



## **REQUEST FOR PROPOSALS**

### **FOR SIX (6) Regional Academic and Career Exploration to Success (ACES) Programs**

**Region 1**-Bergen, Hudson, Passaic, Morris, Sussex, Warren up to \$378,400

**Region 2**-Hunterdon, Middlesex, Somerset up to \$283,800

**Region 3**-Mercer, Monmouth, and Ocean up to \$189,200

**Region 4**-Essex and Union up to \$378,400

**Region 5**-Camden and Burlington up to \$378,400

**Region 6**-Atlantic, Cumberland, Cape May, Gloucester, Salem up to \$283,800

**Funding up to \$1,892,200.00 Available**

**There will be no Bidders Conference for this RFP. Questions are due by March 10, 2017**

**Bids are due: April 20, 2017 at 12:00 PM**

Allison Blake, PhD., L.S.W.

Commissioner

February 10, 2017

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**Funding Agency**

State of New Jersey  
Department of Children and Families  
50 East State Street,  
Trenton, New Jersey 08625

***Special Notice:*** *There will be no bidder’s conference for this RFP. Questions will be accepted until March 10, 2017 at 12:00 PM via email to [DCFASKRFP@dcf.state.nj.us](mailto:DCFASKRFP@dcf.state.nj.us). Technical inquiries about forms and other documents may be requested anytime.*

**Section I – General Information**

**A. Purpose:**

The New Jersey Department of Children and Families’ (DCF) Office of Adolescent Services announces the availability of up to **\$1,892,000.00** in State funding for the purpose of awarding six (6) regional Academic and Career Exploration to Success (ACES) programs to support youth in foster care in their successful transition to and retention in post-secondary education (including career technical education) and workforce readiness. The target population for these programs will be youth and young adults ages 16-21 who are eligible for NJ Foster Care (NJFC) Scholars<sup>1</sup> as well as additional youth in foster care who do not meet eligibility for NJFC as determined by DCF.

The ACES programs’ academic and career coaches will address identified academic needs, typically in reading, writing, and/or math; assist students in career exploration to promote college and career readiness; help students prepare for, identify, and apply to career technical schools or colleges and universities that are a best fit; and prepare students for their adjustment to and integration into their post-secondary communities.

**B. Background:**

The Department is charged with serving and safeguarding the most vulnerable children and families in the State, and its mission is to ensure the safety, well-being and success of New Jersey’s children and families.

Federal regulations require child welfare agencies to help youth in foster care with effective transition planning practices to obtain a high school diploma and engage in career exploration, vocational training, and other services and supports as necessary to secure employment. DCF must also make reasonable efforts to ensure that each youth in foster care receives an education appropriate to his or her abilities as provided for under New Jersey State laws governing compulsory education (N.J.AC. 10:122D-2.6).

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<sup>1</sup> NJFC Scholars eligibility criteria can be found at: <https://www.fafsonline.org/pdf/scholarship/njfc-overview.pdf>.

Preparing for high school graduation, planning post-secondary goals, and pursuing a post-secondary education is an intensive and daunting process with many considerations such as course work, finances, basic necessities, and social supports.

Many students, even those who are academically well prepared, arrive to college without the strong study skills and coping strategies required to effectively navigate the learning and social environments in higher education. Nationally, approximately one out of every two high school graduates leaves their secondary education with significant skill deficits, making them ill-prepared for employment or coursework (Possinger-Schramm 2008). Although 75 percent of United States high school graduates enter college, about one half of college freshman are required to take at least one remedial course.<sup>2</sup> Not only does remedial course work add to students' course load, but it is also costly since students must pay tuition fees for these courses, and credits earned are not applied to a degree.

Also, students who are in foster care or are homeless often lack personalized support or guidance to make an informed decision about committing to a post-secondary education, including the financial burden it may pose.

While the total cost of attendance for first-time, full-time students often differs by institution level and control (e.g., public vs. private) and by student living arrangement (e.g., on campus, off campus, or with family), the overall cost of attending a post-secondary institution typically includes a number of expenses such as tuition and required fees, books and supplies, room and board, etc. In academic year 2014–15, the average total cost of attendance for 4-year institutions for students living on campus was \$22,750 at public institutions, \$45,760 at private nonprofit institutions, and \$30,410 at private for-profit institutions. At 2-year institutions, the average total cost of attendance for students living on campus was \$13,850 at public institutions, \$29,700 at private nonprofit institutions, and \$28,710 at private for-profit institutions. At every level and control of institution, the average total cost of attendance was lowest for students living with family.<sup>3</sup>

To assist with the costs of attending college, the federal government offers aid in the form of grants, loans and work study. In addition, post-secondary institutions may offer need-based and/or merit-based scholarships. For undergraduate students ages 18 to 24 in their 4th year of college or above, the average cumulative amount borrowed was \$26,400 in 2011–2012.<sup>4</sup>

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<sup>2</sup> [http://www.studentclearinghouse.org/high\\_schools/files/STHS\\_MCPS%20APExamAsKeyToPostsecondarySuccess.pdf](http://www.studentclearinghouse.org/high_schools/files/STHS_MCPS%20APExamAsKeyToPostsecondarySuccess.pdf)

<sup>3</sup> [https://nces.ed.gov/programs/coe/indicator\\_cua.asp](https://nces.ed.gov/programs/coe/indicator_cua.asp)

<sup>4</sup> [https://nces.ed.gov/programs/coe/indicator\\_cub.asp](https://nces.ed.gov/programs/coe/indicator_cub.asp)

Since 2003, DCF has also offered financial assistance to young adults who have experienced foster care or homelessness to pursue a post-secondary education through the NJFC Scholars Program. The NJFC Scholars Program is currently supporting 388 students, who are attending 102 institutions of higher education across the country.

Similar to the general population, data from the NJFC Scholars Program reveals that youth who have experienced foster care or homelessness require additional preparation to be better informed consumers of higher education and to meet its rigorous course work expectations. Approximately one-third of all incoming NJFC Scholars require remedial instruction, and the majority of them do not take advantage of all available financial aid resources.

Another important consideration for young adults transitioning to higher education is the campus-based network of supports and resources available to them, as these connections can be critical for retention of youth in these programs. Vincent Tinto (1975, 1993) introduced the importance of student integration (both socially and academically) in the prediction of student retention. Tinto's Integration Model suggested retention is related to the student's ability and actions to become an involved actor in her/his institution (Tinto 1987). Furthermore, the Integration Model suggests the need for a match between the institutional environment and student commitment. A good match leads to higher student integration into the academic and social domains of college life and thus greater probability of persistence (<http://files.eric.ed.gov/fulltext/ED493674.pdf>).

Similarly, Salazar (2012) identified the following predictors of post-secondary retention and success: satisfaction with the college, social involvement in college, living stability (including employment), and support with academic-related skills. Pecora (2012) also examined factors predictive of educational success for foster youth by reviewing the Casey National Alumni Study, Northwest Alumni Study and the Salazar Study of College Completers. According to the Northwest Alumni Study, desirable educational outcomes were very significantly related to positive foster care experiences, other nurturing supports, and resources available to youth.

With this data and research in mind, DCF developed the ACES Program to establish enhanced programming that provides necessary long-term support and services to assist NJFC eligible youth and other youth in foster care with achieving their academic and career goals.

### **C. Services and Activities to be Funded:**

Funding is available for **six (6)** regional Academic and Career Exploration to Success (ACES) programs that, collectively will serve NJFC eligible students

and other youth in foster care. Statewide, it is anticipated that roughly 500 youth will be served at any given time.

**For the purpose of this RFP, the following table provides a breakdown of the counties served, the anticipated level of service (i.e., # of young adults served annually), and available funding for each region:**

<b>Region</b>	<b>Counties Served</b>	<b>Level of Service</b>	<b>Available Funding</b>
Region 1	Bergen, Hudson, Passaic, Morris, Sussex, and Warren	100	\$378,400
Region 2	Hunterdon, Middlesex, and Somerset	75	\$283,800
Region 3	Mercer, Monmouth, and Ocean	50	\$189,200
Region 4	Essex and Union	100	\$378,400
Region 5	Camden and Burlington	100	\$378,400
Region 6	Atlantic, Cumberland, Cape May, Gloucester, and Salem	75	\$283,800

#### Target Population

The target population for the ACES programs will be youth and young adults ages 16-21 who are eligible for NJFC Scholars as well as additional youth in foster care do not meet eligibility for NJFC Scholars as determined by DCF.

The ACES Programs will generally begin working with students in their junior year of high school and services will generally end after their second year of college or when services and supports are no longer needed. During the first year of the program, students who meet eligibility criteria and may be transitioning from other post-secondary support programs will be screened for these new services.

Referrals will be generated from a number of sources; however, the final determination for this program will come from the Office of Educational Support and Programs within the DCF Office of Adolescent Services.

#### Program Standards

Awarded agencies must be knowledgeable about promising practices aimed at improving educational outcomes and developing college and career readiness among high school students.

Awarded agencies must also endorse the Youth Thrive framework<sup>5</sup> and commit to a philosophy of positive youth development in their ACES program. Positive youth development requires that adults utilize a strengths-based approach and

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<sup>5</sup> <http://www.cssp.org/reform/child-welfare/youth-thrive>

engage and work collaboratively with adolescents and young adults, giving them a voice and involving them in the development of services and policies that will impact their life.

### Staffing

Programs will be staffed by a team of ACES Coaches. Awarded agencies must adhere to the following staffing qualifications and caseload standards:

- Qualifications: ACES Coaches must have a Master's degree in education, school counseling, or a related field.
- Caseloads: The ratio of Coaches to youth is 1:25. Each ACES Coach will be expected to support up to 25 youth at any given time.

### Services

ACES Coaches shall assess for, provide, initiate and/or coordinate an array of services and supports for eligible young adults, including but not limited to:

- Participating in triage and conferencing of youth in DCF Child Protection and Permanency Local Offices to best match student needs with the service and support provided by this program.
- Assisting students in developing academic skills, behaviors, and attitudes that lead to admission and retention in a post-secondary institution.
- Arranging supplemental instruction, including specific course or content assistance/tutoring to prepare students for college level course work.
- Linking students to college retention programs such as the Educational Opportunity Program/Fund.
- Assisting students in exploring career interests and bolstering their professional experience by facilitating internships, job shadowing, volunteering, community service opportunities, or employment where appropriate.
- Utilizing assessment tools with youth such as the New Jersey Career Assistance Navigator (NJCAN) program.
- Providing relevant and local job searching resources and assistance in application completion and preparation for interviewing.
- Developing students' soft skills to enable them to perform successfully in a work environment. Soft skills include: communication, attitude,

teamwork, networking, problem solving and critical thinking, and professionalism.

- Integrating advanced technology to foster the youth's engagement and connections.
- Coordinating college admission preparatory courses and testing such as the PSAT, SAT, and Accuplacer.
- Assisting students in a fully informed and best-fit selection of college or career technical education. This includes comparing costs of post-secondary institutions and the financial implications of borrowing loans.
- Arranging college visits, college tours and college interviews.
- Assisting students in searching and applying for all possible financial aid and completing applications, including the Free Application for Federal Student Aid (FAFSA) and New Jersey's Tuition Aid Grant (TAG), if applicable.
- Helping students build relationships on their college campus to promote academic achievement and social engagement.
- Educate special education students about accommodations in post-secondary institutions and assist them in applying for these services.
- Helping students navigate the college campus by providing information and exposure to campus services, resources and policies.
- Remaining abreast and aware of national, statewide and regional trends and initiatives involving youth employment, career and technical education (CTE) and youth vocational interests. This includes possible participation in county Youth Investment Councils.
- Integrating/Coordinating with formal or informal supports involved with the youth (NJFC, resource parent, family, program staff, school counselors, etc.)
- Meeting regularly with DCF's Child Protection and Permanency Local Offices to share academic and employment resources and information.

### Evaluation, Reporting, and Quality Improvement

DCF practices continuous quality improvement (CQI) to identify and analyze strengths and areas needing improvement and is committed to the process of ongoing evaluation as a vehicle to learn and develop solutions to improve the



quality of services. With this in mind, DCF is interested in better understanding the quality and impact of the ACES program in addition to strengthening implementation supports and working with awarded providers to build their capacity to implement the model. Awarded providers must agree to participate in all CQI and evaluation-related activities for the program and collaborate with DCF and any additional third-party evaluators and consultants. Therefore, the awarded providers must:

- Have capacity to measure and report on outcome indicators as identified by DCF and/or the awarded agency.
- Meet with DCF staff and/or external evaluators/consultants at regular intervals to support program implementation and ensure any evaluation and data reporting requirements are met. It is anticipated there will be at least 4 annual grantee meetings held in person, by phone, or via webinar. At least two staff from each grantee shall participate in these meetings.
- Participate in any learning opportunities facilitated by DCF or partners that may include learning collaboratives, convenings, forums, etc.

Other

All applicants are advised that any software purchased in connection with the proposed project must receive prior approval by the New Jersey Office of Information Technology.

Applicants are also advised that any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.

Organ and Tissue Donation: As defined in section 2 of P.L. 2012, c. 4 (N.J.S.A.52:32-33), contractors are encouraged to notify their employees, through information and materials or through an organ and tissue awareness program, of organ donation options. The information provided to employees shall be prepared in collaboration with the organ procurement organizations designated pursuant to 42 U.S.C. §1320b-8 to serve in this State.

**D. Funding Information:**

For the purpose of this initiative, the Department will make available up to \$1,892,000 in State funding. Based on the anticipated level of service for each region, the resulting contracts will contain the following approximate dollar amounts:

<b>Region</b>	<b>Counties Served</b>	<b>Level of Service</b>	<b>Available Funding</b>
Region 1	Bergen, Hudson, Passaic, Morris, Sussex, and Warren	100	\$378,400

Region 2	Hunterdon, Middlesex, and Somerset	75	\$283,800
Region 3	Mercer, Monmouth, and Ocean	50	\$189,200
Region 4	Essex and Union	100	\$378,400
Region 5	Camden and Burlington	100	\$378,400
Region 6	Atlantic, Cumberland, Cape May, Gloucester, and Salem	75	\$283,800

The intended overall level of service for the state and targeted level of service for each region are based on demographic and geographic data. DCF reserves the right to direct awarded regional programs to accept a referral for and serve a youth who is otherwise eligible for services but residing in another region that borders its own if their contracted level of service is not full.

Funds will be ongoing. Continuation funding is contingent upon the availability of funds in future fiscal years. No additional funds can be provided outside of this award. No additional requests for fringe or cost of living adjustments will be considered. Universities are reminded that this is a competitive process and on notice that no annual increases will be considered as part of this contract to salaries, fringe or benefits for future negotiations or contracts, unless approved by the State legislature for all contracting entities.

Six awards will be made; a separate award will be made for each region. Agencies can apply for more than one region, but the agency must submit a separate proposal and budget for each region.

Matching funds are not required.

Additional start-up funds are not available. Reasonable operational start-up costs (one-time) are permitted, and all start-up costs (one-time) must be funded with accruals. Applicants must provide a justification and detailed summary of all one-time expenses necessary to begin program operations.

Proposals that demonstrate the leveraging of other financial resources are encouraged.

Funds awarded under this program may not be used to supplant or duplicate existing funding.

Any expenses incurred prior to the effective date of the contract will not be reimbursed by DCF.

**E. Applicant Eligibility Requirements:**

1. Applicants must be institutions of higher education, for profit, nonprofit, or not for profit corporations that are duly registered to conduct business within the State of New Jersey.

2. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
3. If Applicant is under a corrective action plan with DCF, or any other New Jersey State agency or authority, the Applicant may not submit a proposal for this RFP. Responses shall not be reviewed and considered by DCF until all deficiencies listed in the corrective action plan have been eliminated to the satisfaction of DCF for a period of 6 months.
4. Applicants shall not be suspended, terminated or barred for deficiencies in performance of any award, and if applicable, all past issues must be resolved as demonstrated by written documentation.
5. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
6. Where required, all applicants must hold current State licenses.
7. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
8. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
9. Applicants must have the ability to achieve full operational census within **60** days of contract execution. Further, where appropriate, applicants must execute sub-contracts with partnering entities within **60** days of contract execution.
10. All applicants must have a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-866-705-5711 or inquire on-line at [www.dnb.com](http://www.dnb.com)
11. Any fiscally viable entity that meets the eligibility requirements, terms and conditions of the RFP, and the contracting rules and regulations set forth in the DCF Contract Policy and Information Manual (N.J.A.C. 10:122D-2.6) may submit an application.

**F. RFP Schedule:**

<b>February 10, 2017</b>	<b>Notice of Availability of Funds/RFP publication</b>
<b>March 10, 2017 at 12:00 PM</b>	<b>Deadline for Email Questions sent to <a href="mailto:DCFASKRFP@dcf.state.nj.us">DCFASKRFP@dcf.state.nj.us</a></b>
<b>April 20, 2017 at 12:00 PM</b>	<b>Deadline for Receipt of Proposals by 12:00PM</b>

Proposals received after 12:00 PM on April 20, 2017 will **not** be considered. Applicants shall submit **one (1) signed original** and should submit **one CD ROM** as indicated below.

Proposals must be delivered either:

**1) In person to:**

Catherine Schafer, Director of Grants Management, Auditing and Records

Department of Children and Families  
50 East State Street, 3rd floor  
Trenton, New Jersey 08625-0717

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

**2) 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, 3rd floor  
Trenton, New Jersey 08625-0717

Applicants submitting proposals in person or by commercial carrier shall submit **one (1) signed original** and should submit **one CD ROM** with all documents.

**3) Online:**

DCF offers the alternative for our bidders to submit proposals electronically. Only a registered Authorized Organization Representative (AOR) or the designated alternate is eligible to send in a submission by submitting an AOR form.

AOR Registration forms and online training are available on our website at:  
[www.nj.gov/dcf/providers/notices/](http://www.nj.gov/dcf/providers/notices/)

Forms are directly under the Notices section-See Standard Documents for RFPs

- [Submitting Requests for Proposal Electronically PowerPoint \(pdf\)](#)
- [Registration for the Authorized Organization Representative \(AOR\) Form](#)

We recommend that you do not wait until the date of delivery in case there are technical difficulties during your submission. Registered AOR forms may be received 5 business days prior to the date the bid is due.

**G. Administration:**

**1. Screening for Eligibility, Conformity and Completeness**

DCF will screen proposals for eligibility and conformity with the specifications set forth in this RFP. A preliminary review will be conducted

to determine whether the application is eligible for evaluation or immediate rejection.

The following criteria will be considered, where applicable, as part of the preliminary screening process:

- a. The application was received prior to the stated deadline
- b. The application is signed and authorized by the applicant's Chief Executive Officer or equivalent
- c. The applicant attended the Bidders Conference (if required)
- d. The application is complete in its entirety, including all required attachments and appendices
- e. The application conforms to the specifications set forth in the RFP

Upon completion of the initial screening, proposals meeting the requirements of the RFP will be distributed to the Proposal Evaluation Committee for its review and recommendations. Failure to meet the criteria outlined above, or the submission of incomplete or non-responsive applications constitutes grounds for immediate rejection of the proposal if such absence affects the ability of the committee to fairly judge the application.

In order for a bid to be considered for award, at least one representative of the Bidder must have been present at the Bidders Conference, if required commencing at the time and in the place specified below. Failure to attend the Bidders Conference will result in automatic bid rejection.

## **2. Proposal Review Process**

DCF will convene a Proposal Evaluation Committee in accordance with existing regulation and policy. The Committee will review each application in accordance with the established criteria outlined in Section II of this document. All reviewers, voting and advisory, will complete a conflict of interest form. Those individuals with conflicts or the appearance of a conflict will be disqualified from participation in the review process. The voting members of the Proposal Evaluation Committee will review proposals, deliberate as a group, and then independently score applications to determine the final funding decisions.

The Department reserves the right to request that applicants present their proposal in person for final scoring. In the event of a tie in the scoring by the Committee, the bidders that are the subject of the tie will provide a presentation of their proposal to the evaluation committee. The evaluation committee will request specific information and/or specific questions to be answered during a presentation by the provider and a brief time-constrained presentation. The presentation will be scored out of 50 possible points, based

on the following criteria and the highest score will be recommended for approval as the winning bidder.

Requested information was covered-	10 Points
Approach to the contract and program design was thoroughly and clearly explained and was consistent with the RFP requirements-	20 Points
Background of organization and staffing explained-	10 Points
Speakers were knowledgeable about topic-	5 Points
Speakers responded well to questions -	5 Points

The Department also reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. The Department's best interests in this context include, but are not limited to: State loss of funding for the contract; the inability of the applicant to provide adequate services; the applicant's lack of good standing with the Department, and any indication, including solely an allegation, of misrepresentation of information and/or non-compliance with any State of New Jersey contracts, policies and procedures, or State and/or Federal laws and regulations.

All applicants will be notified in writing of the Department's intent to award a contract.

### **3. Special Requirements**

The successful Applicant shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

Applicants must comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, the State Affirmative Action policy. A copy is attached as **Exhibit A.**

Applicants must comply with laws relating to Anti- Discrimination as attached as **Exhibit B.**

## **H. Appeals:**

An appeal of the selection process will be heard only if it is alleged that the Department has violated a statutory or regulatory provision in awarding the grant. An appeal will not be heard based upon a challenge to the evaluation of a proposal. Applicants may appeal by submitting a written request to:

Office of Legal Affairs  
Contract Appeals  
50 East State Street 4<sup>th</sup> Floor  
Trenton NJ 08625

no later than five (5) calendar days following receipt of the notification or by the deadline posted in this announcement.

## **I. Post Award Review:**

As a courtesy, DCF may offer unsuccessful applicants an opportunity to review the Evaluation Committee's rating of their individual proposals. All Post Award Reviews will be conducted by appointment.

Applicants may request a Post Award Review by contacting: [DCFASKRFP@dcf.state.nj.us](mailto:DCFASKRFP@dcf.state.nj.us)

Post Award Reviews will not be conducted after six months from the date of issuance of this RFP.

## **J. Post Award Requirements:**

Selected applicants will be required to comply with the terms and conditions of the Department of Children and Families' contracting rules and regulations as set forth in the Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information Manual. Applicants may review these items via the Internet at [www.nj.gov/dcf/providers/contracting/manuals](http://www.nj.gov/dcf/providers/contracting/manuals)

Selected applicants will also be required to comply with all applicable State and Federal laws and statutes, assurances, certifications and regulations regarding funding.

Upon receipt of the award announcement, and where appropriate, selected applicants will be minimally required to submit one (1) copy of the following documents:

1. A copy of the Acknowledgement of Receipt of the NJ State Policy and Procedures returned to the DCF Office of the EEO/AA

2. DCF Third Party Contract Reforms Attestation
3. Proof of Insurance naming DCF as additionally insured from agencies
4. Bonding Certificate
5. Notification of Licensed Public Accountant (NLPA) with a copy of Accountant's Certification
6. ACH- Credit Authorization for automatic deposit (for new agencies only)

The actual award of funds is contingent upon a successful Contract negotiation. If, during the negotiations, it is found that the selected Applicant is incapable of providing the services or has misrepresented any material fact or its ability to manage the program, the notice of intent to award may be rescinded.

## **Section II – Application Instructions**

### **A. Proposal Requirements and Review Criteria:**

All applications will be evaluated and scored in accordance with the following criteria:

The narrative portion of the proposal should be double-spaced with margins of 1 inch on the top and bottom and 1 inch on the left and right. The font shall be no smaller than 12 points in Arial or Times New Roman. There is a 25 page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Five (5) points will be deducted for each missing document. If the deductions total 20 points or more, the proposal shall be rejected as non-responsive. The narrative must be organized appropriately and address the key concepts outlined in the RFP. Annex B budget pages, and attachments do not count towards the narrative page limit.

Proposals may be fastened by a heavy-duty binder clip. Do not submit proposals in loose-leaf binders, plastic sleeves or folders or staples.

Each proposal narrative must contain the following items organized by heading in the same order as presented below:

#### **1) Applicant Organization (10 Points)**

Describe the agency's history, mission and goals, and where appropriate, a record of accomplishments in working in collaboration with the Department of Children and Families and/or relevant projects with other State governmental entities.



Describe the agency's background and experience in implementing the types of services and activities described in the RFP. If applicable, include your agency's experience:

- Providing academic and career exploration coaching and support services to youth and young adults.
- Improving educational and/or career readiness/employment outcomes of high school students and/or post-secondary students.
- Working with youth who are/were in foster care or are homeless.
- Providing a trauma-informed approach throughout service delivery.

Describe the agency's existing relationships and partnerships within the community including local school districts, colleges and universities, vocational education programs, labor and workforce development.

Provide an indication of the organization's demonstrated commitment to cultural competency and diversity. The provider shall identify and develop, as needed, accessible culturally responsive services and supports. These shall include, but are not limited to, affiliations with informal or natural helping networks such as language services, neighborhood and civic associations, faith based organizations, and recreational programs determined to be appropriate. Supervisors must be culturally competent and responsive, with training and experience necessary to manage complex cases in the community across child and youth serving systems. Explain how the provider is working toward a cultural competency plan that describes actions your agency will take to insure that policies, materials, environment, recruitment, hiring, promotion, training and Board membership reflect the community or the intended recipients of the services you provide and promote the cultural competency of the organization and that resources and services will be provided in a way that is culturally sensitive and relevant.

Describe the agency's governance structure and its administrative, management and organizational capacity to enter into a third party direct State services contract with the Department of Children and Families. Note the existence (if any) of professional advisory boards that support the operations. If applicable, indicate the relationship of the staff to the governing body. Attach a current organizational chart in the Appendices.

Provide an indication of the agency's demonstrated capability to provide services that are consistent with the Department's goals and objectives for the program to be funded. Include information on current programs managed by the agency, the funding sources and if available, any evaluation or outcome data.

## 2) Program Approach

(40 Points)

### *Approach*

Provide a detailed and comprehensive description of your program approach, including:

- How your agency will assess for, provide, initiate and/or coordinate an array of services and supports for eligible young adults to support their successful transition to and retention in post-secondary education (including career technical education), including, expanding on, and/or further detailing the activities outlined under the Services section.
- The services to be provided, including the specific goals and objectives of each in a developmentally and culturally informed way.
- The activities or methods that program personnel will employ to engage youth who have been impacted by trauma, experienced difficult family dynamics, and/or have specific needs (identity issues, mental health histories, expectant/parenting, etc.).
- Any promising practices that will be used as well as how the proposed program will be knowledgeable about promising practices aimed at improving educational outcomes and developing college and career readiness among high school and post-secondary students.
- How the program will incorporate a framework that focuses on strengthening and developing protective factors (i.e. Youth Thrive Framework). Specifically discuss how the program will promote cognitive and social emotional competencies.
- The accessibility of services, including the hours and days that services will be available to clients, and the geographic location(s) where services will be provided, a description of transportation options available, and handicapped accessibility.
- Any client data to be recorded, the intended use of that data and the means of maintaining confidentiality of client records.

### *Systems Collaboration*

Provide a description of all service coordination, collaborative efforts or processes that will be used to provide the proposed services, including:

- How the ACES program will work collaboratively with CP&P, school districts, post-secondary institutions, and other relevant academic and youth related employment stakeholders.

- Any existing partnerships the applicant agency has that can be leveraged to expand the services available to enrolled youth. For services provided by other agencies, discuss your existing relationship, the role of the partner in this program and the available services.

Attach any affiliation agreements, memoranda of understanding, contracts, etc. in the appendices.

### *Staffing*

Describe how the applicant agency will meet the staffing qualifications and caseload standards and ensure high quality staff is available to implement the ACES Program and.

- Indicate the number, qualifications and skills of all staff, consultants, sub-grantees and/or volunteers who will perform the proposed service activities.
- Discuss the process for recruiting, hiring, and training new staff. Describe how you will hire staff best suited for these roles and prepare them to work with the target population.
- Discuss your agency's ongoing staff development and training policy/plan and any specific training(s) that will be provided for staff involved in this program.
- Describe the management and supervision methods that will be utilized and the frequency of staff supervision.
- Describe how your proposed staff will engage and establish a trusting relationship with youth to encourage their participation in services.
- Discuss your agency's staffing capacity to meet the anticipated annual level of service.
- In the appendices, attach an organizational chart for the proposed program operation and job descriptions that include all educational and experiential requirements, salary ranges, and resumes of any existing staff who will perform the proposed services.
- Describe the management and supervision methods that will be utilized.

### *Other*

Describe how the proposed program will meet the needs of various and diverse cultures within the target community based on the Law Against Discrimination (N.J.S.A. 10:51 et seq.).

The New Jersey Department of Children and Families endorsed Prevent Child Abuse New Jersey's (PCA-NJ) Safe-Child Standards in August 2013 (The "Standards"). The Standards are a preventative tool for implementing policies and procedures for organizations working with youth and children and through their implementation, an organization can minimize the risks of the occurrence of child sexual abuse.

The Standards are available at:

<http://www.state.nj.us/dcf/SafeChildStandards.pdf>

As an Appendix, attach a brief (no more than 2 pages double spaced) Standards Description demonstrating ways in which your agency's operations mirror the Standards.

### **3) Evaluation, Reporting, and Quality Improvement (15 Points)**

DCF seeks to understand the applicant's existing capacity, experience and willingness to participate in evaluation planning and implementation of evaluation, data collection, reporting and quality improvement practices.

- Willingness to Participate  
Attach an attestation statement (no more than one page) in the appendices stating the agency's commitment to collaborate with DCF and any additional third-party evaluators and/or consultants and willingness to participate in evaluation activities that may include but are not limited to:
  - Have capacity to measure and report on outcome indicators as identified by DCF and/or the awarded agency
  - Meet with DCF staff and/or external evaluators/consultants at regular intervals to support program implementation and ensure any evaluation and data reporting requirements are met. It is anticipated there will be at least 4 annual grantee meetings held in person, by phone, or via webinar. At least two staff from each grantee shall participate in these meetings.
  - Participate in any learning opportunities facilitated by DCF or partners that may include learning collaboratives, convenings, forums, etc.
  
- Data Collection and Reporting Capacity  
Describe how the organization collects, maintains, and uses any data collected. Include in the narrative responses to the following questions:
  - Does the agency have a database system?
  - If there is no existing database, how do you track data (i.e. excel spreadsheets)?
  - Who is responsible for collecting data?
  - Who is responsible for data input?

- Who analyzes and reports the data?
  - How is the data used once analyzed?
  - Discuss how you will maintain records on the number of families served, as well as turn-backs (i.e. volume and type).
  - Provide a brief description of client data to be recorded, the intended use of that data and the means of maintaining confidentiality of client records.
- Evaluation
    - Briefly describe and attach in the appendices any assessment, evaluation, or data collection tools you plan to use in the proposed program.
    - Describe any outcomes indicators you are proposing to measure.
  - Quality Improvement  
Describe the agency's quality assurance and performance improvement processes, and discuss how individuals served will have a meaningful role.

#### **4) Budget**

**(25 Points)**

The Department will consider the cost efficiency of the proposed budget as it relates to the anticipated level of services (LOS). Therefore, applicants must clearly indicate how this funding will be used to meet the project goals and/or requirements. Provide a 12 month line item budget and narrative for the proposed project/program on the attached Exhibit D. The 12 month Budget Narrative and the Exhibit D must be consistent. The Budget form (Exhibit D) and Budget Narrative shall be attached as an Appendix.

The budget shall be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. The budget shall also reflect a 12 month operating schedule and must include, in separate columns, total funds needed for each line item, the funds requested in this grant, and funds secured from other sources. All costs associated with the completion of the project must be clearly delineated and the budget narrative must clearly articulate budget items, including a description of miscellaneous expenses or "other" items.

The budget may include funds for educational expenses. When a youth is open with CP&P, CP&P funds must first be exhausted. When a youth is closed with CP&P wraparound funds must be explored first.

One time start-up costs are permitted from accruals. The completed budget proposal must also include a detailed summary of and justification for any one-time operational start-up costs. These costs should be reflected on Exhibit D. The Start up Budget Narrative shall also include a detailed description of all one time start-up costs. The Budget Narrative and the Exhibit D must be consistent.

The grantee is expected to adhere to all applicable State cost principles.

For your reference, Standard DCF Annex B (budget) forms are available at: <http://www.state.nj.us/dcf/providers/contracting/forms/> and a description of General and Administrative Costs are available at <http://www.state.nj.us/dcf/providers/notices/>

**5) Program Implementation Plan (10 Points)**

Using the attached Program Implementation Timeline template in Exhibit C, provide a detailed program implementation plan and attach it to your proposal as an Appendix item. In addition, describe your ability to become operational within 60 days in your proposal narrative.

**B. Supporting Documents:**

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent and should submit a CD ROM containing all the documents in PDF or Word format if delivering a hard copy. There is a 25 page limitation for the narrative portion of the grant application. The font shall be in smaller than 12 Ariel or Times New Roman. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Failure to submit any of the required documents requested in this RFP will result in a loss of five (5) points per item from the total points awarded for the proposal. The Budget Narrative shall be attached as an Appendix item and shall not be part of the 25 page Narrative. All supporting documents submitted in response to this RFP must be organized in the following manner:

<b>Part I: Proposal</b>	
<input type="checkbox"/>	<b>Proposal Cover Sheet</b> – (signed and dated)Use the RFP forms found directly under the Notices section on Website: <a href="http://www.nj.gov/dcf/providers/notices/">www.nj.gov/dcf/providers/notices/</a> Form: <a href="http://www.nj.gov/dcf/providers/notices/Proposal.Cover.Sheet.doc">http://www.nj.gov/dcf/providers/notices/Proposal.Cover.Sheet.doc</a>
<input type="checkbox"/>	<b>Table of Contents</b> – Please number and label with page numbers if possible in the order as stated in Part I & Part II Appendices for paper copies, CD and electronic copies.
<input type="checkbox"/>	<b>Proposal Narrative</b> in following order a) Applicant Organization b) Program Approach c) Evaluation, Reporting, & Quality Improvement d) Program Implementation Plan

<b>Part II: Appendices</b>	
1.	<input type="checkbox"/> <b>Job descriptions</b> of key personnel, <b>resumes</b> if available for key personnel (please do not provide home addresses or personal phone numbers)
2.	<input type="checkbox"/> <b>Staffing patterns including a proposed staff schedule</b>
3.	<input type="checkbox"/> Proposed Agency <b>Organization Chart</b>
4.	<input type="checkbox"/> Proposed <b>Program Implementation Schedule</b>
5.	<input type="checkbox"/> Any <b>assessment tools</b> that will be used in the program
6.	<input type="checkbox"/> <b>Attestation Statement</b> regarding collaboration and participation in evaluation activities
7.	<input type="checkbox"/> <b>Safe-Child Standards Description</b> of your agency's implementation of the standards (no more than 2 pages)
8.	<input type="checkbox"/> <b>Budget Form Exhibit D</b>
9.	<input type="checkbox"/> <b>Budget Narrative for 12 Month Operating Period and Start Up Funding request</b>
10.	<input type="checkbox"/> Copy of agency's <b>Conflict of Interest policy</b>
11.	<input type="checkbox"/> Copies of any <b>audits</b> or reviews completed or in process by DCF or other State entities from <b>2014 to the present</b> . If available, a corrective action plan should be provided and any other pertinent information that will explain or clarify the applicant's position. If not applicable, include a written statement.
12.	<input type="checkbox"/> Dated List of Names of <b>Board of Directors</b> <ol style="list-style-type: none"> <li>a. Titles,</li> <li>b. Address <b>and</b></li> <li>c. Terms</li> </ol>
13.	<input type="checkbox"/> <b>Signed Standard Language Document (SLD)</b> [Version: Rev. June 6, 2014] Form: <a href="http://www.nj.gov/def/documents/contract/forms/StandardLanguage.doc">http://www.nj.gov/def/documents/contract/forms/StandardLanguage.doc</a>
14.	<input type="checkbox"/> Document showing <b>Data Universal Numbering System (DUNS)</b> Number [2006 Federal Accountability & Transparency Act (FFATA)] Website: <a href="http://www.dnb.com">http://www.dnb.com</a> Helpline: 1-866-705-5711
15.	<input type="checkbox"/> <b>System for Award Management (SAM)</b> printout ( <b>or Renewal</b> ) showing " <b>active</b> " status (free of charge). Website: <a href="https://www.sam.gov/portal/public/SAM">https://www.sam.gov/portal/public/SAM</a> Helpline: 1-866-606-8220
16.	<input type="checkbox"/> Applicable Consulting <b>Contracts, Affiliation Agreements/Memoranda</b> of Understanding related to this RFP. If not applicable, include a written statement

17.	<input type="checkbox"/>	<b>Business Associate Agreement/HIPAA</b> , with signature under Business Associate [Version: Rev. 9-2013] Form: <a href="http://www.nj.gov/dcf/providers/contracting/forms/HIPAA.doc">http://www.nj.gov/dcf/providers/contracting/forms/HIPAA.doc</a>
18.	<input type="checkbox"/>	<b>Professional Licenses</b> related to job responsibilities for this RFP. If not applicable, include a written statement
19.	<input type="checkbox"/>	<b>Affirmative Action Certificate -or- Renewal Application</b> [AA302] sent to Treasury Website: <a href="http://www.state.nj.us/treasury/purchase/forms.shtml">http://www.state.nj.us/treasury/purchase/forms.shtml</a> Form: <a href="http://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf">http://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf</a>
20.	<input type="checkbox"/>	<b>Certificate of Incorporation</b> Website: <a href="http://www.nj.gov/treasury/revenue/filecerts.shtml">http://www.nj.gov/treasury/revenue/filecerts.shtml</a>
21.	<input type="checkbox"/>	<b>For Profit: NJ Business Registration</b> Certificate with the Division of Revenue. See instructions for applicability to your organization. Website: <a href="http://www.nj.gov/njbusiness/registration/">http://www.nj.gov/njbusiness/registration/</a> If not applicable, include a written statement.
22.	<input type="checkbox"/>	<b>Agency By-laws</b>
23.	<input type="checkbox"/>	<b>Tax Exempt Certification</b> Website: <a href="http://www.state.nj.us/treasury/taxation/exemption.shtml">http://www.state.nj.us/treasury/taxation/exemption.shtml</a>
24.	<input type="checkbox"/>	<b>Disclosure of Investigations &amp; Other Actions Involving Bidder Form</b> (PDF) (signed and dated) Form: <a href="http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestigations.pdf">http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestigations.pdf</a>
25.	<input type="checkbox"/>	<b>Disclosure of Investment Activities in Iran</b> (PDF) (signed and dated) Form: <a href="http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf">http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf</a>
26.	<input type="checkbox"/>	<b>For Profit: Statement of Bidder/Vendor Ownership Form</b> (PDF) (signed and dated) See instructions for applicability to your organization. Form: <a href="http://www.state.nj.us/treasury/purchase/forms/OwnershipFinal12-14.pdf">http://www.state.nj.us/treasury/purchase/forms/OwnershipFinal12-14.pdf</a> If not applicable, include a written statement
27.	<input type="checkbox"/>	<b>Chapter 271**</b> Signed and dated Website: <a href="http://www.state.nj.us/treasury/purchase/forms.shtml">http://www.state.nj.us/treasury/purchase/forms.shtml</a> Form: <a href="http://www.state.nj.us/treasury/purchase/forms/CertandDisc2706.pdf">http://www.state.nj.us/treasury/purchase/forms/CertandDisc2706.pdf</a>
28.	<input type="checkbox"/>	<b>Source Disclosure Certification</b> Form [P.L. 2005, c 92-formerly Executive Order 129] (signed and dated) Website: <a href="http://www.state.nj.us/treasury/purchase/forms.shtml">http://www.state.nj.us/treasury/purchase/forms.shtml</a> Form: <a href="http://www.state.nj.us/treasury/purchase/forms/SourceDisclosureCertification.pdf">http://www.state.nj.us/treasury/purchase/forms/SourceDisclosureCertification.pdf</a>



29.	<input type="checkbox"/>	<u>For Profit: Two-Year Chapter 51/Executive Order 117 Vendor Certification - and- Disclosure of Political Contributions (signed and dated) [Version: Rev 4/17/15]. See instructions for applicability to your organization.</u> Website: <a href="http://www.state.nj.us/treasury/purchase/forms.shtml">http://www.state.nj.us/treasury/purchase/forms.shtml</a> If not applicable, include a written statement.
30.	<input type="checkbox"/>	<b>Annual Report to Secretary of State</b> Please provide a copy of your filing confirmation and/or report. Website: <a href="http://www.state.nj.us/treasury/revenue/dcr/programs/ann_rpt.shtml">http://www.state.nj.us/treasury/revenue/dcr/programs/ann_rpt.shtml</a>
31.	<input type="checkbox"/>	<u>Non Profit: Annual Report - Charitable Organizations</u> Website: <a href="http://www.njpublicsafety.org/ca/charity/charfrm.htm">http://www.njpublicsafety.org/ca/charity/charfrm.htm</a> If not applicable, include a written statement
32.	<input type="checkbox"/>	<b>Certification Regarding Debarment-(Signed and dated)</b> Form: <a href="http://www.state.nj.us/dcf/providers/notices/Cert.Debarment.pdf">http://www.state.nj.us/dcf/providers/notices/Cert.Debarment.pdf</a>
33.	<input type="checkbox"/>	<b>Statement of Assurances – (Signed and dated)</b> Use the RFP forms found directly under the Notices section: Website: <a href="http://www.nj.gov/dcf/providers/notices/">www.nj.gov/dcf/providers/notices/</a> Form: <a href="http://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc">http://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc</a>
34.	<input type="checkbox"/>	<b>Tax Forms:</b> <u>Non Profit Form 990</u> Return of Organization Exempt from Income Tax <b>-or- For Profit Form 1120</b> US Corporation Income Tax Return
35.	<input type="checkbox"/>	Most recent <b>Audit or Financial Statement (certified by accountant or accounting firm)</b> <u>Audit:</u> For agencies expending over \$100,000 in combined Federal/State Awards <b>-or-</b> <u>Financial Statement:</u> For agencies expending under \$100,000 Policy: <a href="http://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_audit.pdf">http://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_audit.pdf</a>

\* Standard forms for RFP's are available at:  
[www.nj.gov/dcf/providers/notices/](http://www.nj.gov/dcf/providers/notices/) Forms for RFP's are directly under the Notices section.

Standard DCF Annex B (budget) forms are available at:

<http://www.state.nj.us/dcf/providers/contracting/forms/>

\*\* Treasury required forms are available on the Department of the Treasury website at <http://www.state.nj.us/treasury/purchase/forms.shtml>  
Click on Vendor Information and then on Forms.

Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information Manual may be reviewed via the Internet at: [www.nj.gov/dcf/providers/contracting/manuals](http://www.nj.gov/dcf/providers/contracting/manuals)

## C. Requests for Information and Clarification

### Question and Answer:

DCF will provide eligible applicants additional and/or clarifying information about this initiative and application procedures through a time-limited electronic Question and Answer Period. Inquiries will not be accepted after the closing date of the Question and Answer Period.

Questions must be submitted in writing via email to: [DCFASKRFP@dcf.state.nj.us](mailto:DCFASKRFP@dcf.state.nj.us).

Written questions must be directly tied to the RFP. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP. All inquiries submitted to [DCFASKRFP@dcf.state.nj.us](mailto:DCFASKRFP@dcf.state.nj.us) must identify, in the Subject heading, the specific RFP for which the question/clarification is being sought. Each question should begin by referencing the RFP page number and section number to which it relates.

Written inquiries will be answered and posted on the DCF website as a written addendum to the RFP at: <http://www.state.nj.us/dcf/providers/notices/>

Technical inquiries about forms and other documents may be requested anytime through [DCFASKRFP@dcf.state.nj.us](mailto:DCFASKRFP@dcf.state.nj.us).

All other types of inquiries will not be accepted. **Applicants may not contact the Department directly, in person, or by telephone, concerning this RFP.**

**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.*).

**EXHIBIT C**  
**DEPARTMENT OF CHILDREN AND FAMILIES**  
**PROJECT IMPLEMENTATION TIMELINE**

**AWARDEE/PROGRAM:** \_\_\_\_\_

**DATE:**

Tasks to Complete	Responsible Party	Proposed Start Date	Proposed Finish Date	Comments

Exhibit D ACES BUDGET CATEGORIES 12-Month Budget	TOTAL COSTS	DCF Funding request	Other Cash or In-Kind Funding Sources*	START-UP FUNDING REQUEST
A. Personnel - Salary (FTEs/hours/week)				
Fringe (% rate)				
B. Consultants & Professional Fees				
C. Materials & Supplies				
D. Facility Costs				
E. Specific Assistance to Clients				
F. Other				
G. Gen. & Adm. (G&A) Cost Allocation				
H. Total Operating Costs				
I. Equipment				
J. Total Cost				
K. Revenue (deduct)*	( )	n/a	n/a	
<b>L. Funding Request</b>		n/a	n/a	
The budget request shall indicate the Agency's total proposed budget for delivery of the service(s) reduced by the other sources of funding (Line K). If applicable, indicate the sources of leveraged funding and the dollar amounts for each below:				
Other Sources of Funding for this Program: (Specify These)				
Other Funding Amounts:	0	0	0	

Budget Narrative and this document must be consistent.