
SUBMITTING REQUESTS FOR PROPOSAL ELECTRONICALLY

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





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.

Completing and Submitting an Application

- Complete your response to the Request for Proposal in accordance with the instructions for the RFP.
- This presentation is intended to provide instructions for the online submission of your response.

First Step: Registering the AOR

- Register the authorized person, in advance, to submit the grant. This is the Authorized Organization Representative (AOR).
- On our Public Notices page, a form will be available to approve your organization's AOR choice to submit a bid electronically.
 - ⇒ 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 609-888-7730.
 - 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.



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.

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.

Second Step: File Formats

- Only submit application components using DCF supported file formats listed below:

A. For Single File:

- Adobe PDF-Portable Document format (.pdf)
- Microsoft Word (.doc or docx)
- Microsoft Excel (.xls orxlsx)
- Microsoft PowerPoint (.ppt)



B. For Compressed File:

- (.ZIP only).

To upload a compressed file:

- Use the **Archive** feature in the upload screen on the right side.
 - Use the **Files** upload feature on the left side of the upload screen for all other formats.
- Please note that the max size of each upload is restricted to no more than 100MB. To ensure the success of your proposal submission, we recommend always try to avoid large file transfer over the internet.

What if the document will not go through?

- Call 609-888-7730 or email us at dcfaskrfp@dcf.state.nj.us with your questions.

Where to submit electronically

- <https://ftpw.dcf.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.

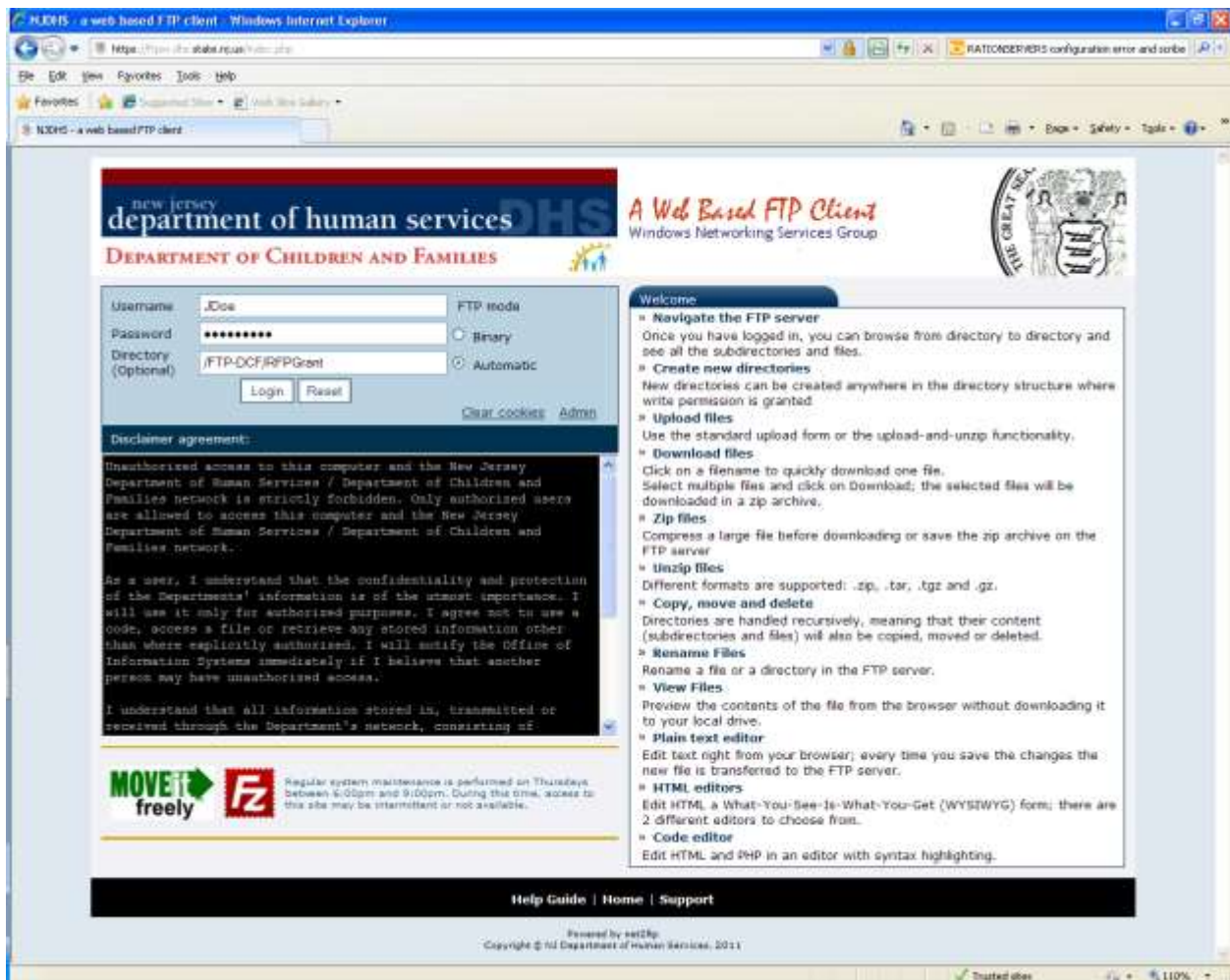


Where are the required forms?

- Standard DCF forms are available at: www.nj.gov/dcf. Click on Providers, then Public Notices. Additional Contract Forms can be found here.
- 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.dcf.state.nj.us>
- Step 2 - Input your username and password which has been emailed to you. directory:/FTP-DCF/RFPGrant



The screenshot displays the NJDFS web-based FTP client interface. At the top, it identifies itself as "NJDFS - a web based FTP client" and shows the URL "https://ftpw.dcf.state.nj.us". The main header features the "NEW JERSEY department of human services DHS" logo and the text "A Web Based FTP Client Windows Networking Services Group".

The central area contains a login form with the following fields and options:

- Username: .Dca
- Password: [masked]
- Directory (Optional): /FTP-DCF/RFPGrant
- FTP mode: Binary, Automatic
- Buttons: Login, Reset, Clear cookies, Admin

Below the login form is a "Disclaimer agreement" section with a scrollable text area containing legal notices regarding unauthorized access and confidentiality.

To the right of the login form is a "Welcome" section with a list of navigation instructions:

- Navigate the FTP server**: Once you have logged in, you can browse from directory to directory and see all the subdirectories and files.
- Create new directories**: New directories can be created anywhere in the directory structure where write permission is granted.
- Upload files**: Use the standard upload form or the upload-and-unzip functionality.
- Download files**: Click on a filename to quickly download one file. Select multiple files and click on Download; the selected files will be downloaded in a zip archive.
- Zip files**: Compress a large file before downloading or save the zip archive on the FTP server.
- Unzip files**: Different formats are supported: .zip, .tar, .tgz and .gz.
- Copy, move and delete**: Directories are handled recursively, meaning that their content (subdirectories and files) will also be copied, moved or deleted.
- Rename Files**: Rename a file or a directory in the FTP server.
- View Files**: Preview the contents of the file from the browser without downloading it to your local drive.
- Plain text editor**: Edit text right from your browser; every time you save the changes the new file is transferred to the FTP server.
- HTML editors**: Edit HTML, a What-You-See-Is-What-You-Get (WYSIWYG) form; there are 2 different editors to choose from.
- Code editor**: Edit HTML and PHP in an editor with syntax highlighting.

At the bottom of the page, there is a "MOVET freely" logo, a maintenance notice: "Regular system maintenance is performed on Thursdays between 6:00pm and 9:00pm. During the time, access to this site may be intermittent or not available.", and a footer with "Help Guide | Home | Support" and "Powered by net2ftp. Copyright © NJ Department of Human Services, 2011".



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*

A screenshot of a web browser displaying a web-based FTP client interface. The browser's address bar shows a URL starting with "https://www.nj.gov/...". The page header includes the logo for the New Jersey Department of Human Services (DHS) and the text "DEPARTMENT OF CHILDREN AND FAMILIES". A progress bar at the top indicates "100% Script finished in 0.07 seconds". Below the header, there is a search bar and a "Directory Tree: root /" section. A yellow banner reads "Welcome! You are now logged in to NODHS FTP site". The main content area displays a directory listing table with columns for Name, Type, Size, Owner, Group, Permissions, Mod Time, and Actions. The "FTP-DCF" directory is highlighted in yellow. At the bottom of the page, there are links for "Help", "Guide", "Home", and "Support", along with a copyright notice for the Department of Human Services, 2011.

All	Name	Type	Size	Owner	Group	Perms	Mod Time	Actions
<input type="checkbox"/>	Up...							
<input type="checkbox"/>	FTP-BUSINESS	Directory					09-27-11 10:21AM	
<input type="checkbox"/>	FTP-Childcare	Directory					08-08-11 03:42PM	
<input type="checkbox"/>	FTP-Child	Directory					08-10-11 01:54PM	
<input type="checkbox"/>	FTP-DCD	Directory					08-08-11 03:42PM	
<input type="checkbox"/>	FTP-DCS	Directory					08-09-11 03:42PM	
<input checked="" type="checkbox"/>	FTP-DCF	Directory					09-27-11 11:39AM	
<input type="checkbox"/>	FTP-CC	Directory					08-08-11 03:42PM	
<input type="checkbox"/>	FTP-CEU	Directory					08-08-11 03:42PM	

Directories: 8
Files: 0 / 0 B
Symlinks: 0
Unrecognized FTP output: 0

Help | Guide | Home | Support
Powered by iNcity
Copyright © NJ Department of Human Services, 2011.



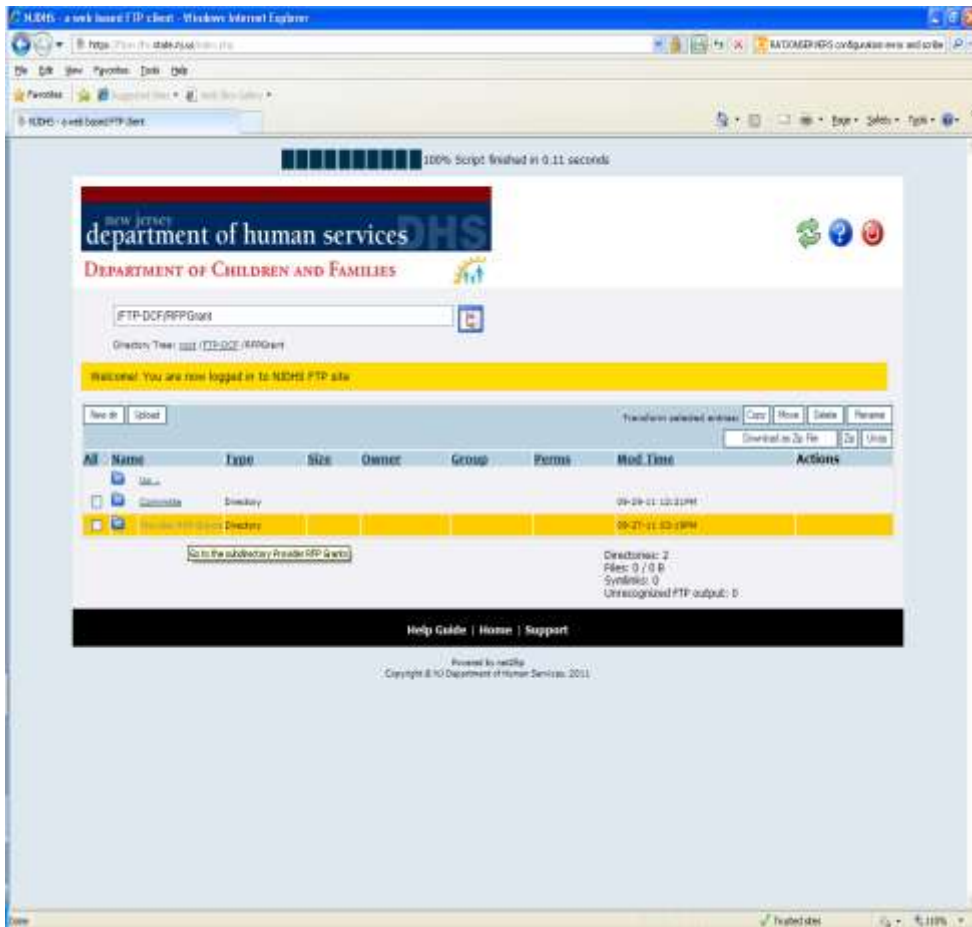
•Step 4 - You will see RFPGRANT-Click on this directory.

A screenshot of a web-based FTP client interface within a Windows Internet Explorer browser window. The browser title is "NJDCS - a web-based FTP client". The address bar shows "http://www.njdcshhs.com/ftp/". The interface includes a header for the "NEW JERSEY department of human services" and "DEPARTMENT OF CHILDREN AND FAMILIES". Below the header is a search bar containing ".FTP-DCF" and a "Directory Tree" showing "ftp://FTP-DCF". A yellow banner reads "Welcome! You are now logged in to NJDCS FTP site". A table lists directories with columns for Name, Type, Size, Owner, Group, Permissions, Mod Time, and Actions. The "RFPGRANT" directory is highlighted in yellow. At the bottom, there are links for "Help Guide | Home | Support" and a footer with "Powered by web2ftp" and "Copyright © NJ Department of Human Services, 2011".

All	Name	Type	Size	Owner	Group	Permissions	Mod Time	Actions
	..							
	..							
	ACC	Directory					02-28-11 09:51PM	
	ACC/acc	Directory					09-21-11 08:45AM	
	ACC/acc/acc	Directory					09-28-11 03:03PM	
	RFPGRANT	Directory					09-27-11 03:28PM	
	link to file subdirectory RFPGRANT						04-27-11 03:49PM	



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



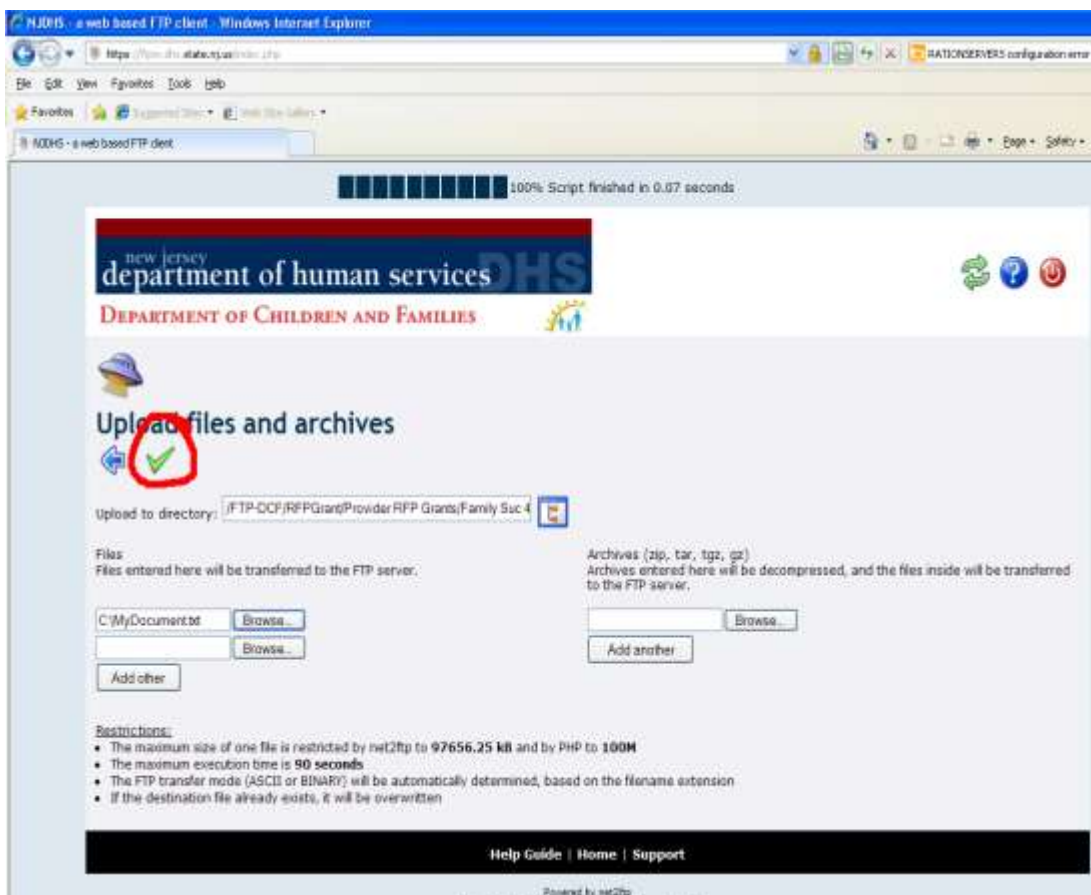
•Step 6 - You will see your RFP-click on it and you will see a folder just for you with your agency name.



- Step 7- Click –Upload and put your documents into the folder.

A screenshot of a web-based FTP client interface within a Windows Internet Explorer browser window. The browser's address bar shows the URL "https://www.nj.state.nj.us/nic/ftp". The page title is "NIDHS - a web based FTP client". A progress bar at the top indicates "100% Script finished in 0.07 seconds". The main content area features the "new jersey department of human services" logo and "DEPARTMENT OF CHILDREN AND FAMILIES" text. Below this is a directory tree showing the path "/FTP-DCF/RFPGrant/Provider RFP Grants/Family Suc 4County". A yellow banner displays the message "Welcome! You are now logged in to NIDHS FTP site". A red circle highlights the "Upload" button in the top-left corner of the file management area. To the right of the "Upload" button are buttons for "New Folder" and "Transform selected entries" (Copy, Move, Delete, Rename). Below these are buttons for "Download as Zip File", "Zip", and "Unzip". A table with columns for "All", "Name", "Type", "Size", "Owner", "Group", "Perms", "Mod Time", and "Actions" is shown, but it is empty. A message states "This folder is empty". At the bottom right, statistics are listed: "Directories: 0", "Files: 0 / 0 B", "Symlinks: 0", and "Unrecognized FTP output: 0". The footer contains links for "Help Guide", "Home", and "Support", along with the text "Powered by net2ftp" and "Copyright © NJ Department of Human Services, 2011".

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



NJDHHS - a web based FTP client - Windows Internet Explorer

http://www.dhs.state.nj.us/nj/index.php

new jersey
department of human services
DEPARTMENT OF CHILDREN AND FAMILIES

100% Script finished in 0.07 seconds

Upload files and archives

Upload to directory: /FTP-OCF/RFPGrants/Provider RFP Grants/Family Suc 4

Files
Files entered here will be transferred to the FTP server.

C:\MyDocument.txt

Archives (zip, tar, tgz, gz)
Archives entered here will be decompressed, and the files inside will be transferred to the FTP server.

Restrictions:

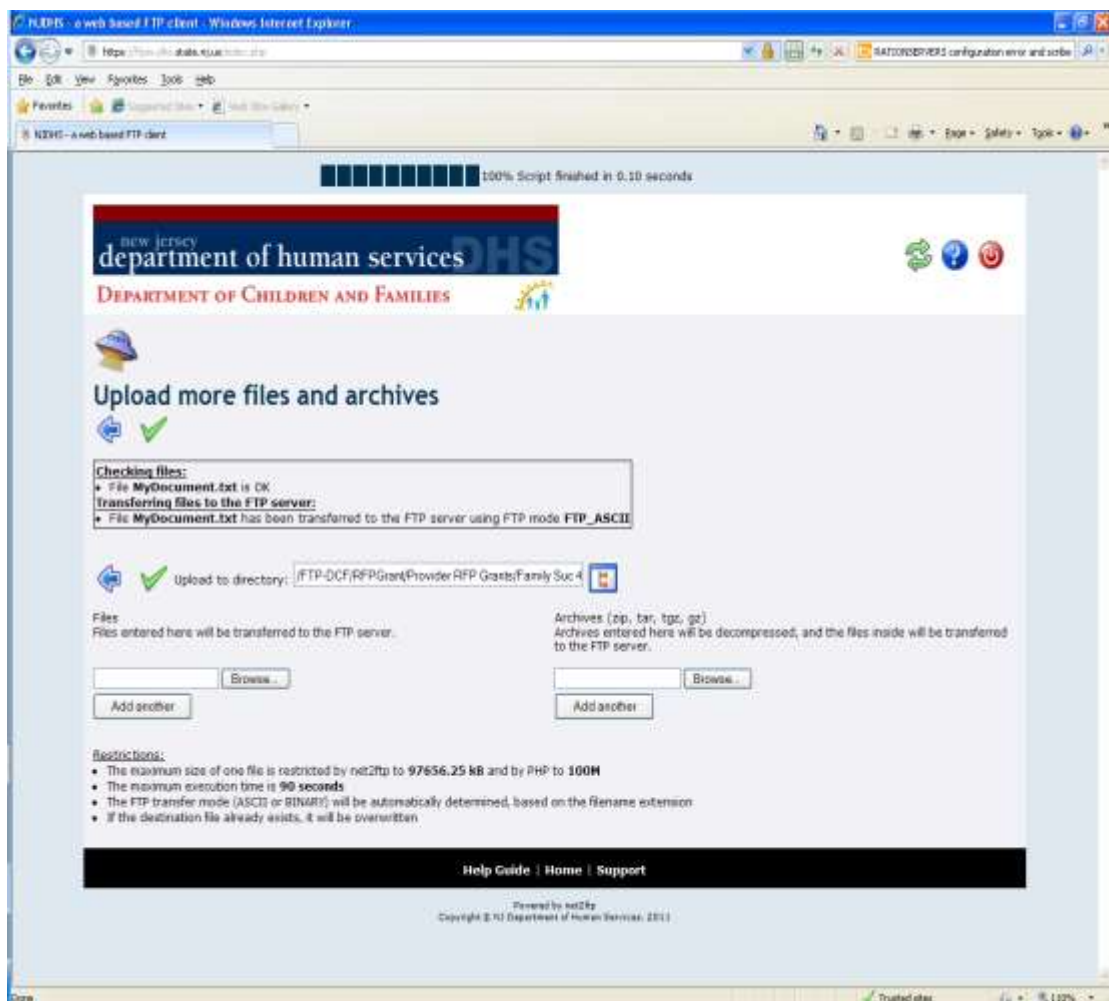
- The maximum size of one file is restricted by net2ftp to 97656.25 kb and by PHP to 100M
- The maximum execution time is 90 seconds
- The FTP transfer mode (ASCII or BINARY) will be automatically determined, based on the filename extension
- If the destination file already exists, it will be overwritten

Help Guide | Home | Support

Powered by net2ftp

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

Questions

- Applicants may request information and/or assistance from DCFASKRFP@dcf.state.nj.us
- Note that after the bidders conference (if required) we will not be able to answer questions regarding the RFP.
- Support also can be provided by calling 609-888-7730