



Q&A

QUESTIONS AND ANSWERS

Family and Community Partnerships

2026 Request for Qualifications for Community Engagement and Facilitation Support Vendor Pool

Written questions related to the *content* of this Request for Qualifications (RFQ) were due on **September 24, 2026**.

A non-mandatory conference was held on **September 22, 2026, at 1:30 PM**.

Written *technical* questions about forms, documents, and format may be emailed at any time up to the due date to dcf.askrfp@dcf.nj.gov.

All responses must be submitted ONLINE.

To submit online, respondent must **first** complete and submit an Authorized Representative (AOR) registration form.

Click here to access the AOR Registration Form.

AOR Registration Forms must be received by **October 7, 2026**.

All responses must be received by **October 14, 2026 (by 12:00 NOON)**.

QUESTIONS AND ANSWERS

1. Will the Virtual Conference power-point be made available?

Answer: The Virtual Conference slides will be posted on DCF's public website. Because of technical difficulties experienced during the conference, a recording will also be posted. See related information on DCF's current RFP website: <https://www.nj.gov/dcf/stay-connected/providers-and-contractors/contracting-opportunities/>.

2. What is the total page limit for the response to the 19 questions?

Answer: The total page limit for all 19 questions is five pages. The five pages must be double-spaced with one-inch margins on all sides. The font must

be no smaller than 12 point in Arial or Times New Roman. Please include question numbers, but you do not need to include the question itself.

3. Is it possible to review a list of currently approved vendors?

Answer: This is a new initiative. There are no currently approved vendors.

4. Section III B, Item 10 of the RFQ requires *three letters of support* from community organizations. Would DCF accept letters of support from counties or other governmental entities to fulfill the requirement for letters from community-based organizations?

Answer: Yes. Only letters from family members of individuals receiving services and New Jersey State employees are prohibited.

5. Section III B, Item 10 – *Three Letters of Support*. May letters be provided by representatives of public-school districts or public schools who are not New Jersey State employees, provided the organization has previously partnered with the respondent and the letters address services relevant to this RFQ?

Answer: Yes. Only letters of support from family members of individuals receiving services and New Jersey state employees are prohibited.

6. Section III B, item 10, page 12, *Letters of Support*. The RFQ requires three letters from "community organizations with which you already partner specific to the provisions of services under this RFQ." Two questions.

First, where a response is submitted with a named partner organization or subcontractor, may the three letters come from community organizations with which that partner already partners, rather than with the respondent?

Second, must those community organizations be located in or serving New Jersey, or are letters from community organizations in other states acceptable where the work described is comparable in scope?

Answer: The response must identify a lead respondent and clearly define any proposed partnerships. Any partnerships or sub-contracts must be described in detail, including what the partner will contribute to the service. Any materials submitted with the response, including letters of support for the partner or subcontractor organization, must be clearly identified and attributed. There is no requirement that the letters of support be from community organizations located in or serving New Jersey.

7. Is it possible to partner with other organizations to provide this service?

Answer: Yes. The response must identify a lead respondent and clearly define any proposed partnerships or sub-contracts. Any partnerships or sub-contracts must be described in detail, including what the partner will contribute to the service. Any materials submitted with the response must be clearly identified and attributed.

8. Section I.E, page 6, Respondent Eligibility Requirements. The RFQ does not appear to address partnering. May a respondent submit with subcontractors or named partner organizations, and if so, can the subcontractors' or named partner organizations' experience, work samples and letters of support be used in the response? This question was raised in the conference chat and held for the written Q&A.

Answer: The response must identify a lead respondent and clearly define any proposed partnerships or sub-contracts. Any partnerships or sub-contracts must be described in detail, including what the partner will contribute to the service. Any materials submitted with the response, including samples of past work, must be clearly identified and attributed.

9. Page 10 - Are you looking only for vendors with experience in DCF-funded services? Or would our experience in other areas "count" towards our experience in our application?

Answer: No, this RFQ is not limited to vendors with experience with DCF-funded services. Any experience may be relevant if related to content of the RFQ.

10. Can we charge for our services? And if so, do we set the rates or does DCF?

Answer: Yes, you may charge for your services. DCF does not set the rates.

**11. Section III B, Item 8 – Organizational Chart (Page 13)
For a small business operating under a principal consultant model and engaging qualified subcontractors/associates as needed, should the organizational chart identify only current personnel, or may it also show anticipated subcontractor/associate roles that would be activated based on the scope of an engagement?**

Answer: You must provide a chart that describes your current personnel. You may, but are not required to, include proposed personnel if they are clearly identified as such.

- 12. Section III B, Item 7 – System for Award Management (Page 13)**
If a respondent has initiated SAM.gov registration but the registration remains in processing as the response deadline approaches, will DCF accept documentation showing that registration is pending, with the Active SAM record supplied upon activation, or must the SAM registration show Active status at the time of submission?

Answer: Yes, DCF will accept documentation showing that registration is pending. If qualified, you will be required to produce a SAM.gov registration record demonstrating active status.

- 13. Section III B, item 7, page 12, System for Award Management. If the Unique Entity Identifier has not been issued by October 14, is documentation of a pending SAM application sufficient at submission, as indicated during the conference?**

Answer: Yes, DCF will accept documentation showing that registration is pending. If qualified, you will be required to produce a SAM.gov registration record demonstrating active status.

- 14. The RFQ states: “*Respondents must be business entities that are duly registered to conduct business within the State of New Jersey, for-profit or non-profit corporations, partnerships, limited liability companies, etc., or institutions of higher education located within the State of New Jersey.*” Can NJ DCF confirm whether organizations that are duly registered to conduct business in New Jersey, but are not physically located within the state, are eligible to apply under this RFQ?**

Answer: Yes, organizations that are duly registered to conduct business in New Jersey, but are not physically located in New Jersey, are eligible to apply

- 15. Could you please clarify whether an out-of-state nonprofit must obtain a New Jersey Certificate of Authority and Business Registration Certificate before submitting its RFQ response, or whether these registrations may be completed after qualification and before contract execution?**

Answer: Yes. Respondents must obtain a New Jersey Business Registration Certificate and Certificate of Authority prior to submitting a response.

- 16. Is New Jersey charitable registration required for an out-of-state nonprofit seeking to provide contracted facilitation and training services without soliciting charitable donations in New Jersey?**

Answer: Yes. Out-of-state nonprofit organizations must obtain charitable registration.

17. Section III A, Experience and Capacity, Question 2 and Question 3, Page 10:

For purposes of demonstrating capacity to support multiple project sites regionally or statewide, may a respondent utilize a scalable staffing model consisting of organizational leadership, qualified contracted facilitators and subject-matter experts, and supervised college interns who provide administrative, research, evaluation, data collection, training-preparation, and logistical support?

Answer: Yes, the respondent may use a scalable staffing model so long as they clearly demonstrate the capacity to appropriately provide the services described in the RFQ.

18. Section I.E, page 6, Respondent Eligibility Requirements. Is there a minimum organizational size, staffing level, or number of years in business for this RFQ?

Answer: No. See answer to question 17 above. The respondent must clearly demonstrate the capacity to appropriately provide the services described in the RFQ.

19. Can for-profit business owners apply - particularly if they have experience conducting workshops, setting up programs and educating on AI, or is this RFP specific for non-profits?

Answer: Yes. For-profit organizations are eligible to apply.

20. Are digital signatures accepted for forms?

Answer: Yes. Digital signatures are acceptable.

21. Where do we submit the AOR Form?

Answer: The AOR form is required to be sent to DCF.ASKRFP@dcf.nj.gov. This form must be sent by close of business on Wednesday, October 7th.

22. What is the earliest date the AOR can be submitted?

Answer: The AOR form may be submitted any time up until the deadline (close of business on Wednesday, October 7th).

23. The RFQ states that "AOR registration forms must be signed and dated by the Chief Executive Officer or designated alternate." Can you please provide additional information for who qualifies as a

designated alternate and whether there is a required process for authorizing an individual other than the CEO to sign the AOR registration form.

Answer: An authorized representative is, generally, someone who can bind the entity in a contract as designated by entity leadership. There is no required process for authorizing an individual other than the CEO to sign the AOR registration form.

24. Section III B, item 1, pages 11 and 12, Previous Work Samples. Two questions on this item.

First, where relevant work was performed under a prior employer, the resulting work products are the property of that employer or its client and are not the respondent's to submit. Is a narrative description of work performed under a prior employer acceptable in place of the material itself?

Second, may work samples be supplied by a named partner organization participating in the response, attributed to that organization?

Answer: This RFQ requests the provision of relevant previous work samples (see page 11-12 of the RFQ), which may include project descriptions.

Any partnerships or sub-contracts must be described in detail, including what the partner will contribute to the service. Any materials submitted with the response, including work samples, must be clearly identified and attributed.

25. Section I.E, page 6, and Section III A, Questions 1 through 4, page 10. In describing relevant experience, may a respondent draw on engagements its principal performed while employed by another firm, where the response identifies the employer, the client and the individual's role, and presents the work as the principal's individual experience rather than as the respondent's corporate past performance?

Answer: Yes. Any materials submitted with the response must be clearly identified and attributed.

26. Section I.A, page 3. The RFQ states that the vendor pool list "will be valid for three years." Will DCF reopen the list to new providers during that period, or is the October 14 submission the only entry point for the full three years?

Answer: At this time, DCF does not anticipate issuing another RFQ for this vendor pool for three years.

- 27. Section III B, item 9, page 12, Trauma Informed Practices. The RFQ asks for written policies describing the incorporation of these practices into "your provision of services." For a respondent providing technical assistance, coaching and training to provider staff rather than direct services to children and families, does DCF expect the policy to describe how trauma-informed principles are applied in that technical assistance work? Is a policy adopted recently for this purpose acceptable?**

Answer: This RFQ response requires that you submit a description of your organization's trauma-informed practices. Recently adopted policies are acceptable. Trauma impacts children and the adults who care for them. The DCF Office of Resilience provides guidance on becoming trauma-informed <https://www.nj.gov/dcf/divisions-offices/oor/> and developing best practices.

- 28. The RFQ identifies several distinct technical assistance domains. In establishing the QTAP pool, does DCF intend to distinguish providers based on specific areas of expertise and seek representation across those domains, or will all qualified providers be included within a single pool regardless of specialization?**

Answer: DCF does not currently intend to distinguish the resulting qualified provider list based on the specific areas of expertise included on pages 3-4 of the RFQ.

- 29. Page 4, Section I.B (Funding Information): Will DCF publish rate guidance, a rate cap, or a standard fee schedule for services provided by Qualified Technical Assistance Providers, or will each QTAP set its own rates for negotiation with the engaging provider?**

Answer: No, DCF will not provide a set of rates. The approved QTAP provider will negotiate rates with the DCF contracted provider that hires them.

- 30. Page 4, Section I.B (Funding Information): Based on provider requests to date, can DCF describe the anticipated frequency or timing of QTAP engagements, such as periods of the program year when providers most commonly seek this type of support?**

Answer: No, DCF is unable to anticipate frequency or timing of engagements.