



SUBMITTING REQUESTS FOR PROPOSAL ELECTRONICALLY

**Goal: Saving Our Providers Paper, Dollars, Delivery Time
and
Promoting Efficiency in the Request for Proposal Process**

4/19/12

Why are we doing this?

- A provider mentioned that it cost over \$2000 to copy and send in an RFP.
- In order to alleviate the cost and the time for submission of RFP's DCF was determined to find an alternative.



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Completing and Submitting an Application

- Complete your response to the Request for Proposal in accordance with the instructions for the RFP.
- You may hand deliver, use overnight delivery or electronically upload the response.
- This presentation is intended to provide instructions for the online submission of your response.



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First Step: Registering the AOR

- Register the authorized person, in advance, to submit the grant. This is the Authorized Organization Representative (AOR).
- At the bidder's conference and online under our Contract Forms section, a form will be available to approve your organization's AOR choice to submit a bid electronically.
- Standard DCF forms are available at www.nj.gov/dcf. Click on Contract and RFP Info and search-Contract Forms. The AOR Form will be there.



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AOR Registration Requirements

- The AOR authorization needs to be on file at least 5 business days prior to bid due date. If there are problems with registration, please call 609-292-5665.
- If you need to change the AOR designation please email or fax a new form at least 3 business days prior to the bid due date.
- Why? So we can ensure that your organization is permitted access to submit an RFP.



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AOR Access

- You will receive an email with your access password.
- You will receive access at least 3 business days prior to the bid due date.
- If you submit your AOR access form later than 5 business days prior to bid opening, you will not be guaranteed access.



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AOR for EACH RFP

- An AOR with the same password must be submitted for each and every grant proposal that can be submitted.
- AOR's will not be carried forward for future or simultaneous RFP's



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Second Step: Forms to Include

- Documents in the following forms will be accepted: PDF, Microsoft Word documents or Excel. It is recommended that the entire proposal be sent as a single PDF.
- You may submit a paper proposal and an electronic proposal if you wish. The paper proposal shall be reviewed and the electronic submission will be discarded in its entirety.
- Multiple documents may be uploaded.



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What can I try if the document will not go through?

- You may create a zip file.
- Call 609-292-5665 or email us at dcfaskrfp@dcf.state.nj.us with your questions.
- For Technical Support only-call Michael Li 609-984-5551.



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Where to submit electronically

- <https://ftpw.dhs.state.nj.us> This is a new address connected to a secure server. The security of your documents is important to us.
- After you are provided AOR approved access, the screen will request your user name and password.



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Where are the required forms?

- Standard DCF forms are available at www.nj.gov/dcf. Click on Contract and RFP Info and search-Contract Forms.
- Chapter 51 forms are available on the Department of the Treasury website at <http://www.nj.gov/treasury/purchase>. Click on button at top “Vendor Information” then click on “Forms” from the drop down menu (Note: non-profit entities are exempt from Chapter 51 disclosure requirements).



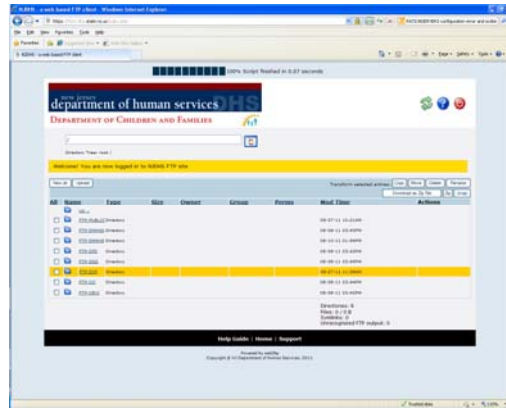
First Steps

- Step 1 Please go to <https://ftpw.dhs.state.nj.us>
- Step 2 Input your username and password which has been emailed to you. Directory: /FTP-DCF/RFPGrant



Uploading to your Folder

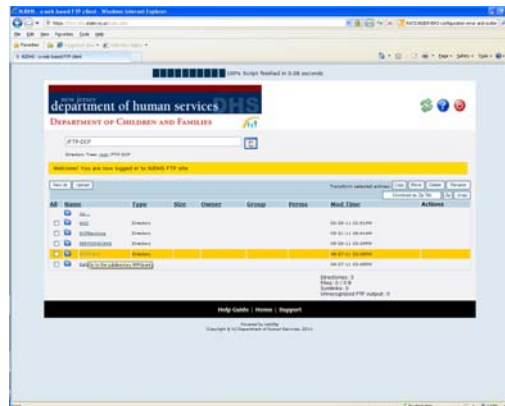
- *Step 3 If you are not already in the RFPGrant directory, then you will see a directory – FTP DCF- click on it*



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Uploading to your Folder Continued...

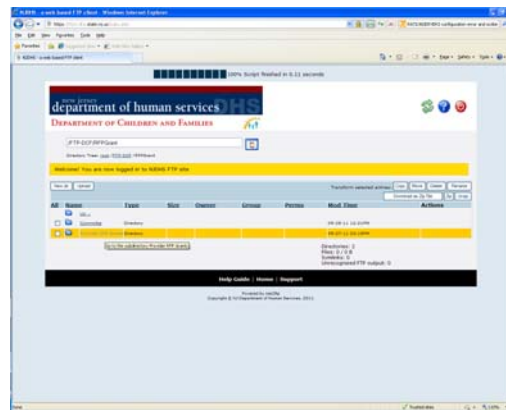
- *Step 4 You will see RFPGRANT-Click on this directory.*



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Uploading to your Folder Continued...

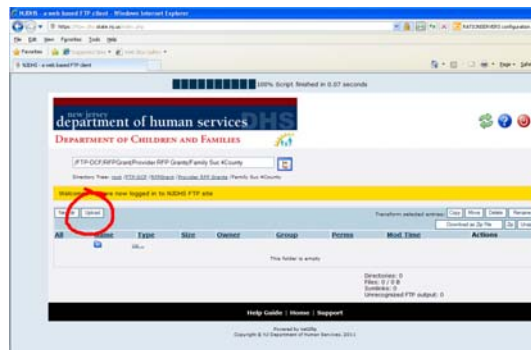
- Step 5 You will see Provider RFPGrants- Click on it



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Uploading to your Folder Continued...

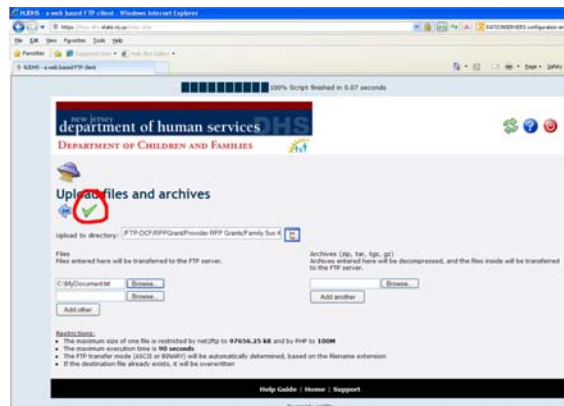
- Step 6 You will see your RFP-click on it and you will see a folder just for you with your agency name.
- Step 7- Click –Upload and put your documents into the folder.



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Uploading to your Folder Continued...

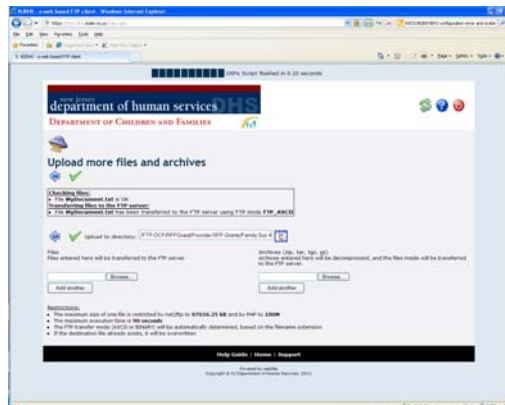
- *Step 8- Once you are ready to upload your document, click on the green check mark to submit.*



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Confirmation- Print This for Your Records

- *You will see the following confirmation that your document has been uploaded successfully. At this point, you can safely logout by clicking on the red button.*



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Note: You should not be able to see any documents other than you own. If you can please call us immediately.

Tips for Uploading

- If you are concerned that you cannot see your documents and confirm that they all went please check them carefully before you upload. We recommend one pdf document.
- You can Zip large files. ZIP files are compressed files. <http://www.winzip.com>
- If you need to make changes to the proposal after the submission and before the deadline you can re-upload. The last upload will overwrite your submission in its entirety.

Security

- You will not have access to submit documents in any other agency folder.
- While you may see other RFP's and agencies, you will be blocked from submitting documents. You need to have an AOR submitted for each RFP.

Questions

- Applicants may request information and/or assistance from DCFASKRFP@dcf.state.nj.us . Note that after the bidders conference we will not be able to answer questions regarding the RFP.
- Support also can be provided by calling 609-292-5665.