

## QUESTIONS AND ANSWERS

### 2016 Family Success Center- Program in Monmouth County

Questions? Email us anytime at [dcfaskrfp@dcf.state.nj.us](mailto:dcfaskrfp@dcf.state.nj.us)

Phone number and contact person for date of delivery:

Main Number: 609-888-7730

Contacts: Jessica Lique  
Loren LaBadie

Deliver proposal to: 50 East State Street, 3rd Floor  
Trenton, New Jersey 08625-0717

**\*\*Please note: Exhibit A & B is included in this QA.**

- 1. From reading through the RFP, staff must be dedicated to the success center; however, if I have some staff at FSO with appropriate skills, can I have them working on specific projects at the success center?**

Yes, provided that the staff align their objectives and support the work that this program seeks to achieve. Detailed time sheets must be clear in the division of responsibilities.

- 1A. Can I use a program that has already been established elsewhere, that matches the objectives of the FSC?**

Yes, provided the program will mesh with the community and aligns with the objectives of the FSC.

- 2. For saving costs, can I incorporate the 2 staffs on one payroll system and benefits package? I'd have the bookkeeper, obviously, separate expenses in the accounting system, but this way, for example, we'd issue one paycheck.**

Yes

- 3. If we do any fundraising at the Success Center, can staff participate in planning (we do not do this at FSO).**

Of course the agency cannot charge participants; however, generally funding sources will pursue the FSC, as opposed to the other way around. The positions being funded are to be dedicated to the Family Success Center and their valuable time should be used to plan events at the center and not for other purposes.

- 4. It looks like the RFP says no co-branding, but can we, for example, co-sponsor each other's events?**

I understand we'd need to develop a Success Center logo. For example, right now we facilitate parent education at the FSO on topics of interest generated out of support groups. Some of those topics may be of concern to both groups of stakeholders; I would envision joint programming in those cases.

Yes, being cautious with whom you partner with so as to not create stigma for the participants. Use of leveraging is also advantageous, see page 22 of the RFP.

- 5. Page 7, Staffing: "The FSC staff will be required to attend training on Standards for Prevention, Principles of Family Support, Protective Factors, and all other trainings deemed necessary by FCP."**

**Is this training to be provided by FCP/DCF or is agency responsible for providing this training to its staff? This training had historically been provided by DCF.**

Upon award of the grant to the winning agency, DCF staff will contact the agency to begin a discussion to provide guidance and support to the agency in many areas such as staffing, location, available trainings, and workshops.

- 6. Page 8, Organ and Tissue Donation: Is there a particular format in which this information should be provided to staff? Can it be provided orally or must be in writing?**

This is a statutory requirement to be included in this RFP. The section states that agencies are encouraged to notify their employees, through information and materials or through an organ and tissue awareness program, of organ donation options. No further action or further demonstration is needed for this RFP.

**7. Pages 10-11, RFP Schedule: Even if we are filing online, do we still need to submit 1 signed original and 1 CD-ROM?**

No

**8. Is a Board Resolution required for post award requirements?**

No.

**9. Is there a residency requirement for participants?**

No.

**10. Are FSC staff members required to have a social work or other mental health license (i.e., LCSW, LSW, LPC, etc...)?**

No.

**11. Could an existing, vacant retail space separate from the lead agency's headquarters be utilized as a location for the FSC if it is appropriately renovated/ remodeled?**

Yes.

**12. Can we include a separate logic model?**

This is not a requirement and may be included within the narrative.

**13. As far as fundraising, can our agency use our existing 501C3?**

If your agency is awarded this grant, this would be an agency-specific question to be discussed with the contracting department. This is a grant to do specific things with the funding. The positions are to assist the community and conducting community outreach.

**14. Is the agency required to have a board of trustees for oversight?**

No.

**15. Will assistance be provided to collaborate with existing CSOC agencies, for example, CYBER? How can we make that work in a collaborative way?**

The agency may not utilize these programs to mandate that those already participating in CSOC's programs be required to attend the FSC. Participants of the existing programs need to understand that you are encouraging them to utilize the FSC, as opposed to making them feel required to go. The goal is to avoid the community having a negative perception of the FSC, as a place where they are forced to go.

**16. How strict is the 3 full time staff requirement?**

We want the staff to work solely at the FSC.

**17. Have you identified a specific area where you want the FSC to be located?**

No, but the agency should be mindful that you want the participants to feel safe, but at the same time not feel out of place or intimidated to go there.

**18. Can an agency use clinical staff as FSC staff?**

Provided that the clinician is 'reachable' to the community, the goal is to make the FSC feel welcoming and more like 'home' than to a clinical institution.

**19. Is there a budget cap?**

For the purpose of this initiative, the Department will make available \$240,000 in funding. It is anticipated that the resulting contract will contain \$240,000. Additional start-up funds are not available. All start-up costs must be funded with accruals. Applicants must provide a justification and detailed summary of all expenses that must be met in order to begin program operations. No more than five percent (5%) of the \$240,000 budget may be allocated for start-up costs.

Budget must abide by the following:

- General and Administrative costs cannot exceed 12%.
- FSCs are authorized to allocate up to \$5,000 per year in financial in assistance. This allotment is considered "Specific assistance to clients" and must be specified in the proposed Annex B.
- No more than five percent (5%) of the \$240,000 budget may be allocated for startup costs. All start-up costs must be funded with accruals and no additional funding for this purpose is available. The agency should try to

negotiate for the best 'deal', for example, the agency could explain to a potential landlord about the great work your agency is planning to do in the building for the community, and perhaps, the landlord will support the agency by cutting the cost of the rent.

**20. Which is more important: locating the FSC in an area where it is desperately needed, but safety is an issue or in a place where it tends to be safer, but the participants feel out of place and unwelcomed by the existing community?**

The agency should try to balance both of these factors.

**21. What about zoning limitations?**

Each community is different – zoning boards have different requirements. We have encountered issues with zoning before and had to move the FSC to an adjacent township. Zoning is something to be aware of. It is recommended that the agency check with their local zoning office, who can provide a zoning map.

**22. When would funding begin?**

As soon as an award can be made to an agency.

**23. If you have control of a site, are there extra points given?**

No, but if you have plans for a site, include it in the proposal and it will be considered in the score.

**24. If it takes longer to get a site up and running and the start-up takes longer than expected, are you still required to meet the Level of Service of 250 participants?**

A late start date will be taken into consideration.

**25. Can the grant be awarded to an agency if a location has not been identified right away?**

Yes, it is great to have a proposed site identified. If not, the agency should describe what they envision for their site.

**26. Should performance outcomes be included in the agency's proposal?**

Yes, it should be included in the proposal narrative.

**EXHIBIT A**

**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 available at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance)).

The contractor and its subcontractors shall furnish such reports or other documents to the Department of Children and Families, 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 Department of Children and Families, 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 B**

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

*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.*).