SUBMITTING REQUESTS FOR PROPOSAL ELECTRONICALLY

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

New Jersey Department of Children and Families

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 or xlsx)

- • 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.
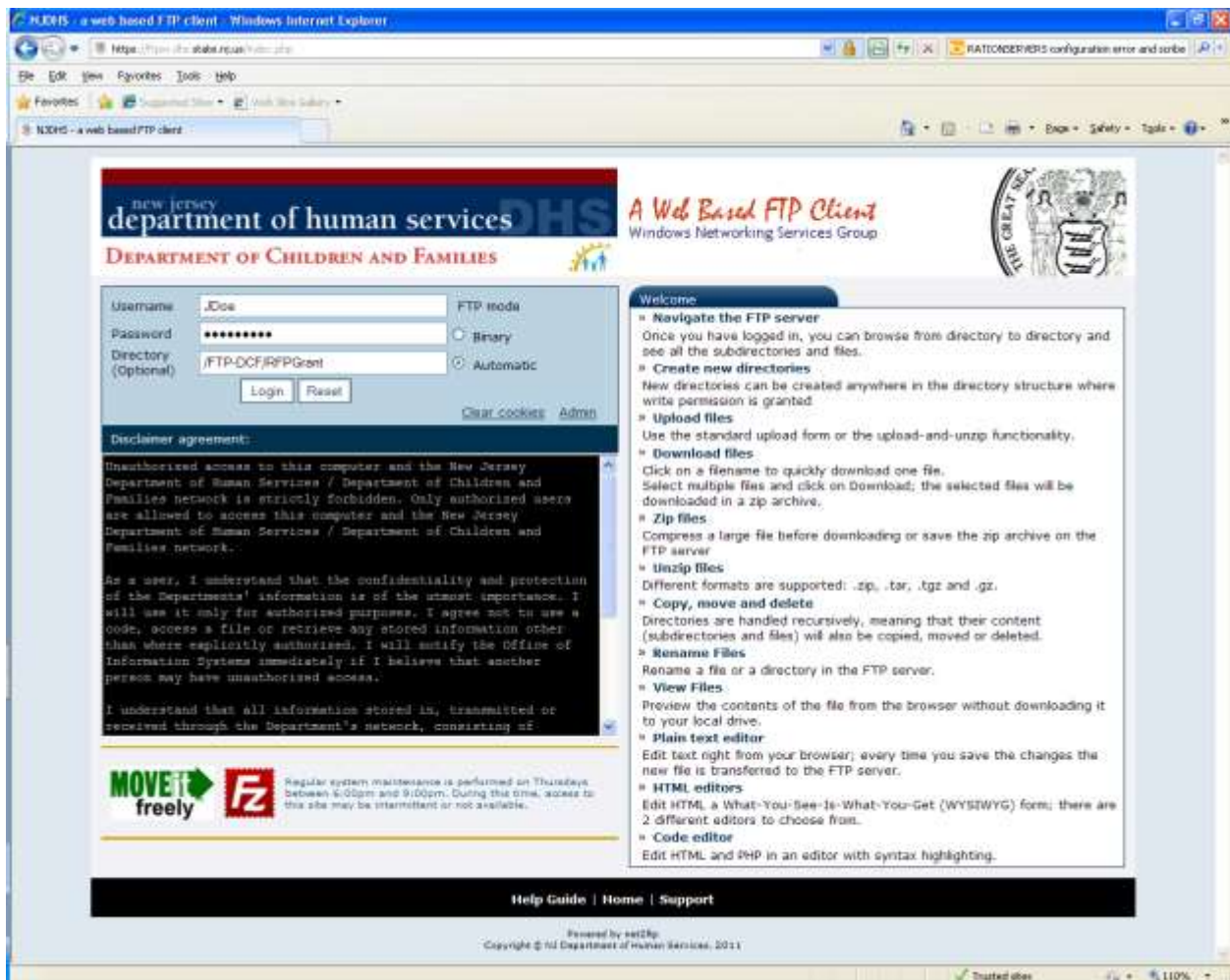
Where are the required forms?

• 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*

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

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

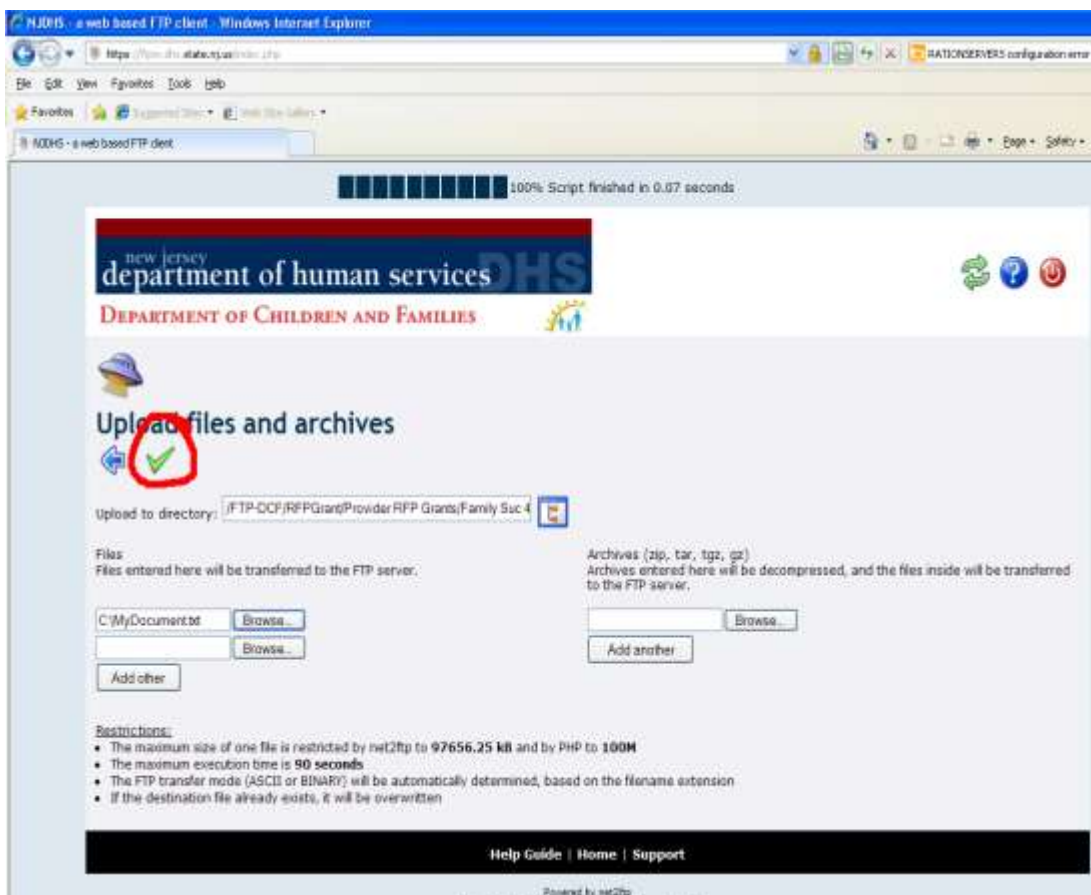•*Step 5 - You will see Provider RFPGrants- Click on it*
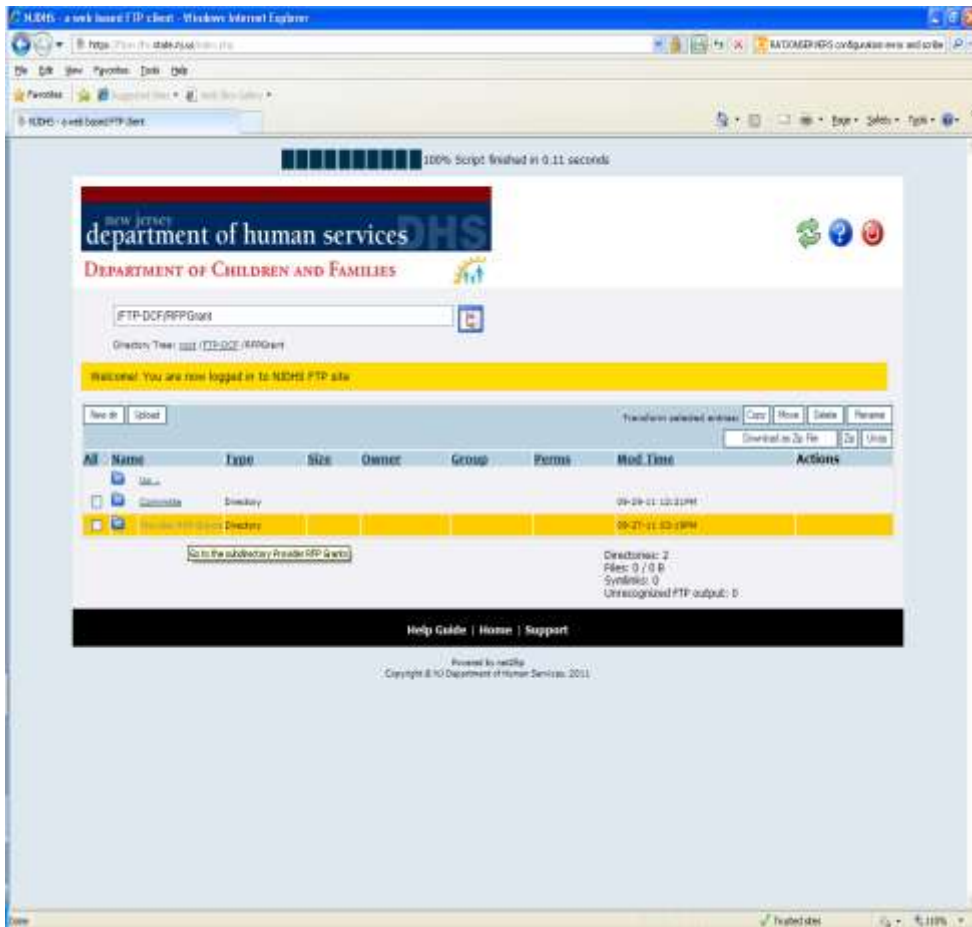
•*Step 6 - You will see your RFP-click on it and you will see a folder just for you with your agency name.*

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

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

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.
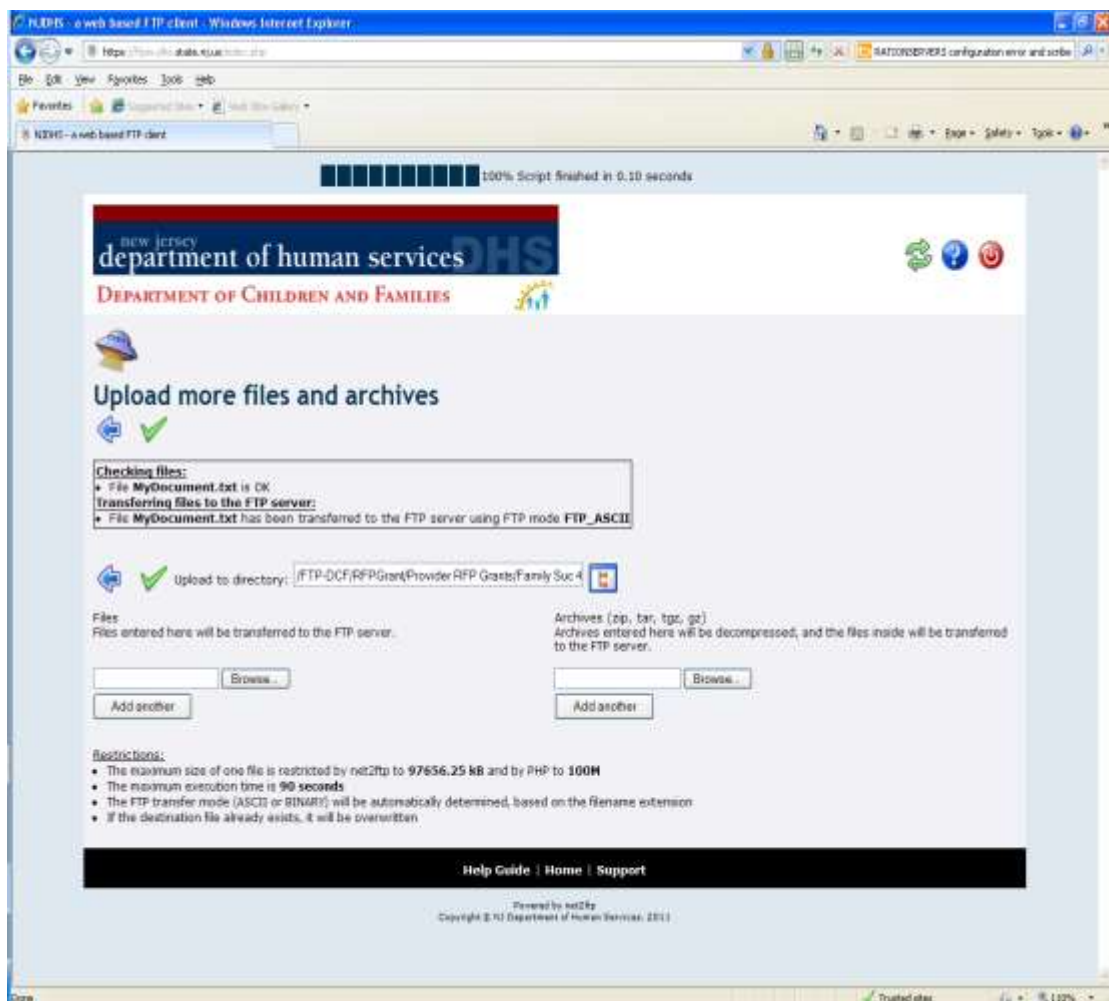
Tips for Uploading

> • 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