



**REQUEST FOR PROPOSALS
FOR
NEW JERSEY HOME VISITING INITIATIVE**

Up to \$162,000

Implementation of Evidence-Based Home Visiting Services

Parents As Teachers (PAT) Warren County

CFDA 93.505 Affordable Care Act

**Maternal, Infant, and Early Childhood Home Visiting Program
(MIECHV Program)**

Bidders Conference: February 16, 2018

Time: 11:00 AM

Place: DCF Professional Center
30 Van Dyke Avenue, New Brunswick, NJ 08901

Bids are due: February 28, 2018 at 12:00 PM

Christine Norbut Beyer
Commissioner Designate

January 24, 2018

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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 Bidders Conference on February 16, 2018 at 11:00 AM at the DCF Professional Center, 30 Van Dyke Avenue, New Brunswick, NJ 08901. Questions will be accepted in advance of the Bidders Conference. They may be submitted via email to DCFASKRFP@dcf.state.nj.us on or before February 15, 2018 at 12PM. 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 grant funds for implementation of the Parents As Teachers (PAT) model, an evidence-based home visiting (EBHV) program that targets pregnant women, parents and families of infants, and young children under age five, residing in Warren County in New Jersey (NJ).

B. Background:

DCF oversees a network of home visiting programs that encompass several nationally recognized evidence-based models which includes Healthy Families (HF), Nurse-Family Partnership (NFP), Parents as Teachers (PAT), and Home Instruction for Parents of Preschool Youngsters (HIPPPY).

This RFP is a joint initiative between the New Jersey Department of Health (DOH) and DCF through the Maternal, Infant and Early Childhood Home Visiting (MIECHV) Federal Grant CFDA 93.505. The funds for this RFP are made available through a sub grant with the New Jersey Department of Health with support from the Health Resources and Services Administration (HRSA) at the U.S. Department of Health and Human Services.

The contract for services is issued by DCF. Grantees for PAT services must agree to adhere to the program requirements outlined in the PAT contract instructions and template found on the DCF website at the following link: <http://www.state.nj.us/dcf/documents/contract/forms/PAT.pdf>.

This federal grant complements DCF's work over the past ten years to expand its commitment to prevention and evidence-based home visitation. National

research on EBHV programs for at-risk parents/families affirms that structured home visits that offer health and parent education, supportive relationships, and links to other needed services from pregnancy and birth through the first few years of life, strengthen parent-child relationships and promote the physical, social-emotional and cognitive growth of infants and young children. This work contributes to healthy child development and improved family functioning and ultimately reduces the risk of child abuse and neglect.

With this federal funding, NJ has expanded the availability of EBHV services in all of the state's 21 counties; with the desire to reach families with three core models—Healthy Families, Nurse-Family Partnership, and Parents As Teachers. New Jersey is committed to the success of multiple EBHV models, believing that a combination of successful models ensures a range of prevention services that will meet the varied needs of infants, children and their families beginning from pregnancy through early childhood.

The Protective Factors¹ and the NJ Standards for Prevention Programs²: DCF funded programs must demonstrate a working knowledge and integration of research driven principles and practices as embodied in the Protective Factors and the New Jersey Prevention Standards. EBHV models have these principles woven into program design and content, therefore awarded providers implementing the EBHV models as intended will be aligned with factors and standards.

C. Services to be Funded:

Note: PAT applicants shall contact Prevent Child Abuse New Jersey (PCANJ) and complete the application and have PCANJ confirm the applicant initiated the application process in writing as evidence. This confirmation shall be a required document.

Parents as Teachers is a national model that serves families from pregnancy until their child enters kindergarten. Specially trained, certified parent educators work with participating mothers, fathers, and caregivers to enhance child health, growth and development, and school readiness. Home visits are the core component of the PAT program, but activities also include small group sessions on parenting and child development. While the national PAT

¹ Strengthening Families Protective Factors Framework, developed by the Center for the Study of Social Policy, <http://www.cssp.org/reform/strengthening-families/basic-one-pagers/Strengthening-Families-Protective-Factors.pdf>

² Standards for Prevention Programs: Building Success through Family Support; developed by the NJ Task Force on Child Abuse and Neglect, 2003. The training can be accessed at <http://www.nj.gov/dcf/about/divisions/dfcp/>

model recommends enrollment up to age five, the DCF funded sites will fund enrollments primarily up to and including age three.

PAT workers use a standardized curriculum to guide their visits with parents and ensure that families have linkages and referrals to other needed community networks and resources. For additional information, go to the PAT website: <http://www.parentsasteachers.org>.

Measurable Outcomes and Program Evaluation: Interested applicants should note that they are required to adhere to both 1) the state DCF; and 2) federal Affordable Care Act Maternal, Infant, and Early Childhood Home Visiting (MIECHV) reporting requirements that include tracking performance data using the state HV (Home Visiting) Program Objectives for PAT and the federal HRSA HV Benchmarks (Exhibit 1). *Exhibit 1* provides an outline of the standard set of process and outcome objectives established for DCF funded EBHV programs. In addition, this federal funding from HRSA includes a requirement for participating HV programs to work on achieving an additional set of benchmarks as summarized in *Exhibit 1*. All HV grantees are required to actively track performance data and participate in local evaluation activities.

See:

<https://www.cfda.gov/index?s=program&mode=form&tab=core&id=6f368785f63008319d62b0618d4b1b95>

Training and Technical Assistance (TTA), Continuous Quality Improvement and Data Management Systems: All New Jersey PAT programs receive training and technical support from Prevent Child Abuse New Jersey (PCANJ), the state affiliate for PAT National. As the PAT model developer, PCANJ is responsible for providing ongoing TTA to ensure implementation with fidelity and quality assurance for NJ's Parents as Teachers programs. All PAT programs must comply with the program standards and data tracking requirements established for New Jersey, as well as those set in place by the PAT National Office.

In addition to support from Prevent Child Abuse NJ, the designated DCF Home Visiting program staff will provide ongoing guidance and oversight of program start-up, implementation, data tracking, reporting, performance, and overall continuous quality improvement.

Grantee is expected to participate in periodic Home Visiting meetings, trainings, and program evaluation activities.

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 through DCF.

Applicants are also advised that any data collected or maintained through the implementation of the proposed program shall remain the property of DCF. Applicants are further advised that any and all information obtained during such evaluation must be kept confidential in compliance with federal and state law and regulation. The State of New Jersey reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish or otherwise use any work or materials developed with State or federal funding under a Department funded contract or subcontract. The State of New Jersey also reserves the right to authorize others to reproduce, publish or otherwise use any work or materials developed under a contract or subcontract.

D. Funding Information:

For the purpose of the New Jersey Home Visiting (NJHV) Initiative, the Department will make the following grant funds available in **the amount of \$162,000 per year** to implement PAT services within Warren County. It is important to note that DCF grant funds are contingent upon the annual renewal of the MIECHV federal grant funding from HRSA.

Designated County	Caseload Capacity Slots (families)	Estimated Grant
Warren	50	\$162,000

Grant amounts are estimated at approximately \$3,240 per slot annually. Grant funds will cover the cost of direct service personnel (home visitor and supervisor), as well as related direct program expenses. Grant funds will not cover more than 10% of an agency's G & A costs. Applicants must provide a justification and detailed summary of all expenses that must be met in order to begin program operations. Annual audits or reviews of the funding and the allocation of G & A expenses can be expected.

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, not for profit corporations and/ or Universities that are duly registered to conduct business within the State of New Jersey.
2. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
3. If Applicant is **under a corrective action plan with DCF (inclusive of its Divisions and Offices) or any other New Jersey State agency or**

authority, the Applicant may not submit a proposal for this RFP if written notice of such limitation has been provided to the Agency or authority. Responses shall not be reviewed and considered by DCF until all deficiencies listed in the corrective action plan have been eliminated and progress maintained to the satisfaction of DCF for the period of time as required by the written notice.

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 <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:

February 15, 2018	Deadline for Email Questions sent to DCFASKRFP@dcf.state.nj.us
February 16 , 2018	Mandatory Bidders Conference
February 28, 2018	Deadline for Receipt of Proposals by 12:00PM

Proposals received after 12:00 PM on February 28, 2018 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/

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:

a. 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.

b. 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 | 20 Points |

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.

c. 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 4th Floor
Trenton NJ 08625

no later than ten (10) business 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

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

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

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

1. A copy of the Acknowledgement of Receipt of the NJ State Policy and Procedures returned to the DCF Office of the EEO/AA
2. DCF Third Party Contract Reforms Attestation
3. Proof of Insurance naming DCF as additionally insured from agencies
4. Bonding Certificate
5. Notification of Licensed Public Accountant (NLPA) with a copy of Accountant's Certification
6. ACH- Credit Authorization for automatic deposit (for new agencies only)

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

Section II – Application Instructions

A. Proposal Requirements and Review Criteria:

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

The narrative portion of the proposal should be double-spaced with margins of 1 inch on the top and bottom and 1 inch on the left and right. The font shall be no smaller than 12 points in Arial or Times New Roman. There is a twenty five (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. Attachments do not count towards the narrative page limit.

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

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

1. APPLICANT ORGANIZATION CAPACITY (15 points)

Provide a brief and concise summary of the applicant's background and experience in implementing this or related types of services and qualifications to act as the lead for this project.

- Describe the agency's history, mission and record of accomplishments in working in collaboration with the Department of Children and Families and/or related departments, i.e. Human Services, Health, or Education.
- Summarize the agency's administrative and organizational capacity to establish and implement sound administrative practices and successfully carry out the proposed program.
- Demonstrate the organization's commitment to cultural competency and diversity (Law against Discrimination, N.J.S.A. 10:5-1 et seq.).

- If your agency is not located in or currently providing services in Warren County, describe clearly how you will overcome this as an obstacle.
- Describe the applicant's background and experience in implementing this or related types of services. Describe why your agency is the most appropriate and best qualified to implement this program in the target community.
- As an appendix, attach a one-page copy of the agency's organizational chart showing the location of the proposed project and its links in the organization.
- If the agency operates other home visitation programs, demonstrate the effectiveness of these by indicating: a) current caseload capacity, b) current percent (%) of capacity; and c) current HV completion rate.

2. HV DELIVERY OF SERVICES (TOTAL 50 Overall Points)

a) Knowledge of the PAT Model (15 points)

State the proposed EBHV model for this application. And, the expected and the anticipated number of families the proposed program will serve. Describe the key components/domains of the model and specific standards or mandates to ensure fidelity and quality of the care delivered.

Briefly describe how the PAT model aligns with the Protective Factors and the Standards for Prevention within your agency.

b) Recruitment and Participation (15 points)

Discuss steps your agency will engage in to establish a working relationship between the proposed program and the Central Intake (CI) lead agency. New Jersey has a statewide network of central intake hubs encompassing all 21 counties.

Central Intake provides pregnant women, families and providers with easy access to resource information and referrals to local community services that promote child and family wellness. The range of services include—prenatal care, infant/child health, family planning, nutrition/WIC, home visiting (Healthy Families, Parents As Teachers, Nurse-Family Partnership), Head Start/Early Head Start, child care services, preschool programs, Family Success Centers, early intervention, special child health services, behavioral health, domestic violence support, financial needs/public assistance services, substance use/addiction treatment and much more.

The primary focus of central intake is to facilitate linkages from pregnancy to age five. The county-level hub is a single point of entry that helps to simplify the referral process, improve care coordination, and ensure an integrated system of care. Local central intake staff remains up-to-date on the local array of available services, and works closely with families and provider partners to ensure that referrals best match a family's needs based on program eligibility, language/culture and other considerations.

As an appendix, attach an MOU or Letter of Collaboration with the Central Hub in Warren County in the application.

Identify your relationships (existing or new) with key providers and community organizations that will support the development of this new service component and refer new families for PAT services. As an appendix, attach at least two (2) Letters of Commitment.

Describe how you will keep families engaged and active with the program.

c) Linkage to Other Community Based Services (10 points)

Describe in the Narrative the relationship of the program with local community services, and the plan for linking parents and families with community-based services.

- Health Care (prenatal, reproductive health, adult and pediatric)
- Behavioral Health (mental health, addiction, tobacco cessation)
- Domestic Violence Shelters and Support Services
- Family Social Support / Fatherhood Support Programs
- Financial Assistance / Employment Training / Life Skills Development
- Infant-Child Care / Early Childhood Services / Early Intervention
- Educational Attainment – Literacy, GED, ESL, Vocational, College
- Other available community services and supports

d) Staff Recruitment and Training - In Kind Services (10 points)

Note: Detail about program staffing will be addressed in the Budget Narrative section below.

Provide a brief overview of the proposed staffing structure for the PAT program. Describe any in-kind services or support to the program.

Describe how the proposed program will meet the needs of various and diverse cultures within the target community. Describe bilingual/bicultural staffing needs and capacity (specify languages). Do you anticipate any problems recruiting culturally diverse staff and/or staff with experience in working with culturally diverse populations? Describe in your proposal how you will overcome any obstacles to barriers to communication or transportation.

Discuss the orientation and training needs of program staff. Specify the prerequisite credentials and training requirements for this PAT model. What is the expected timeframe for hiring and training?

e) Transportation

(5 points)

Describe how your organization will provide transportation of participants to appointments. In addition, provide in the narrative your plan to provide transportation for your employees. If reimbursement, provide the mileage costs and how insurance will be handled for employees and participants. If a vehicle is leased or purchased, provide information of how you will finance this expense.

3. OBJECTIVES AND EVALUATION

(10 points)

All DCF grantees will be required to participate in continuous quality improvement and local evaluation activities of the NJ Home Visiting Initiative. These activities will study the effectiveness and cost-benefit of PAT services to determine their value to families as a prevention service.

In this section, applicants should use the prescribed objectives in Exhibit 1 and set reasonable measures (numbers/percentages) for the proposed program. Applicants shall also indicate their understanding of the requirement to submit timely NJHV Quarterly Reports, and to collect data for the NJHV MIECHV Benchmarks as outlined in Exhibit 1. In addition, applicants must describe their willingness and ability to participate in any state and national evaluation research activities and audits that are undertaken for this project.

4. PROJECT TIMELINE

(5 points)

In table format, outline the action steps and timeline for program implementation. Include all administrative and core program planning activities initiated and implemented from the time the grant is awarded through the end of the grant period, e.g. hiring, orientation, training, participant recruitment, onset of services, etc.

5. BUDGET NARRATIVE

(15 Points)

The Department will consider the cost efficiency of the proposed budget as it relates to the anticipated level of services. Therefore, applicants must clearly indicate how this funding will be used to meet the project goals and/or requirements.

Complete the attached one-page DCF Budget Form (Exhibit #2) that reflects program implementation for a 12-month period. The Budget Form also includes a column for Start-up Funds. Attach this completed form to your proposal as an Appendix.

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

NOTE: Charges for General & Administrative (G&A) expense may not exceed 10% of the direct service costs of the project. Charges for Startup funds may not exceed 10% of total DCF grant amount.

Personnel: In the narrative, list all staff names (if known), role/title, qualifications/credentials, annual full-time salary, and percent of time/full-time equivalent (FTE) in the designated role. The PAT model requires 1.0 FTE Parent Educator for 20 families and a prorated part-time PAT Supervisor (based on a maximum of 1.0 FTE supervisor for 8 Parent Educators), as well as direct program expenses.

Other Expense: Provide the itemized detail for all other proposed budget expenses, e.g. supplies, travel, training, facility, etc.

Leveraged Funds: **Note:** Matching funds are not required for these grants, but applicants are always encouraged to leverage additional funding, agency resources or partner support for a proposed project. Applicants shall describe and quantify in-kind or supplemental funding sources, if any. **If leveraged funding is included, this must be a verifiable, multi-year commitment of in-kind or cash support for the program.** An example of an in-kind commitment would be office space, utilities, insurance, cell phones or other direct program costs. An example of a cash match would be agency funds for direct services or funds from another agency partner or co-funder.

Outside funding support should be described in the narrative and documented by a formal Letter of Commitment from each funder, included as Appendix #7.

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

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. The narrative portion of the proposal should be double-spaced with margins of 1 inch on the top and bottom and 1 inch on the left and right. The font shall be no smaller than 12 points in Arial or Times New Roman. There is a 25 page limitation for the narrative portion of the grant

application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Five (5) points will be deducted for each missing document. If the deductions total 20 points or more, the proposal shall be rejected as non-responsive. The narrative must be organized appropriately and address the key concepts outlined in the RFP. Attachments do not count towards the narrative page limit.

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

Part I: Proposal		
1	<input type="checkbox"/>	Proposal Cover Sheet – (signed and dated) Use the RFP forms found directly under the Notices section on Website: www.nj.gov/dcf/providers/notices/ Form: http://www.nj.gov/dcf/providers/notices/Proposal.Cover.Sheet.doc
2	<input type="checkbox"/>	Table of Contents – 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"/>	Proposal Narrative in following order 25 Page Limitation a) Applicant Organization Capacity b) HV Delivery of Services c) Objectives & Evaluation d) Project Timeline e) Budget Narrative
Part II: Appendices		
4	<input type="checkbox"/>	PCANJ application confirmation
5	<input type="checkbox"/>	Job descriptions of key personnel- required. If available to support your application resumes for key personnel (please do not provide home addresses or personal phone numbers)
6	<input type="checkbox"/>	MOU or Letter of Collaboration with the Central Hub in Warren County
7	<input type="checkbox"/>	At least two (2) Letters of Commitment from Providers in Warren County.
8	<input type="checkbox"/>	Current Agency Organization Chart
9	<input type="checkbox"/>	Proposed Agency Organization Chart
10	<input type="checkbox"/>	Proposed Program Implementation Schedule

11	<input type="checkbox"/>	Safe-Child Standards Description of your agency's implementation of the standards (no more than 2 pages)
12	<input type="checkbox"/>	NJ DCF Budget Form- Exhibit 2
13	<input type="checkbox"/>	Copy of agency's Conflict of Interest policy
14	<input type="checkbox"/>	Copies of any audits (not financial audit) or reviews (including corrective action plans) completed or in process by DCF (inclusive of DCF Licensing, Divisions and Offices) or other State entities from 2014 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. If not applicable, include a written statement. Applicants are on notice that DCF may consider all materials in our records concerning audits, reviews or corrective active plans as part of the review process.
15	<input type="checkbox"/>	Dated List of Names of Board of Directors a. Titles, b. Address and c. Terms -or- Managing Partners , if an LLC or Partnership
16	<input type="checkbox"/>	DCF Signed Standard Language Document (SLD) [Version: Rev. June 6, 2014] Form: http://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc
17	<input type="checkbox"/>	Document showing Data Universal Numbering System (DUNS) Number [2006 Federal Accountability & Transparency Act (FFATA)] Website: http://www.dnb.com Helpline: 1-866-705-5711
18	<input type="checkbox"/>	System for Award Management (SAM) printout (or Renewal) showing " active " status (free of charge). Website: https://www.sam.gov/portal/public/SAM Helpline: 1-866-606-8220
19	<input type="checkbox"/>	Applicable Consulting Contracts , Affiliation Agreements/Memoranda of Understanding related to this RFP. If not applicable, include a written statement
20	<input type="checkbox"/>	Business Associate Agreement/HIPAA , with signature under Business Associate [Version: Rev. 9-2013] Form: http://www.nj.gov/dcf/providers/contracting/forms/HIPAA.doc
21	<input type="checkbox"/>	Professional Licenses related to job responsibilities for this RFP. If not applicable, include a written statement

22	<input type="checkbox"/>	Affirmative Action Certificate -or- Renewal Application [AA302] sent to Treasury Website: http://www.state.nj.us/treasury/purchase/forms.shtml Form: http://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf
23	<input type="checkbox"/>	Certificate of Incorporation Website: http://www.nj.gov/treasury/revenue/filecerts.shtml
24	<input type="checkbox"/>	For Profit: NJ Business Registration Certificate with the Division of Revenue. See instructions for applicability to your organization. Website: http://www.nj.gov/njbusiness/registration/ If not applicable, include a written statement.
25	<input type="checkbox"/>	Agency By-laws or Management Operating Agreement if an LLC
26	<input type="checkbox"/>	Tax Exempt Certification Website: http://www.state.nj.us/treasury/taxation/exemption.shtml
27	<input type="checkbox"/>	Disclosure of Investigations & Other Actions Involving Bidder Form (PDF) (signed and dated) Form: http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestigations.pdf
28	<input type="checkbox"/>	Disclosure of Investment Activities in Iran (PDF) (signed and dated) Form: http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf
29	<input type="checkbox"/>	For Profit: Statement of Bidder/Vendor Ownership Form (PDF) (signed and dated) See instructions for applicability to your organization. Form: http://www.state.nj.us/treasury/purchase/forms/OwnershipFinal12-14.pdf If not applicable, include a written statement
30	<input type="checkbox"/>	For Profit: Two-Year Chapter 51/Executive Order 117 Vendor Certification -and- Disclosure of Political Contributions (signed and dated) [Version: Rev 4/17/15]. See instructions for applicability to your organization. Website: http://www.state.nj.us/treasury/purchase/forms.shtml If not applicable, include a written statement.
31	<input type="checkbox"/>	Certification Regarding Debarment-(Signed and dated) Form: http://www.state.nj.us/dcf/providers/notices/Cert.Debarment.pdf

32	<input type="checkbox"/>	Statement of Assurances – (Signed and dated) Use the RFP forms found directly under the Notices section: Website: www.nj.gov/dcf/providers/notices/ Form: http://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc
33	<input type="checkbox"/>	Tax Forms: <u>Non Profit Form 990</u> Return of Organization Exempt from Income Tax or- <u>For Profit Form 1120</u> US Corporation Income Tax Return or- LLC Applicable Tax Form and may delete or redact any SSN or personal information

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. Applicants may also request information and/or assistance from 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 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).

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 1 - DCF Home Visiting Performance Objectives for PAT

I. Program Implementation (For HV Model/Curriculum Description-See Annex A)

Table A. Target Process/Level of Service (LOS) Measures

Process Measures (#'s)	Annual Target	Number	Percentage
LOS: Active Families at the start of the quarter			
Actual Case weight (HF Only) at the start of the quarter			
Referrals/Screens for this quarter			
% of Women Enrolled Prenatally		0	
# Prenatal <28 weeks at enrollment			
# Prenatal 28 weeks to delivery at enrollment			
Enrollment: # of New Enrolled Families		0	
# TC birth up to 2 months at enrollment			
# TC ages 3 months to 12 months at enrollment			
# TC ages 1 to 2 years at enrollment			
# TC ages 3 to 5 years at enrollment			
Total # Discharged/Terminated Families		0	
Family discharged prior to completion/graduation			
Family discharged due to school/employment (subset of above)			
Family was active for at least 12 month period (Of those discharged)			
Family was active for at least 18 month period (Of those discharged)			
Family graduated (as defined by model)			
LOS: Active Families at the end of the quarter	0	0	
Actual Case weight (HF Only) at the end of the quarter	0		
Active Families Lost-to-Care	<10%		
# of Unduplicated Families Served at the end of the quarter		0	
% of Completed to Expected Visits	80%		
Retention			
Families remain active at least 1 year	60%		
Families remain active at least 2 years	50%		
Families remain active at least 3 years	40%		
NOTE: Please let DFCP Program Specialist know if a Program Graduation Event is Planned		DATE:	

Table B. DCF EBHV Objectives & Performance Measures

Impact Objectives	Annual Target	# Completed Numerator	# Expected Denominator	Percentage
Pregnant/Postpartum Women				
# of Pregnant Women Served:				
a. Eligible pregnant women enrolled in WIC	90%			
b. On schedule for prenatal care medical visits (ACOG Schedule)	85%			
c. Pregnant women screened for intimate partner violence	80%			
d. Pregnant women referred to tobacco cessation service (reported use)	80%			
# of Postpartum Women Served:				
e. Keep 6-8 week postpartum medical visits	90%			
f. Postpartum women screened for depression (EDPS/PHQ-9)	80%			
f1. Of positive screens, women referred for recommended services	80%			
f2. Women <u>received</u> recommended services for depression	60%			
Parenting Women (interconceptional-between pregnancies)				
# of Mothers Served:				
a. Parenting women have health insurance	80%			
b. Have a primary care provider (GYN, FQHC, local clinic)	100%			
c. Receive an annual primary care/women's health care visit	80%			
d. Parenting women screened for intimate partner violence	80%			
e. Parenting women referred to tobacco cessation service (reported use)	80%			
f. Parenting women screened for depression (EDPS/PHQ-9)	80%			
f1. Of positive screens, women referred for recommended services	80%			
f2. Women <u>received</u> recommended services for depression	60%			
Infants & Children (Birth to Age 3 - TC Only)				
# of Infants & Children Served:				
a. All children have health insurance	100%			
b. All children have a primary care provider (pediatrician/family practice)	100%			
c. All children are up-to-date for well-child medical visits (AAP schedule)	90%			

d. All children up-to-date for developmental screening (ASQ-3)	95%			
d1. Of positive screens, children referred for dev. supports/services	100%			
d2. Children <u>received</u> recommended dev. supports/services	80%			
e. Parent concerns re: child's dev., behavior or learning elicited	80%			
f. Eligible children enrolled in WIC	95%			
g. All children are up-to-date for immunizations	90%			
h. All children are up-to-date for lead screening (by age 1)	80%			
i. All infants are <u>always</u> placed to sleep on their backs (AAP guidelines)	100%			

Outcome Objectives	Annual Target	# Completed Numerator	# Expected Denominator	Percentage
Improve Breastfeeding Rates				
a. New mother initiates breastfeeding	90%			
b. Enrolled infants breastfed, any amount, at 6 months of age	60%			
Increase Interpregnancy Interval/Reduce Subsequent Pregnancy				
a. Increase interpregnancy interval (birth to conception) to 18 months	90%			
b. Decrease subsequent teen birth (<19 years)	<20%			

Outcome Objectives cont'd	Annual Target	# Completed Numerator	# Expected Denominator	Percentage
School Readiness and Achievement (HOME Scale)				
a. Parents support for children's learning and development	85%			
b. Parents knowledge of child dev. & of their child's dev. progress	85%			
c. Parenting behaviors and parent-child relationship	85%			
Family Self-Sustainability				
a. TANF families are connected to employment through One-Stop	95%			
b. Mother/parent working or in school by the time child is 2 yrs. old	75%			

Table D. EBHV Program Service Data

General Service Numbers		Participant Children by Age (Target Child)	
Participating families	0	Age: Newborns	
Community participants (i.e. community event)		Age: Infant to 35 months	
Participants Ethnicity		Age: 36 months to 5 years	
Hispanic origin		TOTAL	0
Not of Hispanic origin		Additional Child Characteristics	
TOTAL	0	Preterm birth	
Participants Race		Low birth weight (include very low birth weight)	
Black		Lead poisoning (level over 10 micrograms)	
White		Infant/child fatality	
Asian or Pacific Islander		# of siblings under age 5	
American Indian or Alaskan Native		Families with Special Characteristics	
Multiracial		Disabled parent or caregiver	
Other		Military family	
TOTAL	0	Migrant family	
Other Participating Adults (Parents & Caregivers)		Immigrant family	
Father/Father-to-be: In Home		Homeless family	
Father/Father-to-be: Not in Home		DCP&P Involvement	
Grandparent/Other Relative		History of DCP&P involvement (parent or sibling)	
Foster Parent or Other Caregiver		Families/TC referred to DCP&P	
Parent or Caregiver Age		Families/TC active with DCP&P (substantiated)	
Under age 16		Income	
Age 16 to 19		TIP/TANF eligible family	
Age 20 to 29		At or below 100% of poverty	
Age 30 and over		At or below 185% of poverty	
TOTAL	0	Over 185% of poverty	
Parent or Caregiver Marital Status		Medicaid HMO	
Single, never married		AmeriGroup	
Living together, not married		Aetna Better Health	
Married, first time		Horizon NJ Health	
Other, Missing, Unknown		United Healthcare Community	
TOTAL	0	Well Care	
Parent or Caregiver Education/Employment		TOTAL	0
Less than High School		<p>NOTE: The Program Service Data is an unduplicated count. Quarter 1 includes all unduplicated families served in quarter. Quarters 2, 3 & 4 include new enrollments only.</p>	
High School or GED			
Some college			
Active in school or work activity: part-time			
Active in school or work activity: full-time			

Exhibit 2 – NJ DCF Budget Form

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