

## **QUESTIONS AND ANSWERS**

### **Supporting Effective Implementation Of NJ Family Success Centers – Phase 3**

Questions? Email us anytime at [dcfaskrfp@dcf.state.nj.us](mailto:dcfaskrfp@dcf.state.nj.us)

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#### **1. Regarding the Narrative portion of the proposal (page 18 of the RFP):**

- **Do appendices to a proposal narrative count toward the 25-page limit?**

No, the appendices will not count towards the 25-page limit.

- **By appendices, I mean separate documents we reference in the narrative, such as briefs/reports that are related to the proposed work.**

Yes, you may add briefs/reports in support of your narrative that demonstrate your experience and are related to the proposed work.

#### **2. Also, does a reference list for the Narrative count toward the 25-page limit?**

You may add a reference list as an additional Appendix.

#### **3. If references do count toward the 25-page limit, is it permissible for references be included as footnotes instead of as a reference list at the end of the Narrative?**

Yes, footnotes related to the Narrative will count towards the 25-page limit.

4. **Regarding Part III: Appendices for Universities (page 24 of the RFP):**  
We are a University. Our Office of Sponsored Research has questions about some of the forms listed in the “Appendices for Universities” section of the RFP, and they asked for clarification regarding exactly which forms are truly required at this proposal stage. The two about which they specifically asked are: 1) the Affirmative Action Form AA302, and 2) the S208 “Departmental Agreement with Another State Agency.”

**A. The NJ treasury site:**

<http://www.nj.gov/treasury/purchase/forms.shtml> lists the AA302 form as required for contract award, and the instruction sheet for the AA302 form says (on page 3) that this form should be submitted “after notification of award but prior to execution of a goods and services contract.” This seems to indicate that the Affirmative Action Form AA302 is required after notification of an award, rather than being submitted with a proposal.

Can you please clarify whether we must submit this form with our proposal? Our research office also asked if our status as a public state institution would exempt us from completing this form, even at the award stage. Given the large size of our university, we’re not sure how this could be completed.

Yes, you must submit this form with your proposal and are required to do so, even as a public state university, to do business in NJ.

**B. Given our status as a public state institution, our Office of Sponsored Research cannot sign off the S208 “Departmental Agreement with Another State Agency” form.**

There appears to be a waiver form we can submit, or we can provide our university’s standard exemption letter. How would you prefer that we handle that form and requesting exemptions from NJ DCF’s standard terms and conditions?

An out of State, public state institution may submit your standard exemption letter and any conditions to our standard terms. All this will be considered by the evaluation team and may be subject to further negotiation if your organization is preliminarily selected.