



STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES

REQUEST FOR PROPOSALS
FOR

TWO HOMELESS YOUTH OUTREACH PROGRAMS

- **Northern Region: Bergen, Essex, Hudson, Middlesex, and Union Counties**
- **Southern Region: Atlantic, Cape May, Monmouth, and Ocean Counties**

Note: This funding is available from funds applied for under a Social Services Block Grant (SSBG) and the awards shall be contingent upon receipt of such funds for this purpose

Total Funding of up to \$450,000 per region \$900,000 Total Available

There will be no Bidders Conference for this RFP.

Questions are due by: June 6, 2013

Bids are due: June 20, 2013 12:00pm

Allison Blake, PhD., L.S.W.

Commissioner

May 22, 2013

TABLE OF CONTENTS

Section I - General Information

A. Purpose	Page 2
B. Background	Page 2
C. Services to be Funded	Page 3
D. Funding Information	Page 5
E. Applicant Eligibility Requirements	Page 6
F. RFP Schedule	Page 7
G. Administration	Page 8
H. Appeals	Page 10
I. Post Award Review	Page 10
J. Post Award Requirements	Page 10

Section II - Application Instructions

A. Review Criteria	Page 11
B. Supporting Documents	Page 18
C. Requests for Information and Clarification	Page 19
Exhibit 1	Page 21
Exhibit 2	Page 22
Exhibit 3	Page 24

Funding Agency

State of New Jersey
Department of Children and Families
50 East State Street, 5th Floor
Trenton, New Jersey 08625-0717

Special Notices:

- 1) **Questions will be accepted via email to:**
DCFASKRFP@dcf.state.nj.us **June 6, 2013.**
- 2) **This funding is subject to and contingent upon the receipt of Social Services Block Grant (SSBG) funding and the adherence by the provider to all SSBG requirements.**

Section I – General Information

A. Purpose:

The New Jersey Department of Children and Families' (DCF) Office of Adolescent Services (OAS) announces the availability of \$900,000 from Social Service Block Grant (SSBG) funding for Homeless Youth Outreach (HYO) Programs in two designated geographic areas: Northern Region (Bergen, Essex, Hudson, Middlesex, and Union Counties) and Southern Region (Atlantic, Cape May, Monmouth, and Ocean Counties) to provide services to homeless youth in hurricane impacted counties in order to promote rescue intervention for cases of human trafficking of youth, prevent human trafficking, provide youth with linkage to the stabilization and supportive services and resources they need, and prepare youth for independence. This funding is subject to and contingent upon the receipt of SSBG funding and the adherence by the provider to all SSBG requirements. DCF is seeking to expand and enhance street outreach services/community-based homeless youth programming, prevention services, education and outreach for youth under 21 years of age. These programs will establish linkages and provide a continuum of care for homeless youth and will serve as major entry points to ensure engagement and treatment programs are available.

B. Background:

DCF is charged with serving and safeguarding the most vulnerable children, youth, and families in the State and ensuring that service delivery is directed towards their safety, protection, permanency and well-being.

Since the aftermath of Superstorm Sandy, there is a risk that youth might have been displaced from their homes, experienced family and/or

economic stressors, and are at-risk for or are homeless. Youth who are homeless or at-risk for homelessness are more vulnerable for becoming a victim of sexual exploitation, abuse, human trafficking, substance abuse, and other risk factors. Through community-based street outreach and other approaches, homeless youth will be identified and engaged for services and to develop and build upon the necessary protective and promotive factors to help them achieve safety, well-being, and success. DCF will fund two regional programs to conduct outreach to youth, link youth with the necessary resources and supports, and promote community awareness and prevention about human trafficking. The regional programs will protect homeless youth and if possible reunite them with their families. If reunification is not possible, these programs will refer youth to programs that will help them progress from crisis and transitional care to stabilization and independent living. DCF expects the programs to be: safe and welcoming for all youth, including Lesbian, Gay, Bisexual, Transgender, Questioning, and Intersex (LGBTQI) youth; appropriately trained and experienced in providing case management to homeless youth; competent (culturally and linguistically) to diverse cultures and backgrounds of youth; experienced in delivering street outreach services; and providing trauma-informed services.

Bidders may propose to serve more than one regional area, but separate proposals must be submitted.

C. Services to be Funded:

HYO Programs will be responsible for:

1. Locate and address the needs of homeless youth through community-based street outreach and other approaches:

- Night and Day-24/7 Youth Outreach Specific to Community Needs
- Engage Youth to Participate
- Provide Transportation
- Provide Crisis Intervention
- Provide Emergency Shelter
- Information, Referral and Follow Up

2. Assess the youth for sexual exploitation, abuse, and/or human trafficking, in addition to assessing the needs of youth in the areas of:

- Housing
- Education

- Employment
 - Healthcare (mental and physical health)
 - Financial
 - Life skills
 - Legal Status and Immigration Services and
 - Other Critical Services
3. Provide linkage, access, and/or address needs through community resources such as:
- Emergency, Transitional, and/or Sustainable Housing
 - Trauma-Informed Crisis Intervention and Counseling
 - Prevention and Psycho-Education
 - Education Programming
 - Employment Programming
 - Healthcare Organizations
 - Social Services
 - Organizations that can address the youth's specific, individualized, and immediate concrete needs (i.e. clothes, food) for stabilization
 - Follow-Up Support
 - Transportation
 - Legal Status and Immigration Services
4. Build collaborative relationships with communities to develop “safe spots” for youth in crisis, to provide immediate and concrete needs (food clothes, shelter, and health).
5. Build relationships, conduct outreach and training to communities regarding human trafficking and sexual exploitation in the region. This will include outreach to:
- Schools
 - Law Enforcement Agencies
 - Hospitals
 - Federally Qualified Healthcare and Other Providers
 - Faith-Based Organizations
 - Local Businesses
 - Other Community-Based Organizations who may come in contact with at-risk youth

6. Create a safe and welcoming atmosphere for individuals who identify themselves LGBTQI.

- Have qualified and trained staff
- Provide linkages specific to this population

All applicants are advised that any software purchased in connection with the proposed project must receive prior approval by the New Jersey Office of Information Technology.

Applicants are also advised that any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.

Organ and Tissue Donation: As defined in section 2 of P.L. 2012, c. 4 (N.J.S.A.52:32-33), contractors are encouraged to notify their employees, through information and materials or through an organ and tissue awareness program, of organ donation options. The information provided to employees shall be prepared in collaboration with the organ procurement organizations designated pursuant to 42 U.S.C. §1320b-8 to serve in this State.

D. Funding Information:

For the purpose of this initiative, the Department will make available \$900,000 in Social Services Block Grant (SSBG) funding. **This funding is subject to and contingent upon the receipt of SSBG funding and the adherence by the provider to all SSBG requirements.** It is anticipated that the resulting contract will contain approximately \$900,000 for up to 2 years with an option to extend by DCF. Continuation funding is contingent upon the availability of funds in future fiscal years. Two proposals will be funded under this program.

The funding period for this program is: Upon award, July, 2013 – September 30, 2015 and up to \$50,000 in start-up costs are permitted. Each region shall receive an estimated \$200,000 in the first year (plus start-up costs) and an estimated \$200,000 in the second year. Applicants must provide a justification and separate detailed summary of all start-up expenses that must be met in order to begin program operations. Funds awarded under this program may not be used to supplant or duplicate existing funding.

Any expenses incurred prior to the effective date of the contract will not be reimbursed by DCF.

E. Applicant Eligibility Requirements:

1. Applicants must be for profit, not for profit corporations or designated lead agencies that are duly registered to conduct business within the State of New Jersey.
2. Applicant must currently provide Street Outreach services through a State of New Jersey or Federal grant program located in New Jersey.
3. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
4. Applicants must demonstrate experience providing case management and supportive services to homeless youth and case management needs as part of their existing services. Please note that priority will be given to applicants that have experience in delivering street outreach services to homeless youth, are trauma-informed, and/or have experience and/or expertise delivering services specific to addressing human trafficking.
5. Applicants may not be suspended, terminated or barred for deficiencies in performance of any award, and if applicable, all past issues must be resolved as demonstrated by written documentation.
6. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
7. Where required, all applicants and/or their employees must hold current State licenses.
8. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
9. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
10. Applicants must have the ability to achieve full operational census within 60 days of contract execution. Further, where appropriate, applicants must execute sub-contracts with partnering entities within 30 days of contract execution.
11. Applicants must comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, the State Affirmative Action policy.
12. All applicants must have a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-866-705-5711 or inquire on-line at www.dnb.com
13. The applicant must be fiscally viable.
14. Any fiscally viable entity that meets the eligibility requirements, terms and conditions of the RFP, and the contracting rules and regulations set forth in the DCF Contract Policy and Information Manual (N.J.A.C. 10:3) may submit an application.

F. RFP Schedule:

May 22, 2013	Notice of Availability of Funds/RFP publication
June 6, 2013	Period for Email Questions sent to DCFASKRFP@dcf.state.nj.us
June 20, 2013	Deadline for Receipt of Proposals by 12:00PM

Proposals must be received by 12:00 PM. Applicants should submit **one (1) signed original** and **one CD ROM**, including a signed cover letter of transmittal as indicated below.

Proposals must be delivered either:

1) In person to:

Catherine Schafer, Director of Grants Management, Auditing and Records
Department of Children and Families
101 South Broad Street, 7th Floor
Trenton, New Jersey 08625

Please allow time for the elevator and access through the security guard. Applicants submitting proposals in person or by commercial carrier should submit **one (1) signed original** and **one CD ROM** with all documents including a signed cover letter of transmittal.

2) Commercial Carrier (hand delivery, federal express or UPS) to:

Catherine Schafer, Director of Grants Management, Auditing and Records
Department of Children and Families
101 South Broad Street, 7th Floor
Trenton, New Jersey 08625

Applicants submitting proposals in person or by commercial carrier should submit **one (1) signed original** and **one CD ROM** with all documents including a signed cover letter of transmittal.

3) Online- <https://ftpw.dcf.state.nj.us>

DCF offers the alternative for our bidders to submit proposals electronically to the web address above. Online training is available at the bidder's conference and on our website at: www.nj.gov/dcf/providers/notices/

We recommend that you do not wait until the date of delivery in case there are technical difficulties during your submission. Only a registered Authorized Organization Representative (AOR) or the designated alternate is eligible to send in a submission. Registration forms are available on our website. Registered AOR forms must be received 5 business days prior to the date the bid is due. You need to register only if you are submitting a proposal online.

G. Administration:

1. Screening for Eligibility, Conformity and Completeness

DCF will screen proposals for eligibility and conformity with the specifications set forth in this RFP. A preliminary review will be conducted to determine whether the application is eligible for evaluation or immediate rejection.

The following criteria will be considered, where applicable, as part of the preliminary screening process:

- a. The application was received prior to the stated deadline
- b. The application is signed and authorized by the applicant's Chief Executive Officer or equivalent
- c. The applicant attended the Bidders Conference (if required)
- d. The application is complete in its entirety, including all required attachments and appendices
- e. The application conforms to the specifications set forth in the RFP

Upon completion of the initial screening, proposals meeting the requirements of the RFP will be distributed to the Proposal Evaluation Committee for its review and recommendations. Failure to meet the criteria outlined above, or the submission of incomplete or non-responsive applications constitutes grounds for immediate rejection of the proposal if such absence affects the ability of the committee to fairly judge the application.

2. Proposal Review Process

DCF will convene a Proposal Evaluation Committee in accordance with existing regulation and policy. The Committee will review each application in accordance with the established criteria outlined in Section II of this document. All reviewers, voting and advisory, will complete a conflict of interest form. Those individuals with conflicts or the appearance of a conflict will be disqualified from participation in the review process. The voting members of the Proposal Evaluation

Committee will review proposals, deliberate as a group, and then independently score applications to determine the recommendation for contract and the final funding decisions.

The Department reserves the right to request that applicants present their proposals in person for final scoring. In the event of a tie in the scoring by the Committee, the bidders that are the subject of the tie shall provide a presentation of their proposal to the evaluation committee. The evaluation committee will request specific information and/or specific questions to be answered during a presentation by the provider and a brief time-constrained presentation. The presentation will be scored out of 50 possible points, based on the following criteria and the highest score will be recommended for approval as the winning bidder.

Requested information was covered-	10 Points
Approach to the contract and program design was thoroughly and clearly explained and was consistent with the RFP requirements-	20 Points
Background of organization and staffing explained-	10 Points
Speakers were knowledgeable about topic-	5 Points
Speakers responded well to questions -	5 Points

The Department also reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. The Department's best interests in this context include, but are not limited to: State loss of funding for the contract; the inability of the applicant to provide adequate services; the applicant's lack of good standing with the Department, and any indication, including solely an allegation, of misrepresentation of information and/or non-compliance with any State of New Jersey contracts, policies and procedures, or State and/or Federal laws and regulations.

All applicants will be notified in writing of the Department's intent to award a contract.

3. Special Requirements

The successful Applicant shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

Applicants must comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, the State Affirmative Action policy. A copy is attached as **Exhibit 2.**

Applicants must comply with laws relating to Anti- Discrimination as attached as **Exhibit 3.**

H. Appeals:

An appeal of the selection process will be heard only if it is alleged that the Department has violated a statutory or regulatory provision in awarding the grant. An appeal will not be heard based upon a challenge to the evaluation of a proposal. Applicants may appeal by submitting a written request to

Office of Legal Affairs
Contract Appeals
50 East State Street 4th Floor
Trenton NJ 08625

no later than five (5) calendar days following receipt of the notification or by the deadline posted in this announcement.

I. Post Award Review:

As a courtesy, DCF may offer unsuccessful applicants an opportunity to review the Evaluation Committee's rating of their individual proposals. All Post Award Reviews will be conducted by appointment.

Applicants may request a Post Award Review by contacting:
DCFASKRFP@dcf.state.nj.us

Post Award Reviews will not be conducted after six months from the date of issuance of this RFP.

J. Post Award Requirements:

Successful applicants will be required to comply with the terms and conditions of the Department of Children and Families' contracting rules and regulations as set forth in the Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information Manual. Applicants may review these items via the Internet at www.nj.gov/dcf/providers/contracting/manuals

Selected applicants will also be required to comply with all applicable State and Federal laws and statutes, assurances, certifications and regulations regarding funding.

Upon receipt of the award announcement, and where appropriate, selected applicants will be minimally required to submit one (1) copy of the following documents:

- Proof of Insurance naming the Department of Children and Families as an additional insured
- Board Resolution Validation
- DCF Standard Language Document and Signature Pages
- Current agency by-laws
- Copy of lease or mortgage (if applicable)
- Certificate of Incorporation
- Conflict of Interest policy
- Affirmative Action policy and certificate
- A copy of all applicable professional licenses
- Current single audit report
- Current IRS Form 990
- Copy of the agency's annual report to the Secretary of State
- Public Law 2005, Chapter 51, Contractor Certification and Disclosure of Political Contributions

The actual award of funds is contingent upon a successful Contract negotiation. If, during the negotiations, it is found that the selected Applicant is incapable of providing the services or has misrepresented any material fact or its ability to manage the program, the notice of intent to award may be rescinded.

Section II – Application Instructions

A. Proposal Requirements and Review Criteria:

All applications will be evaluated and scored in accordance with the following criteria:

The narrative portion of the proposal should be double-spaced with margins of 1 inch on the top and bottom and 1½ inches on the left and right. The font may be no smaller than 12 points. There is a 20 page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Five (5) points will be deducted for each missing document. If the deductions total 20 points or more, the proposal shall be rejected as non-responsive. The narrative must be organized appropriately and address the key concepts outlined in the RFP.

Proposals may be fastened by a heavy-duty binder clip. Do not submit proposals in loose-leaf binders, plastic sleeves or folders.

Each proposal narrative must contain the following items organized by heading in the same order as presented below:

1) Applicant Organization (15 Points)

Describe the agency's history, mission and goals, and where appropriate, a record of accomplishments in working in collaboration with the Department of Children and Families and/or relevant projects with other State of New Jersey and/or federal governmental entities.

Describe the agency's background and experience with homeless youth and in implementing case management and supportive services to homeless youth with community-based experience.

Preference will be given to those providers who have agreements, MOUs affiliation agreements and/or letters of support. Provide and include as exhibits.

Provide an indication of the organization's demonstrated commitment to cultural competency and diversity. The provider shall identify and develop, as needed, accessible culturally responsive services and supports. These shall include, but are not limited to, affiliations with informal or natural helping networks such as language services, neighborhood and civic associations, faith based organizations, and recreational programs determined to be appropriate. Supervisors must be culturally competent and responsive, with training and experience necessary to manage complex cases in the community across child and youth serving systems. The supervisors must have experience with homeless youth, with trauma-informed treatment and be culturally responsive. Explain how the provider is working toward a cultural competency plan that describes actions your agency will take to insure that policies, materials, environment, recruitment, hiring, promotion, training and Board membership reflect the community or the intended recipients of the services you provide and promote the cultural competency of the organization and that resources and services will be provided in a way that is culturally sensitive and relevant.

Describe the agency's governance structure and its administrative, management and organizational capacity to enter into a third party direct state services contract with the Department of Children and Families. Note the existence (if any) of professional advisory boards that support the operations. If applicable, indicate the relationship of the staff to the governing body. Attach a current organizational chart.

Provide an indication of the agency's demonstrated capability to provide services that are consistent with the Department's goals and objectives for the program to be funded. Include information on current programs managed by the agency, the funding sources and if available, any evaluation or outcome data.

2) Needs Justification (10 Points)

Provide documentation describing the regional need for the proposed services, including:

- Statements that demonstrate an understanding of the problem and the needs of the target population;
- A summary of existing services, including identified gaps in the current provision and availability of those services; and
- Citations of relevant statistics and discussions of studies that reflect the prevalence of the problem and the unmet needs of the target population.

3) Program Approach (45 Points)

Specify a program approach that includes an overview of the proposed services and their anticipated impact on the target population in the counties of the region applied for, including:

- A description of the street outreach services to be provided, including the specific goals and objectives of each;
- A description of the activities or methods that program personnel will employ to achieve the service objectives;
- A description of any service coordination, collaborative efforts or processes that will be used to provide the proposed services (attach any affiliation agreements or Memoranda of Understanding);
- Client eligibility requirements and tracking of eligibility, referral processes and client rejection/termination policies;
- A description of client data to be recorded, the intended use of that data and the means of maintaining confidentiality of client records; and
- A description of the strategies to promote community awareness training activities to prevent and address human trafficking.

Describe the management and supervision methods that will be utilized.

Provide a feasible timeline for implementing the proposed services. Attach a separate Program Implementation Schedule as part of the Appendix.

Describe how the proposed program will meet the needs of various and diverse cultures within the target community based on the Law Against Discrimination (N.J.S.A. 10:51 et seq.).

A. Required Program Parameters

Applicant/Staff Qualifications

The applicant shall have at least two years of successful experience within the last five years working with youth who are or at-risk of homelessness due to factors such as substance abuse, mental health issues, trauma, aging out of the child welfare or youth behavioral healthcare systems, court-involvement, family instability, economic stressors, and/or sexual/gender identity issues.

The applicant shall be fiscally sound and capable of managing the proposed program.

The applicant's key staff shall have at least two years of successful and relevant experience within the last five years. The provider's supervisory staff must have (at a minimum) Master's Degree in Social Work or a Human Services Related Field with a minimum of five years of experience working with children, youth, and/or families and a minimum of two years of experience in supervision. The applicant's direct service staff must have a Bachelor's Degree in a Human Services Related Field and a minimum of two years working with children, youth, and/or families. Resumes of the Provider's key staff with relevant experience shall be attached as part of the Appendix noted on page 18. In addition, in the Appendices section of the application, an organizational chart for the proposed program operation; job descriptions that include all educational and experiential requirements; salary ranges; and resumes of any existing staff who will perform the proposed services shall be attached.

Indicate the number, qualifications and skills of all staff, consultants, sub-grantees and/or volunteers who will perform the proposed service and training activities.

Youth outreach vehicles shall be used by staff who hold a valid State license.

The provider shall describe how program staff members receive training that includes safety and emergency procedures, HIV awareness and education, case records and confidentiality, youth development, child abuse prevention and reporting, suicide prevention, cultural diversity awareness, impact of trauma, domestic violence, pregnancy prevention and parenting, LGBTQI sensitivity, sexual exploitation, substance abuse, and youth with disabilities. In addition, the provider shall be encouraged to promote staff participation in training as provided by DCF.

B. Program Design

Program Description

The program design shall include service delivery in locations where youth are known to congregate within the counties of the region being applied for. The role of the youth outreach provider is to: engage and make connections with youth, distribute information about youth services, link youth with resources, materials and referrals, and transport youth to their homes, shelters, or other safe environments. Describe the outreach services and the hours of operation. The provider shall operate within the area designated in their contract, as well as identify in the proposal specific locations for focused outreach. The provider shall, at the direction of DCF, adjust their operations, as necessary, to ensure that locations where youth congregate are covered.

The program design shall include a plan to provide community awareness training activities to prevent and address human trafficking in the counties in the region being applied for.

Target Population and Service Levels

The target population for the youth outreach services is runaway, homeless and at-risk youth under the age of 21 in the targeted counties. Each regional program shall make at least 3,500 documented unduplicated contacts with at-risk and/or homeless youth annually. The provider must identify how a "contact" will be defined.

Required Program Elements: The program shall include the following elements:

Engagement:

The provider shall actively search for homeless and at-risk youth 7 days a week with flexible daytime and nighttime hours. Outreach workers shall locate and engage youth to encourage acceptance of and participation in

services that can help them. Provider must describe how they will effectively engage youth.

Sensitivity:

The provider shall provide culturally and trauma informed service delivery to runaway, homeless and at-risk youth. This service delivery should consider the possible needs of youth that might have immigration issues, language barriers, and/or identify as LGBTQI.

Urgent Needs Assessment:

When needed, the provider shall provide the youth with immediate linkage to crisis intervention and counseling services, information about resources, and helping them access the immediate services and supports that they need.

Support and Referral Services:

The provider will assess the youth to identify the services and supports needed. The provider will identify information and materials to the youth that will address their concrete and case management needs. This includes but is not limited to: food, clothes, counseling, healthcare, housing, employment, education, financial, legal, and/or immigration services.

The provider will describe the accessibility of services, including the hours and days that services will be available to clients, and the geographic location(s) where services will be provided, a description of transportation options available to clients and handicapped accessibility.

Transportation:

When youth are in need of transportation, the provider shall escort them home, to a shelter or other safe environment, or if appropriate, to a hospital.

Communication Network:

The provider shall maintain a means of communication (i.e. cell phone or radio) in order to accept referrals from various sources such as: 211, crisis shelter, faith based organization, or other community resources. At the direction of DCF, the provider shall develop a protocol for transporting youth to a crisis shelter during hours of operation.

Linkages:

The provider shall have established linkages with community service providers, youth advocacy networks, law enforcement, faith based organizations, and other critical stakeholders that can help to support the youth as described in the Services To Be Funded Section of this RFP.

4) Data Collection and Statistical Reporting (10 Points)

Describe the outcome measures that will be used to determine that the service goals and objectives of the program have been met. Provide a brief narrative and attach copies of any evaluation tools that will be used to determine the effectiveness of the program services. The provider shall maintain a log of all youth contacts and provide statistics as directed by DCF, including the number of youth served daily, the primary geographical locations where services were provided, the number and nature of services and referrals provided, and the information and materials distributed.

5) Budget (10 Points)

The Department will consider the cost efficiency of the proposed budget as it relates to the anticipated level of services (LOS). Therefore, applicants must clearly indicate how this funding will be used to meet the project goals and/or requirements. Provide a line item budget and narrative for the proposed project/program on the Budget Form provided in Exhibit 1.

The budget should be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. The budget shall also reflect a 12 month operating schedule and must include, in separate columns, total funds needed for each line item, the funds requested in this grant, and funds secured from other sources. All costs associated with the completion of the project must be clearly delineated and the budget narrative must clearly articulate budget items, including a description of miscellaneous expenses or "other" items. The completed budget proposal must also include a detailed summary of and justification for any one-time operational start-up costs. These costs should be reflected on a separate schedule. Quarterly reporting on all expenditures shall be required. Reports shall be detailed and provide sufficient information to satisfy SSBG requirements.

The grantee is expected to adhere to all applicable State cost principles.

6) Completeness of the Application (5 Points)

The Department will also consider the completeness of the application and the clarity of statements within the proposal, including the availability and accuracy of all supporting documentation.

7) Leveraging (5 Points)

Identify the total amount and source of any additional financial resources that will be committed to the proposed project as a leveraging mechanism.

B. Supporting Documents:

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent and a CD ROM containing all the documents in PDF or Word format. Failure to submit any of the required documents requested in this RFP will result in a loss of five (5) points per item from the total points awarded for the proposal.

All supporting documents submitted in response to this RFP must be organized in the following manner:

Part I: Proposal

1. Proposal Cover Sheet*
2. Table of Contents
3. Proposal Narrative (in following order)
 - a. Applicant Organization
 - b. Needs Justification
 - c. Program Approach
 - d. Data Collection and Statistical Reporting
 - e. Budget Narrative
 - f. Completeness
 - g. Leveraging

Part II: Appendices

1. Resumes of key personnel.
2. Current and proposed agency organizational charts
3. Staffing patterns for Youth Outreach
4. Current/dated list of agency Board of Directors/Terms of Office
5. Copy of agency Code of Ethics and/or Conflict of Interest policy
6. Statement of Assurances*
7. Certification regarding Debarment*
8. DCF Budget Form Provided
9. All required Certification and Disclosure Forms in accordance with PL 2005, c.51 ("Chapter 51") and Executive Order 117 (2008), if appropriate**
Note: non-profit entities are exempt from Chapter 51 disclosure requirements).
10. Tax Clearance Certificate***
Note: P.L. 2007, c. 101 requires that as a precondition to the award of business assistance or incentive or as a component of the

application for business assistance or incentive, a person or business seeking a grant, loan, loan guarantee, or other monetary or financial benefit from a department or agency of State government shall obtain a Tax Clearance Certificate

11. Copy of IRS Determination Letter regarding applicant's charitable contribution or non-profit status (if appropriate)
12. Copies of all applicable licenses/organization's licensure status (if appropriate)
13. All applicants provide a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-866-705-5711 or inquire on-line at <http://www.dnb.com>
14. Copies of any audits or reviews completed or in process by DCF or other State entities from 2010 to the present. If available, a corrective action plan should be provided and any other pertinent information that will explain or clarify the applicant's position
15. Applicable Consulting Contracts, Affiliation Agreements/Memoranda of Understanding, Letters of Commitment and other supporting documents.
16. Current Form 990 for non-profits
17. Current Single Audit Report for non-profits/ Current Audited Financial Statements for for-profit entities
18. Proposed Program Implementation Schedule

*Standard forms for RFP's are available at www.nj.gov/dcf/providers/notices/ Forms for RFP's are directly under the Notices section.

** Chapter 51 forms are available on the Department of the Treasury website at <http://www.state.nj.us/treasury/purchase/> (Note: non-profit entities are exempt from Chapter 51 disclosure requirements.). Click on Vendor Information and then on Forms.

***Tax Clearance Certificate-You may apply for a Tax Clearance Certificate (Business Assistance and Incentives) by filling out the form at: <http://www.state.nj.us/treasury/taxation/pdf/busasstTaxClear.pdf>

C. Requests for Information and Clarification

Question and Answer:

DCF will provide eligible applicants additional and/or clarifying information about this initiative and application procedures through a time-limited electronic Question and Answer Period. Answers will be posted on the website at: <http://www.state.nj.us/dcf/providers/notices/>

Questions must be submitted in writing via email to: DCFASKRFP@dcf.state.nj.us.

All inquiries submitted to this email address must identify, in the Subject heading, the specific RFP for which the question/clarification is being sought.

Written questions must be directly tied to the RFP. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page number and section number to which it relates.

All other types of inquiries will not be accepted. **Applicants may not contact the Department directly, in person, or by telephone, concerning this RFP.** Inquiries should only be addressed for technical support through DCFASKRFP@dcf.state.nj.us. Inquiries will not be accepted after the closing date of the Question and Answer Period. Written inquiries will be answered and posted on the DCF website as a written addendum to the RFP.

Exhibit 1: Budget Spreadsheet

BUDGET CATEGORIES 12-Month Budget	TOTAL COSTS	DCF Funding request	Other Cash or In-Kind Funding Sources*
A. Personnel - Salary (hours/week)			
Fringe (% rate)			
B. Consultants & Professional Fees			
C. Materials & Supplies			
D. Facility Costs			
E. Specific Assistance to Clients			
F. Other			
G. Gen. & Adm. (G&A) Cost Allocation			
H. Total Operating Costs			
I. Equipment			
J. Total Cost			
K. Revenue (deduct)*	()	n/a	n/a
L. Funding Request		n/a	n/a

The budget request shall indicate the Agency's total proposed budget for delivery of the service(s) reduced by the other sources of funding (Line K). If applicable, indicate the sources of leveraged funding and the dollar amounts for each below:

Other Sources of Funding for this Program: (Specify These)			
Other Funding Amounts:	0	0	0

(REVISED 4/10)

EXHIBIT 2

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

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

N.J.A.C. 17:27

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE
CONTRACTS**

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

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

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

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

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

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

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

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

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

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance).

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

EXHIBIT 3

*** This section is current through New Jersey 215th Legislature ***
First Annual Session, P.L. 2012 Chapter 16, 18-25.
Annotations current through August 1, 2012

TITLE 10. CIVIL RIGHTS CHAPTER 2. DISCRIMINATION IN EMPLOYMENT ON PUBLIC WORKS

GO TO THE NEW JERSEY ANNOTATED STATUTES ARCHIVE DIRECTORY

N.J. Stat. § 10:2-1 (2012)

§ 10:2-1. Antidiscrimination provisions

Antidiscrimination provisions. Every contract for or on behalf of the State or any county or municipality or other political subdivision of the State, or any agency of or authority created by any of the foregoing, for the construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees that:

a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$ 50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

No provision in this section shall be construed to prevent a board of education from designating that a contract, subcontract or other means of procurement of goods, services, equipment or construction shall be awarded to a small business enterprise, minority business enterprise or a women's business enterprise pursuant to P.L.1985, c.490 (*C.18A:18A-51* et seq.).

HISTORY: Amended 1945, c. 171, § 1; 1962, c. 213, § 1; 1970, c. 80, § 7; 1985, c. 490, § 9; 1988, c. 37, § 8; 1991, c. 519, § 10; 2006, c. 100, § 1, eff. June 17, 2007.

NOTES:

Amendment Note:

2006 amendment, by Chapter 100, inserted "gender identity or expression" in a. and b.

Effective Dates:

Section 16 of L. 2006, c. 100 provides: "This act shall take effect on the 180th day following enactment." Chapter 100, L. 2006, was approved on Dec. 19, 2006.

Cross References:

Complaint of violation; decision of attorney general final, see *10:2-2*.

Rules and regulations; notice of complaint and hearing, see *10:2-3*.

Notice of decision; fixing penalty, see *10:2-4*.

Definitions, see *10:5-31*.

Administrative Code:

1. *N.J.A.C. 2:76-6.18* (2012), CHAPTER STATE AGRICULTURE DEVELOPMENT COMMITTEE, SADC grant agreement with county: General provisions.

2. *N.J.A.C. 5:80-18.2* (2012), CHAPTER NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY, Causes for debarment of a person(s).

3. *N.J.A.C. 7:1A-2.17* (2012), CHAPTER WATER SUPPLY LOAN PROGRAMS, Loan conditions.

4. *N.J.A.C. 7:22-3.17* (2012), CHAPTER FINANCIAL ASSISTANCE PROGRAMS FOR ENVIRONMENTAL INFRASTRUCTURE FACILITIES, Loan conditions.

5. *N.J.A.C. 7:22-4.17* (2012), CHAPTER FINANCIAL ASSISTANCE PROGRAMS FOR ENVIRONMENTAL INFRASTRUCTURE FACILITIES, Loan conditions.

6. *N.J.A.C. 7:22-6.17* (2012), CHAPTER FINANCIAL ASSISTANCE PROGRAMS FOR ENVIRONMENTAL INFRASTRUCTURE FACILITIES, Loan conditions.

7. *N.J.A.C. 7:22A-2.4* (2012), CHAPTER SEWAGE INFRASTRUCTURE IMPROVEMENT ACT GRANTS, Grant conditions.
8. *N.J.A.C. 7:24A-4.2* (2012), CHAPTER DAM RESTORATION AND INLAND WATERS PROJECTS LOAN PROGRAM, Loan conditions.
9. *N.J.A.C. 7:26-14A.10* (2012), CHAPTER SOLID WASTE, Loan agreement.
10. *N.J.A.C. 7:26-15.12* (2012), CHAPTER SOLID WASTE, Discriminatory practices.
11. *N.J.A.C. 8:43D-4.2* (2012), CHAPTER STANDARDS FOR LICENSURE OF PEDIATRIC COMMUNITY TRANSITIONAL HOMES, Ownership.
12. *N.J.A.C. 10:3-1.2* (2012), CHAPTER CONTRACT ADMINISTRATION, Causes for debarment of a person.
13. *N.J.A.C. 10:49-11.1* (2012), CHAPTER ADMINISTRATION MANUAL, Program participation.
14. *N.J.A.C. 12A:4-12.3* (2012), CHAPTER POLICY AND PROCEDURE FOR CONTRACTS AND AGREEMENTS FOR THE PURCHASE OF GOODS AND SERVICES, Causes for debarment of a person(s).
15. *N.J.A.C. 14:31-1.5* (2012), CHAPTER GRANT AND LOAN PROGRAMS, Submission requirements.
16. *N.J.A.C. 16:44-11.1* (2012), CHAPTER CONSTRUCTION SERVICES, Causes for debarment.
17. *N.J.A.C. 16:72-4.1* (2012), CHAPTER NEW JERSEY TRANSIT PROCUREMENT POLICIES AND PROCEDURES, Causes for debarment of a person(s).
18. *N.J.A.C. 17:12-6.3* (2012), CHAPTER DIVISION OF PURCHASE AND PROPERTY: PROCUREMENT BUREAU; CONTRACT COMPLIANCE AND AUDIT UNIT; AND DISTRIBUTION SUPPORT SERVICES UNIT, Causes for debarment of a person(s).
19. *N.J.A.C. 17:19-4.1* (2012), CHAPTER CLASSIFICATION AND PREQUALIFICATION OF FIRMS, Causes for debarment of a firm(s) or an individual(s).
20. *N.J.A.C. 17:27-2.1* (2012), CHAPTER EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION RULES, Definitions.
21. *N.J.A.C. 19:9-8.2* (2012), NEW JERSEY TURNPIKE AUTHORITY, Causes for debarment of a person(s).
22. *N.J.A.C. 19:30-2.2* (2012), NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY, Causes for disqualification/debarment of persons.
23. *N.J.A.C. 19:32-4.2* (2012), NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY, Contract award and compliance.

24. *N.J.A.C. 19:34A-4.2* (2012), NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY, Contract award and compliance.

25. *N.J.A.C. 19:38A-4.1* (2012), NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY, Grounds for revocation of prequalification or denial of a renewal application.

26. *N.J.A.C. 19:65-7.2* (2012), CHAPTER CASINO REINVESTMENT DEVELOPMENT AUTHORITY, Cause for debarment.

LexisNexis (R) Notes:

CASE NOTES

1. Restriction on the right of a person lawfully in the United States to earn a living was to be soberly regarded and construed strictly rather than expansively, and therefore enactment of *N.J. Rev. Stat. § 34:9-2*, *N.J. Stat. Ann. § 10:2-1*, and the Law Against Discrimination, former N.J. Stat. Ann. § 18:25-1 et seq. (see now *N.J. Stat. Ann. § 10:5-1* et seq.), was found to have impliedly repealed *N.J. Rev. Stat. § 34:9-1*, which prohibited the employment of aliens in performance of a public contract. *Department of Labor & Industry v. Cruz*, 45 N.J. 372, 212 A.2d 545, 1965 N.J. LEXIS 185, 1 Empl. Prac. Dec. (CCH) P9716, 9 Fair Empl. Prac. Cas. (BNA) 1334, 52 Lab. Cas. (CCH) P9002 (1965).

2. Restriction on the right of a person lawfully in the United States to earn a living was to be soberly regarded and construed strictly rather than expansively, and therefore enactment of *N.J. Rev. Stat. § 34:9-2*, *N.J. Stat. Ann. § 10:2-1*, and the Law Against Discrimination, former N.J. Stat. Ann. § 18:25-1 et seq. (see now *N.J. Stat. Ann. § 10:5-1* et seq.), was found to have impliedly repealed *N.J. Rev. Stat. § 34:9-1*, which prohibited the employment of aliens in performance of a public contract. *Department of Labor & Industry v. Cruz*, 45 N.J. 372, 212 A.2d 545, 1965 N.J. LEXIS 185, 1 Empl. Prac. Dec. (CCH) P9716, 9 Fair Empl. Prac. Cas. (BNA) 1334, 52 Lab. Cas. (CCH) P9002 (1965).