



## **REQUEST FOR PROPOSALS**

### **FOR**

### **Child Advocacy Development Grants**

#### **GRANTS FOR FUNDING TREATMENT SERVICES, RENOVATIONS, TECHNOLOGY IMPROVEMENTS, EXPANSION OF NEW OR EXISTING CHILD ADVOCACY CENTERS**

Funding up to \$2,940,000 Available - One award shall be made to one provider for each county for no greater than \$140,000 each. DCF reserves the right to fund all or a portion of a proposal.

Mandatory Bidders Conference: April 13, 2017 at 10:00 AM  
Place: DCF Professional Center, 30 Van Dyke Avenue, New Brunswick, NJ  
08901

Questions will be accepted in advance of the Mandatory Bidder's Conference until April 11, 2017 at 12:00PM

**Bids are due: May 9, 2017 at 12PM**

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

Commissioner

March 16, 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:**

**Potential Bidders must attend a Mandatory Bidder's Conference at DCF Professional Center, 30 Van Dyke Avenue, New Brunswick, NJ 08901 on April 13, 2017 at 10:00 AM. Questions will be accepted in advance of the Bidder's Conference until April 11, 2017 12PM by providing them 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) announces the availability of up to \$2,940,000 in state funding for the purpose of funding temporary services for treatment, renovations, technology Improvements, expansion or redesign of child advocacy centers in New Jersey. Funding is available up to \$2,940,000. No more than \$140,000 shall be awarded for one provider in each county. The funds for these projects will need to be obligated by June 30, 2017 for projects and treatment services that are consistent with the standards set forth in Exhibit C as the "National Children's Alliance • Standards for Accredited Members • 2017 Edition" standards for child advocacy centers.. The funds will be distributed by the end of FY17 if the project is in process and moving toward completion with written contracts and commitments in place. That would not mean the work and fiscal commitments would need to be completed by that point in time but legally binding agreements are required to be in place. It would be reasonable given the amount of funding for each project that this might take an extended period of time to complete. Grants will be one-time funding. All funding shall be subject to the appropriation of sufficient funds and the availability of sufficient resources. Applicants must be 1) a new or existing child advocacy center existing as part of a County Government or Prosecutor's office or 2) child advocacy center operating as a not for profit corporation that is duly registered to conduct business within the State of New Jersey and is affiliated with a County Prosecutor's Office or 3) a county Multidisciplinary Diagnostic Team (MDT) affiliated with a county prosecutor's office or 4) County Government or Prosecutor's Office on behalf of an MDT in counties where there is no CAC or independently organized MDT capable of bidding.

## **B. Background:**

The Department is charged with serving and safeguarding the most vulnerable children and families in the State and our mission is to ensure the safety, well-being and success of New Jersey's children and families. Our vision statement is "To ensure a better today and even greater tomorrow for every individual we serve." Child advocacy center services are accessible and tailored to meet the individualized and unique needs of children and families regarding culture, development, and special needs throughout the investigation, intervention, and case management processes. The space in which the services are provided are unique and the guidelines for the creation of the space is set forth in Exhibit C. Funding shall be provided to those applicants that demonstrate a need for services, renovation, technology improvements or enhancement of their space consistent with the requirements in Exhibit C.

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

The grantee for this program may propose to provide, initiate and/or coordinate the following services and/or renovation, enhancement proposal:

**Treatment Services:** The proposal for treatment services shall be only for children not otherwise being served or able to be served by DCF, such as in the Children's System of Care or the Child Protection and Permanency areas. Applicants planning to allocate funds toward treatment services should strongly consider retaining bilingual therapists to enhance the CAC's ability to serve victims in their community.

### **Renovation, enhancement or additions to proposed space:**

Child advocacy center services are accessible and tailored to meet the individualized and unique needs of children and families regarding culture, development, and special needs throughout the investigation, intervention, and case management processes. The space in which the services are provided are unique and the guidelines for the creation of the space is set forth in Exhibit C. Funding shall be provided to those applicants that demonstrate a need for renovation, technology improvements or enhancement of their space consistent with the requirements in Exhibit C.

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:**

All funding is subject to appropriation. Funding is available up to \$2,940,000. No more than \$140,000 shall be awarded for one provider in each county for projects and treatment services that are consistent with the standards set forth in Exhibit C as the “National Children’s Alliance • Standards for Accredited Members • 2017 Edition” standards for child advocacy centers. The funds for these projects will need to be obligated by June 30, 2017. The funds will be distributed by the end of FY17 if the project is in process and moving toward completion with written contracts and commitments in place. That would not mean the work and fiscal commitments would need to be completed by that point in time but legally binding agreements are required to be in place. It would be reasonable given the amount of funding for each project that this might take an extended period of time to complete. Funding is one time and proposals shall demonstrate that the improvements shall be completed or funding obligated by June 1, 2017. Proposals that demonstrate emergent health, safety and well-being needs will receive additional consideration in the review process. Proposals that demonstrate the leveraging of other financial resources will receive additional consideration in the proposal review process. DCF reserves the right to award or a portion of the requested amount.

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 1) a new or existing child advocacy center existing as part of a County Government or Prosecutor’s office or 2) child advocacy center operating as a not for profit corporation that is duly registered to conduct business within the State of New Jersey and is affiliated with a County Prosecutor’s Office or 3) a county Multidisciplinary Diagnostic Team (MDT) affiliated with a county prosecutor’s office or 4) County Government or Prosecutor’s Office on

- behalf of an MDT in counties where there is no CAC or independently organized MDT capable of bidding.
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. 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)
  10. 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. 10:3) may submit an application.

**F. RFP Schedule:**

<b>March 16, 2017</b>	<b>Notice of Availability of Funds/RFP publication</b>
<b>April 11, 2017 at 12:00PM</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 13, 2017 at 10AM</b>	<b>Mandatory Bidders Conference</b>
<b>May 9, 2017 at 12:00PM</b>	<b>Deadline for Receipt of Proposals by 12:00PM</b>

Proposals received after 12:00 PM on **May 9, 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 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:**

Upon receipt of the successful awards letter for construction or renovation, the agency will be contacted by Department of Children and Families to conduct an Initial Inspection of the proposed grant. Once this inspection has been conducted, the agency will receive the Initial Inspection Report, which will give the agency clear direction towards obtaining two additional bids.

The applicant must include one bid for any proposed physical improvement with the RFP application. Should the agency receive the grant, two additional “like” bids for the project will be required.

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. Proof of Insurance naming DCF as additionally insured from agencies
3. Bonding Certificate
4. Notification of Licensed Public Accountant (NLPA) with a copy of Accountant’s Certification
5. Registration in NJSTART

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.

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.

## **Section II – Application Instructions**

### **A. Proposal Requirements and Review 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 Twenty (20) 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-3 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. Program Approach and Need Justification (40 Points)**

Each proposal should provide sufficient information to support the request for funding for the improvement and/or services. Included in the justification for improvements, the applicant must identify the facility(ies) to be renovated, technology improvement, expansion, or redesign with the awarded funding; which standard(s) the proposed use of the funds would support; and how the proposed use of funds furthers the agency's ability to meet or exceed the needs consistent with the identified standard(s). For all proposals, if there is an emergent need for funding, describe the service provision impact if not currently funded. A description of the approval process or a consent to proceed with this project, if awarded, from the appropriate entities shall be included in this section.

Included in the justification for services, the Applicant shall, specify a program approach that includes an overview of the proposed services, how the services will meet or exceed the identified Standards in Exhibit C, and their anticipated impact on the target population, including:

- A description of the services to be provided, including the specific goals and objectives of each;
- A description of the activities or methods that program personnel will employ to achieve the service objectives;
- A description of any service coordination, collaborative efforts or processes that will be used to provide the proposed services (attach any affiliation agreements or Memoranda of Understanding);
- Information on the accessibility of services, including the hours and days that services will be available to clients. Indicate the number,

qualifications and skills of all staff, consultants, sub-grantees and/or volunteers who will perform the proposed service activities. Attach, in the Appendices section of the application, an organizational chart for the proposed program operation; job descriptions that include all educational and experiential requirements; and/or resumes (if available) of any new or existing staff who will perform the proposed services.

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.

## **2. Project Implementation Timeline (20 points)**

In table format, outline the project implementation action steps and timeline. See the format for the Project Implementation Timeline in Exhibit E.

## **3. Budget Narrative (20 Points)**

The Department will consider the cost efficiency of the proposed budget as it relates to the project. Therefore, applicants must clearly indicate how this funding will be used to meet the goals and/or requirements. Provide a line item budget on the attached Exhibit D and a budget narrative for the total costs of the proposed project. The funds for these projects will need to be obligated by June 30, 2017. The funds will be distributed by the end of FY17 if the project is in process and moving toward completion with written contracts and commitments in place. That would not mean the work and fiscal commitments would need to be completed by that point in time but legally binding agreements are required to be in place. It would be reasonable given the amount of

funding for each project that this might take an extended period of time to complete.

The budget should be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. All costs associated with the completion of the project must be delineated and the budget narrative must clearly articulate budget items including a description of miscellaneous expenses or “other” items. Each proposal shall include submission of the Annex B-3 Budget/Expenditure Report (please see attachment). Leveraging resources shall be considered.

If construction improvements are proposed, then one bid for the improvement must be provided.

Staffing requests must clearly delineate any shared staff resources between programs.

#### **4. Management Resources to Ensure Purchase/Permitting/ Delivery and Installation for Projects and Treatment Services (20 Points)**

Clearly describe the organizational strengths and management resources available to ensure the purchase, permitting, delivery and installation of the renovation, technology improvement, enhancement or redesign proposed to the existing facility for renovation projects. For projects that address treatment services a description of the staffing and management resources available to ensure that the services can be delivered timely.

## **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. There is a 20 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. 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.

**All supporting documents submitted in response to this RFP shall be organized in the following manner for:**

1. CACs operating as a not for profit corporation that is duly registered to conduct business within the State of New Jersey and is affiliated with a County Prosecutor’s Office OR

2. A County Multidisciplinary Diagnostic Team (MDT) affiliated with a county prosecutor's office

<b>Part I: Proposal</b>	
1	<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>
2	<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.
3	<input type="checkbox"/> <b>Proposal Narrative</b> in following order- <b>20 pg. limitation</b> a) Needs Justification b) Project Implementation Timeline c) Budget Narrative d) Management Resources to Ensure Purchase/Permitting/ Delivery and Installation for Projects and Services
<b>Part II: Appendices</b>	
4	<input type="checkbox"/> <b>One Bid-</b> for proposed work, if application is for construction
5	<input type="checkbox"/> <b>Job descriptions</b> of proposed personnel, ( <b>resumes</b> if available for key personnel (please do not provide home addresses or personal phone numbers
6	<input type="checkbox"/> Current or Proposed Agency <b>Organization Chart</b>
7	<input type="checkbox"/> Proposed <b>Program Implementation Schedule</b>
8	<input type="checkbox"/> <b>Safe-Child Standards Description</b> of your agency's implementation of the standards (no more than 2 pages)
9	<input type="checkbox"/> <b>DCF Annex B-3 Budget Forms Exhibit D</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> a. Titles, b. Address and c. Terms -or- <b>Managing Partners</b> , if an LLC or Partnership

13	<input type="checkbox"/>	<b>Signed Standard Language Document (SLD)</b> [Version: Rev. June 6, 2014] Form: <a href="http://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc">http://www.nj.gov/dcf/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</b> , Affiliation <b>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>Agency By-laws or Management Operating Agreement if an LLC</b>
22	<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>
23	<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>
24	<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>



25	<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>
26	<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>
27	<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>
28	<input type="checkbox"/>	<b>Non Profit: Annual Report - Charitable Organizations</b> 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
29	<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>
30	<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>
31	<input type="checkbox"/>	<b>Tax Forms:</b> <u>Non Profit Form 990</u> Return of Organization Exempt from Income Tax - <u>or- For Profit Form 1120</u> US Corporation Income Tax Return <u>LLC _____</u> Applicable Tax Form and may delete or redact any SSN or personal information
32	<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>

All supporting documents submitted in response to this RFP shall be organized in the following manner for:

1. A new or existing child advocacy center existing as part of a County Government or Prosecutor's office OR
2. County Government or Prosecutor's Office on behalf of an MDT in counties where there is no CAC or independently organized MDT capable of bidding.

<b>Part I: Proposal</b>	
1	<input type="checkbox"/> <b>Proposal Cover Sheet</b> – 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>
2	<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.
3	<input type="checkbox"/> <b>Proposal Narrative</b> in following order- <b>20 pg. limitation</b> <ol style="list-style-type: none"> <li>1. Needs Justification</li> <li>2. Project Implementation Timeline</li> <li>3. Budget Narrative</li> <li>4. Management Resources to Ensure Purchase/Permitting/Delivery and Installation</li> </ol>
<b>Part II: Appendices</b>	
4	<input type="checkbox"/> <b>One Bid- for proposed work, if application is for construction</b>
5	<input type="checkbox"/> Current or Proposed Agency <b>Organization Chart</b>
6	<input type="checkbox"/> Proposed <b>Program Implementation Schedule – Exhibit E</b>
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"/> DCF <b>Annex B-3 Budget Forms Exhibit D</b>

\* 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:**

DCF will provide eligible applicants additional and/or clarifying information about this initiative and application procedures at the technical assistance meeting indicated in this RFP. All prospective applicants must attend a Bidders Conference and participate in an onsite registration process in order to have their applications reviewed. Failure to attend the Bidders Conference will disqualify individuals, agencies, or organizations from the RFP process.

Questions may be emailed in advance of the Bidders Conference to [DCFASKRFP@dcf.state.nj.us](mailto:DCFASKRFP@dcf.state.nj.us). Applicants may also request information and/or assistance from [DCFASKRFP@dcf.state.nj.us](mailto:DCFASKRFP@dcf.state.nj.us) until the Bidders Conference. Inquiries will not be accepted after the closing date of the Bidders Conference.

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.

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

Inclement weather will not result in the cancellation of the Bidders Conference unless it is of a severity sufficient to cause the official closing or delayed opening of State offices on the above date.

In the event of the closure or delayed opening of State offices, the Bidders Conference will be cancelled and then held on an alternate date.

**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-CRITERIA - Essential Components**

### **National Children's Alliance • Standards for Accredited Members • 2017 Edition**

#### **A. The CAC is a designated, task-appropriate facility which aligns to the following criteria:**

1. The CAC is maintained in a manner that is physically and psychologically safe for children and families.
2. The CAC provides observation or supervision of clients within sight or hearing distance by CAC staff, MDT members or volunteers at all times.
3. The CAC is convenient and accessible to clients and MDT members.
4. Areas where children may be present as well as toys and other resources are "childproofed," cleaned, and sanitized to be as safe as possible.

#### **STATEMENT OF INTENT:**

The CAC has an identified, separate, child focused space designed to provide a safe, comfortable and neutral place where forensic interviews can be conducted and other services can be provided for children and families. CACs range from small, refurbished houses, to a renovated wing of a county office building or community hospital, to newly built facilities. A physically safe space is central to the creation of a child- focused setting. This can be a challenge as centers are host to children of a variety of ages and developmental stages. Materials and center furnishings should be selected with this in mind. To assure a physically and psychologically safe environment, children and families must be observed or supervised by CAC staff, MDT members, or volunteers ensuring that they are within sight or hearing distance at all times. Some CACs are built so that the waiting room can be seen from the receptionist's desk. Other CACs have volunteers scheduled to supervise play in the waiting room whenever the center is open for clients. When planning the location of a center, it is important to evaluate the site's accessibility for clients and MDT partner agencies. Considerations should include transportation assistance, travel distances, availability of parking, public transportation, and how welcoming a particular neighborhood is for clients of diverse cultural and socioeconomic backgrounds. Additionally, planning should include consideration for clients who will return to the center for ongoing services such as follow-up meetings, medical appointments, or therapy services.

#### **B. The CAC has, and abides by, written policies and procedures that ensure separation of victims and alleged offenders.**

#### **STATEMENT OF INTENT:**

The CAC has written policies and procedures that ensure the separation of victims and alleged offenders during the investigative process and as appropriate throughout delivery of the full array of CAC services. During the investigative process, logic dictates that children will not feel free to disclose



abuse if the alleged offender accompanies them to the interview and/or remains on-location throughout the duration of intervention. This separation of children from alleged offenders should also extend to children and perpetrators in unrelated cases. If a CAC shares space with an existing agency that provides services to offenders, facility features and scheduling must assure separation between children and family members and alleged offenders. Many CACs serve a vital role in their communities by providing services to children with problematic sexual behaviors. CACs that offer services to this population should have policies and procedures in place to maintain physical and psychological safety for child victims and their families. This includes protected service times during which child victims are not at the center, separate entrances and waiting areas, or off site services through linkage agreements.

**C. The CAC makes reasonable accommodations to make the facility physically accessible.**

**STATEMENT OF INTENT:**

Not all centers are located in custom-designed or new buildings; however, CACs should make reasonable accommodations to make the facility physically accessible to clients and family members as needed. If the CAC cannot be structurally modified, arrangements for equivalent services should be made at alternate locations. CACs must be in compliance with guidelines stipulated in the Americans with Disabilities Act (ADA) and/or state legislation.

**D. The facility allows for live observation of interviews by MDT members.**

**STATEMENT OF INTENT:**

Multiple interviews and/or interviewers are often stressful for children, particularly those children already experiencing trauma. In lessen or eliminate the need for duplicative interviews, interviews should be observed by MDT members in a space other than the interview room, whether or not interviews are recorded. The MDT should also have the ability to communicate with the interviewer in some manner to provide input and feedback during the live interview with the child.

**E. Separate and private area(s) are available for case consultation and discussion, for meetings or interviews, and for clients awaiting services.**

**STATEMENT OF INTENT:**

To assure a physically and psychologically safe environment for children and families, confidentiality and respect for client privacy is of paramount concern in a CAC. It is not acceptable for team members or CAC staff to discuss cases with children or families at a location where visitors or others not directly involved with the case may overhear them. Separate areas should also be made available for private family member interviews and so

that individual family members may privately discuss aspects of their case. Care should be taken to assure that private meeting areas are not only physically separate, but also soundproofed so that conversations cannot be overheard. Some centers place soundproofing materials in walls when building or refurbishing their centers. Others place stereos or “white noise” machines in rooms to block sound.

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**EXHIBIT D-DCF B-3 Budget Form**

<b>BUDGET 12-Month Budget</b>	<b>CATEGORIES</b>	<b>TOTAL COSTS</b>	<b>DCF Funding request</b>	<b>Leveraging Other Cash or In- Kind Funding Sources*</b>
A.	Consultants & Professional Fees			
B.	Permitting fees			
C.	Materials & Supplies			
D.	Equipment			
E.	Personnel ( List each position)			
F.	Other			
G.	Total Cost			
H.	Revenue (deduct)*	( )	n/a	n/a
I.	<b>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. 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

**EXHIBIT E  
DEPARTMENT OF CHILDREN AND FAMILIES**

**PROJECT IMPLEMENTATION TIMELINE**

**2017 Child Advocacy Center**

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

**DATE:** \_\_\_\_\_

<b>Tasks to Complete</b>	<b>Responsible Party</b>	<b>Proposed Start Date</b>	<b>Proposed Finish Date</b>	<b>Comments</b>