



## **REQUEST FOR PROPOSALS**

### **Family Preservation Services (FPS) Atlantic County**

**Funding of \$440,043 Available**

**There will be no Bidders Conference for this RFP. Questions are due  
by September 2, 2014 at 12:00 PM**

**Bids are due September 16, 2014**

**Time: 12:00PM**

**Place: 50 East State Street, Trenton NJ 08625**

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

Commissioner

August 14, 2014

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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 by providing them via email to [DCFASKRFP@dcf.state.nj.us](mailto:DCFASKRFP@dcf.state.nj.us) on or before **September 2, 2014 at 12:00 PM.***

**Section I – General Information**

**A. Purpose:**

The New Jersey Department of Children and Families' (DCF) Child Protection and Permanency (CP&P) announces the availability of \$440,043 in annualized funding for the provision of Family Preservation Services (FPS) in Atlantic County.

This funding also includes provisions for a Family Preservation Services Step-Down program which provides continued care to families that require extended services to eliminate or further reduce the risk of child abuse and neglect.

**B. Background:**

The Department is charged with serving and safeguarding the most vulnerable children, women and families in the State and ensuring that service delivery is directed towards their safety, protection, permanency and well-being.

Consistent with this charge, N.J.S.A. 30:4C-74 to 83 states that *“The obligation of the State to preserve the sanctity of the family and prevent the placement of children outside the home should be fulfilled in the context of a clear and consistent policy which emphasizes the strengthening of families through the application of intensive family preservation services.”*

2012 marked the 25<sup>th</sup> anniversary of the establishment of New Jersey's Family Preservation Services (FPS) network. Today, DCF funds FPS programs in each of New Jersey's 21 counties through contracts with community-based provider agencies.

Consistent with the nationally acclaimed model, NJ FPS is an intensive, in-home, crisis intervention and education program that targets families who are under the supervision of Child Protection and Permanency and whose children are either determined to be at imminent risk of out-of-home placement, or preparing for reunification. The goals of the program are to:

- Ensure child safety
- Stabilize families
- Prevent out of home placement
- Improve family functioning
- Link families with appropriate community resources

Services include: child and family assessments; skill-based interventions; counseling and related support; linkages to community resources; and follow-up.

To complement its FPS service network, DCF also funds Step-Down programs in various counties throughout the State to serve children and families who have completed an initial intervention program but require continued support and supervision to further reduce or eliminate risk factors identified by CP&P.

FPS Step-Down programs offer an array of social, health, educational, counseling, and case management services either directly or through community-based resources. All services are goal-oriented and adapted to each family's changing needs and circumstances. Participating families receive services provided at differing levels of intensity according to their unique needs and rate of progression in achieving their case goals.

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

The theoretical framework for the delivery of all DCF services is grounded in the Department of Children and Families' Core Values and Case Practice Principles. The Department requires that these basic tenets be integrated into all direct service operations as appropriate:

#### **DCF Core Values**

- Children are, first and foremost, protected from abuse and neglect
- Children do best when they have strong families, preferably their own, and when that is not possible, a stable relative, foster or adoptive family

- Relevant services are offered to meet the identified needs of children and families and promote child development, education, physical and mental health
- Most families have the capability to change with the support of individualized services
- Partnerships with people and agencies involved in a child's life are essential to ensure child safety, permanency and well-being, and build strong families

### **DCF Case Practice Principles**

- In making determinations about plans and services, child safety and health is paramount
- Relevant services must be provided in a manner that respects and understands children's needs and children's and families' culture
- No child or family will be denied a needed service or placement because of race, ethnicity, sexual orientation, physical or emotional handicap, religion, or special language needs
- Where appropriate, families will be provided with the services they need in order to keep their children safe and at home
- Structured decision-making tools are used to support sound judgments about child safety, permanency and wellbeing, and provide a strategy for counteracting racial and ethnic bias

### **FAMILY PRESERVATION SERVICES (FPS)**

FPS services are delivered by specially trained staff that provides a combination of counseling and concrete services that respond to each family's unique needs.

Services are provided in the family's home or related environment as circumstances warrant. Staff is available to families 24 hours a day, 7 days a week for a period of up to eight (8) weeks. Program interventions are intensive, providing families no less than five (5) and no more than twenty (20) hours of direct face-to-face service each week depending on the nature and severity of their situation. More specifically:

- Initial visits with the family are conducted within 24 hours of referral. The CP&P Case Manager is invited to attend the first home visit.
- Initial and final assessments of family functioning are conducted using the North Carolina Family Assessment Scales (NCFAS).

- Goal directed interventions are developed in consultation with the family to address the reason(s) for the risk determination and the identification of services and/or activities to be achieved within specified time frames.
- Using a behavioral/cognitive approach and building on family strengths, trained staff provide instruction and model skills that are designed to improve family functioning in areas such as: parenting; communication; crisis management; etc.
- Concrete services are provided to families as needed. Such services may include, but are not limited to emergency financial assistance, food, clothing, transportation and housing assistance.

FPS programs may provide limited financial assistance to help address material needs that are not addressed by CP&P or to further the work of the program. All disbursements must be directly related to the therapeutic process and/or goal attainment. Allowable expenditures may include: essential household items; engagement activities; skill building aids such as books, videos, and games; low cost reinforcements to reward achievements; etc.

- Mid-case conferences are conducted with all interested parties, including the CP&P Case Manager and/or Supervisor, family members and FPS staff. The purpose of this conference is to: update all parties regarding the family's progress; identify any outstanding issues; begin aftercare planning; and set a tentative FPS termination date.
- Follow up evaluations are completed at three (3), six (6) and twelve (12) month intervals after discharge.

All referrals for services are made by CP&P Local Offices. Families are eligible for FPS services when there is a presenting crisis that places at least one child at risk of being removed; or when a child is returning from out of home placement. Eligibility criteria include active CP&P cases in which:

- the child can remain safely in the home with intensive services
- the family has agreed to participate
- other less intensive services will not sufficiently reduce the risk, or are unavailable

- when reunification is the case goal, referrals are made at least 30 days prior to the anticipated date of the child's return home

Occasionally, FPS programs receive inappropriate referrals and must "turn back" cases to the referring CP&P Office. This determination is made within 72 hours of receiving the referral. In accordance with FPS program standards, cases may be returned to the referring office when:

- the risk of placement is not imminent and the child can benefit from less intensive services
- the safety risk is too great for the child to remain in the home
- the goal is to keep the family together until a suitable placement is secured
- the youth presents a significant risk to self or others
- the family's presenting problem indicates a need for longer term, less intensive services
- the family declines services

Termination can and often does occur when the family destabilizes and safety concerns become too great for the child to remain at home. FPS remains actively involved with families that experience short-term out of home placement for 7 days or less. During this time, FPS works to facilitate the child's timely return if possible. FPS must close the case when a placement exceeds 7 days.

Each FPS program provides services to families that reside within the same county. In situations where the case goal is reunification and the child(ren) have been placed in another county, the FPS program in the originating "home" county may provide services if the family resides within a one-hour drive of the FPS office.

As specified in the enacting legislation, direct service staff carry a caseload of no more than two (2) families at any given time, except that during the last week prior to discharging one family, staff may carry a third case.

The legislation also requires that FPS direct service staff possess either a master's degree in the social sciences or an undergraduate degree from a fully accredited college/university with at least one and a half years' experience in providing services to families in crisis. Supervisors shall possess a master's degree or doctorate in social work, psychology, education or counseling and five years' experience in providing treatment to families.

Annual levels of service are based on the number of direct service staff per program and predicated on a six (6) week average length of stay per family. The recommended annual caseloads are:

- 14 to 18 families per full-time worker
- 8 families per Assistant Supervisor
- 5 families per Supervisor

### **FPS STEP-DOWN SERVICES**

Step-Down programs provide a community based continuum of care to families that successfully complete an initial Family Preservation Services (FPS) intervention. Program participants receive a comprehensive range of supportive services that extend beyond the short term crisis intervention and stabilization provided by FPS programs. Step-Down services are based on an aftercare model and focus on more enduring issues that impact family functioning and child and family well-being.

All referrals for Step-Down services are made by FPS programs. As part of the FPS discharge planning process, clients that require continued support to further strengthen family functioning are offered Step-Down services. Because Step-Down staff is part of the local FPS service team, the transition to aftercare is seamless, provided that:

- 1) The Family is willing to participate in the program for a minimum of 3 months; and
- 2) CP&P agrees to keep the case open for the duration of the Step-Down intervention period.

Step-Down program interventions and supports are varied, goal directed, and responsive to each family's changing needs.

Full time staff carry a caseload of 8-10 families depending on the distribution of clients across treatment phases and their collective proximity to discharge. Program services and interventions are less intensive than those provided by the initial FPS agency and gradually decrease over the course of each family's involvement. More specifically:



- A full array of social, health, educational, counseling and case management support services are provided either directly by Step-Down staff or through community based resources.

When accessing community resources is part of the case plan, Step-Down staff coordinates referrals, link families to appropriate service providers, facilitate inter-agency coordination and communication, and provide related support as needed.

- Families participate in the development of case goals and objectives, the identification of service activities to be undertaken, and the specification of timeframes for completing those activities.
- Case planning is coordinated between the initial FPS worker and Step-Down staff. Goal directed interventions are developed in consultation with families.
- Clinical and programmatic supervision is provided by the designated FPS agency on a bi-weekly basis.
- Progress toward achieving goals and objectives is continuously monitored and re-assessed at 30 day intervals. Progress is documented and documentation and any evaluative reports are forwarded to the CP&P Case Manager within five (5) business days before the end of the month.
- Initial and final assessments of family functioning are conducted during the first two weeks and again at discharge using the North Carolina Family Assessment Scales (NCFAS).
- Three to nine months of service are provided in 3-month phases/ “steps” at differing levels of intensity depending on the unique needs of each family:

Phase One: Five (5) to seven (7) service hours are provided per week, per family, inclusive of direct services, collateral community contacts, supervision, travel, and case preparation

Phase Two: Three (3) to five (5) service hours are provided per week, per family, inclusive of direct services, collateral community contacts, supervision, travel, and case preparation

Phase Three: One (1) to three (3) service hours are provided per week, per family, inclusive of direct services, collateral community contacts, supervision, travel, and case preparation

Families are expected to be discharged upon completing Phase 3 however planned discharges may occur at any time when the family and the clinician collaboratively decide that all goals have been met and there is no need for additional treatment.

- A Summary Report is forwarded to the CP&P Case Manager within 10 business days of discharge from the Step-Down program. The Termination Summary includes: a description of the treatment goals, interventions provided and the progress made by the family to achieve those goals; recommendations for continued or additional services; and the results of the final NCFAS assessment.
- Follow up evaluations are conducted 12 months after discharge.

Program utilization rates and statistical data regarding all families participating in FPS programs are collected, compiled and reported on a monthly basis. All reports are submitted electronically by the chief program administrator or designated supervisor to the DCF Office of Contract Administration by the tenth day of each month for the preceding month in which services were provided. All Monthly Reports are to be submitted in the specific format prescribed by the Department and all programs are required to have fully functioning computer systems with the capability to complete Excel spreadsheets and transmit email.

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 \$312,926 in annualized funding for Family Preservation Services.

The remaining \$127,117 in annualized funding will be provided by the Department for Step-Down services. Continuation funding is contingent upon the availability of funds in future fiscal years.

One provider will be selected to administer both programs.

The funding period for this program is from the contract start date to the end of the fiscal year June 30, 2015 and the award will be pro-rated accordingly.

Matching funds are not required.

Operational start-up costs shall be considered but not to exceed 10%. Applicants must provide a justification and detailed summary of all expenses that must be met in order 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 for profit 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. Applicants may 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.

4. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
5. Where appropriate, all applicants must hold current State licenses.
6. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
7. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
8. Applicants must have the ability to achieve full operational census within 45 days of contract execution.
9. 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.
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. 10:3) may submit an application.

**F. RFP Schedule:**

<b>August 14, 2014</b>	<b>Notice of Availability of Funds/RFP publication</b>
<b>September 2, 2014</b>	<b>Deadline for Email Questions sent to <a href="mailto:DCFASKRFP@dcf.state.nj.us">DCFASKRFP@dcf.state.nj.us</a> by 12:00PM</b>
<b>September 16, 2014</b>	<b>Deadline for Receipt of Proposals by 12:00PM</b>

Proposals received after 12:00 PM on September 16, 2014 will **not** be considered. Applicants should submit **one (1) signed original** and **one CD ROM**, including a signed cover letter of transmittal 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 should submit **one (1) signed original** and **one CD ROM** with all documents including a signed cover letter of transmittal.

**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 should submit **one (1) signed original** and **one CD ROM** with all documents including a signed cover letter of transmittal.

**3) Online-** <https://ftpw.dcf.state.nj.us>

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

We recommend that you do not wait until the date of delivery in case there are technical difficulties during your submission. Only a registered Authorized Organization Representative (AOR) or the designated alternate is eligible to send in a submission. Registration forms are available on our website. Registered AOR forms must be received 5 business days prior to the date the bid is due. You need to register only if you are submitting a proposal online.

**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 proposal to be considered, at least one representative of the submitting organization must have been present at the Bidders Conference as specified in this announcement. Failure to attend the Bidders Conference will result in an automatic rejection of the proposal.

## **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	20 Points

thoroughly and clearly explained and was consistent with the RFP requirements

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:

- Proof of Insurance naming the Department of Children and Families as an additional insured
- Board Resolution Validation
- DCF Standard Language Document and Signature Pages
- Current agency by-laws



- Copy of lease or mortgage (if applicable)
- Certificate of Incorporation
- Affirmative Action policy and certificate
- A copy of all applicable professional licenses
- Copy of the agency's annual report to the Secretary of State

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 1½ inches on the left and right. The font may be no smaller than 12 points. 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. Items included in the transmittal cover letter, Annex B budget pages, and attachments do not count towards the narrative page limit.

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

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

#### **1) Applicant Organization (20 Points)**

Describe the agency's history, mission and goals, and where appropriate, a record of accomplishments in working in collaboration with the CP&P and/or any relevant projects with other state governmental entities.

Describe the agency's background and experience in implementing the types of services to be funded.

Provide an indication of the organization's demonstrated commitment to cultural competency and diversity.

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.

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) Need Justification (20 Points)**

Provide a narrative demonstrating your understanding of the local need in Atlantic County for the proposed services, including:

- Statements that demonstrate an understanding of the problem and the needs of the target population;
- A summary of existing services, including identified gaps in the current provision and availability of those services; and
- Citations of relevant statistics and discussions of studies that reflect the prevalence of the problem and the unmet needs of the target population.

**3) Program Approach (30 Points)**

All program descriptions must demonstrate fidelity to the established FPS service model as described in the Section "Services to Be Funded." Provide an overview of the proposed services and their anticipated impact on the target population, including:

- A detailed 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);

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; salary ranges; and resumes of any existing staff who will perform the proposed services.

Describe the management and supervision methods that will be utilized.

Provide a feasible timeline for implementing the proposed services. Attach a separate Program Implementation Schedule.

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

#### **4) Budget**

**(20 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 line item budget and

narrative for the proposed project/program. The narrative must be part of the 20 page proposal. The Budget forms are to be attached as an Appendix.

The budget should be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. The budget should 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 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 a separate schedule.

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

All proposed budgets must be presented on standard DCF Annex B forms, which are available at [www.nj.gov/dcf](http://www.nj.gov/dcf). Once on the website, click on Contract/RFP and follow the links to the forms. A description of General and Administrative Costs is available at: [www.nj.gov/dcf/notices](http://www.nj.gov/dcf/notices)

**5) Completeness of the Application (5 Points)**

The Department will also consider the completeness of the application and the clarity of statements within the proposal, including the availability and accuracy of all supporting documentation.

**6) Leveraging (5 Points)**

Identify the total amount and source of any additional financial resources that will be committed to the proposed project as a leveraging mechanism.

**B. Supporting Documents:**

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent and a CD ROM containing all the documents in PDF or Word format. 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 must be organized in the following manner and in the following order:

**Part I: Proposal**

1. Proposal Cover Sheet\*
2. Table of Contents
3. Proposal Narrative (in following order)
  - a. Applicant Organization
  - b. Needs Justification
  - c. Program Approach
  - d. Budget Narrative
  - e. Completeness
  - f. Leveraging

**Part II: Appendices- In the following order**

1. Job descriptions of key personnel that include all educational and experiential requirements; resumes and current salary ranges of any existing staff who will perform the proposed services
2. Current and proposed agency organizational charts
3. Current/dated list of agency Board of Directors/Terms of Office
4. Copy of agency Code of Ethics and/or Conflict of Interest policy
5. Letters of Commitment/Affiliation Agreements
6. Statement of Assurances\*
7. Certification regarding Debarment\*
8. Copy of IRS Determination Letter regarding applicant's charitable contribution or non-profit status
9. Chapter 51 Certification Regarding Political Contributions\*\* (Required by for profit entities)
10. Source Disclosure Certification\*\*
11. Ownership Disclosure-Certification and Disclosure Forms  
Note: non-profit entities are required to file the Certification-Disclosure of Investigations starting at Page 3 through 5\*\*
12. Copies of all applicable licenses/organization's licensure status
13. DCF Annex B Budget Forms\*
14. 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 <http://www.dnb.com>
15. Program Implementation Schedule
16. Copies of any audits or reviews completed or in process by DCF or other State entities from 2013 to the present. If available, a corrective action plan should be provided and any other pertinent information that will explain or clarify the applicant's position

17. Applicable Consulting Contracts, Memoranda of Agreement, Letters of Commitment and other supporting documents.
18. Current Form 990
19. Current Single Audit Report or Current Audited Financial Statement if a for profit organization.
20. Signed Standard Terms and Conditions\*
21. Safe-Child Standards Description of your agency's implementation of the standards (no more than 2 pages)

\* 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. Applicants may review these items 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**

There will be no Bidders Conference for this RFP.

#### **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. Answers will be posted on the website at: <http://www.state.nj.us/dcf/providers/notices/>

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

All inquiries submitted to this email address must identify, in the Subject heading, the specific RFP for which the question/clarification is being sought.

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. Each question should begin by referencing the RFP page number and section number to which it relates.

All other types of inquiries will not be accepted. **Applicants may not contact the Department directly, in person, or by telephone, concerning this RFP.** Inquiries should only be addressed for technical support through [DCFASKRFP@dcf.state.nj.us](mailto:DCFASKRFP@dcf.state.nj.us). Inquiries will not be accepted after the closing date of the Question and Answer Period. Written inquiries will be answered and posted on the DCF website as a written addendum to the 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.*).