



## **REQUEST FOR INFORMATION REGARDING THE PROVISION OF Intensive Residential Treatment Services (IRTS)**

Allison Blake, Ph.D., L.S.W.  
Commissioner

July 29, 2014

The Department of Children and Families (DCF) is seeking information from private or public not-for-profit or for-profit organizations to provide Intensive Residential Treatment Services (IRTS) for New Jersey's youth and their families through the Children's System of Care (CSOC). IRTS provide intensive clinical care and supervision to children and youth who require 24/7 care in a safe, sheltered, supervised environment with constant line-of-sight supervision, medication management, and a concentrated individualized treatment protocol. Services are to be provided to youth with a wide range of serious emotional and behavioral challenges.

This RFI is seeking information to maximize the utilization of IRTS services through a transparent and contracted clinical model paired with a rate structure consistent with national best practices.

This RFI is asking interested organizations for information about the availability and type of IRTS beds they have access to in order to assist DCF with program planning. In addition, a draft RFP is attached for review and comment prior to posting.

All responses to this RFI are due by 12:00 PM EST on or before August 27, 2014. Responses shall be accepted on a rolling basis. Responses may provide a basis for DCF to develop a final Request for Proposals (RFP) for IRTS. The Department is seeking brief and concise answers to each of the questions listed below. Applicants shall not contact the Department directly, in person, or by telephone, concerning this RFI. Applicants may request information and/or assistance from [DCFASKRFP@dcf.state.nj.us](mailto:DCFASKRFP@dcf.state.nj.us)

Responses received after 12:00 PM EST on August 27, 2014 may not be considered in our current planning process but can be submitted at any time.

**Information about your organization:**

Please provide DCF with information about your organization:

- Mission and/or role in the community and the services you provide;
- Existing partnership(s) you have with DCF.

Please provide comments to the attached draft RFP.

**Methodology for Submitting Responses:**

Responses must be signed and dated by the Chief Executive Officer or equivalent. Applicants should submit one (1) original of the response in one of the following ways:

A. In person:

Catherine Schafer, Director of Grants Management, Auditing and Records  
Department of Children and Families  
50 East State Street 3<sup>rd</sup> Floor  
Trenton, New Jersey 08625

Please allow time for the elevator and access through the security guard. Applicants submitting proposals in person or by commercial carrier should submit **one (1) signed original** and **one CD ROM** with all documents including a signed cover letter of transmittal.

B. Commercial Carrier (hand delivery, federal express or UPS) to:

Catherine Schafer, Director of Grants Management, Auditing and Records  
Department of Children and Families  
50 East State Street 3<sup>rd</sup> Floor  
Trenton, New Jersey 08625

Applicants submitting proposals in person or by commercial carrier should submit **one (1) signed original** and **one CD ROM** with all documents including a signed cover letter of transmittal.

C. Online- <https://ftpw.dhs.state.nj.us>:

DCF offers the alternative to submit proposals electronically to the web address above. Online training is available on our website at: [www.nj.gov/dcf/notices/](http://www.nj.gov/dcf/notices/)

We recommend that you do not wait until the date of delivery in case there are technical difficulties during your submission. Only a registered Authorized Organization Representative (AOR) or the designated alternate is eligible to send in a submission. Registration forms are available on our website. Registered AOR forms must be

received 5 business days prior to the date the bid is due. You need to register only if you are submitting a response to this RFI online.

Questions can be addressed to [DCFASKRFP@dcf.state.nj.us](mailto:DCFASKRFP@dcf.state.nj.us). Please include the title of this RFI so that your question can be properly addressed.