



STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES

REQUEST FOR PROPOSALS
FOR
SANDY- SSBG FUNDED
FAMILY SUCCESS CENTER OUTPOST SERVING
ATLANTIC CITY

**(Only existing providers with contracts for Family
Success Centers with DCF shall be eligible to apply)**

Funding up to \$122,000 Available Per Year Until June, 2015

**(There will be no Bidders Conference for this RFP. Questions are
due by February 11, 2014)**

Bids due March 11, 2014

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

Commissioner

January 30, 2014

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Exhibit A Affirmative Action Language

Exhibit B Anti- Discrimination Language

Exhibit C Standard Terms and Conditions- By submitting a proposal the Bidder agrees to the Standard Terms and Conditions.

Budget Form B-3

Funding Agency

State of New Jersey
Department of Children and Families
50 East State Street
Trenton, New Jersey 08625

Special Notices:

This funding is available as a subgrant from funds applied for under a Social Service Block Grant (SSBG) and the awards shall be contingent upon receipt of such funds for this purpose and compliance with all requirements for SSBG funding.

Questions will be accepted in advance of the Bidder's Conference by providing them via email to DCFASKRFP@dcf.state.nj.us.

Section I – General Information

A. Purpose:

The New Jersey Department of Children and Families' (DCF), Division of Family and Community Partnerships announces the availability of \$122,000 per year until June, 2015 in Social Services Block Grant funding for the purpose of developing a culturally competent, strength-based neighborhood Family Success Center outpost to serve Atlantic City, New Jersey.. Superstorm Sandy continues to have devastating effects upon the social services' network and the families that reside in Atlantic City. The Family Success Center outpost is to offer convenient access to the information, support and resources that families need. Expansion of services in this location to service Atlantic City and the surrounding areas shall enhance the supports being provided to families to cope with the aftermath of Superstorm Sandy.

The goal of this Request for Proposal is to have an existing DCF contracted Family Success Center provider develop and implement a community-based program for Atlantic City residents that will strengthen individual and family functioning; empower participants to acquire the knowledge, skills and resources they need to succeed; and provide an optimal environment for their children's continued development. The provider's administrative offices may be located outside of Atlantic City's boundaries but but all services and supports for this program must be offered within Atlantic City's boundaries. The Family Success Center Outpost (also known as the "Center") must be flexible and responsive to the specific needs determined by the families and individuals who live in Atlantic City. The Center must provide the services described in the RFP inAtlantic City , but the Center is also permitted to collaborate with other agencies to provide services on site or, where necessary, help arrange access to off-site resources. Parent leadership is an essential component.

The purpose of the Family Success Center program is to:

- Enrich the lives of children by strengthening families and neighborhoods;
- Develop networks of family strengthening services that can result in preventing child abuse and neglect and promoting optimal child, youth, family, and community development;
- Provide integrated, locally-based services that are family focused and culturally responsive;
- Reduce isolation and strengthen connections within families, between families and to the community; and
- Redefine public spaces within the community as family friendly, safe and non-stigmatizing.

B. Background:

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.

The Department of Children and Families requires that the contract agency embrace the conceptual, practice and administrative standards for prevention and family support programs outlined in the NJ Standards for Prevention Programs: Building Success through Family Support developed by the New Jersey Task Force on Child Abuse and Neglect.

The Standards are available on the Department of Children and Families’ website:

<http://www.state.nj.us/dcf/documents/about/commissions/njtfcan/StandardsPrevention.pdf>

The Standards for Prevention Programs are as follows:

Standards for Prevention Programs Building Success through Family Support		
Conceptual Standards	Practice Standards	Administrative Standards
1. Family centered	1. Flexible and responsive	1. Sound program structure, design, and practices
2. Community based	2. Partnerships approaches	2. Committed, caring staff
3. Culturally sensitive and culturally competent	3. Links with informal and formal supports	3. Data collection and documentation
4. Early Start	4. Universally available and voluntary	4. Measures outcomes and conducts evaluation
5. Developmentally Appropriate	5. Comprehensive and integrated	5. Adequate funding and long range plan
6. Participants as partners with staff	6. Easily accessible	6. Participants and community as collaborators
7. Empowerment and strength based approaches	7. Long term and adequate intensity	

Protective Factors for Strengthening Families

The Department of Children and Families requires that the contract agency embrace the Protective Factors for Strengthening Families. Protective Factors are tools that families and communities draw upon to help increase the health and well-being of children and families. Protective factors guide parents and caregivers to find the assistance they need that will support them while raising and providing care to their children, even when faced with difficulties that are stressful. For more information and to download a copy of the resource guide visit: <http://www.childwelfare.gov/preventing/>

DCF expects that the grantee will integrate the eight protective factors into the Family Success Center's ten (10) core services summarized in the section entitled "Defining Family and Community." New Jersey's Child Abuse & Neglect Prevention Plan 2010-2013 encourages a strengths-focused, asset-based approach to engage families by integrating the Protective Factors into all types of community and family services. The list below, provided by the Center for the Study of Social Policy, describes and defines the Protective Factors.

Protective Factors for Strengthening Families
Parental Resilience: A parent's ability to manage all types of challenges & find ways to solve problems, builds and sustains trusting relationships including relationships with their children
Social Connections: Friends, family & community provide emotional support, help solve problems, offer parenting advice and give concrete assistance to parents
Knowledge of Parenting & Child Development: Information about child development and appropriate expectations for children's behavior help parents see children in a positive light and promotes healthy development
Concrete Support in Times of Need: Meeting basic needs like food, shelter, clothing and health care is essential. Adequate services & supports must be in place to provide stability, treatment and help for families in crisis
Healthy Social & Emotional Competence of children: A child's ability to interact positively with others, self-regulate behavior and effectively communicate feelings has a positive impact on their relationships with family, other adult, and peers
Nurturing and Attachment: The importance of early bonding, as well as nurturing throughout childhood. Building a close bond helps parents better understand, respond to, and communicate with their children.
Effective Problem Solving and Communications Skills: A parent, caregiver or family's ability to identify their goals, consider challenges, set realistic approaches to overcome challenges, and communicate effectively with others to reach their goals.

Healthy (Marriages)¹ Relationships: Developing and sustaining relationships with diminished levels of conflict and other attributes such as affectionate parents, high self-esteem, or a role model that helps children and youth to achieve positive outcomes.

¹ Child Welfare Information Gateway, Children's Bureau/AYCF, USDHSS April 2006; The Federal Website lists "Healthy Marriages" as the protective factor. New Jersey chooses to expand this definition to be inclusive of all relationships such as parental, kinship, foster, adoptive, intimate partner/dating as well as spousal.

Family Success Centers

Family Success Centers are community-based, family-centered, neighborhood gathering places where any community resident can go for family support, information and services. Family Success Centers are defined by the following characteristics:

1. Center Environment: They are safe, warm and welcoming places in the community to which any family can come, not only in times of need, but as a regular part of day-to-day life. Center locations will vary by neighborhood. But what they all have in common is a welcoming, homelike setting that reflects the community, engages its residents and offers services, activities and resources that promote family well-being and empowerment.
2. Approach to Services and Supports: They work collaboratively with all community partners to bring together resources and activities into an integrated service system that is accessible and responsive. Community input and guidance from community residents influence program development and implementation. Staff helps families identify and use their strengths and skills to problem solve issues that could have a destabilizing effect on families and place their children at risk of harm.
3. Community Involvement and Shared Responsibility: The community and families take responsibility for the center along with the staff. They also participate in its design and governance.
4. Family Integrity and Functioning: The design and delivery of programs and centers affirm the rich ethnic and cultural diversity that characterize their community. Centers ensure that families receive the support and connections they need without the family experiencing it as an intrusion.²

C. Services to be Funded:

The grantee for this program is expected to provide, initiate and/or coordinate an array of services, including:

Program Design

Respondents must demonstrate their ability to provide services within Atlantic City's physical boundaries and secure a physical site within Atlantic City to locate its Outpost Center. The successful respondent is required to offer services but is permitted to partner with other agencies with an Atlantic City presence for service provision. The provider's administrative offices may be located outside of Atlantic City's boundaries but all services and supports for this program must be offered within Atlantic City's boundaries..

² Adapted from California Family Resource Center Learning Circle, Family Resource Centers, Vehicles for Change, April 2000.

Designed to serve all family members, Family Success Centers integrate professional services, voluntary supports and generic community resources by collaborating with local partners to coordinate services into an accessible, seamless network. Parents and other community residents serve as resources, mentors and decision-makers through the program's explicit efforts to engage families in mutual assistance opportunities. The Family Success Centers utilize a strength-based approach rather than a clinical and/or risk factor-based approach.

There are a number of other components which must be included if the overall development of a Family Success Center is to be inclusive and comprehensive. The grantee must seek active collaboration and/or discussion with parents, youth, community partners, stakeholders, service providers and county agencies to integrate with other services to minimize duplication and address gaps in existing services. The grantee must seek active collaboration with existing FCP funded programs. A comprehensive list can be located on the DFCP website: <http://www.state.nj.us/dcf/about/divisions/dhcp>

Family Success Center - Planning, Operation and Evaluation

In developing programs to support New Jersey families, DCF recognizes the body of research that has shaped the national ***“family support movement”*** for 25 years. Family Success Centers should be the creation of their own neighborhoods, designed to address the challenges and preferences of local individuals. The Family Success Center will incorporate in its planning, operation and evaluation, the nine Principles of Family Support Practice, the Standards for Prevention Programs: Building Success through Family Support developed by the New Jersey Task Force on Child Abuse and Neglect, and the Protective Factors for Strengthening Families.

No individuals and/or families will be turned away from services. ALL must be welcomed at the Center.

Expanded Services

Existing centers may provide additional services on or off-site to meet the needs of families. Proposals must demonstrate the ability to provide core services in Atlantic City to meet the requirements of this RFP.

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 \$122,000 per year until June 2015 in Social Services Block Grant (SSBG) funding. Please note the two following funding restrictions: 1) funds available through this RFP may NOT be used for client assistance; and 2) funds available through this RFP may not be used for General and Administrative Costs (G&A). All costs usually permitted as G&A in DCF contracts must instead be itemized as direct costs for the additional staffing and activities. The successful respondent will be required to submit monthly expenditure and level of service reports to DCF. Rent, staffing costs, costs for consultants for programming, costs for client events are usual costs associated with this type of grant. It is anticipated that the resulting contract will end on June 30, 2015 unless extended with the permission of the federal grantor and/or the consent of DCF.

One (1) proposal will be funded under this program.

Matching funds are not required.

Operational start-up costs are permitted. Applicants must provide a justification and detailed summary of all expenses that must be met in order to begin program operations. This may be part of the budget summary (attached as an Appendix). No more than five percent (5%) of the \$122,000 first fiscal year budget may be allocated for start-up costs.

Proposals that demonstrate the leveraging of other (community) financial resources are encouraged and will receive additional consideration in the proposal review process.

Funds awarded under this program may not be used to supplant or duplicate existing funding.

Any expenses incurred prior to the effective date of the contract will not be reimbursed by DCF.

E. Applicant Eligibility Requirements:

1. Applicants must be for profit or not for profit corporations that are duly registered to conduct business within the State of New Jersey.
2. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
3. Applicants may not be suspended, terminated or barred for deficiencies in performance of any award, and if applicable, all past issues must be resolved as demonstrated by written documentation.
4. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
5. Where 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 currently operate a State funded family success center and have an existing contract with the Department of Children and Families.
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.
11. All required Treasury Ownership and Certification and Disclosure of Investigations Forms located at www.state.nj.us/treasury/purchase/

* 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/>

F. RFP Schedule:

January 30, 2014	Notice of Availability of Funds/RFP publication
February 11, 2014	Deadline for Email Questions sent to DCFASKRFP@dcf.state.nj.us
March 11, 2014	Deadline for Receipt of Proposals by 12:00PM

All proposals must be received by 12:00 PM on or before March 11, 2014. Proposals received after 12:00 PM on March 11, 2014 will **not** be considered. Applicants should submit **one (1) signed original** and **one CD ROM**, including a signed cover letter of transmittal as indicated below.

Proposals must be delivered either:

1) In person to:

Catherine Schafer, Director of Grants Management, Auditing and Records
Department of Children and Families
50 East State Street, 3rd floor
Trenton, New Jersey 08625-0717

Please allow time for the elevator and access through the security guard. Applicants submitting proposals in person or by commercial carrier should submit **one (1) signed original** and **one CD ROM** with all documents including a signed cover letter of transmittal.

2) Commercial Carrier (hand delivery, federal express or UPS) to:

Catherine Schafer, Director of Grants Management, Auditing and Records
Department of Children and Families
50 East State Street, 3rd floor
Trenton, New Jersey 08625-0717

Applicants submitting proposals in person or by commercial carrier should submit **one (1) signed original** and **one CD ROM** with all documents including a signed cover letter of transmittal.

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

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

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

G. Administration:

1. Screening for Eligibility, Conformity and Completeness

DCF will screen proposals for eligibility and conformity with the specifications set forth in this RFP. A preliminary review will be conducted to determine whether the application is eligible for evaluation or immediate rejection.

The following criteria will be considered, where applicable, as part of the preliminary screening process:

- a. The application was received prior to the stated deadline
- b. The application is signed and authorized by the applicant's Chief Executive Officer or equivalent
- c. The applicant attended the Bidders Conference (if required)
- d. The application is complete in its entirety, including all required attachments and appendices
- e. The application conforms to the specifications set forth in the RFP

Upon completion of the initial screening, proposals meeting the requirements of the RFP will be distributed to the Proposal Evaluation Committee for its review and recommendations. Failure to meet the criteria outlined above, or the submission of incomplete or non-responsive applications constitutes grounds for immediate rejection of the proposal if such absence affects the ability of the committee to fairly judge the application.

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

Section II – Application Instructions

A. Proposal Requirements and Review Criteria:

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

The narrative portion of the proposal should be double-spaced with margins of 1 inch on the top and bottom and 1½ inches on the left and right. The font may be no smaller than 12 points. There is a 25 page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Five (5) points will be deducted for each missing document. If the deductions total 20 points or more, the proposal shall be rejected as non-responsive. The narrative must be organized appropriately and address the key concepts outlined in the RFP. Items included in the transmittal cover letter, Annex B budget pages, and attachments do not count towards the narrative page limit.

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

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

1) Applicant Organization (10 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.

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

Describe the agency's governance structure and its administrative, management and organizational capacity to enter into a third party direct state services contract with the Department of Children and Families. Describe your history of collaboration with formal and informal organizations and your capacity to engage families and residents in co-designing your services and assuming leadership positions in your agency. 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.

Provide an indication of the agency's demonstrated capability to provide services that are consistent with the Department's goals and objectives for the program to be funded. Include information on current programs managed by the agency, the funding sources and if available, any evaluation or outcome data.

2) Community-Based Initiative Justification (10 Points)

Identify the strengths, assets, and challenges in the Atlantic City community. Explain how you will partner and network with community leaders, businesses, faith-based entities, agencies, and families to work together to make the community more supportive of families.

3) Program Approach (40 Points)

a) Describe which, if any, of the "Expanded" services you plan to provide, when and where they will be provided and by whom i.e., by your agency, by community providers out posted at the Center or through linkages to off-site facilities). The goal for this expansion project is to ensure that community residents, particularly families with limited income in Atlantic City most severely impacted by Superstorm Sandy, will have psychosocial support services they need to recover from the storm and its aftermath.

Definition of psychosocial support. Psychosocial support is defined as "a process of facilitating resilience within individuals, families and communities" [enabling families to bounce back from the impact of crises and helping them to deal with the after effects of Superstorm Sandy]. By respecting the independence, dignity and coping mechanisms of individuals and communities, psychosocial support promotes the

restoration of social cohesion and infrastructure”.

FSCs provide preventive psychosocial support services to individuals, children and their families to meet their social, emotional and mental health related needs as they work on their recovery from the impact of Hurricane Sandy. The following services shall be part of your proposal and provided in Atlantic City:

- 1) If appropriate, link individuals, families and children in need of intensive mental health services to the appropriate mental health provider/professional.
- 2) FSCs will provide free psycho-social support services on-site in Atlantic City or through a network of resources available in Atlantic City that shall be described by the Applicant for this RFP. Psycho-social support services address the ongoing psychological and social problems of individuals, children and families who have been living in the areas touched by Superstorm Sandy.
- 3) FSCs will develop and implement creative and family-friendly strategies to outreach, engage and effectively support children and families, with the understanding that many families may not immediately trust traditional social service providers. FSCs will create activities designed to help participants; children and families deal with stress. Young people and adults can benefit from learning stress management skills and participating in stress reduction. These activities/workshops could be held at FSCs, libraries, Strengthening Families Early Child Care Centers, community centers, faith-based locations, etc. Provide a sample calendar of activities as a separate document in the Appendix.
- 4) FSC must offer at least two (2) family engagement events per month. Public events and activities such as neighborhood festivals, resource fairs, and community gathering encourage social interaction, promote a local sense of identity, help forge connections, and communicate that FSCs are committed to making participation as easy as possible.
- 5) Link disaster victims with human service agencies which provide support services. If appropriate, engage and link mentors/advocates with families to help them navigate the system.
- 6) Hire at least one and a half Family Partners, or the equivalent, i.e. one (1) full-time (35hr/week minimum) and one (1) part-time (20hr/week minimum) Family Partners.
- 7) Describe in the body and in your calendar the hours of operation which must include a place where services will be available one evening per week and one weekend a month.
- 8) FSCs will develop, host or collaborate with formal and informal agencies in order to provide specific information about how to address Superstorm Sandy-related losses, financial literacy, disaster response and link disaster victims with human service agencies which provide support services.
- 9) Develop support groups for individuals, children and families who

have been living in Atlantic City.

Psychosocial support services provided in your proposal must include:

- Identifying and referring individuals, families and their children requiring specialized services from mental health providers
- Financial literacy related services. Families will benefit from having the ability to understand and analyze their finances and financial opportunities. FSCs offer budgeting workshops, couponing clubs, workshops related to managing savings, credit cards.
- Health education
- Individual and family advocacy
- Stress reduction activities/services.
- Self-help and emotional support groups for individuals and families
- Information and referral
- Parent child services
- Individual and family services
- Emotional support
- Facilitate individual/families social connections

The following tasks must be addressed, developed and described in your proposal:

- 1) Engage the community to determine where, when and what services to provide
 - 2) Outreach to 2-3 three locations in Atlantic City
 - 3) Collaborate with agencies involved in disaster response in Atlantic City.
 - 4) Develop formal relationships/collaborations with Federally Qualified Health Centers (FQHC) and or Local hospitals in order to facilitate access to health services by families served by the FSC
 - 5) Develop expertise with disaster rebuilding resources made available through local, state and federal resource programs available to disaster victims
 - 6) Develop support groups for families
 - 7) Design, facilitate or host workshops to children and their families. Some of these activities should include recovery activities by local mental health providers or disaster response organizations. These activities/workshops should be held in the community, i.e. libraries, FSCs, Strengthening Family Early Child Care Centers, community centers, faith-based locations, etc. .
 - 8) If appropriate, engage and link mentors/advocates with families to help them navigate the system
 - 9) Link families with human service agencies which provide support services
- b) Describe how the Center's outpost activities will be publicized through

a media campaign (to free outlets where possible) and wide distribution of information about Center services and resources. Explain how you will position the Center as a community resource within Atlantic City and reduce the barriers of stigmatizing language and labeling families by risk factors. Show how families will be referred to support services and encouraged to visit and become active parents. Discuss how incentives (meals, child care, transportation, etc.) will be used in an effort to engage parents and overcome barriers to the use of the center and its resources. Explain how you will adapt services to meet the changing needs of the families and neighborhood. Be as specific as possible about your outreach and promotional strategy. Include written commitments from local partners (business, agencies, faith-based groups, etc.) who will promote the center.

c) Describe the agency's outreach efforts and the ability to engage a minimum of 100 unduplicated families. Describe how you will engage families/individuals with strengths in addition to families/individuals with challenges. Describe how your Family Success Center outpost will be accessible to your community and how the services will be provided in a non-threatening environment.

d) 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. Describe how your Center will promote cross-cultural understanding and respect for differences and help families assimilate into U.S. society and culture. Describe how your Center will engage families who are not part of the culture in your targeted neighborhood. Describe how your agency will achieve cultural competency and responsiveness and ensure that policies, materials, recruitment, hiring, training and Board membership reflect the community 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. 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.

e) Describe the service coordination process, and collaborative efforts or processes that will be used to provide the proposed services (attach any affiliation agreements or Memoranda of Understanding). The applicant must seek active collaboration with existing DFCP funded programs. A comprehensive list can be located on the DFCP website: <http://www.nj.gov/dcf/about/divisions/dfcp/>

f) Provide information on the accessibility of services including weekends and including the hours and days that services will be available to families, and the geographic location(s) in Atlantic City where services will be provided.

g) Provide a description of data to be recorded, the intended use of that data and the means of maintaining confidentiality of family records.

The contracted level of service (LOS) for this grant is 100 unduplicated families.

h) 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.

Indicate the number, qualifications and skills of all staff.

Describe the management and supervision methods that will be utilized.

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.).

4) Program Implementation Schedule (15 Points)

Provide a description of a feasible timeline for implementing the proposed services. Attach a separate Program Implementation Schedule in the Appendix.

5) Budget (15 Points)

The budget form B-3 is attached for your submission for these special SSBG funds. Funds for specific assistance to clients are not allowable for this funding purpose. 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 line by line narrative for the proposed project/program on the B-3 form. Include the startup budget and description on the B-3.

The budget should be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. The budget should also reflect a 12 month operating schedule and must include, in separate

columns, total funds needed for each line item, the funds requested in this grant, and funds secured from other sources. All costs associated with the completion of the project must be clearly delineated and the budget narrative must clearly articulate budget items, including a description of miscellaneous expenses or “other” items. The completed budget proposal must also include a detailed summary of and justification for any one-time operational start-up costs.

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

Standard forms for RFP’s are available at www.nj.gov/dcf/providers/notices/ Forms for RFP’s are directly under the Notices section. Forms for Budget are available at <http://www.state.nj.us/dcf/providers/contracting/>

6) Leveraging

(10 Points)

Identify the total amount and source of any additional financial resources that will be committed to the proposed project as a leveraging mechanism. Cash and/or in-kind funds may be used. The applicant shall also submit a concrete plan as to how the applicant shall provide continued services after the funding ceases to be available in future years. This should include a statement regarding the applicant’s strategic plan for the future to continue the program beyond the contract period and any renewals.

B. Supporting Documents:

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent and a CD ROM containing all the documents in PDF or Word format. Failure to submit any of the required documents requested in this RFP will result in a loss of five (5) points per item from the total points awarded for the proposal.

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

Part I: Proposal

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

Part II: Appendices

1. Job descriptions of key personnel, resumes if available for key personnel
2. Statement of Assurances*
3. Certification regarding Debarment*
4. DCF Annex B - 3 Budget Form attached
5. Copy of IRS Determination Letter regarding applicant's charitable contribution or non-profit status (if appropriate)
6. Applicable Consulting Contracts, Affiliation Agreements/Memoranda of Understanding, Letters of Commitment and other supporting documents.
7. Proposed Program Implementation Schedule

* 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/>

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 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.*).

DEPARTMENT OF CHILDREN AND FAMILIES

Program Information Requirements for Federally Funded Post Hurricane Sandy Projects SSBG/FVPSA/FEMA

Please use the following for submissions to the Accountability Officer:

Program description: Family Success Centers Expansion. DCF will execute contract modifications for the participating Family Success Centers (FSC). Total cost will be \$1,774,000.

The Department of Children and Families currently contracts with FSCs and has identified (10) ten counties and 10 FSCs to receive supplemental funding to expand existing services through an expansion of hours and personnel to assist families impacted by Superstorm Sandy.

The goal for this expansion project is to ensure that community residents, particularly families with limited income in the counties most severely impacted by Superstorm Sandy, will have psychosocial support services they need to recover from the storm and its aftermath.

Definition of psychosocial support. Psychosocial support is defined as “a process of facilitating resilience within individuals, families and communities” [enabling families to bounce back from the impact of crises and helping them to deal with the after effects of Superstorm Sandy]. By respecting the independence, dignity and coping mechanisms of individuals and communities, psychosocial support promotes the restoration of social cohesion and infrastructure”.¹

FSCs provide preventive psychosocial support services to individuals, children and their families to meet their social, emotional and mental health related needs as they work on their recovery from the impact of Superstorm Sandy.

Psychosocial support services provided at FSCs include:

- Identifying and referring individuals, families and their children requiring specialized services from mental health providers
- Financial literacy related services. Families will benefit from having the ability to understand and analyze their finances and financial opportunities. FSCs offer budgeting workshops, couponing clubs, workshops related to managing savings, credit cards.
- Health education
- Individual and family advocacy
- Stress reduction activities/services

1 International Federation of Red Cross psychosocial framework 2005 – 2007.

- Self-help and emotional support groups for individuals and families
- Information and referral
- Parent child services
- Individual and family services
- Emotional support
- Facilitate individual/families social connections

Atlantic County PIP Modification. The Office of Family Support services (OFSS) worked diligently with Atlantic County Government and AtlantiCare in order to provide support to individuals and families living in Atlantic City and adjacent communities in response to Superstorm Sandy.

On October 21, 2013 Atlantic County Government informed the Division of Family and Community Partnerships (DFCP) that they will not be able to meet contract requirements as stipulated on the Hurricane Sandy Annex A. Atlantic County representative indicated that the New York Avenue FSC is not able to operate extended hours and weekends due to being located in an elementary school. Since AtlantiCare (Managing Agency) could not insure regular access to the school to operate extended hours, AtlantiCare in agreement with Atlantic County Government decided not to apply for funding.

In response to the declination of services by Atlantic County Government a limited competition RFP will be utilized to identify a Managing Agency to provide services in Atlantic City.

The limitations to this RFP include that the provider must currently operate a state funded FSC in the Southern Region, have a satellite office in Atlantic City or an area adjacent to Atlantic City, have the ability to quickly implement services within Atlantic City and be able to provide evidence of the ability to collaborate with existing providers via letters of commitment.

The funding for Atlantic City will include an annualized amount of \$ 122,000 for services to the community including, psychosocial programming and for securing a satellite office in Atlantic City or adjacent communities.

FSCs approved for Post Superstorm Sandy expansion. The FSCs listed below will receive additional funding for two years to address the needs of individuals, families and communities that suffered the most devastation within their county:

1 International Federation of Red Cross psychosocial framework 2005 – 2007.

COUNTY	AGENCY	CONTRACT	FSC	SUPERSTORM SANDY RELATED SERVICES	ADDITIONAL REGISTERED PARTICIPANTS (LOS)
Atlantic	TBA			\$122,000	100
Bergen	Meadowland YMCA	14 BYBP	Little Ferry / Moonachie	\$25,000	20
Cape May	Cape Counseling Services	14BLES	Cape May FSC	\$97,000	100
Cumberland	South Jersey Health Care (Inspira)	14EBFP	FSC of Commercial Township	\$97,000	100
Essex	Ironbound Community Corporation	14RSGP	Ironbound-Cortland Street FSC	\$97,000	100
Hudson	Horizon Health Center	14BBJP	Horizon FSC	\$97,000	100
Middlesex	Jewish Renaissance Foundation	14AFMP	Jewish Renaissance FSC	\$97,000	100
Monmouth	Long Branch Concordance	14 ADNP	Long Branch Concordance FSC	\$97,000	100
Ocean	Children's Home Society	14 ACLP	Ocean County FSC	\$61,000	50
Union	Prevention Links	14SFXP	Bayway FSC	\$97,000	100
Total annual award amount				\$887,000	

- 1) Outreach to 2-3 three communities.
- 2) If appropriate, link individuals, families and children in need of intensive mental health services to the appropriate mental health provider/professional.
- 3) FSCs will provide free on-site psycho-social support services to help families reduce stress. Psycho-social support services address the ongoing psychological and social problems of individuals, children and families who have been living in the areas touched by Superstorm Sandy.
- 4) FSCs will develop and implement creative and family-friendly strategies to outreach, engage and effectively support children and families, with the understanding that many

1 International Federation of Red Cross psychosocial framework 2005 – 2007.

families may not immediately trust traditional social service providers. FSCs will create activities designed to help participants; children and families deal with stress. Young people and adults can benefit from learning stress management skills and participating in stress reduction. These activities/workshops could be held at FSCs, libraries, Strengthening Families Early Child Care Centers, community centers, faith-based locations, etc.

- 5) FSC must offer at least two (2) family engagement events per month. Public events and activities such as neighborhood festivals, resource fairs, and community gathering encourage social interaction, promote a local sense of identity, help forge connections, and communicate that FSCs are committed to making participation as easy as possible.
- 6) Link disaster victims with human service agencies which provide support services. If appropriate, engage and link mentors/advocates with families to help them navigate the system.
- 7) FSCs receiving \$97,000 will serve an additional 100 unduplicated registered participants. FSCs receiving \$25,000 will serve an additional 20 unduplicated participants. Ocean County FSC will receive \$61,000 and will serve an additional 50 families.
- 8) FSCs receiving \$ 97,000 will add one and a half Family Partners, or the equivalent, i.e. one (1) full-time (35hr/week minimum) and one (1) part-time (25hr/week minimum) Family Partners, or three (3) part-time (25hr/week minimum) Family Partners. Ocean County FSC will add one additional staff to their FSC. FSCs receiving \$25,000 are not required to add personnel to their FSC. Personnel records shall include time records for the SSBG funded staff.
- 9) FSCs will expand hours of operation to include evenings and weekends. Records of expanded hours shall be made available for inspection.
- 10) FSC staff, including a representative of the host agency, will participate in half-day, bi-monthly training, technical assistance and peer support opportunities hosted by DFPC to enhance professional development, improve FSC capacity for quality work and to become trauma-informed providers. FSCs will incorporate an awareness of the impact of traumatic stress on participants, children and families as a part of providing services to the community they serve.
- 11) FSCs will develop, host or collaborate with formal and informal agencies in order to provide specific information about how to address Superstorm Sandy-related losses, financial literacy, disaster response and link disaster victims with human service agencies which provide support services.

- 12) Identifying resources available for storm recovery and develop a database capturing formal resources. Additionally, FSCs will identify resource gaps with the goal of informing ongoing resource development.
- 13) If appropriate, develop support groups for individuals, children and families who have been living in the areas touched by Superstorm Sandy.
- 14) FSCs must maintain detailed records of services provided to families living in the areas touched by Superstorm Sandy. Attendance records of meetings and activities funded by the SSBG shall be maintained at the agency and be available upon request. Time records of SSBG funded staff shall also be available upon request.

Eligibility for Service

Atlantic, Bergen, Cape May, Cumberland, Hudson, Middlesex, Union, Essex, Ocean, and Monmouth counties were identified for this expansion due to direct impact of the community by Superstorm Sandy.

Procurement

As a result of the existing contractual relationship, DCF would be able to finalize contract modifications with all agencies identified for expansion. Developing and issuing an RFP and then reviewing proposals and making an award, could delay the project by a minimum of an additional three months.

Budget/Payment Mechanism

Payments will be made according to parameters set by the Business office. Expenditures will be tracked by the Business Office via Monthly Expenditure reports. Funding for this SSBG grant shall be kept separate from other funding sources and shall be available for an accounting monthly.

Data

Each plan must include the number of individuals to be served and the methodology for how that number is derived. This FSC expansion will allow each FSC to serve a total of 20, 50 or 100 additional families per year according to the size of the grant. The FSC Director will submit monthly programmatic reports to DFCP Regional Coordinators

- **Data** collection must include a monthly account of the following elements:
 - Total unduplicated number of registered participants
 - Total unduplicated number of individuals and their ages. Ages are classified by age groups 0-17, 18-59, 60 and over and unknown

1 International Federation of Red Cross psychosocial framework 2005 – 2007.

- Start and closing time of expanded hours provided. Hours include evenings and weekends
 - List of psychosocial and financial literacy activities/services and an attendance list of the attendees (a sign in sheet)
 - List of Sandy recovery related community events and number of attendees
 - List of formal or informal community partners engaged
 - Superstorm Sandy related success story
- **Eligibility:** The OFSS has realized that many families that live in the areas touched by Superstorm Sandy before, at the time and after the storm have been impacted in several ways by the Superstorm. Some families are still displaced, some stayed in their homes or moved into town, other families moved to the area after the storm; therefore the aftermath of the storm affects their lives. For eligibility purposes, all families living in affected areas before/after and at the time of the storm are considered to have been impacted by Superstorm Sandy.
- **Data collection processes including data entry and transfer to DCF.**
 - The FSC will be responsible for collecting data from families and submitting data to DFCP- Office of Family Support
 - Monthly reports are submitted to the OFSS the 15th of each month.
 - Reports and Data collected by OFSS is reported to DCF Office of Research, Evaluation & Reporting
 - **Identified person responsible for data collection:** Jose Baldarrago, 609.888.7384.

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

DEPARTMENT POLICY: DCF.P1.04-2010

EFFECTIVE DATE: January 12, 2010

SUBJECT: **Request for Proposals**

I. PURPOSE

The purpose of this policy is to standardize the Request for Proposals (RFP) process throughout the Department of Children and Families (DCF)

II. SCOPE

This policy applies to all Departmental Components issuing an RFP, and to all groups or entities participating in the Department's RFP process. This policy is promulgated to provide a consistent approach to the awarding of grants, subgrants/contracts that do not fall within the parameters of the New Jersey Law, N.J.S.A. 52:34-6 et seq.

III. POLICY

The grant, procurement or reprourement process has three (3) distinct phases:

A. The Solicitation Phase: During this phase, the RFP is developed by the Departmental Component for which the services are being procured after receiving approval to proceed from the DCF Grants Management Committee. Upon completion of the RFP, notice is posted on the DCF's website and is sent to grantees or providers who have registered on the DCF's bid notification list for the goods and/or services that are the subject of the RFP. Written questions received will be answered in the form of a written addendum to the RFP. DCF may also, in its sole discretion, conduct what is known as a pre-bid conference. Attendance at this conference may either be voluntary or mandatory, and will be clearly indicated in the respective RFP. If it is mandatory, all Applicants must attend. Conferences are held in order to answer questions Applicants might have regarding the RFP. In order to ensure that the conference proceeds smoothly, any presentation or materials to be presented on behalf of the State must be approved in advance with the DCF's Chief of Staff's Office. Answers to the questions raised by Applicants before or during the pre-bid conference will be in the form of a written addendum to the RFP. Also a Notice of Intent to Bid may be issued for potential Applicants to notice the Department of their Intention to Bid. Questions and bids

will only be entertained by those that complied with the request for Notice of Intent to Bid requirement.

B. The Evaluation Phase: Following initial review, bid proposals are distributed to an Evaluation Committee for evaluation.

In technically evaluating bid proposals received, the Evaluation Committee uses a point score methodology to score the bid proposals. The Committee may also conduct a cost comparison between and among the bid proposals which will be part of the scoring process reviewing price and other factors. The Evaluation Committee's work concludes with the production of a report known as an Award Recommendation, which is forwarded to the Commissioner of the Department of Children and Families ("Commissioner") to assist in his/her determination as to which bidder should receive the contract award.

C. The Award Phase: Upon receipt of the Award Recommendation from the Evaluation Committee, the Commissioner decides which Applicant will receive the contract award. Bidders are notified in writing of the Commissioner's intended decision. Following a period in which Applicants are permitted to protest, a contract is issued by the (DCF) to the selected bidder.

D. When Not Required: The RFP process shall not be required for the renewal or expansion of DCF purchase of service contracts that do not exceed \$29,000. For example a contractor may provide counseling services and additional counseling services may be added. A new service however, such as home visitation may not be added without an RFP regardless of the dollar amount. The RFP Process shall not apply to an annual renewal of an existing contract unless the Departmental Component determines that the services are to be re-bid in its sole discretion.

IV. DEFINITIONS

In addition to the defined terms included in the Glossary of the DCF Contract Manual, the following terms, when capitalized, shall have the meanings as stated:

Applicant means the person, agency or entity responding to an RFP.

Evaluation Committee means the individuals approved by the Grants Management Committee to evaluate the proposals.

Grants Management Committee means the committee appointed and approved by the Chief of Staff to coordinate and manage the grant and request for proposal process among a variety of Departmental Components.

Grants Management Support Unit means the unit in the Chief of Staff's Office to support and maintain records of requests for proposals and responses to grant

applications. The unit shall also support the grant application process for federal or other grants.

V. PROCEDURES

The Departmental Component shall follow the procedures set forth in this policy when requesting proposals for the provision of third-party social services or training.

A. Approval to Proceed to Develop an RFP/Grant

1. The Departmental Component shall provide a request to the Grants Management Committee to recommend to the Chief of Staff the approval to proceed to develop an RFP or Grant. The Departmental Component shall contact the Grants Management Support Unit for the formal format of the request.
2. Upon approval, the Departmental Component shall proceed to develop the RFP/Grant and ensure that all participants in the development process provide appropriate ethics forms proscribed by the New Jersey State Ethics Commission for participation in the public procurement process relating to personal and financial relationships.

B. Request for Proposals (RFP)

1. The Department shall issue a public announcement regarding the availability of funds for the purchase of services. The announcement shall be drafted in accordance with the format and guidelines set forth in this policy and issued in a manner that permits reasonable competition among eligible service providers. The final draft shall be approved by the Grants Management Committee and recommended to the Commissioner or designee for final approval and retained on file with the Departmental Component and the Grants Management Support Unit.
 - a. Upon completion of the RFP and the approval process, the final document **shall** be published:
 - i. On the DCF Web Page on the internet; and, if appropriate, other publications intended to solicit reasonable competition.
 - b. A second announcement regarding the RFP **may** be published in the *New Jersey Register* and/or newspapers of general distribution.
 - c. Once the final document is issued, no information regarding the RFP shall be disclosed except as provided for in the public processes outlined in this policy.

- d. Pursuant to N.J.S.A. 52:14-34.5, the Department shall publish in the New Jersey Register, at a minimum semi-annually, the address of the DCF website where prospective Applicants may access information regarding the availability of funding and Requests for Proposals.
2. Prospective Applicants shall be provided an opportunity to obtain technical assistance and additional or clarifying information regarding the RFP or the services to be provided through a Bidders Conference and/or a time limited electronic Question and Answer (Q/A) period as determined by the Departmental Component and indicated in the RFP.
 - a. Attendance at the Bidders Conference may be voluntary or mandatory and shall be specified in the RFP;
 - b. Written inquiries received in the Q/A period shall be answered and posted on the DCF website as an addendum to the RFP.
 - c. Applicants may be requested to provide a Notice of Intent to Bid Form as provided on the DCF website in accordance with the terms set forth in the RFP. Failure to provide the Notice of Intent to Bid in the timeframe provided in the RFP will automatically disqualify an applicant from bidding on the RFP.
 - d. No contact other than through the question and answer process and the available website, DCFASKRFP@dcf.state.nj.us, shall be permissible during the RFP process. Failure to comply with this requirement may subject the potential applicant to a disqualification from bidding on the procurement.
 3. The RFP process shall be completed within 120 days of publication, inclusive of the review processes unless the process is extended due to unforeseen circumstances.
 4. All relevant documents, forms and materials shall be available on the DCF website, and may be supplied by the Grants Management Support Unit to a potential Applicant upon written request for an RFP/application package.

The RFP/application package may contain the following information and requirements: however the exact requirements shall be specified in the RFP:

- a. The amount of funds available, the source of funds, the purpose, scope, and goals of the programs and services being solicited, the geographic area to be served and any specific conditions, requirements, and/or constraints such as spending caps or match requirements;

- b. All requirements that must be met in order for the proposal to be evaluated;
- c. Applicant eligibility criteria;
- d. The address, contact person and telephone number to which the proposal is to be sent, the submission deadline (time and date), time frames for review of the proposal and awarding of Contracts, and the target date for implementation;
- e. The method and procedures that will be utilized to provide prospective Applicants technical assistance and additional or clarifying information regarding the RFP or the services to be provided, such as a Bidders' Conference or a Question and Answer (Q/A) period;
- f. Proposal evaluation criteria as delineated in this policy;
- g. The appropriate information forms and a list of required supporting documents as included in this policy;

B. Sole Source Services

Where there is none or only one response to the RFP, and after specifications of the RFP have been cited and all criteria of this policy have been met, the Department may issue a sole source contract. Documentation of any and all efforts to obtain multiple responses/proposals shall be kept in the Department's RFP file. Such documentation shall include every contact made by the Departmental Component to find a suitable service provider.

C. Internal Controls for Proposals

- 1. The Grants Management Support Unit shall retain all relevant correspondence in the RFP records. Such correspondence shall be maintained by staff other than those who are participating in the proposal review and selection process.
- 2. The following information, at a minimum, shall be maintained on file by the Grants Management Support Unit:
 - a. Name of the program;
 - b. Submission deadline date;
 - c. Date the completed proposals are received from the Applicants;

- d. List of Applicants whose proposals were disqualified or rejected as a result of Preliminary Screening processes, if applicable;
 - e. Name of the Department staff person receiving and/or screening the proposals;
 - f. Recommendation of the Proposal Evaluation Committee (Award Recommendation Report) and the Department's decision regarding contract awards; and
 - g. Date the decision letter notifying Applicants of acceptance or rejection was sent.
3. Proposals received from Applicants are to be date and time stamped upon receipt, or a written receipt if the time is not available.
 4. All notification letters concerning acceptance and rejection shall have the same date and be issued via email, first class mail, or overnight on that day.

D. Application/Proposal Requirements

Proposals/applications submitted in response to an RFP shall contain the information required by the RFP. Upon completion of the initial screening, proposals meeting the requirements of the RFP shall be distributed to the Proposal Evaluation Committee for its review. Failure to meet the criteria outlined in this section, or the submission of incomplete or non-responsive applications, may constitute grounds for immediate rejection of the proposal. The Departmental Component may issue a written notification to Applicants whose proposals were rejected as a result of the screening process. The following shall be required in each RFP

1. Statement of Assurances, as set forth on the DCF website;
2. Certification regarding debarment, as set forth on the DCF website;
3. Contractor Certification and Disclosure Forms in accordance with PL 2005, Chapter 51, as set forth on the DCF website, together with a completed Ownership Disclosure form, as set forth on the DCF website. Both forms and instructions can be found on the Department of the Treasury website at <http://www.state.nj.us/treasury/dpmc/forms.html>
4. Copy of the IRS Determination Letter regarding the Applicant's charitable contribution or non-profit status (if appropriate);

E. Composition of the Proposal Evaluation Committee

The Departmental Component shall nominate an Evaluation Committee of at least three (3) voting members to review proposals and make recommendations for funding.

1. The proposed Evaluation Committee shall be submitted to the Grants Management Committee and approved prior to the receipt of proposals.
2. The Evaluation Committee shall be broadly representative and culturally diverse. Members may include DCF staff and/or state or municipal representatives having expertise in areas such as contracting, finance, and program services.
3. The Evaluation Committee may utilize the services of a consultant to provide programmatic or technical expertise that will assist its members in the proposal evaluation process. Consultants may not serve as voting members of the Committee.
4. All voting and non-voting members shall receive a copy of the DCF Evaluation Committee Instructions and sign the Acknowledgement and Certification form as well as provide a signed Ethics Business Disclosure form to the Office of Legal Affairs.
5. An Evaluation Committee member (voting or non-voting) shall disqualify himself or herself when he or she has any interest, financial or otherwise, direct or indirect, in any Applicant, proposed sub-contractor thereof, or the results of the Committee's evaluations (see Conflict of Interest Law, N.J.S.A. 52:13D-12 et seq.).
6. Records shall be maintained by both the Departmental Component and the Grants Management Support Unit regarding the composition of the Evaluation Committee, including a listing of all voting and non-voting members, original and/or copies of all Evaluation Committee Member Acknowledgement and Certification forms. Any Ethics Business Disclosure form and/or disqualifications due to a Conflict of Interest shall be maintained by the DCF Office of Legal Affairs.

F. Evaluation of the Proposal

1. Proposals shall be assessed by the Evaluation Committee to ensure satisfactory documentation, capability, clarity, cost effectiveness and consistency with the requirements of the RFP.
2. The evaluation of proposals shall be documented in writing using pre-established forms and the point scoring methodology set forth in the RFP.

3. All meetings of the Evaluation Committee shall be documented and a summary of the results of those meetings retained as a copy of the Award Recommendation Report with the Grants Management Support Unit. The Evaluation Committee shall document the strengths and weaknesses of each proposal.
4. After all proposals have been evaluated and scored, a final Evaluation Committee meeting shall be convened, at which time a determination shall be made as to which Applicant(s) will be recommended to the Commissioner for a contract award.
 - a. The Evaluation Committee shall participate in the drafting of the Award Recommendation Report, which is signed by each evaluation committee member and forwarded to the Grants Management Support Unit. Upon approval by the Chief of Staff, the award recommendation package is prepared by the Grants Management Support Unit and provided to the Chief of Staff and then the Commissioner to assist in his/her determination as to which Applicant(s) will receive a contract award;
 - b. The Evaluation Committee's work concludes with the production of the signed Award Recommendation Report.
5. All Evaluation Committee proceedings, proposals and recommendations are considered confidential and shall not be disclosed by any member of the Evaluation Committee or DCF staff until the award(s) has been publicly announced.

G. Notification of Decision and Appeal Procedures

1. Upon determining which proposals are most responsive and advantageous to the needs of the clients to be served or services to be rendered, costs and other factors considered, the Grants Management Support Unit, under the Commissioner's signature, shall notify all Applicants in writing of its selection within the time frames specified in the RFP, not to exceed 90 days from publication.

The review process must be completed in a time-frame appropriate to Departmental policy as referenced in the RFP, and the total RFP process may not exceed 120 days from publication on the DCF website unless circumstances prevent the process to occur within this period.

2. In the event that a party appeals the determination of the Evaluation Committee, appeals shall be provided by mail, courier or overnight carrier to:

Office of Legal Affairs
Contract Appeals-3rd floor
222 South Warren Street
Trenton New Jersey 08625

3. Acceptance letters shall indicate that:

The award is contingent upon a successful Contract negotiation and that the Contract is not binding until funding has been verified and the Department's Standard Language Document, as set forth on the DCF website, is signed by both parties.

H. Retention of Documentation

Awarded Contracts, originals, all support materials and the record copy shall be retained by the Departmental Component for 3 years after the termination of the Contract and 4 years thereafter at the records center prior to destruction. Unsuccessful proposals shall be retained for 3 years by the Departmental Component and then may be destroyed.

The materials to be retained include the RFP, Applicant proposals, all evaluation sheets, documentation from Evaluation Committee meetings, and any other documentation that details why the agency was selected or not selected.

I. Post Award Reviews

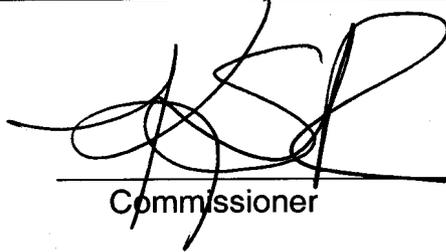
The Grants Management Support Unit may offer unsuccessful Applicants an opportunity to review the Evaluation Committee's rating of their respective proposals and a representative sampling of those that were selected for funding.

1. The Review may not include discussions or detailed comparisons of the unsuccessful proposal with those of other Applicants. Moreover, the Review may not reveal any information that is prohibited from disclosure by P.L. 2001, c. 404, or exempt from release under the Open Public Records Act including:
 - a. Trade secrets and proprietary commercial or financial information obtained from any source; or
 - b. Information which, if disclosed, would give an advantage to competitors or bidders.

2. A record of the Post Award Review shall be included in the RFP file.
3. Applicants shall not remove or make copies of any documents or materials that are made available during the Review session.

J. Contract Negotiations

At the time an award is made to the Applicant, negotiations shall proceed with the process of preparing and submitting a formal Contract package to the Department in accordance with DCF policy. The initial proposal as modified and agreed to by both parties may serve as the Annex A program description (see the Contract Reimbursement Manual and Contract Policy and Information Manual) for the Contract.



Commissioner