



REQUEST FOR PROPOSALS

FOR

My First Place-Transitional Living Program

Publication Date: July 7 2026

Questions Due: July 24, 2026

AOR Form Due: August 19, 2026

Response Deadline: by 12:00 NOON August 26, 2026

Funding of \$1,352,694 available

in federal funds: ALN # 93.558 and 93.674

**There will be a non-mandatory virtual conference
on July 21, 2026 at 10:00 A.M.**

The link for the conference is:

<https://www.zoomgov.com/j/1651761997>

Joseph E. Ribsam Jr.

Acting Commissioner

The Department of Children and Families (DCF) is the agency dedicated to ensuring all New Jersey residents are safe, healthy, and connected. To that end, DCF announces to potential respondents its intention to award a new contract.

TABLE OF CONTENTS

Section I - General Information

A. Summary Program Description	Page 1
B. Funding Information	Page 2
C. Pre-Response Submission Information	Page 4
D. Response Submission Instructions	Page 5
E. Respondent Eligibility Requirements	Page 6
F. Required PDF Content of the Response	Page 7

Section II - Required Performance and Staffing Deliverables

A. Subject Matter	Page 8
B. Target Population	Page 9
C. Activities	Page 10
D. Resources	Page 15
E. Outcomes	Page 20
F. Signature Statement of Acceptance	Page 21

Section III –Documents Requested to be Submitted with This Response

A. Organizational Documents Prerequisite to a DCF Contract Award Requested to be Submitted with This Response	Page 22
B. Additional Documents Requested to be Submitted in Support of This Response	Page 25

Section IV - Respondent's Narrative Responses (exclude from an RFQ)

A. Community and Organizational Fit	Page 27
B. Organizational Capacity	Page 28
C. Organizational Supports	Page 29

Section V - Response Screening and Review Process

A. Response Screening for Eligibility, Conformity and Completeness	Page 30
B. Response Review Process	Page 30
C. Appeals	Page 31

Section VI - Post Award Requirements

A. General Conditions of Contract Execution	Page 32
B. Organizational Documents Prerequisite to Contract Execution to be Submitted After Notice of Award:	
Post-Award Documents Prerequisite to the Execution of All Contracts	Page 32
Post-Award Documents Prerequisite to the Execution of This Specific Contract	Page 34
C. Reporting Requirements for Awarded Respondents	Page 34
D. Requirements for Awarded Respondents to Store Their Own Organizational Documents on Site to be Submitted to DCF Only Upon Request	Page 36

Section I - General Information

A. Summary Program Description:

The New Jersey Department of Children and Families (DCF), Division of Family and Community Partnerships' (FCP), Office of Housing (OOH) announces its intent to award up to three contracts (one per county) for the My First Place (MFP) transitional housing intervention in select counties (Burlington, Cumberland and Passaic) as part of DCF's youth housing continuum.

The MFP intervention is built on the belief that housing is a stabilizing factor, providing the primary foundation for young adults to be able to focus on education, employment, and critical life skills development. The supportive services provided through the MFP model are uniquely tailored to address the distinct barriers faced by the youth being served— barriers rooted in access to life skills support and education and employment opportunities. The MFP program objective is to ensure that youth are prepared for life on their own— from conflict resolution skills to nutritious eating— and, upon exit, are on the path to a living wage career inclusive of upward mobility and benefits for long-term stability.

The MFP intervention is intended for youth, aged 18 through 21 with a history of child welfare placement who are experiencing homelessness or housing instability. Youth must be no older than 21 years old at enrollment but may stay in the program beyond age 21. MFP contracted programs will support youth in accessing housing and provide individualized education and academic engagement, employment support and career exploration.

It is strongly recommended that grantees secure scattered site housing that ensures youth are housed in various locations throughout the community rather than in a centralized housing complex. The scattered site approach is vital for fostering independence among youth and facilitating their integration into the broader community. By providing access to various neighborhoods and local resources, the grantees can encourage youth to engage with their surroundings, build social connections, and develop essential life skills.

A respondent must submit a separate response for each county it is interested in serving. Up to three funding awards may be granted for the purpose of implementing the MFP intervention, serving youth in each of the identified counties. There is a limit of one award per grantee. Joint proposals may be submitted, but a lead agency must be identified; if selected, DCF's contract will be with the lead agency.

One award each will be granted to serve youth in the following areas:

Region	Youth to be served/level of service
Burlington County	20
Cumberland County	10
Passaic County	15

For each region, the level of service represents the number of youth /parenting youth to be served at all times with the available funds.

To be eligible, respondents must demonstrate partnerships with property owners willing to lease available units to the target population. Respondents must identify apartments for the designated number of youth to be served in that county and provide contracted MFP services. Up to two youth can reside in one unit as long as each youth has their own bedroom. It is strongly advised that no more than two youth reside in one unit.

B. Funding Information:

All funding is subject to appropriation. The continuation of funding is contingent upon the availability of funds and resources in future fiscal years. Contract renewal is contingent on the availability of funds.

Respondents are on notice that no annual increases will be considered as part of this contract to salaries, fringe, or benefits in future negotiations or contracts, unless approved by the State legislature for all contracting entities. Funds awarded under this program may not be used to supplant or duplicate existing funding.

Intended funding period: The intended funding period for the initial contract is six months: January 1, 2027, through June 30, 2027. The funds available are to be budgeted to cover the expenses incurred during the initial contract term to implement the program and operate program services for six months

Available funding FY27: DCF will make available \$1,325,694 in Fiscal Year (FY) 2027 in federal funds: ALN#s 93.558 and 93.674. DCF reserves the right to award all or a portion of these funds. DCF will not reimburse expenses incurred prior to the effective date of the contract except for approved start-up costs.

Available funding by award/region:

County	Level of service	One-time start-up costs	Anticipated FY27 6-month operating costs	FY27 6-month total
Burlington	20	\$88,000	\$500,000	\$588,000
Cumberland	10	\$45,000	\$250,000	\$295,000
Passaic	15	\$65,000	\$377,694	\$442,694
Totals	45	\$198,000	\$1,127,694	\$1,325,694

Start-up: DCF may reimburse start-up expenditures for these initial contracts.

- Respondents may propose start-up expenditures in the amounts detailed in the table above to be expended in FY27.
- All start-up costs are subject to contract negotiations and DCF approval. Funds for approved start-up cost funds will be released upon the execution of a finalized contract and will be paid via Scheduled Payments.

Anticipated funding FY28: DCF anticipates making available up to \$2,255,388 in funding for the 12-month budget period beginning July 1, 2027, through June 30, 2028, contingent on availability.

County	Level of service	Anticipated FY 28 12-month operating costs
Burlington	20	\$1,000,000
Cumberland	10	\$500,000
Passaic	15	\$755,388
Totals	45	\$2,255,388

Matching funds: Matching funds are not required. Responses that demonstrate the leveraging of other financial resources are encouraged.

Proposed budgets and budget narratives: Two proposed budgets are required with this Request for Proposals (RFP) response.

The first proposed budget will detail anticipated expenditures from the date the contract is effective on January 1, 2027, through June 30, 2027. This proposed budget shall include the one-time startup costs and anticipated operating costs as listed by county in the available funding FY27 table above. Award amounts may **not** exceed the proposed budget amounts for a budget period. DCF will consider requests to carry forward unspent funds and may approve or deny such requests at their discretion.

The second proposed budget shall detail anticipated expenditures for the twelve-month period from July 1, 2027, through June 30, 2028, as listed by county in the anticipated funding FY28 table above..

Both proposed budgets, including anticipated costs for program operations and start-up, if applicable, must be submitted using the [Proposed Budget Form](https://www.nj.gov/dcf/providers/contracting/forms/) for NJ DCF found at: <https://www.nj.gov/dcf/providers/contracting/forms/>.

Each proposed budgets also requires a proposed budget narrative that includes a justification and detailed summary, including basis of allocation and a breakdown of categories, where applicable, for the costs in the proposed budget.

The proposed budget forms and the proposed budget narratives must be submitted as documents included in “PDF 3” of your proposal. For additional information on

PDF 3, see Section III, *Documents Requested to be Submitted with This Response*, below.

Actual Budgets: The proposed budget submitted with a response is not the actual budget an awarded respondent will submit for DCF approval as part of the contract. If awarded a contract, the awarded respondent shall submit for approval its first Annex B Budget for the period of January 1, 2027, through June 30, 2027, using the more detailed Annex B Budget Form found at: <https://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls>. In addition to the first six months of operating costs, all start-up costs also must be included in this Annex B Budget.

The awarded respondent shall prepare and submit an annual budget each fiscal year. DCF will issue payments to the provider on a scheduled basis up to the contract's approved budget amount.

Each budget will require Reports of Expenditures and be subject to the DCF contract close out process following the end of the contract term in accordance with the DCF Contract Close Out policy at: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_closeout.pdf

DCF will compare the actual approved expenditures appearing on the final report of expenditures and the independent audit with the total contract revenue realized through the receipt of scheduled payments and may recoup as an overpayment the funds that exceeded the actual allowable contract expenditures of the approved budget.

C. Pre-Response Submission Information:

Virtual Conference

There will be a non-mandatory virtual conference for all respondents held on July 21, 2026.

Topic: Virtual Conference-My First Place

Time: Jul 21, 2026 10:00 AM Eastern Time (US and Canada)

Join ZoomGov Meeting

<https://www.zoomgov.com/j/1651761997>

Meeting ID: 165 176 1997

One tap mobile

+16692545252,,1651761997# US (San Jose)

+16469641167,,1651761997# US (US Spanish Line)

Dial by your location

- +1 669 254 5252 US (San Jose)
- +1 646 964 1167 US (US Spanish Line)
- +1 646 828 7666 US (New York)
- +1 669 216 1590 US (San Jose)
- +1 415 449 4000 US (US Spanish Line)
- +1 551 285 1373 US (New Jersey)

Meeting ID: 165 176 1997

Find your local number: <https://www.zoomgov.com/join/1651761997>

Join by SIP

- 1651761997@sip.zoomgov.com

Join by H.323

- 166.108.98.42 (US West)
- 166.108.66.42 (US East)

Meeting ID: 165 176 1997

Questions

Respondents may not contact DCF in person or by telephone concerning this RFP. Questions may be sent in advance of the response deadline via email to DCF.ASKRFP@dcf.nj.gov.

Technical inquiries about forms, documents, and format may be requested at any time prior to the response deadline, but **questions about the content of the RFP must be requested by 12 P.M. on July 24, 2026.**

Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP and each question should reference the page number and section number to which it relates. All inquiries submitted should reference the program name appearing on the first page of this RFP.

Written inquiries will be answered and posted on the DCF website as a written addendum to this RFP at: <https://nj.gov/dcf/providers/notices/requests/>

D. Response Submission Instructions:

All responses must be delivered **ONLINE by 12:00 p.m. on August 26, 2026.** Responses received after this deadline will not be considered.

To submit online, respondent must first complete an Authorized Organization Representative (AOR) registration form found at [AOR.pdf \(nj.gov\)](#) and send it to DCF.ASKRFP@dcf.nj.gov no later than five business days before the response due

date. AOR registration forms received after close of business August 19, 2026, may not be processed in time for the response due date.

AOR registration forms must be signed and dated by the Chief Executive Officer or designated alternate and sent to DCF.ASKRFP@dcf.nj.gov. Only one AOR registration form is required, even if the respondent intends to file multiple responses. The respondent is required to enter each location to be served on the AOR registration form.

Upon receipt of the completed AOR registration form, DCF will grant the respondent permission to proceed and provide instructions for the submission of the response(s) electronically. DCF recommends emailing your AOR registration forms as soon as you know you will be filing a response to allow time to report to DCF any technical difficulties you may encounter and resolve them.

E. Respondent Eligibility Requirements:

Respondents that have State or Federal grants or contracts must be compliant with all their terms and conditions and in good standing as grantees and contractors.

Respondents must not be suspended, terminated, or barred for deficiencies in the performance of any grant or contract award, and if applicable, all past issues must be resolved as demonstrated by written documentation.

DCF may disqualify and decline to forward for the review of the Evaluation Committee a response from those under a corrective action plan or performance improvement plan in process with DCF or any other New Jersey State agency or authority.

Respondents must be fiscally viable and be able to comply with the contracting rules and regulations set forth in the DCF Contract Policy and Information Manual (CPIM) found at: [DCF | Contracting Policy Manuals \(nj.gov\)](#).

Where required, all respondents must hold current State licenses.

Respondents must have a governing body that provides oversight as is legally required in accordance with how the entity was formed, such as a board of directors for corporations, or the managing partners of a Limited Liability Corporation (LLC)/Partnership, or the members of the responsible governing body of a county or municipality.

Respondents must have the capability to uphold all administrative and operating standards as outlined in this RFP.

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.

Respondents awarded a contract shall be fully staffed to meet the needs of the maximum census of youth within 90 days of contract award or the award will be subject to be rescinded. Extensions may be available by way of written request to DCF.

Respondents awarded a contract must be prepared to execute any planned sub-contracts, memorandum of agreements with vendors, consultants, or agencies, after the review and approval of DCF, within 30 to 45 days of contract execution. OR Respondents must submit with their proposals for review and approval the proposed sub-contracts/memorandum of agreements with vendors, consultants, or agencies they will execute if awarded a contract.

F. Required PDF Content of the Response:

In response to this RFP, you are required to submit four separate PDF documents labeled as follows:

- **PDF 1:** *Section II - Required Performance and Staffing Deliverables* (ending with a Signed Statement of Acceptance)
- **PDF 2:** *Section III - Documents Requested to be Submitted with This Response, Subsection A. (Organizational Documents Prerequisite to a DCF Contract Award Requested to be Submitted with the Response)*
- **PDF 3:** *Section III – Documents Requested to Submitted with This Response, Subsection B. (Additional Documents Requested to be Submitted in Support of This Response)*
- **PDF 4:** *Section IV - Respondent's Narrative Responses, subsections ABC (A. Community and Organizational Fit; B. Organizational Capacity; and C. Organizational Supports)*

The required contents of these four PDFs are detailed in Sections II through IV of this RFP.

Section II - Required Performance and Staffing Deliverables

After reviewing the required deliverables listed below, respondents must sign the statement at the bottom of this Section II to signify acceptance of all of them.

Submit a complete copy of the content of Section II – Required Performance and Staffing Deliverables, starting with this page and ending with your signed Statement of

Acceptance, as a single PDF document. This will be the first PDF submission in your response packet and is to be labeled as: **PDF 1**.

A. Subject Matter - The below describes the needs the awarded respondent must address in this program, the goals it must meet, and its prevention focus.

- 1) **The need for this program as indicated by data regarding the health and human services issues and parent and community perceptions is:**

DCF's vision is for all New Jersey residents to be safe, healthy and connected. Since its creation in 2006, DCF has implemented a strong, statewide network of core services, including child protection and child welfare services, children's behavioral health care, programming to support children with intellectual and developmental disabilities and their families, community-based family strengthening services, specialized educational programming, services and programming to support women, and more. Over 100,000 New Jersey constituents are supported by these services monthly. As demonstrated by the current Strategic Plan, DCF is committed to providing high-quality, evidence-based, or evidence-informed services to individuals, youth and families in New Jersey.

National data trends demonstrate that homelessness and housing instability are on the rise, and young adults are at particularly high risk of negative outcomes without swift and comprehensive intervention. The data consistently highlights the critical need for housing and related supports for young adults. Of note:

- One in every ten young adults, ages 18–25, experience some form of homelessness over the course of a year.
- On a single night in 2024, over 38,170 unaccompanied youth experienced homelessness nationally. Of these youth, 93% were between the ages of 18 to 24 and 33% of were unsheltered.¹
- For youth aging out of care the housing need is even more critical, with about 20% of foster youth becoming homeless the day they age out of care;² while an additional 25% to 50% percent are unstably housed— either doubling up, sleeping on friends' couches, or facing eviction.
- These alarming statistics are compounded by the lack of economic security for youth at a pivotal point in their life span. An estimated 13% percent of young adults are neither in school nor working.

New Jersey's most recent point-in-time homelessness count largely reflects the national picture— with more households experiencing homelessness and housing instability than in previous years.

It is well known that housing instability impacts every aspect of safety, health and

¹ [Home - National Alliance to End Homelessness](#)

² Christina Dronen (March 2022). 42 Aging Out of Foster Care Statistics. Finally Family Homes.

well-being, and the connection between housing and the social determinants of health is well-documented.³ Across multiple disciplines, the literature, makes clear the connection between homelessness/housing instability and health problems⁴, developmental delays, academic achievement, behavioral and mental health conditions⁵, life expectancy,⁶ and long-term earning potential.⁷ For young adults, homelessness and housing hardship alone, can be life altering. When added to other risk factors, such as aging out of care, disability, health concerns, substance misuse, high school incompleteness, runaway status, teenage pregnancy and identifying as LGBTQI, young people who are unstably housed face circumstances that feel insurmountable.

To comprehensively address the needs of youth experiencing homelessness and housing instability, an integrated response is vital – one in which the child and family serving system partners with young people to advance youth-centered evidence-informed housing interventions, deepen collaborations beyond the child and family system and bolster the capacity of community partners to change the life trajectory of young adults.

2) **The goals to be met by this program are:**

The goals of MFP are as follows:

- Prevent youth homelessness and increase housing stability.
- Increase educational attainment by supporting youth to finish high school and enroll in college or a trade program.
- Improve youth's economic security by increasing job skills and career readiness.
- Develop youth's healthy living skills.

3) **The prevention focus of this program is:**

The MFP intervention supports the prevention of homelessness, housing instability and unemployment.

B. Target Population - The below describes the characteristics and demographics the awarded respondent must ensure the program serves.

- 1) **Age:** 18 through 21. Youth must be under 21 years old at enrollment but may stay in the program beyond age 21.

³ Housing And Health: An Overview of The Literature," Health Affairs Health Policy Brief, June 7, 2018. DOI: 10.1377/hpb20180313.396577 Retrieved from Housing and Health: An Overview Of The Literature | Health Affairs

⁴ Housing and Health: An Overview of The Literature," Health Affairs Health Policy Brief, June 7, 2018. DOI: 10.1377/hpb20180313.396577

⁵ Rafferty, Y. Shinn (1991). The Impact of homelessness on children. American Psychologist, 46, 1170-1179.

⁶ Journal of the American Medical Association. 2013. Mortality Among Homeless Adults in Boston: Shifts in Causes of Death Over a 15-year Period. Accessed at: www.ncbi.nlm.nih.gov/pmc/articles/PMC3713619/pdf/nihms-493296.pdf

⁷ Andersson F., Haltiwanger, J., Kutzbach, M., Palloni, G., Pollakowski, H. & Weinberg, D. 2017. Living in Subsidized Housing Is Positively Associated with Adult Well-Being. Retrieved from: hlm_brief_public_housing_better_economic_outcomes.pdf (macfound.org)

- 2) **Grade:** N/A
- 3) **Gender:** All
- 4) **Marital Status:** N/A
- 5) **Parenting Status:** Each intervention will include slots for pregnant or parenting youth.
- 6) **Will the program also serve the children of the primary service recipient?** Yes, expectant and parenting youth and their child(ren) may access this program.
- 7) **DCF CP&P Status:** Aged out youth (>18). The target population for this intervention is youth aged 18 through 21 who are unstably housed and have current or past child welfare placement history. Youth must under 21 years old at enrollment but may stay in the program beyond age 21.
- 8) **Descriptors of the primary service recipient:** Homeless, Housing Instability, Survivor of Domestic Violence, Survivor of Human Trafficking, Survivor of Sexual Violence, Underemployed and Unemployed.
- 9) **Descriptors of the Family Members / Care Givers / Custodians of the primary service recipients also required to be served:** N/A
- 10) **Other populations/descriptors targeted and served by this program:**

Youth will be primarily identified by the Child Protection and Permanency (CP&P) Local Offices initially. Local Continuums of Care (CoC) and advocates also able to make referrals in conjunction with the community provider partner. Youth may also self-refer to MFP. Additional information on referrals is included in section C, question 6 below.

DCF's OOH will confirm eligibility and verify housing status and child welfare involvement. Priority will be given to eligible young adults with child welfare placement experience stemming from CP&P Local Offices in Burlington, Cumberland and Passaic counties.
- 11) **Does the program have income eligibility requirements?** No

C. Activities - The below describes the activities this program initiative requires of awarded respondents, inclusive of how the target population will be identified and served, the direct services and service modalities that will be provided to the target population, and the professional development and training that will be required of, and provided to, those delivering the services.

1) **The level of service increments for this program initiative:**
Unduplicated individuals.

2) **The frequency of these increments to be tracked:** Monthly, quarterly, and annually.

3) **Estimated Unduplicated Service Recipients:**

Burlington: 20
Cumberland: 10
Passaic: 15

4) **Estimated Unduplicated Families:** N/A

5) **Is there a required referral process?** Yes

6) **The referral process for enabling the target population to obtain the services of this program initiative:**

Youth may be referred to the MFP intervention through multiple referral pathways, including:

Referral Sources	
Self-Referral	Youth may contact the Adolescent Housing Hub (AHH)
Child Welfare Teams/ CP&P	- CP&P caseworker - CP&P liaison or Designee
Community Providers	- Youth services provider - Mental health provider - Healthcare provider - School or other education setting - Other community agency

7) **The rejection and termination parameters required for this program initiative:**

Youth without child welfare involvement, or those who do not meet other eligibility criteria, are not eligible to participate in the intervention.

Awarded respondents will communicate expectations and transitions parameters with young adults at the time of enrollment.

8) **The direct services and activities required for this program initiative:**

The grantee will facilitate MFP activities, including the following:

Initial Needs Assessment: The Initial Needs Assessment is completed during the intake process with the youth. The MFP team may include a

combination of staff who will assess the young adult's education, employment, familial history, concrete needs and other factors that will guide service provision.

Service Planning: MFP staff will partner with young adults to develop goals and a service plan, utilizing the strength and needs assessment. When applicable, MFP staff coordinates with CP&P to ensure service planning is comprehensive. The youth's service plan should be revisited at regular intervals to ensure services are relevant and achieve the intended outcomes identified by the youth. The youth's service plan should be updated on an ongoing basis as strengths and needs change throughout the course of service delivery.

Secure Housing: Facilitate/lease housing within the community based on accessibility to public transportation, community resources, safety, education and employment opportunities. Provide move-in, relocation and move-out assistance. Facilitate sessions focused on building good tenancy and healthy living skills, communication and conflict resolution, training in financial management, identifying unhealthy influences, and setting boundaries with friends and family. Facilitate lease review, move-in and move-out, and unit inspections. Facilitate the planning and coordination of childcare, if applicable. The awardee shall serve as the master-lessor of the units/apartments. In addition to the cost of the housing, the awardee will be required to cover basic utilities, including electric, gas, water, and internet, as well as initial move-in costs, i.e., security deposits, using specific assistance funds. When employed, youth are expected to pay 30% of their earned income toward rent; these funds are returned to the youth upon exit from the program.

One-to-One Education and Academic Sessions: Provide youth with one-on-one support to complete their high school diploma or General Educational Development (GED) certificate and, once eligible, enroll in postsecondary education or trade school. Facilitate education assessments and academic tutoring and education workshops and activities to prepare youth for educational success. Youth enrolled at the postsecondary level receive support in course selection and accessing financial aid and academic support resources.

One-to-One and Group Employment and Career Exploration Sessions: Provide youth with one-on-one support and facilitate employment workshops focused on job training and retention, goal setting, resume/cover letter development, and building work readiness skills. Broker relationships among youth and local businesses and employment service agencies to facilitate apprenticeships, internships and jobs that will help youth improve their long-term economic security.

Linkage to Other Community Based Services: The needs of young adults must be met in collaboration with multiple system partners. A core component of service coordination includes connection to community resources and supports to address needs, especially needs that exceed the scope of the intervention, e.g., medication monitoring. The MFP team will connect youth to resources in the community and provide individual support to ensure successful service linkage, as needed.

Specific Assistance and Concrete Support: MFP programs are authorized to allocate financial assistance funds to support initial move-in costs, help address one-time material needs that are not addressed by CP&P or to advance the goals identified by the youth. These funds are considered “Specific Assistance to Clients” and must be specified in the approved program budget (DCF Contract Annex B).

- 9) **The service modalities required for this program initiative are:**
- a) **Evidence Based Practice (EBP) modalities:** N/A
 - b) **DCF Program Service Names:** RES, Transitional Living, My First Place
 - c) **Other/Non-evidence-based practice service modalities:** N/A
- 10) **The type of treatment sessions required for this program initiative are:** One-to-one sessions and group sessions.
- 11) **The frequency of the treatment sessions required for this program initiative are:** Recommended youth meet with Youth Advocate once weekly. Weekly support groups are also available and encouraged.
- Recommended duration of program involvement: thirty-six months.
- 12) **Awarded respondents are required to communicate with Parent/Family/Youth Advisory Councils, or to incorporate the participation of the communities the providers serve in some other manner:** Awarded respondents are expected to participate in advisory councils/boards in their local community/area of service. Programs are required to incorporate participation of the community in which they serve. For example, programs should partner and collaborate with schools/education partners and local businesses/employers etc. To facilitate youth’s success.

Specific advisory councils and boards include but are not limited to:

- Local CoCs
- Local Youth Advisory Boards
- Human Service Advisory Council (HSAC)

- 13) **The professional development through training, supervision, technical assistance meetings, continuing education, professional board participation, and site visits, required for this program initiative are:** Staff of awarded respondents must participate in all MFP training, coaching, consultations and site visits, in addition to other training deemed necessary by DCF.

The MFP training and coaching curriculum includes, but is not limited to, the following courses and activities:

- **Online, interactive modules:** Each staff role has a sequence of initial trainings or modules that must be completed in the first two months of employment. These modules provide staff with the foundation to implement MFP with fidelity and introduce key documents. These modules also provide initial opportunities for staff to reflect on their attitudes and beliefs related to the MFP guiding principles.
- **Supervisory Orientation:** This module allows new staff and the Program Manager to build rapport to foster a positive supervisor-supervisee relationship. This module also enables the Program Manager to set expectations for the new staff and explore their supervision style. It also provides new staff an opportunity to clarify the kind of support they will need from the supervisor.
- **Field shadowing days:** These sessions provide an opportunity for new staff to observe experienced staff perform the job. This provides new staff with direct observation of the program in action, an opportunity to reflect on what they observe to help build their own practice, and an opportunity to meet seasoned staff in their role to gain their perspective on the program.
- **Review sessions** are times set aside for new staff to review their notes and any materials they have seen so far. This is meant to help new staff organize the information they have received, complete any follow up tasks they have, and note any questions to keep in mind for later modules and for their reflection with the Program Manager.
- **Reflection sessions** with the Program Manager are built in throughout the orientation. These sessions set aside time for new staff and the Program Manager to discuss, evaluate, and integrate the information learned so far and prepare for upcoming modules or meetings.

Awarded respondents are required to participate in site visits and Youth Service Reviews bi-annually.

Model implementation fees will be paid by DCF. This includes the cost of training, coaching, and consultation.

Awarded respondents are also required to participate in all DCF meetings related to this initiative.

- 14) **The court testimony activities, which may address an individual's compliance with treatment plan(s); attendance at program(s), participation in counseling sessions, required for this program initiative are:** N/A

The student educational program planning required to serve youth in this program: Education Specialists support youth in completing their high school diploma or High School Equivalency (HSE) and once eligible, enrolling and progressing in college or vocational training. The Specialists provide in-depth educational assessments, academic tutoring and support in preparing for enrollment in post-secondary education. Participants also receive support in study skills, academic time management, and communication with teachers to maintain success post-enrollment through semester completion.

D. Resources - The below describes the resources required of awarded respondents to ensure the service delivery area, management, and assessment of this program.

- 1) **The program initiative's service site is required to be located in:** County Specific. The awarded respondent's service site must be in the awarded county.
- 2) **The geographic area the program initiative is required to serve is:** Each program is required to serve youth in the awarded county/region. While young adults from any county may seek services, priority will be given to eligible young adults with child welfare placement experience stemming from CP&P Local Offices in Burlington, Cumberland and Passaic Counties.
- 3) **The program initiative's required service delivery setting is:** Agency sites, youth homes and community.
- 4) **The hours, days of week, and months of year this program initiative is required to operate:** All year, 24/7.
- 5) **Additional procedures for on call staff to meet the needs of those served twenty-four (24) hours a day, seven (7) days a week?** Yes. Staff must be accessible 24 hours a day, seven days a week. Must be available via phone where in-person is not applicable.

- 6) **Additional flexible hours, inclusive of non-traditional and weekend hours, to meet the needs of those served?** Yes.
- 7) **The language services (if other than English) this program initiative is required to provide:** Efforts should be made to provide services in the youth's primary language, i.e., translation services or direct staff.

MFP materials are available in English and Spanish.

- 8) **The transportation this program initiative is required to provide:** While programs are not required to provide transportation, programs are expected to assist youth with their transportation needs when needed.
- 9) **The staffing requirements for this program initiative, including the number of any required Full Time Equivalents (FTE), ratio of worker to youth, shift requirements, supervision requirements, education, content knowledge, credentials, and certifications:** Through the MFP program, each youth is assigned a service team consisting of a Youth Advocate, Education and Employment Specialist, and Housing Specialist. Youth are engaged in services at least once each week by a MFP team member, typically where the youth resides or in a community location that is convenient to the young person.

The MFP staffing model was developed using a minimum assumption of up to 30 youth served with standard ratios of 1:15 for the Youth Advocates and 1:30 ratios of the Education and Employment Specialists. Given the county-based level of service outlined within this RFP, the applicant may design alternative ratios based on the designated level of service.

The MFP staffing model, roles and job descriptions are as follows:

Position	Education and Experience	Description and Key Activities
Program Manager/Director (1FTE)	- Master's Degree OR - Bachelor's Degree with four years' experience	The Program Manager directs the day-to-day operations of the program; including staff recruiting, selecting, coaching, supervising and coaching.
Youth Advocate (One full time Youth Advocate can serve up to 15 youth)	- Master's Degree, Non-Clinical OR - Bachelor's Degree with two years' experience	- The Youth Advocates provide Intensive Case Management, meeting with participants weekly to develop and work on their individualized action plan, explore social-emotional topics or challenges, and ensure basic independent living needs, such as groceries or healthcare, are met. - Youth Advocates coach, support, and intervene as needed, to ensure the young adult achieves outcomes in the four priority areas: Education, Employment, Healthy Living, and Long-term Housing Stability. - This Intensive Case Management also includes individualized training on topics

		such as financial management, conflict resolution, identifying unhealthy influences, and setting boundaries with friends and family.
Education and Employment Specialist (One full time Education and Employment Specialist can serve up to 30 youth.)	Bachelor's Degree	• The Education and Employment Specialists support youth in completing their high school diploma or HSE and once eligible, enrolling and progressing in college or vocational training. • Education and Employment Specialists provide in-depth educational assessments, academic tutoring, and support in preparing for enrollment in post-secondary education. Young adults enrolled at the post-secondary level receive help in course selection and identifying on-campus and community resources for financial aid and academic support. Youth also receive support in study skills, academic time management, and communication with teachers to maintain success post-enrollment through semester completion. • Education and Employment Specialists also support young adults in building skills for employment readiness and success in the workplace. Youth will receive support with job training and retention, goal setting, resume and cover letter writing, and building soft skills.
Housing Specialist (1FTE)	Bachelor's Degree	• Housing Specialists collaborate closely with youth and the MFP team, with the most significant interactions occurring at critical housing junctures such as lease review, move-in and move-out, and unit inspections. • Housing Specialists ensure tenancy rights are upheld through regular housing advocacy, while also reminding youth of their responsibilities through the development of good tenancy habits and holding them accountable when needed. • Housing Specialists provide moving assistance upon move-in, and if necessary, during any re-location while in program, and finally, upon move-out as well. • Housing Specialists work closely with program staff and participants to ensure that youth choice, safety, and accessibility to school and other community supports are considered when procuring housing.

Important note, the one FTE employee shall be scheduled to work 35-40 hours per week.

- 10) **The legislation and regulations relevant to this specific program, including any licensing regulations:** Awarded Respondents are reminded of their obligation to comply with legislative and regulatory requirements found in the Standard Language Document and the Notice of Standard DCF Contract Requirements.

11) **The availability for electronic, telephone, or in-person conferencing this program initiative requires:** Youth should be able to connect with the provider via all modes of communication, electronic, telephone and in person. The grantee must have a dedicated phone line and other electronic means that allow youth to connect with staff directly and are answered by staff during regular business hours, and non-business hours. Grantees should have internet, computers/tablets, Hotspot capabilities, including apps and/or platforms that enable staff to facilitate virtual discussions.

12) **The required partnerships/collaborations with stakeholders that will contribute to the success of this initiative:** The needs of young adults cannot be met by one public service system. Respondents shall consider the holistic needs of youth and collaborate with multiple services, professionals, and systems to integrate services that are flexible and responsive. Providers with established partnerships and experience working collaboratively to serve youth will be well-positioned for this opportunity.

The grantee and CP&P staff shall work collaboratively and communicate regularly to ensure the youth's safety, permanency, well-being, and their overall success. It is anticipated that a young adult's CP&P case may close following enrollment and stabilization; the CP&P case does not need to remain open for youth to continue participation in the intervention.

The grantee shall demonstrate partnerships and/or develop collaborative relationships with local service systems and provider networks to effectively advocate for and access needed community resources and supports for these youth. The successful respondent will demonstrate experience and success in routine consultation and interaction with other agencies, shared outcomes, and processes for communication and information sharing. Respondents shall propose a plan that includes collaboration with critical service providers and other stakeholders.

The grantee shall conduct and participate in ongoing case conferences with CP&P and other community providers to ensure coordinated planning with the youth and an integration of services and resources.

13) **The data collection systems this program initiative requires:** Grantees will be expected to collect and report on individual-level program data including, but not limited to; participant demographics, outcomes, fidelity metrics, and other performance metrics.

Awarded respondents will be required to share data monthly with the model developer and DCF using approved data collection and reporting systems. Adaptations to existing Electronic Health Record systems may be required to meet the expectations of the model developer, First Place for Youth®.

- 14) **The assessment and evaluation tools this program initiative requires:**
The following tools are required to be administered as part of the MFP model.

- Pre-Enrollment Intake Assessment
- Action Planning Tool
- Steps to Success Framework
- Baseline Assessment
- In-Program Assessment
- Exit Interview Assessment

In addition to the above listed tools, the Youth Advocate and Education and Employment Specialist utilize the following tools throughout the MFP intervention:

- **Youth Advocate:**
 - **Youth Advocate Assessment Interview:** This assessment tool is used support reporting, evaluation, service planning and delivery.
 - **Youth Voice Assessment:** This assessment is comprised of a set of assessment and screening tools that help the youth and Youth Advocate identify priority areas for planning and services.
 - **Youth Living Skills Assessment:** This assessment is an independent living skills assessment tool designed to identify needs, strengths, and priority areas to support service planning and delivery.
- **Employment and Education Specialist:**
 - **Comprehensive Adult Student Assessment System (CASAS):** The CASAS is a validated competency-based assessment tool for determining a young person's employability competencies. Results are used to identify a youth's current skill level, measure preparedness for education and employment programs, and match a youth to job training, career-related, and academic opportunities.
 - **Realistic, Investigative, Artistic, Social, Enterprising, and Conventional (RIASEC) Assessment:** The RIASEC is an evidence-informed tool that is used to help youth decide what types of occupations, jobs, education classes, and leisure activities they want to explore based on their interests and personality.
 - **Learning Styles Assessment:** The Learning Styles Assessment identifies a youth's preferred learning style, e.g., visual, auditory, or kinesthetic, to inform strengths and areas to develop and allow staff to better support youth in school, work, and other learning environments.

E. Outcomes - The below describes the evaluations, outcomes, information technology, data collection, and reporting required of respondents for this program.

- 1) **The evaluations required for this program initiative:** The awarded respondent shall agree to participate in all technical assistance, teaming, and evaluation-related activities for the program and collaborate with DCF and any additional third-party evaluators and/or consultants.
- 2) **The outcomes required of this program initiative:**
 - a) **Mid Term Outcomes:**
 - Secure stable housing.
 - Improve tenancy skills.
 - Improve educational attainment and enroll in educational settings, i.e., high school, college, and trade school.
 - Improve job skill/career readiness and enroll in employment opportunities.
 - Improve healthy living skills.
 - Expand social network and connection to community resources.
 - b) **Long Term Outcomes:**
 - At least 80% of youth exit to stable housing.
 - At least 50% of youth obtain a high school diploma or GED.
 - At least 50% of youth enroll in post-secondary education.
 - At least 60% of youth make progress in secondary or post-secondary education.
 - At least 50% of youth maintain employment for a minimum of 90 days.
 - At least 80% of youth avoid arrests during the intervention.
 - Increase social connections.
 - Improve long term economic security and employment stability.
 - Increase youth's confidence and sense of agency.
 - Prevent long term homelessness and housing instability.
- 3) **Required use of databases:** Awarded respondents shall collect and report program data using DCF approved data collection and reporting systems.
- 4) **Reporting requirements:** In addition to the general contractor reporting requirements specified below, awarded respondents shall collect program data and provide monthly, quarterly, and/or annual reports to DCF as indicated. Frequency and format of reports will be determined collaboratively with providers post-award.

Awarded respondents will also be expected to participate in continuous quality improvement (CQI) and monitoring activities as indicated by DCF. Awardees are expected to complete and submit quarterly expenditure reports (Reports of Expenditures) to their identified DCF Business Office and other reports specified in Section VI - Post Award Requirements of this RFP, subsection C., Contractor Requirements for Reporting.

F. Signature Statement of Acceptance:

By my signature below, I hereby certify that I have read, understand, accept, and will comply with all the terms and conditions of providing services described above as *Required Performance and Staffing Deliverables* and any referenced documents. I understand that the failure to abide by the terms of this statement is a basis for DCF's termination of my contract to provide these services. I have the necessary authority to execute this agreement between my organization and DCF.

County to be served (please check only 1):

- ☐ Burlington County
- ☐ Cumberland County
- ☐ Passaic County

Name:

Signature:

Title:

Date:

Organization:

Federal ID No.:

Charitable Registration No.:

Unique Entity ID #:

Contact Person:

Title:

Phone:

Email:

Mailing Address:

Section III - Documents Requested to be Submitted with This Response

In addition to the Signature Statement of Acceptance of the Required Performance and Staffing Deliverables, DCF requests respondents to submit the following documents with each response. Respondents must organize the documents submitted in the same order as presented below under one of the two corresponding title headings: A. *Organizational Documents Prerequisite to a DCF Contract Award Requested to be Submitted with This Response* and B. *Additional Documents Requested to be Submitted in Support of This Response*. **Each of these two sections must be submitted as a separate PDF, which would be the second (“PDF 2”) and third (“PDF 3”) PDF submissions in your response packet.**

A. Organizational Documents Prerequisite to a DCF Contract Award Requested to be Submitted with this Response:

Submit all the documents described in this Subsection as a single PDF. This will be the second PDF submission in your response and must be labeled: **PDF 2**.

- 1) A description of how your **accounting system** has the capability to record financial transactions by funding source, to produce funding source documentation, authorization to support all expenditures, and timesheets which detail by funding source how the employee spent their time, invoices, etc.
- 2) **Employee Information Report:** Issued after the renewal form [AA302] is sent to Treasury with payment. The AA302 is only applicable to new startup agencies and may only be submitted during Year One. Agencies previously contracted through DCF are required to submit an Affirmative Action Certificate.
Website: https://www.state.nj.us/treasury/contract_compliance/
- 3) **Agency By-Laws -or- Management Operating Agreement** if a LLC or Partnership
- 4) **Statement of Assurances** signed and dated.
Form: <https://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc>
- 5) Dated list of names, titles, emails, phone numbers, addresses and terms of either the Board of Trustees of a nonprofit organization, **Board of Directors** of a corporation, the **Managing Partners** of a LLC or Partnership, or the **members** of the responsible governing body of a county or municipality. This is not applicable for sole proprietors.

- 6) For Profit: **NJ Business Registration Certificate** with the Division of Revenue (see instructions for applicability to your organization).
Website: <https://www.nj.gov/treasury/revenue/busregcert.shtml>
- 7) **Business Associate Agreement/HIPAA** - Sign and date as the Business Associate.
Form: [HIPAA Form 200-B](#)
- 8) **Your Organization's Conflict of Interest Policy** (not the DCF Conflict of Interest Policy).
- 9) **Corrective action plans, performance improvement plans, or reviews** in process or completed by DCF (inclusive of DCF Licensing, Divisions and Offices) or other state entities within the last two years.

If applicable, a copy of the corrective action plan or performance improvement plan should be provided and any other pertinent information that will explain or clarify the respondent's current position under the corrective action plan and remedial measures implemented.

If not applicable, the respondent should complete, sign, date, and submit the Statement of Non Applicability Regarding Corrective Action or Performance Improvement Plan.

Form: <https://www.nj.gov/dcf/providers/notices/requests/Statement-of-Non-Applicability-Regarding-Corrective-Action.pdf>

DCF may consider all materials in our records concerning audits, reviews, performance improvement, or corrective action plans as part of the review process. DCF may disqualify and decline to forward for the review of the Evaluation Committee responses from those under corrective action plans in process with DCF or any other New Jersey state agency or authority.

- 10) **Certification Regarding Debarment**
Form: <https://www.nj.gov/dcf/documents/contract/forms/Cert.Debarment.pdf>
- 11) **Disclosure of Investigations & Other Actions Involving Respondent**
Form: <https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestigations.pdf>
- 12) **Disclosure of Investment Activities in Iran**
Form: <https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf>
- 13) **Ownership Disclosure Form**

* THIS FORM MUST BE SUBMITTED WITH THE RESPONSE. A RESPONSE SHALL BE DEEMED NON-RESPONSIVE UNLESS THIS FORM IS SUBMITTED WITH IT.

Form:

<https://www.nj.gov/treasury/purchase/forms/OwnershipDisclosure.pdf>

The Ownership Disclosure form must be completed and returned by non-profit and for-profit corporations, partnerships, and limited liability companies. The failure of a for-profit corporation, partnership, or limited liability company to complete the form prior to submitting it with the response shall result in rejection of the response.

14) Disclosure of Prohibited Activities in Russia and Belarus

Form:

<https://www.state.nj.us/treasury/administration/pdf/DisclosureofProhibitedActivitiesinRussiaBelarus.pdf>

15) Disclosure of Source Location of Services Performed Outside the United States

Form:

<http://www.state.nj.us/treasury/purchase/forms/SourceDisclosureCertification.pdf>

16) System for Award Management (SAM) - Submit a printout showing the Unique Entity Identification Number, active status, and the expiration date. Available free of charge.

Website: <https://sam.gov/content/home>

Helpline: 1-866-606-8220

17) Certificate of Incorporation

Website: <https://www.nj.gov/treasury/revenue>

18) Notice of Standard Contract Requirements, Processes, and Policies - Sign and date as the provider

Form: [Notice.of.Standard.Contract.Requirements.pdf \(nj.gov\)](#)

19) Organizational Chart of Respondent - Ensure chart includes the agency name, current date, and the allocation of personnel among each of the agency's DCF programs with their position titles and names.

20) Chapter 271/Vendor Certification and Political Contribution Disclosure [2006 Federal Accountability & Transparency Act]

Form: <https://www.nj.gov/treasury/purchase/forms/CertandDisc2706.pdf>

21) Prevent Child Abuse New Jersey's (PCA-NJ) Safe-Child standards - A brief description (no more than two pages double spaced) of the ways in which respondent's operations, policies and/or practices mirror these standards. The

document should include the agency name & current date. The Standards are available at: ["Sexual Abuse Safe-Child Standards" \(state.nj.us\)](https://www.state.nj.us/sexualabuse/safechildstandards/)

- 22) **Standard Language Document (SLD) or Individual Provider Agreement or Department Agreement with another State Entity as designated by DCF.** Sign and date only one of the three agreements below as the provider.

SLD Form:

<https://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc>

Individual Provider Agreement:

<https://www.nj.gov/dcf/providers/contracting/forms/Individual.Provider.Agreement.pdf>

State Entity Agreement:

<https://www.nj.gov/dcf/providers/contracting/forms/DCF.Departmental.Agreement.with.Another.State.Entity.pdf>

- 23) **Tax Exempt Organization Certificate (ST-5) or IRS Determination Letter 501(c)(3)**

Website: <https://www.nj.gov/treasury/taxation/exemptintro.shtml>

- 24) **Tax Forms:** Submit a copy of the most recent full tax return.

- **Non-Profit:** Form 990 Return of Organization Exempt from Income Tax, or
- **For Profit:** Form 1120 US Corporation Income Tax Return, or
- **LLCs:** Form 1040 (Schedule C, E, F) and may delete/redact any SSN or personal identifying information

Note: Store subsequent tax returns on site for submission to DCF upon request.

- 25) **Trauma Informed Practices** - Submit written policies describing the incorporation of these practices into your provision of services.

B. Additional Documents Requested to be Submitted in Support of This Response

Submit all the documents described in this Subsection as a single PDF document. This will be the third PDF submission in your response and must be labeled: **PDF 3.**

- 1) Two completed **Proposed Budget Forms** documenting all costs associated with operating the program for six months in FY27 and twelve months in FY28. If DCF is allowing funding requests for **start-up costs**, document these separately in the appropriate column of the Proposed Budget Form. This form is found at:

<https://www.nj.gov/dcf/providers/contracting/forms/>

- 2) Two completed **Budget Narratives** are required for the proposed program that:
a) clearly articulate budget items, including a description of miscellaneous expenses or “other” items; b) describe how funding will be used to meet the project goals, responsibilities, and requirements; and c) reference the costs associated with the completion of the project as entered in the two Proposed Budget Forms. If DCF allows funding requests for start-up costs, include in the Budget Narrative a detailed summary of, and justification for, any one-time program implementation costs documented in the final column of the Proposed Budget Form.
- 3) An **Implementation Plan** (timeline and narrative) for the program. The plan should include a detailed timeline, or some other detailed weekly description of the action steps for implementing the proposed services and preparing to provide the proposed services and becoming fully operational, including a phase-in period for clients to be accepted into the program. The narrative should describe the objectives, timeframes, and milestones.

The plan should demonstrate how services will be provided within ninety days of contract award. The plan should address both the services and housing components of the program.
- 4) Two **letters of commitment** demonstrating assurance from housing partners to lease units to the provider and reflect housing partnerships that support scattered site housing throughout the community.
- 5) **Proposed Respondent Organizational Chart** for the program services required by this response that includes the respondent’s name and the date created.
- 6) **Other Proposed Subcontracts/Consultant Agreements/ Memorandum of Understanding** to demonstrate the intent to enter into a Subcontract/ Consultant Agreement/ Memorandum of Understanding upon award, for the provision of contract services, if applicable.

Section IV - Respondent’s Narrative Responses

Respondents who sign the above Statement of Acceptance to provide services in accordance with the *Required Performance and Staffing Deliverables* additionally must submit a narrative response to every question below. A response will be evaluated and scored as indicated on each of the following three Narrative Sections: A. Community and Organizational Fit; B. Organizational Capacity; and C. Organizational Supports. Respondents must organize the Narrative Response sections submitted in the same order as presented below and under each of the three corresponding title headings.

There is a 20 -page limitation for the narrative section of the response, which shall include answers to all questions in all three sections below. The narrative should be double-

spaced with margins of one inch on the top and bottom and one inch on the left and right. Narrative Sections of the responses should be double-spaced with margins of one inch on the top and bottom and one inch on the left and right. The font shall be no smaller than 12 points in Arial or Times New Roman.

Submit responses to all the questions described in this Subsection as a single PDF within the prescribed page limit. This will be the fourth PDF submission in your response and must be labeled as: **PDF 4.**

A. Community and Organizational Fit (30 Points)

Community and Organizational fit refers to respondent's alignment with the specified community and state priorities, family and community values, social norms and history, and other interventions and initiatives.

- 1) Describe how your mission and priorities align with what DCF aims to accomplish with this program. Tell us how your values align with the needs of the young adults this intervention is intended to serve.
- 2) Describe how this initiative fits with existing initiatives/programming in your organization.
- 3) Describe your agency's experience, if any, implementing well-defined, evidence-informed or evidence-based services. Include in your response successes related to your agency meeting service delivery standards and expectations. Describe if these services were provided to youth involved with child welfare, or other youth serving systems, such as Juvenile Justice. Where available, please use data to demonstrate your successes.
- 4) Describe your agency's experience serving young adults similar to the target population of this RFP.
- 5) Provide data that demonstrates your knowledge of the housing and employment needs and resources of the community you are proposing to serve. Include, in narrative or table format, supporting data about needs of the communities you are seeking to serve. Community needs data should reflect at minimum, county-level data.

Utilize local resources and/or data from peer-reviewed sources to complete this section. Sources may include, but are not limited to:

- [U.S. Census Housing](#)
- [NJ Child Welfare Data Hub](#)
- [NJ Point in Time Count](#)
- [Community Opportunity Map](#)

Applicants are encouraged to utilize other recent county/local needs assessments and reports, e.g., HSAC reports.

- 6) From your agency's perspective, and/or from your work with youth, where are their gaps in youth services? Describe anticipated challenges your agency may encounter in the community you are proposing to serve and your agency's experience in mitigating similar challenges in other service communities. Use specific examples.
- 7) Specify the region/county for which your agency is applying. Please describe your agency's current presence in the proposed region/county. If your agency does not currently have a presence, detail your plans for integrating into the community.
- 8) Describe your agency's experience with addressing housing instability among populations similar to the target population of this RFP.
 - a) How do your efforts address housing access and prevent homelessness?
 - b) Identify experiences with providing accessible and responsive services and supports.
 - c) Describe the relationships and involvement your organization has with the community to be served.

B. Organizational Capacity (45 Points)

Organizational Capacity refers to the respondent's ability to meet and sustain the specified minimum requirements financially and structurally.

- 1) Describe how the organization's leadership is knowledgeable about and in support of this initiative. Include how the requirements of this initiative will be met through your governance and management structure, including the roles of senior executives and governing body, e.g., Board of Directors, Managing Partners, or the members of the responsible governing body of a county or municipality. Do leaders have the wide-ranging skills and perspectives of the community being served?
- 2) Provide a detailed and specific description of your agency's history and success of partnering with both traditional and non-traditional community partners, institutions that support youth, specifically high-risk youth, and housing partners/developers.
- 3) Considering the proposed staffing structure, the minimum staff requirements for the model, availability of existing staff, consultants and volunteers, provide a staff recruitment and retention plan. The plan should include the following:
 - a) A detailed description of how staff will be recruited and selected. Include your agency's plan to recruit a team who meets the needs of the communities you plan to serve, including language needs. Where

- available, include data on your agency's ability to hire and retain appropriate staff;
- b) The staff retention plan should detail strategies to reduce staff turnover. The plan should describe how staff hiring and retention has been achieved to maintain contract staffing levels or how challenges in recruitment and turnover have been mitigated;
 - c) A description of how the program will continue to provide services as intended when regularly scheduled staff are unavailable (for example, vacancies or leaves of absence, etc.)
- 4) Describe your agency's prior experience collecting and reporting data for program administration, CQI, and for reporting on program progress. Include your agency's CQI processes, and examples of your agency's success meeting the data and reporting requirements of funders. Describe how this experience positions your organization to meet the data and reporting requirements of this RFP.
 - 5) What administrative practices must be developed and/or refined to support the initiative/program/practice? What administrative policies and procedures must be adjusted to support the work of the staff and others to implement the program or practice?
 - 6) Describe how the requirements of this initiative will be met through your existing collaborations, partnerships and collaborative efforts with housing, education and employment partners, other communities and systems. If applicable, please specify your agency's plan to secure scattered site housing through existing and/or new partnerships.
 - 7) Describe the strategies your agency will implement to ensure that agency policies, procedures, and service delivery practices promote access and minimize barriers to service that include, at a minimum, the following: safety considerations, language, transportation, hours of operation, office locations, signage, and physical accessibility options for those served.

C. Organizational Supports (25 Points)

Organizational Supports refers to the respondent's access to Expert Assistance, Staffing, Training, Coaching & Supervision.

- 1) The MFP model has defined requirements around training, coaching and supervision. Describe your organization's experience with adapting training and supervision practices to achieve model fidelity, or other externally imposed requirements.
- 2) Describe how this initiative will be supported by your use of the data after it is analyzed and reported to evaluate program performance. If your organization

has experience implementing a well-defined program model, how have you used data to strengthen model fidelity and/service delivery?

- 3) Describe the role of the young adults you serve in your agency's quality assurance and performance improvement processes.
- 4) Describe how your agency creates the conditions to sustain a well-supported workforce. Share examples of how your agency builds and maintains a healthy climate, while ensuring opportunities for advancement.

Section V - Response Screening and Review Process

A. Response Screening for Eligibility, Conformity and Completeness:

DCF will conduct a preliminary review of each response to determine whether it is eligible for evaluation or immediate rejection in accordance with the following criteria:

- 1) The response was received prior to the stated deadline.
- 2) The Statement of Acceptance is signed by the person with the necessary authority to execute the agreement.
- 3) The response is complete in its entirety, including all documents requested to be submitted in support of the response listed in Section III. A. and the organizational documents prerequisite to a contract award listed in Section III. B. If any of these documents are missing from the response, DCF may provide an email notice to the respondent after the response is submitted. Respondents will have up to five business days after notice from DCF to provide the missing documentation, except those documents, such as the Ownership Disclosure Form, required by the applicable law to be submitted with the response. If the documents are not timely submitted in response to that notice, the response may be rejected as non-responsive.
- 4) The response conforms to the specifications set forth in the RFP.

Failure to meet the criteria outlined above constitutes grounds for rejection of the response.

Responses meeting the initial screening requirements of the RFP will be distributed to the Evaluation Committee for its review and recommendations.

B. Response Review Process:

DCF convenes an Evaluation Committee in accordance with existing policy to review all responses. All voting and advisory reviewers complete a conflict-of-interest form. Those individuals with conflicts or with the appearance of a conflict are disqualified

from participating in the review process. The voting members of the Evaluation Committee will review responses, deliberate as a group, and recommend final funding decisions.

DCF reserves the right to reject any response when circumstances indicate that it is in its best interest to do so. DCF's best interests in this context include, but are not limited to, the State's loss of funding, inability of the respondent to provide adequate services, applicant's lack of good standing with a State Department, or an indication or allegation of misrepresentation of information or non-compliance with any State contracts, policies and procedures, or State or Federal laws and regulations.

A response to an RFP may result in a contract award if the Evaluation Committee concludes the respondent will comply with all requirements as demonstrated by submitting the specified documentation and signing the Statement of Acceptance. All respondents are required to provide all the requested documentation, to confirm their ability to meet or exceed all the compulsory requirements, to provide services consistent with the scope of services delineated, and to comply with the service implementation and payment processes described. In addition, a response to an RFP will be evaluated and scored by the Evaluation Committee based on the quality, completeness, and accuracy of each of the three Narrative Sections: A. Community and Organizational Fit; B. Organizational Capacity; and C. Organizational Supports. A response earning the highest score may result in a contract award. The narrative must be organized appropriately and address the key concepts outlined in the RFP. The quality and completeness of the required documents may impact the score of the narrative sections to which they relate.

All respondents will be notified in writing of DCF's intent to award a contract.

C. Appeals:

An appeal of a determination to reject a response as incomplete or unresponsive may be considered only to dispute whether the facts of a particular case are sufficient to meet the requirements for rejection and not to dispute the existence of any of the requirements.

An appeal of a determination not to award contract funding may be considered only if it is alleged that DCF has violated a statutory or regulatory provision in its review and evaluation process.

Pursuant to DCF policy P1.08, such appeals must be submitted in writing within ten business days following the date on the Notice of Disqualification or Notice of Regret letter by emailing it to DCF.AHUAppeals@dcf.nj.gov and/or mailing it to:

Department of Children and Families
Office of Legal Affairs
Contract Appeals
50 East State Street, 4th Floor

Section VI - Post Award Requirements

A. General Conditions of Contract Execution:

Respondents who receive notice of DCF's intent to award them a contract will be referred to the DCF Office of Contract Administration (OCA). As a condition of executing a contract, awarded respondents must resolve with OCA any issues raised in the award letter or otherwise found to be need of clarification. If DCF finds after sending a notice of intent to award that the awarded respondent is incapable of providing the services or has misrepresented any material fact or its ability to manage the program, the award may not proceed to contract execution. DCF determines the effective date of any contract, which is the date compensable services may begin.

An awarded respondent shall be required to comply with the terms and conditions of DCFs' contracting rules, regulations, and policies as set forth in the Standard Language Document, the Notice of Standard DCF Contract Requirements, the Contract Reimbursement Manual, and the Contract Policy and Information Manual. Awarded respondents may review these items via the Internet at:

www.nj.gov/dcf/providers/contracting/manuals
<https://www.state.nj.us/dcf/providers/contracting/forms/>.

Awarded respondents also shall comply with all applicable State and Federal laws and statutes, assurances, certifications, and regulations regarding funding.

B. Organizational Documents Prerequisite to Contract Execution to be Submitted After Notice of Award:

The contract administrator assigned to initiate and administer an awarded respondent's contract will require the awarded respondent to submit the following documents prior to finalizing the contract for funding:

Post-Award Documents Prerequisite to the Execution of All Contracts

- 1) **Acknowledgement of Receipt of NJ State Policy Prohibiting Discrimination in the Workplace and Associated Procedures:** Return the receipt to DCF Office of Equal Employment Opportunity/Affirmative Action.
Form: [Acknowledgement of Receipt Form](#)
Policy: [NJ State Policy and Procedures](#)
- 2) **Annual Report to Secretary of State-** Provide proof of filing.

Website: <https://www.njportal.com/dor/annualreports>

- 3) **Attestation Form for N.J.S.A. 30:1-1.2b** - Complete, sign and date as the provider.

Form: <https://www.nj.gov/dcf/providers/contracting/forms/Attestation-of-DCF-Contractors-Required-by-N.J.S.A.-301-1.2b.pdf>

Note: Read each statement carefully and do not check all options. Pay attention to the 'or-either-and' statements. A signature and date are required.

- 4) **Employee Fidelity Bond Certificate** (commercial blanket bond - crime/theft/dishonest acts)

Bond must be at least 15% of the full dollar amount of all New Jersey State contracts for the current year when the combined dollar amount exceeds \$50,000. The \$50,000 threshold includes fee-for-service reimbursements made via NJ FamilyCare/Medicaid. If not applicable, respondent must submit a signed/dated written statement on agency letterhead stating they will not exceed \$50,000 in combined New Jersey State contracts for the current year.

Email To: OfficeOfContractAdministration@dcf.nj.gov and copy your contract administrator

Policy: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_insurance.pdf

- 5) **Liability Insurance** (Declaration Page/Malpractice Insurance/Automobile Liability)

Policy must show:

- a. DCF as the certificate holder – DCF 50 East State Street, Floor 3, P.O. Box 717, Trenton, NJ 08625.
- b. Language Stating DCF is “an additional insured.”
- c. Commercial Liability Minimum Limits of \$1,000,000 an occurrence, \$3,000,000 aggregate.
- d. Commercial Automobile Liability Insurance written to cover cars, vans or trucks, limits of liability for bodily injury and property damage should not be less than \$2,000,000/occurrence.

Email To: OfficeOfContractAdministration@dcf.nj.gov and copy your contract administrator

Policy: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_insurance.pdf

- 6) Document showing **NJSTART Vendor ID Number** (New Jersey's eProcurement System)

Website: <https://www.njstart.gov/>

Helpline: 609-341-3500 or njstart@treas.nj.gov

7) **Standardized Board Resolution Form**

Form: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p1_board.pdf

8) **Program Organizational Chart** Should include agency name & current date.

Post-Award Documents Prerequisite to the Execution of This Specific Contract

1) **Annex A** – Sections 1.1, 1.3 (& 2.4 if not a Children's System of Care Out of Home Contract).

Contract Administrators will provide any Annex A forms customized for programs when they are not available on the DCF public website. Website: <https://www.nj.gov/dcf/providers/contracting/forms>

2) **Annex B Budget Form** – Include Signed Cover Sheet

Form: <https://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls>

The Annex B Expense Summary Form is auto populated. Begin data input on Personnel Detail Tab.

Website: <https://www.nj.gov/dcf/providers/contracting/forms>

3) **Certification Regarding Exemptions**

Website: <https://www.nj.gov/dcf/providers/contracting/forms>

4) **Certification Regarding Reporting**

Website: <https://www.nj.gov/dcf/providers/contracting/forms>

5) **Equipment Inventory** (of items purchased with DCF funds) Policy:

https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p4_equipment.pdf

6) **Schedule of Estimated Claims (SEC)** - signed

Form: Provided by contract administrator when applicable.

7) **Current Health/Fire Certificates** for programs hosting youth, adults, and families or relying on rent, interest, or depreciation in their program budget.

8) **Copy of Executed Lease, Mortgage, or Deed** for programs hosting youth, adults, and families or when including rent, interest, or depreciation in the program budget.

9) **Current/Continued Certificate of Occupancy** for programs hosting youth, adults, and families or relying on rent, interest, or depreciation in their program budget.

10) **Subcontracts/Consultant Agreements/ Memorandum of Understanding** related to this contract for DCF review and approval.

C. Reporting Requirements for Awarded Respondents

Awarded respondents are required to produce the following reports in accordance with the criteria set forth below, in addition to the reporting requirements specified above in this RFP related to the delivery and success of the program services.

1) Audit or Financial Statement (Certified by accountant or accounting firm.)

A copy of the Audit must be submitted to DCF by all agencies expending over \$100,000 in combined federal/state awards/contracts if cognizant with any department of the State of New Jersey. As noted in the Audit DCF Policy CON -I-A-7-7.6.2007 Audit Requirements, section 3.13 of the Standard Language Document, DCF also may request at any time in its sole discretion an audit/financial statement from agencies expending under \$100,000 that are not cognizant with any department of the State of New Jersey. Document should include copies of worksheets used to reconcile the department's Report of Expenditures (ROE) to the audited financial statements. (DCF Policy CON -I-A-7-7.6.2007 Audit Requirements)

Awarded respondents are to submit the most recent audit or financial statement with the initial contract and then each subsequent one within 9 months of the end of each fiscal year.

Policy:

https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_audit.pdf

2) Reports of Expenditures:

A. Scheduled Payments Contract Component: A quarterly ROE is to be submitted during the contract year 15 calendar days after the end of each fiscal quarter, and a final ROE is to be submitted 120 calendar days after the end of the fiscal year. Alternatively, an ROE is to be submitted in accordance with any separate DCF directive to file ROEs at other intervals for specific contracted programs.

The format for the ROE must match that of the Annex B budget form.

Form: <https://nj.gov/dcf/providers/contracting/forms/>

An ROE must be prepared in accordance with the governing cost principles set forth in the DCF Contract Reimbursement Manual (Section 6). [Microsoft Word - SECTION 6 - Expenditure Reporting.doc \(nj.gov\)](#)

B. Fee for Service Contract Component: Not Required.

3) Level of Service (LOS) Reports:

Enter the cited DCF Standard Template Form for each month the number of youth, adults, and families served and ages of those receiving services, and the hours/days, county locations, etc. of those services, or record this data into another form, survey, or database that DCF agrees can serve to track LOS for the contracted program.

Website: <https://www.nj.gov/dcf/providers/contracting/forms/>

4) Significant Events Reporting:

Timely reports as events occur to include, but not be limited to, changes to: (1) Organizational Structure or Name [DCF.P1.09-2007]; (2) Executive and/or Program Leadership; (3) Names, titles, terms and addresses, of the Board of Directors; (4) Clinical Staff; (5) Subcontract/consultant agreements and the development or execution of new ones; (6) a FEIN; (7) Corporate Address; (8) Program Closures; (9) Program Site locations; (10) Site Accreditations (TJC,COA,CARF); (11) the contents of the submitted Standard Board Resolution Form; (12) Debarment and SAM status; and (13) the existence and status of Corrective Action Plans, Audits or Reviews by DCF (inclusive of DCF Licensing, Divisions and Offices) or other State entities.

Note: Awarded respondents are under a continuing obligation, through the completion of any contract with the State of New Jersey, to renew expired forms filed with the New Jersey Department of the Treasury and to notify Treasury in writing of any changes to the information initially entered on these forms regarding: Investment Activities in Iran as per P.L. 2012, C.25; Investment Activities in Russia or Belarus as per P.L. P.L.2022, c.3; Disclosures of Investigations of the Vendor; Ownership Disclosure if for profit; Service Location Source Disclosure as per P. L. 2005, C.92; Political Contribution Disclosure as per P.L. 2005, C.271; and Report of Charitable Organizations.

Policy:

https://nj.gov/dcf/documents/contract/manuals/CPIM_p1_events.pdf

Website:

<https://www.state.nj.us/treasury/purchase/forms.shtml>

D. Requirements for Awarded Respondents to Store Their Own Organizational Documents on Site to be Submitted to DCF Only Upon Request

- 1) Affirmative Action Policy/Plan
- 2) Copy of Most Recently Approved Board Minutes
- 3) Books, documents, papers, and records which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions, and to be produced for DCF upon request.
- 4) Personnel Manual & Employee Handbook (include staff job descriptions)
- 5) Awarded Respondent's Procurement Policy