

CONTRACT POLICY AND INFORMATION MANUAL (CPIM)

PROVIDER AGENCY

TABLE OF CONTENTS

INTRODUCTION

DCF.P1.00 CONTRACT NEGOTIATIONS AND REVISIONS

- DCF.P1.01 Documents and Conditions Required for Processing, Executing and Documenting a DCF Third Party Contract (Issued: August 31, 2007)
- DCF.P1.02 Timely Execution, Renewal Conditions and Sanctions for Contracts (Issued: August 31, 2007)
- DCF.P1.03 Charitable Registration and Investigation Act (Issued: August 31, 2007)
- DCF.P1.04 Request for Proposal (Revised: January 12, 2010)
- DCF.P1.05 Concurrent Contract Term and Provider Agency Fiscal Year (Issued: August 31, 2007)
- DCF.P1.06 Standardized Board Resolution Form (Issued: August 31, 2007)
- DCF.P1.07 Funding Authorization for Social Service Contracts (Revised: July 1, 2011)
- DCF.P1.08 Request for Proposal (RFP) Appeal Process (Issued: August 1, 2008)
- DCF.P1.09 The Acquisition, Affiliation, Consolidation or Merger of a Provider Agency (Issued: August 31, 2007)
- DCF.P1.10 Contract Modification (Issued: August 31, 2007)
- DCF.P1.11 Significant Events (Issued: August 31, 2007)
- DCF.P1.12 Clusters (Issued: August 31, 2007)
- DCF.P1.50 Two-Year Contracting (Issued: August 31, 2007)

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

DCF.P2.00 CONTRACT STANDARD LANGUAGE

DCF.P2.01 Standard Language Document For Social Service and Training Contracts (Issued: August 31, 2007)

DCF.P3.00 PROGRAMMATIC INFORMATION

DCF.P3.03 Bilingual and Bicultural Diversity in Contracts (Issued: August 31, 2007)

DCF.P3.52 Annex A – Standard Language Title XX Purchase of Service Contract (Issued: August 31, 2007)

DCF.P4.00 FISCAL STANDARDS AND INFORMATION

DCF.P4.03 Lobbying (Revised: August 1, 2008)

DCF.P4.05 Equipment (Issued: August 31, 2007)

DCF.P4.10 Advance Payments (Issued August 31, 2007)

DCF.P4.16 Restrictions on the Use of Federal Funds to Influence the Awarding of Contracts or Subcontracts (Federal Lobbying) (Issued: August 31, 2007)

DCF.P5.00 ELIGIBILITY INFORMATION

DCF.P5.01 Client Eligibility - Minimal Department Standards (Issued August 31, 2007)

DCF.P5.45 Client Eligibility - Division of Youth and Family Services (Issued: August 31, 2007)

DCF.P6.00 DONOR AGREEMENTS/MATCHING FUNDS

DCF.P6.01 Match Requirements for Social Services Block Grant Service Contracts (Issued: August 31, 2007)

DCF.P7.00 CONTRACT CLOSEOUT AND AUDIT INFORMATION

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

- DCF.P7.01 Contract Closeout (Revised: July1, 2008)
- DCF.P7.05 Pre-Award Survey (Issued: August 31, 2007)
- DCF.P7.06 Audit Requirements (Issued: August 31, 2007)

DCF.P8.00 GENERAL MANAGEMENT STANDARDS AND INFORMATION

- DCF.P8.01 Access to Records and Facilities; Retention of Contract Records; Confidentiality (Revised: July1, 2008)
- DCF.P8.02 Business Registration (Issued: August 31, 2007)
- DCF.P8.05 Conflict of Interest (Revised: July 1, 3008)
- DCF.P8.10 Nondiscrimination/Americans with Disabilities Act (Issued: August 31, 2007)
- DCF.P8.13 Copyrights (Issued: August 31, 2007)
- DCF.P8.14 Minimum Standards for Insurance (Issued: August 31, 2007)

DCF.P9.00 MONITORING

- DCF.P9.02 Department and Provider Agency Monitoring of Level of Service Delivery (Issued: August 31, 2007)
- DCF.P9.05 Contract Default (Issued: August 31, 2007)

DCF.P-Misc.00 MISCELLANEOUS POLICY

- DCF.P-Misc.03 Provider Agency Chief Executive Officer and Contract Program Director (Issued: August 31, 2007, Effective: July 1, 1988)
- DCF.P-Misc.04 Persons Delivering Contract Services (Issued: August 31, 2007, Effective: July 1, 1988)
- DCF.P-Misc.06 Child Abuse or Neglect (Issued August 31, 2007)

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

DCF.P-Misc.07 Financial Transactions with Clients, Patients and Residents
(Issued August 31, 2007)

DCF.PG.00 POLICY GUIDELINES

DCF.PG97-1 Department Equitable Interest in Contract Purchased
Equipment (Issued August 31, 2007)

DCF.PG00-1 Auditors Access to Client Records
(Issued August 31, 2007)

DCF.PG05-1 Cognizant Contracting (Issued August 31, 2007)

DCF.PG07-1 Applicability of the Federal Davis-Bacon Act and the New
Jersey Prevailing Wage Act (Issued August 31, 2007)

DCF.PG07-2 Debarments, Suspensions, and Disqualifications Pursuant
to Executive Order #34-1976 (Issued August 31, 2007)

GLOSSARY

APPENDICES

Appendix 1 Executive Order No. 34

Appendix 2 Executive Order No. 189

Appendix 3 Guidelines for Executive Order 189

Appendix 4 Requirements of SLEPA Contracts

Appendix 5 Staff Attendance at Conferences or Other Events
Sponsored by Provider Agencies