices, organizational structure, operating systems and provides recommendations for development.

Essex County Crisis Intervention Team (CIT)

April 2010 to Current

Law Enforcement Coordinator

- Develops curriculum.
- Consults with Municipal, State and Federal Agencies to further develop CIT training.
- Strengthens the implementation of Crisis Intervention Team training within Essex County.
- Relationship building between Mental Health Professionals, Law Enforcement Agencies and the Community.

Essex County Public Safety Academy

March 2011 to Current

Instructor

- Instructs new recruits in specific subjects.
- Creates curriculum in accordance to PTC Guidelines.

Montclair Police Department

July 1992 to February 2019

Police Lieutenant

- Ensured Staffing
- Implemented Training Programs
- Record and Identification Bureau Commander 14 years
- Provided Data Analysis to enhance patrol operations
- Reviewed Policies and Procedures
- Supervised Staff
- Patrol Watch Commander 3 years
- Created Mental Health Initiative

Crisis Intervention Team (CIT) International

January 2016 to December 2018

Elected Member - Board of Directors

- Developed new website and migrated data between old and new site.
- Reviewed and revised National curriculum for Crisis Intervention Team training.
- Chairman of the Branding and Communications Committee.
- Elected Treasurer.

Education**B.A. Psychology**

2011

Thomas Edison State College - Trenton, New Jersey

Certifications**Crisis Intervention Certified Coordinator**

2016

CIT International Chicago, Illinois

- Certified by CIT International
- Lessons in leadership and how to effectively manage implementation of the Memphis Model core elements

Police Response: De-Escalation Techniques to Individuals with Special Needs/Mental Health Issues – Train the Trainer

2016

N.J. Division of Criminal Justice

- Training in De-escalation

Security Officers Registration Act Instructor

2013

NJSP ROIC

- Principles of Adult Education Teaching Techniques in Various Subjects

Civil Mediation

2012

NJAPM sponsored at the Rutgers Business School – New Brunswick, New Jersey

- Instruction in Civil Mediation techniques
- Guidelines in Case management

Certification of Instruction, Methods of Instruction

2011

Essex County Public Safety Academy

- Course work in adult education methods of instruction

Crisis Intervention Team Training

2010

Crisis Intervention Training Center for Excellence – Camden, New Jersey

- Education in the identification of mental illness, PTSD and substance abuse

Core Accomplishments

Essex County Crisis Intervention Team (CIT) Program

- Co-Founded the Crisis Intervention Team for Essex County New Jersey.
- Developed Curriculum for the training.
- Engaged the Community, Mental Health Professionals and Law Enforcement Agencies in developing, planning and execution of the program.
- Analyzed data from sequential mapping to support the need for CIT in Essex County.

CIT International

- Created new website utilizing proprietary software.
- Migrated data from previous server.
- Analyzed data for the purpose of purging, retention and accuracy.

Awards and Honors

New Jersey Governor's Council on Mental Health Stigma 2017 Ambassador Award 2017

Essex County Board of Chosen Freeholders Proclamation for Mental Health Stigma 2016

NJ State PBA Meritorious B

9 Life Saving Awards

PATRICIA A. KEENAN, MSW, LCSW

Executive Profile

Healthcare executive and team leader with a focus on developing high standards of practice, evaluating for effectiveness and implementing necessary changes to programs and policies. Engaging communicator and relationship builder with expertise in organizational planning, contract negotiations, team development and administrative efficiency.

Skill Highlights

- Strategic Planning & Execution
- Staff Training & Development
- Budgeting & Fiscal Oversight
- Issue Analysis & Resolution
- Operations Management
- Hands-on Leader
- Union Environment Relationship
- Program Development

Professional Experience

Cavanaugh & Keenan, LLC

President/Owner

2019 to Present

- Cofounder of consulting and management organization providing strategic planning and systems analysis for behavioral health and law enforcement agencies.
- Provides development, implementation and evaluation of organizations services.
- Assesses training needs and develops programs to meet those needs.
- Evaluates outcomes of training sessions and maintains records.

Essex County Hospital Center

Deputy Director

2003 to Present

- Administrative and clinical oversight of 180 bed inpatient psychiatric hospital, including over 350 full-time, part-time and per-diem staff.
- Reviews and evaluates Hospital policies and procedures and develops standards for methods of measurement of hospital services.
- Develops and assesses the organizational structures and management systems of the hospital.
- Assists in establishing clinical and administrative standards, objectives and policies for program services in accordance with hospital policies, state and national standards and licensing and certification standards.
- Responsible for development and implementation of both short and long term goals, policies and plans for the hospital.
- Promotes good relations with a variety of groups/individuals, including patients, staff, other hospitals, professional societies, unions, courts, law enforcement and community organizations.
- Develops staff training programs and evaluates staff performance and competency.
- Oversight of the Mental Health component of the Essex County Mental Health Diversion Program.

**Borough of Caldwell, New Jersey
County Liaison**

2015 to Present

- Develops and fosters relationships with the Mayor and Council, Borough residents, stakeholders and other entities in the community.
- Proactively resolves conflicts and addresses issues that may occur between the Borough and the County.
- Promptly responds to incidents and other events as necessary.

**Essex County Crisis Intervention Team (CIT)
Mental Health Coordinator**

2013 to Present

- Responsible for strategic planning, program growth and implementation of the County Crisis Intervention Team.
- Consults with Local, County, State and Federal Agencies to further develop CIT training.
- Fosters the relations between Mental Health and Law Enforcement Professionals and the Community to ensure positive outcomes.

**Bergen Regional Medical Center
Program Director/Director of Social Work**

1997 to 2002

- Administered, directed and coordinated adult behavioral health and addiction inpatient services.
- Responsible for the development, implementation and evaluation of patient care services for the Behavioral Health Division.
- Managed admissions and discharges of 307 acute and intermediate psychiatric inpatient beds.
- Provided clinical and administrative leadership to the Social Work Department.
- Coordinated survey processes and prepared reports for the Hospital including The Joint Commission, Division of Mental Health and Addiction Services and Centers for Medicare & Medicaid Services.

Education

Rutgers, The State University of New Jersey, New Brunswick, New Jersey

- Master of Social Work, 1993

Siena College, Loudonville, New York

- Bachelor of Arts – Psychology, 1991

License/Certifications

- Licensed Clinical Social Worker (LCSW) – New Jersey
- National Association of Social Workers - Academy of Certified Social Workers (ACSW)
- Crisis Intervention Team (CIT) International Certified Coordinator
- New Jersey "Police Response: De-Escalation Techniques to Individuals with Special Needs/Mental Health Issues" – Train-the-Trainer
- Crisis Intervention Team (CIT) Certified
- Therapeutic Options Trainer/Instructor