



STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES

REQUEST FOR PROPOSALS

FOR

SCHOOL AND COMMUNITY BASED PSYCHOSOCIAL INTERVENTIONS:

Build Resiliency and Support Superstorm Sandy Recovery

Northern Region Counties	Southern Region Counties
Bergen	Atlantic
Essex	Cape May
Hudson	Cumberland
Middlesex	Monmouth
Union	Ocean

Note: This funding is available from funds applied for under a Social Services Block Grant (SSBG) and the awards shall be contingent upon receipt of such funds for this purpose.

Total Funding of \$5,424,000 Available for 2 Programs over 2 years

There will be no Bidders Conference for this RFP. Only electronic proposals shall be accepted for this RFP. Please register your Authorized Organization Representative early.

Bids are due September 25, 2013 at 12PM

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

Commissioner

Date August 22, 2013

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Funding Agency

State of New Jersey
Department of Children and Families
50 East State Street, 5th Floor
Trenton, New Jersey 08625-0717

Special Notices:

- 1) ***Questions will be accepted via email to: DCFASKRFP@dcf.state.nj.us. by September 6, 2013.***
- 2) ***This funding is subject to and contingent upon the receipt of Social Services Block Grant (SSBG) funding and the adherence by the provider to all SSBG requirements.***

Section I – General Information

A. Purpose:

The New Jersey Department of Children and Families' (DCF) , Family and Community Partnerships' (FCP), Office of School Linked Services (OSLS) announces the availability of \$5,424,000 in Social Services Block Grant (SSBG) funding for the provision of school and community-based psychosocial interventions (hereinafter "interventions"). The purpose of these interventions will be to increase students', school personnel's, and parents/caregivers' resiliency by equipping them with skills and knowledge needed to address needs that arise as a result of Superstorm Sandy.

The funded intervention(s) are to focus on the needs of school aged youth from K-12th grades in the following storm impacted counties: Atlantic, Bergen, Cape May, Cumberland, Essex, Hudson, Middlesex, Monmouth, Ocean and Union counties. The interventions are to also include activities related to suicide prevention and trauma response and the target populations include: students in grades k-12; school personnel; and parents/caregivers.

B. Background:

The New Jersey Department of Children and Families (DCF) is the state's agency dedicated to ensuring the safety, well-being and success of children, youth, families and communities. DCF's vision is to ensure a better today and even a greater tomorrow for every individual we serve.

In late October 2012, Superstorm Sandy pummeled the eastern seaboard of the United States, resulting in unprecedented levels of

property damage and service disruption, as well as loss of life. The State of New Jersey took a direct hit from the massive storm, with the storm's force and devastation experienced statewide.

Throughout and following the storm, DCF remained committed to ensuring the safety of the state's children and families. Hampered by power outages and fuel shortages, DCF staff worked diligently to respond to children and families' needs.

As the initial response phase transitions into a long-term recovery phase, DCF conducted a risk and needs assessment that included the review of data, research and past experiences. As a result, the assessment clearly indicated that children and families experience many negative psychological and social impacts following disasters.

These negative impacts include mental health, domestic violence, child abuse, and an overall erosion of family life due to the stress associated with recovery. With a goal of keeping families strong, preventing the potential negative impacts of the disaster on children and families, and providing swift support and intervention, DCF has identified the following three (3) targeted areas of focus:

1. Strengthening Families and Preventing Instances of Child Abuse Exacerbated by Superstorm Sandy's Impact
2. Preventing Violence and Exploitation Exacerbated by Superstorm Sandy's Impact
3. Building Resiliency and Supporting Recovery

This planning avoids the duplication of the work of other State working groups or departments. The individual assistance, public assistance, employment, healthcare initiatives, adult mental health and substance abuse interventions, Head Start, child care centers, and housing needs are all critical to the success of New Jersey's families and DCF has provided input and insight into many of these ongoing efforts. However, these areas are primarily managed by other State departments. DCF has primarily focused on the mental health and social impacts on New Jersey's children (from birth to age 21) and families. As such, DCF strongly encourages community collaboration with existing programs to address the full array of the needs.

C. Services to be Funded:

DCF is seeking to award two grants for the provision of psychosocial interventions that increase resiliency and equip students in grades K-12, school personnel, and parents/caregivers with the skills and knowledge needed to address the challenges they may face in the aftermath of Superstorm Sandy.

1. One grant will fund services in North to support Bergen, Essex, Hudson, Middlesex, and Union counties.
2. The second grant will fund services in the South to Atlantic, Cape May, Cumberland, Monmouth and Ocean counties.

It is DCF's expectation that successful applicants will be capable of delivering a program model that encompasses a wide range of psychosocial interventions focused on improving the target populations' knowledge and skills needed for recovery from Superstorm Sandy and increasing participants' overall resiliency in the face of traumatic events. In addition the intervention(s) must also incorporate suicide prevention and trauma response for students; their parents/caregivers; and/or school personnel in their recovery.

It is estimated that approximately one-third of New Jersey's primary and secondary school-aged children resided in the impacted counties at the time of the storm. Applicants are required to include a list which identifies all K-12 schools, by county, for each of the targeted counties and to describe the strategy for delivering services to the target populations.

Applicants are expected to engage a diverse group of community members in determining what factors should be considered in formulating its strategy for implementing the program model so that as many school communities as possible benefit from the interventions.

Services are to be available year round including activities during summer/winter/spring recess periods. The selected applicant(s) should begin intervention(s) no later than November 20, 2013 and be fully operational by December 20, 2013.

In detailing its approach to delivering the program model, the applicant is to include the following information:

- **Description of Problem and Need**
- The applicant must indicate the need for this intervention in the school community (ies) selected.
- The applicant must also identify the current supports available to avoid duplication of services.

- The applicant must identify gaps in supports and link the proposed intervention to address those gaps.
- **Program Components**

The applicant must describe the components of the school and community based psychosocial intervention approach that includes suicide prevention and trauma response. In this description include the following:

 - Identify the curriculum to be used with this intervention(s) that builds resiliency
 - Identify if the strategy to be used is evidence based or evidence informed
 - Identify how resiliency, suicide prevention and trauma is incorporated in the intervention
 - Identify if there is a peer support component
 - Identify how the intervention incorporates a component to address the future outlook of participants and their community that will build resiliency
 - Identify how the approach can and will incorporate recreation/bonding activities for students and/or families
 - Identify if the approach incorporates any form of performing or creative arts therapy
 - Identify how the intervention incorporates school staff and the activities of the school day
 - Indicate the frequency and duration of each component of the intervention(s).
 - Be sure to identify the frequency and duration for the intervention by grade level if this varies.
 - Identify the linkage of program activities to the existing local and state level services.
 - At minimum, linkage to promote support 24 hours/7 days a week through 2nd Floor youth helpline and NJ Hope line are expected. In addition, as needed, connecting families with PerformCare the state's mental health screening authority.
 - Describe linkages with relevant activities within the school.
 - Describe how interventions are culturally sensitive and are offered in a safe environment.
- **Program Infrastructure and Support**
 - The applicant must demonstrate experience; staffing and overall infrastructure capacity to provide school and community based psychosocial interventions that incorporate suicide prevention and trauma response.

- The applicant must demonstrate how personnel and, as applicable, consultant(s), recruitment and selection process ensures stable, qualified workforce.
- The applicant must demonstrate how the proposed training and program development strategies will enhance the knowledge, skills and abilities of personnel and, as applicable, consultants to assume their responsibilities.
- Awarded providers are required to conduct a minimum of one staff orientation and one in-service training for all individuals responsible for the administration of the intervention. Training topics must be aligned with the goals and objectives of the grant requirements. Grantees may allocate funds for expenses related to consultant fees to conduct the trainings.
- Providers are required to attend all DCF project directors' meetings, trainings, and technical assistance workshops.
- The applicant must demonstrate how the effective use of agency resources supported through agency supervision will result in positive outcomes.
- The applicant must identify outreach strategies to inform schools about the school and community based psychosocial intervention(s) available, and identify the target population for the intervention
- ***Outreach strategies can*** include posters, pamphlets, public service announcements, communication with those who come into contact with the target population, and outreach to other providers. Strategies should include attention to geographic location, language of choice, age, sexual orientation, developmental level, and religious, racial, ethnic, and cultural background.
- The applicant must indicate the referral process for individual(s) and school(s) to access the psychosocial intervention.
- The applicant must identify anticipated barriers/technical assistance needs in the process of implementing the school and community based intervention and resources/supports (such as consultants) that will be used to support quality program development.
- **Community Engagement Expectations**
 - The applicant must demonstrate how the school and community based psychosocial intervention that includes suicide prevention and trauma response incorporates lessons learned from experience of the past.
 - The applicant must demonstrate how it has engaged a diverse group of community members to identify schools with students in need.

- The applicant must submit the total number of schools within the target county/counties. Then, if applicable, identify the subset number of schools that will be targeted for support.

DCF will provide guidance and technical assistance to the awarded providers. The Administrator of the DCF Office of School Linked Services or designee will serve as the point of contact for program support for the awarded provider(s). DCF will monitor ongoing performance of the awarded provider(s) through scheduled and unannounced site visits and reports submitted by the awarded provider(s).

- **Exhibit C:** School Target Chart
- **Measurable Success and Outcomes**
 - Applicants must demonstrate how the intervention selected achieves the following objectives that support the intent of the grant:
 - To ensure safe and culturally sensitive school and community based psychosocial interventions that include suicide prevention and trauma response are provided to NJ students (K-12th grade) located in the 10 counties heavily impacted by Superstorm Sandy.
 - In addition, the applicant must provide a descriptive list of activities that will be implemented to achieve the DCF required goals and objectives:
- **Exhibit D:** DCF goals and objectives

Goal 1: To provide high-quality school and community based psychosocial intervention(s) that will enable students to improve resiliency skills.

Objective 1a: 85% of participants will indicate an ability to identify both formal and informal supports as needed during a time of need

Objective 1b: The provider will establish and maintain partnerships and collaborative relationships within the school community to enhance students' access to the intervention.

Objective 1c: 80% of students regularly participating in the intervention will demonstrate maintained or improved attendance and decreased disciplinary actions or other adverse behaviors.

**Goal 2:
Students, parents and school community will be healthy, and empowered as it pertains to suicide prevention.**

Objective 2a:
100% of intervention participants will be provided with 2nd Floor helpline and NJ Hopeline as a resource for support.

Objective 2b:
85% of intervention participants will increase their knowledge of the warning signs for suicide and of how to connect individuals in crisis with assistance and care.

Objective 2c:
80% of the schools that participate will gain knowledge of and implement suicide prevention communication designed to reach defined segments of the school community that may be at risk.

**Goal 3:
The school community will be trauma informed, educated and responsive workforce.**

Objective 3a:
85% of school personnel that participate in the intervention will indicate an understanding of the concept of trauma-informed care.

Objective 3b:
75% of schools that participate in the intervention will agree to host a minimum of 2 events/activities to promote student, parental and overall community engagement in Superstorm Sandy recovery efforts.

Objective 3c:
70% of schools that participate in the intervention will agree about the importance of creating a healing environment and examine and as needed revise policies, procedures and

practices that may unintentionally cause distress and may re-traumatize (cause harm) students and families during the recovery.

Applicants must identify a quality improvement process that demonstrates regular assessment, reflection and modifications/course correction as needed by utilizing indicators such as:

- Prior program implementation experiences (successes, challenges, etc.);
- Program evaluation reports and outcome data;
- Student, parent, and teacher surveys
- Focus group data
- Advisory board recommendations;
- DCF recommendations;
- Monitoring reports;
- Local level evaluation outcomes and recommendations;
- National best practice standards; and
- Partner and/or collaborator consultations
- Concerns the school may identify with the quality or availability of supports if and when they arise.

• **Data and Reporting Requirements:**

Applicants shall submit monthly program and expenditure reports.

- The applicant must note in the answer the knowledge that DCF expects program and expenditure reports to be submitted at least on a monthly basis.
- The applicant must note in the answer the knowledge DCF's *minimum* program report will include:
 - Demographic information: age, gender, race/ethnicity, grade level, town & county
 - Participant role: parent, student, teacher, other school personnel
 - Student/Family Bonding event and community engagement meeting dates
 - Number of participants supported

Implementation Plan

- The applicant must submit a detailed timeline demonstrating full implementation of the psychosocial intervention(s) no later than x

days post award. The program must be operational no later than November 20, 2013 and be fully operational by December 20, 2013...

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 \$5, 424,000 in 2013-2015 in Social Security Block Grant funding. It is anticipated that the resulting contract will contain approximately 2 grants that collectively will provide school and community psychosocial interventions to the 10 highly impacted counties.

Northern Region: Bergen, Essex, Hudson, Middlesex, and Union Counties

Southern Region: Atlantic, Cape May, Monmouth, Cumberland and Ocean Counties

The funding period for this program is expected to be:

October 1, 2013-September 30, 2015

- This grant does not require matching funds.
- The leveraging of funds is strongly encouraged to maximize resources. If funds are leveraged note the following:
 - Indicate if cash and/or in-kind funds are leveraged
 - Identify the source of their matching funds
 - These funds are Federal as such additional Federal funds may not include any other Federal funds.

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 public institutions, schools, public colleges, public universities, 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 required, 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 by December 20, 2013. Further, where appropriate, applicants must execute sub-contracts with partnering entities within 30 days of contract execution.
9. All applicants must have a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-866-705-5711 or inquire on-line at www.dnb.com
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:

August 22 , 2013	Notice of Availability of Funds/RFP publication
August 22-September 6, 2013	Period for Email Questions sent to DCFASKRFP@dcf.state.nj.us
September 25, 2013	Deadline for Receipt of Proposals by 12:00PM

Proposals received after 12:00 PM on September 25, 2013 will **not** be considered.

Proposals must be electronically delivered to:

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

DCF requires bidders to submit proposals electronically to the web address above. Online training material is available on our website at: 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 if you are submitting a proposal online.

No paper or other materials will be accepted other than on line including letters of support.

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.

2. Proposal Review Process

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

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

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

The Department also reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. The Department’s best interests in this context include, but are not limited

to: State loss of funding for the contract; the inability of the applicant to provide adequate services; the applicant's lack of good standing with the Department, and any indication, including solely an allegation, of misrepresentation of information and/or non-compliance with any State of New Jersey contracts, policies and procedures, or State and/or Federal laws and regulations.

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

3. Special Requirements

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

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

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

H. Appeals:

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

Office of Legal Affairs
Contract Appeals
50 East State Street 4th 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

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:

- 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
- Copy of the agency's annual report to the Secretary of State
- Public Law 2005, Chapter 51, Contractor Certification and Disclosure of Political Contributions (not required for non-profit entities)

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 20 page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Five (5) points will be deducted for each missing document. If the deductions total 20 points or more, the proposal shall be rejected as non-responsive. The narrative must be organized appropriately and address the key concepts outlined in the RFP. Items included in the transmittal cover letter, Annex B budget pages, and attachments do not count towards the narrative page limit.

All documents must be submitted electronically in one of the following acceptable formats:

For Single File the following formats are acceptable:

- Adobe PDF-Portable Document format (.pdf)
- Microsoft Word (.doc or docx)
- Microsoft Excel (.xls orxlsx)
- Microsoft PowerPoint (.ppt or pptx)

For Compressed File:

(.ZIP only).

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

1) Applicant Organization (5 Points)

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

Describe the agency's background and experience in implementing the types of services described in this RFP.

Provide an indication of the organization's demonstrated commitment to cultural competency and diversity. The provider shall identify and develop, as needed, accessible culturally responsive services and supports. These shall include, but are not limited to, affiliations with informal or natural helping networks such as language services, neighborhood and civic associations, faith based organizations, and

recreational programs determined to be appropriate. Supervisors must be culturally competent and responsive, with training and experience necessary to manage complex cases in the community across child and youth serving systems. Explain how the provider is working toward a cultural competency plan that describes actions your agency will take to insure that policies, materials, environment, recruitment, hiring, promotion, training and Board membership reflect the community or the intended recipients of the services you provide and promote the cultural competency of the organization and that resources and services will be provided in a way that is culturally sensitive and relevant.

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

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.

Note: The Applicant must incorporate all the requirements set forth in the section "Services to be Funded".

2) Need Justification (15 Points)

Provide documentation describing the local need 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

Note: The Applicant must incorporate all the requirements set forth in the section "Services to be Funded".

3) Program Approach (25 Points)

Specify a program approach that includes an overview of the proposed services and their anticipated impact on the target population, including:

- A description of the services to be provided, including the specific goals and objectives of each;
- A description of the activities or methods that program personnel will employ to achieve the service objectives;
- A description of any service coordination, collaborative efforts or processes that will be used to provide the proposed services (attach any affiliation agreements or Memoranda of Understanding);
- Information on the accessibility of services, including the hours and days that services will be available to clients, and the geographic location(s) where services will be provided and a description of transportation options available to clients and handicapped accessibility;
- Client eligibility requirements, referral processes and client rejection/termination policies;
- A description of client data to be recorded, the intended use of that data and the means of maintaining confidentiality of client records; and
- Information on the level of service (LOS), including a definition of each unit of service and an indication of the level of service anticipated throughout the contract period.]

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 as part of the Appendix.

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.). Include the following as part of the Appendices

- School Target Chart
- DCF Goals & Objectives

Note: The Applicant must incorporate all the requirements set forth in the section “Services to be Funded”.

4) Outcome Evaluation (30 Points)

Describe the outcome measures that will be used to determine that the service goals and objectives of the program have been met. Provide a brief narrative and attach copies of any evaluation tools that will be used to determine the effectiveness of the program services.

Note: The Applicant must incorporate all the requirements set forth in the section “Services to be Funded”.

5) 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 grantee is expected to adhere to all applicable State cost principles.

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

Note: The Applicant must incorporate all the requirements set forth in the section “Services to be Funded”.

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.

The leveraging of funds is strongly encouraged to maximize resources. If funds are leveraged note the following:

- Indicate if cash and/or in-kind funds are leveraged
- Identify the source of their matching funds
- These funds are Federal as such additional Federal funds may not include any other Federal funds.

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.

Note: The Applicant must incorporate all the requirements set forth in the section “Services to be funded”.

B. Supporting Documents:

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent.

For Single File the following formats are acceptable:

- Adobe PDF-Portable Document format (.pdf)
- Microsoft Word (.doc or docx)
- Microsoft Excel (.xls or.xlsx)
- Microsoft PowerPoint (.ppt or pptx)

For Compressed File:

(.ZIP, only).

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:

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. Outcome Evaluation
 - e. Budget Narrative
 - f. Leveraging

Part II: Appendices

1. Resumes of key personnel
2. Current and proposed agency organizational charts
3. Staffing patterns
4. Current/dated list of agency Board of Directors/Terms of Office
5. Copy of agency Code of Ethics and/or Conflict of Interest policy
6. Statement of Assurances*
7. Certification regarding Debarment*
8. DCF Annex B Budget Forms*
9. All required Certification and Disclosure Forms in accordance with PL 2005, c.51 ("Chapter 51") and Executive Order 117 (2008), if appropriate**
Note: non-profit entities are exempt from Chapter 51 disclosure requirements.
10. Copy of IRS Determination Letter regarding applicant's charitable contribution or non-profit status (if appropriate)
11. Copies of all applicable licenses/organization's licensure status (if appropriate)
12. 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>
13. Copies of any audits or reviews completed or in process by DCF or other State entities from 2010 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
14. Applicable Consulting Contracts, Affiliation Agreements/Memoranda of Understanding, Letters of Commitment and other supporting documents.
15. Current Form 990 for non-profits
16. Current Single Audit Report for non-profits/ Current Audited Financial Statements for for-profit entities
17. Proposed Program Implementation Schedule (if appropriate)
18. School Target Chart
19. DCF Goals and Objectives

* Standard forms for RFP's are available at:
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/>

Forms for Budget are available at:

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

** Chapter 51 forms are available on the Department of the Treasury website at: <http://www.state.nj.us/treasury/purchase/>

(Note: non-profit entities are exempt from Chapter 51 disclosure requirements.). Click on Vendor Information and then on Forms.

C. Requests for Information and Clarification

Applicants shall not contact the Department directly, in person, or by telephone, concerning 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.

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. 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 provided by the Division and distributed to the public agency through the Division's website at ww.state.nj.us/treasury/contract_compliance).

The contractor and its subcontractors shall furnish such reports or other documents to 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 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

§ 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.*).