



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Intercept[®] Youth Villages - 6 Regions

Bidder's Conference

DCF Division of Family and Community Partnerships (FCP),
Office of Family Preservation and Reunification (FPR)

March 24, 2025

Agenda & Objectives

- ☐ Welcome/Introductions
- ☐ DCF Strategic Focus
- ☐ Overview of the Division of Family & Community Partnerships (DFCP) & Office of Family Preservation & Reunification (OFPR)
- ☐ Services to be Funded
- ☐ Pre-Certification Process
- ☐ Highlights from the Intercept RFP
- ☐ Requested Documents Review
- ☐ Questions and Answers



FAMILY VOICE

BUILDING A 21st CENTURY CHILD WELFARE SYSTEM

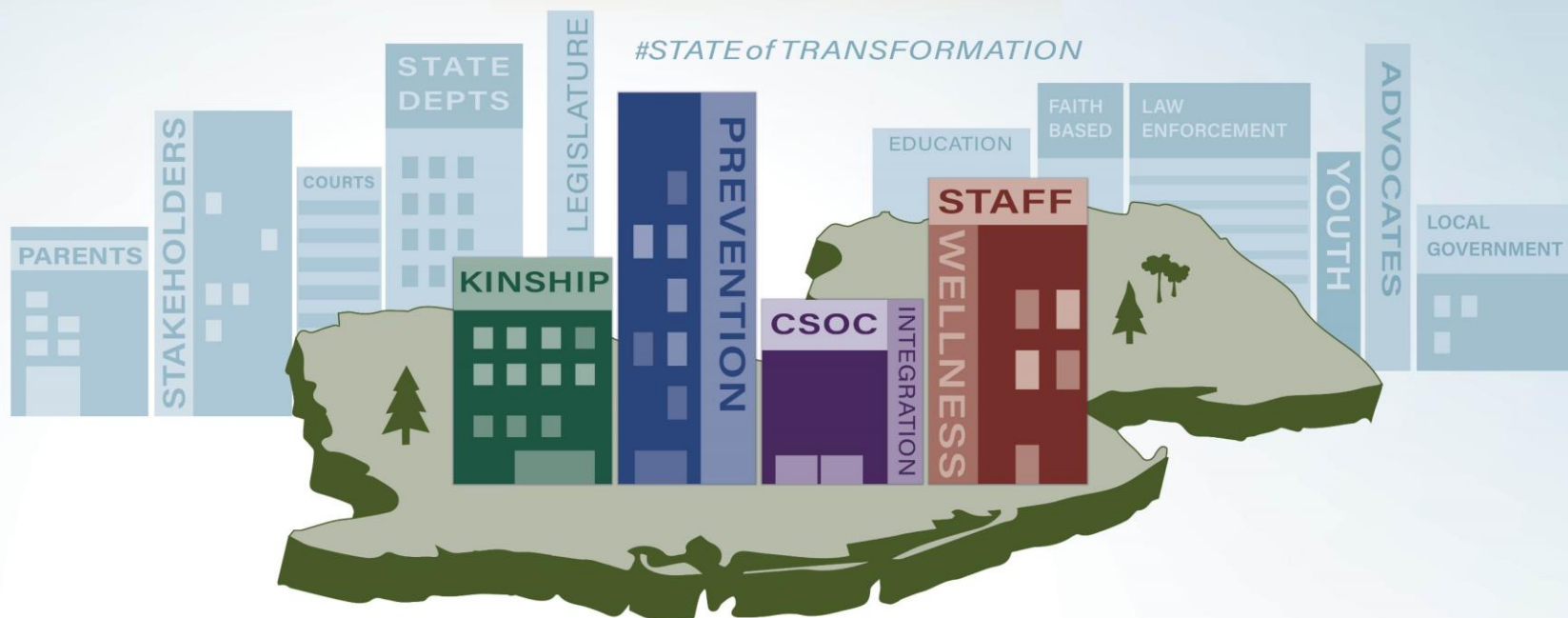
RACE EQUITY

HEALING
CENTERED

PROTECTIVE
FACTORS

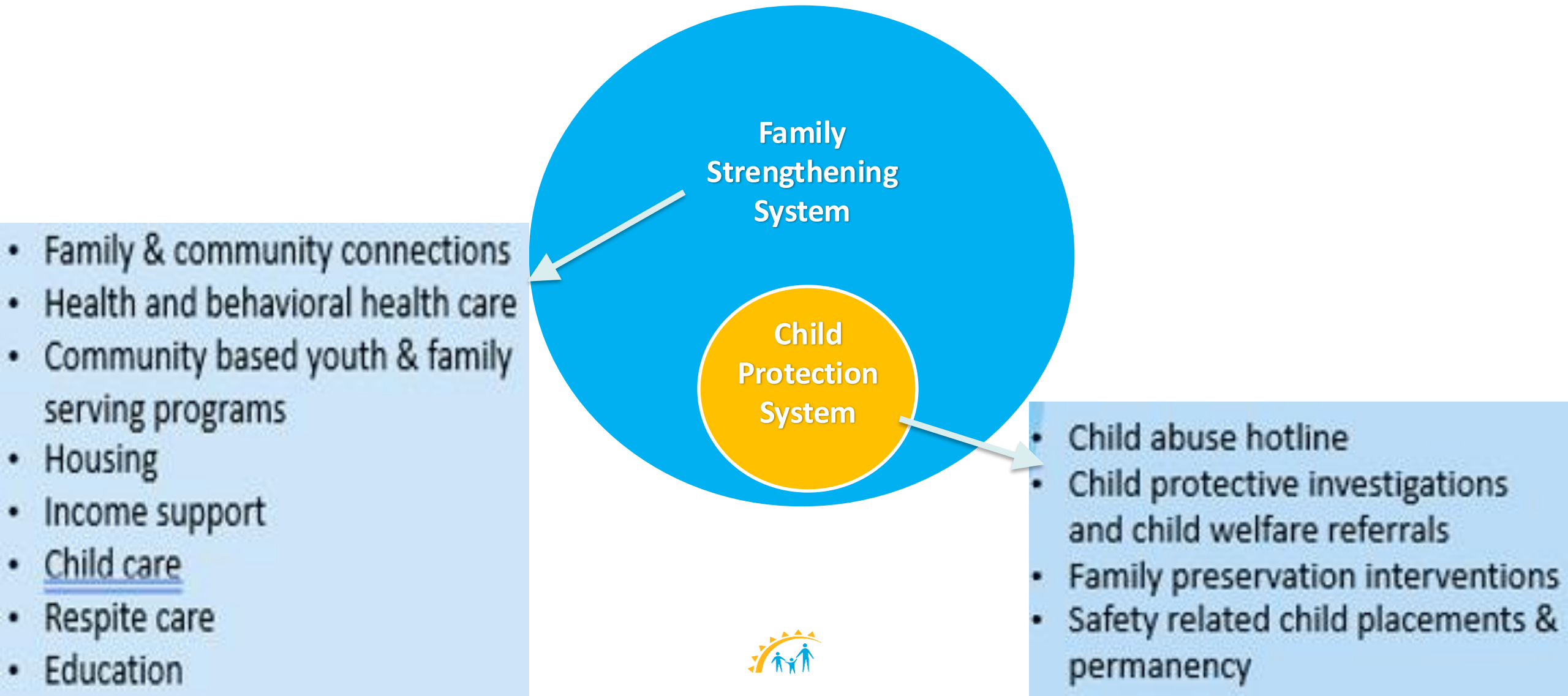
COLLABORATIVE
SAFETY

VISION: EVERYONE IN NJ IS SAFE, HEALTHY & CONNECTED



BUILT ON THE VALUES OF: EVIDENCE - FAMILY - COLLABORATION - EQUITY - INTEGRITY

DCF's Evolving Identity



Family and Community Partnerships (FCP)

DCF's Division of Family and Community Partnerships (FCP) promotes the health, well-being and personal safety of New Jersey's children and families by working with parents, caregivers, organizations, and communities to ensure an effective network of proven support services, public education, and community advocacy to prevent child maltreatment. The Division's work is housed across four offices:

- The **Office of Early Childhood Services** supports development and implementation of programs and activities related to pregnancy and parent support for families with infants and children to age five.
- The **Office of Family Support Services** contracts and works in partnership with organizations throughout the state, including school districts, to build a continuum of family-centered, holistic, and preventive services for New Jersey's children and families that touch across the lifespan.
- The **Office of Housing** works to ensure DCF's network of housing and related services are accessible, high quality, culturally competent, and effectively meet youth and family needs.
- The **Office of Family Preservation and Reunification** is committed to providing an array of high-quality, evidence-informed, family, child and youth services to promote stability, permanency and well-being for our most vulnerable children and families. This office services family and youth who are currently or formerly DCP&P involved.



FCP Programs and Offices

Office of Early Childhood Services

Evidence-Based Home Visiting
(NFP, PAT, and HFA)

Adolescent Pregnancy
Prevention Intervention (APPI)

Parent Linking Program (PLP)

County Councils for Young
Children (CCYC)

Connecting NJ

Universal Home Visiting (UHV)
/Family Connects NJ

Office of Family Support Services

NJ Family Success Center
Network (FSC)

Kinship Navigator Program
(KNP)

School Linked Services (SLS)

NJ Student Support Services
(NJ4S)

Outreach to At-Risk Youth
(OTARY)

NJ Child Assault Prevention
(NJCAP)

Office of Housing

Youth Supportive Housing

Keeping Families Together
(KFT)

Transitional Living Programs
(TLP & STLP)

Street Outreach

Adolescent Housing Hub

Office of Family Preservation & Reunification

Peer-2-Peer (P2P)/
EnlightenMENT

Pathways to Academic and
Career Exploration to Success
(PACES)

Visitation Services

Family Preservation Services
(FPS)

Exchange Parent Aide (EPA)

Primary Prevention Services

Tertiary Prevention Services

Secondary Prevention Services



DCF's Family Support Continuum

- In 2018 The Family First Prevention Services Act was enacted to help child welfare agencies across the country reduce removals of children from families by focusing resources on proven, maltreatment-prevention programs and services. New Jersey's Prevention Strategy & Family First Prevention Services Act 5-year Plan includes adding Intercept® to DCF's current service array to support families in high risk or unsafe situations
- DCF's existing comprehensive network of services, includes an array of mental health services, substance use disorder services, parenting supports and services, domestic violence services, and more to support DCP&P involved families.
- Intercept® is being added to the continuum of family support services designed to strengthen families and connect them to the resources and support they need within their own community—support that can prevent crisis, mitigate risks, and prevent future child abuse and neglect.



Intercept®

(RFP pages 1-3)

- **Number of Awards: 6**
- **Award Amount: \$1,176,700**
 - Start up; one-time up to **\$75,000**
 - FY26: pro-rated operational expenses up to **\$1,101,700**
 - *FY27: annualized operational expenses up to **\$1,474,500***
 - *FY28+: annualized operational expenses, including model implementation costs, up to **\$1,513,000***
- Intended funding period for the contract is: **July 1, 2025-June 30, 2026.**
- Start-up costs shall include but are not limited to, the costs of items to reduce environmental safety risks (i.e. child safety devices and barriers, trigger locks, drug/weapon storage and household cleanliness standards); laptops or tablets equipped with broadband to utilize in the field; upgrades to Electronic Health Records (EHR's) to align with documentation expectations; and any program materials as required by the model developer.



Pre-Certification Process: Phase 1

(RFP pages 4-6)

Email request to initiate pre-certification process → **By 3/26/25**

Initial Call with Youth Villages and completion of non-disclosure agreement

Submit Pre-Cert Form and required documents for review

Youth Villages review of submission – request for additional information as needed

Determination made by Youth Villages and notification made to prospective partner agency → **Respondents will be notified within 5 days of receiving all required documents.**



Pre-Certification Process

(RFP page 5)

Important Note:

All questions related to the RFP and/or Intercept model shall be directed to DCF.ASKRFP@dcf.nj.gov.

All questions about the content/deliverables of the RFP are due by March 28th, 2025.

Technical questions about forms, documents, format, or submission instructions may be sent any time prior to the response deadline of May 13, 2025.



Pre-Certification Process: Phase 2

(RFP pages 4-6)

Intercept model overview for prospective partner agency leadership



Due diligence calls with clinical and operational leadership staff



Follow up questions and additional requests for information as needed



Final Determination made by Youth Villages and notification made to prospective partner agency



Key Organizational Characteristics to Implement Successfully

Organizational **service philosophy** aligned with providing intensive, home-based services to families with a **caregiver-centered approach**

Intercept model fits with **organizational priorities** and strategic direction of organization, **leadership investment** and support of new program implementation

Proven **tenacity engaging families and youth with complex needs** in services and serving them successfully through a collaborative **strength-based** approach

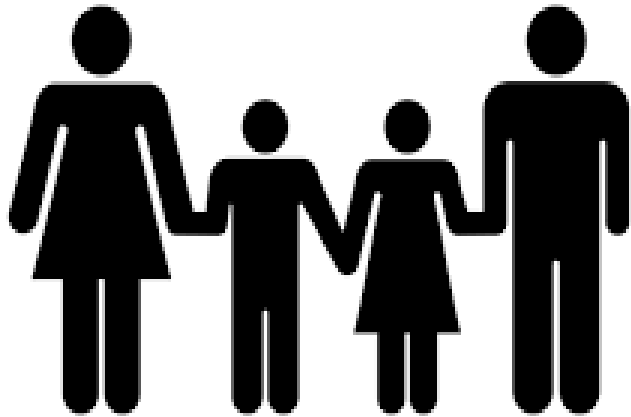
Proven **ability to manage referrals, collaborate** with community referral partners, and meet number of youth served annually (past performance with contracts)

Willingness to implement model and its elements; engage in **continuous program improvement** to improve youth-level outcomes and culture of a learning organization

Desire to **collaborate with model developer**—engaging in ongoing meetings and trainings, and implementing feedback to achieve and maintain model fidelity



Program Goals and Prevention Focus (RFP pages 8-10)



- **Intercept® is an integrated approach to in-home parenting and individual skill development that offers a variety of evidence-based and research-informed practices to meet the individualized needs of a youth and family.**
- **Intercept® is an evidence-based in-home service with the goals of:**
 - preventing entry into out-of-home care including resource care, residential and group homes,
 - reducing time to reunification for children in care by providing reunification services to children and their families of origin, and
 - preventing re-entry into care for children who exited out-of-home care.



Intercept® Target Population (RFP pages 11-12)

- Children and youth ages **0 up to and including age 17** and their parents/caregivers. Enrollment must occur prior to the youth's 18th birthday.
- **Gender:** Female; Male; Non-binary; All
- **DCF CP&P Status:** Families must have a DCP&P open case during service delivery. Children may be residing in-home or out-of-home at the time of referral.
- **Descriptors of the primary service recipient:** Children involved in the child welfare system with a presenting problem, who are in out-of-home placement or at risk for entry or re-entry into out-of-home placement. Intercept provides prevention services to children and their families to reduce foster care placement, as well as reunification services to reduce time in placement.



Intercept® Out-of-Home Population (RFP page 11)

- **DCF CP&P Status:** Families must have a DCP&P open case during service delivery. Children may be residing in-home or out-of-home at the time of referral.
 - Children who are placed with a committed caregiver (family/kinship, adoptive, Kinship Legal Guardianship) may also be eligible for Intercept services.
- Stabilization in a resource home is a critical factor in improving the likelihood of timely reunification with their family of origin, as it promotes secure emotional attachments, continuity of care, and creates an environment in which the child, family, and professional team can focus on reunification.
- Results from a 2020 study conducted by the Center for State Child Welfare Data indicate that the likelihood of permanency for children who are referred to Intercept® is 24% higher than those who are not referred to Intercept®.



Exclusionary Criteria for Intercept[®] (RFP pages 14-15)

- Current gang involvement and current/historical violent behavior due to gang involvement
- Youth who are 13 years and older with Problematic Sexual Behavior (PSB) who have not received specific PSB treatment.
- Current homicidal ideation/behavior (with intent/plan) and caregiver unable to restrict access to lethal means.
- Current suicidal ideation/behavior (with intent/plan) and caregiver unable to restrict access to lethal means.
- Other potential exclusionary criteria may be identified by DCF and/or the Model Developer during program implementation.

Families who are dually involved in CSOC (Medicaid funded) and DCP&P services are eligible to be referred, however, service coordination must be prioritized in order to avoid duplication of services.



Level of Service (RFP Page 13)



- Each region will have two teams.
- One team will serve up to 20 families at any point in time and 60 unduplicated families per contract year.
- Each region will serve 40 families at any point in time and 120 unduplicated families per contract year.



Intercept® Referral Process (RFP Page 14)

- DCP&P staff will identify families that meet the criteria for Intercept® services.
 - Generally, families with a child within the target population with a presenting problem who are experiencing internalizing and/or externalizing behaviors are eligible for services.
- A referral will be generated to awarded respondents through the DCP&P Caseworker Gatekeeper.
- Upon receipt of the referral the awarded respondent will complete a review and consultation to confirm the family is eligible for services.



Service Delivery (RFP Pages 15-16)

Pre-Admission Assessment

Safety Evaluation

Initial Service Planning

Service Coordination

Ongoing Sessions



Service Delivery & GuideTree

(RFP Pages 15-16)

Pre-Admission Assessment

- The Family Intervention Specialists meet with the child and caregivers to assess the family's needs using various family and youth assessments to gauge the needs and strengths of the youth and family. These assessments are utilized throughout the program to assess and address the stability of the family and impact of trauma both acute and chronic.

The GuideTree® Platform		
Clinical Conceptualization	Online Tools and Resources	Clinical Consultation
This process supports staff in utilizing the most up-to-date science in the field to determine the proximal drivers to primary referral issues and in selecting best practice interventions based on the prioritized driver.	The online platform is a robust repository of best practices and evidence-based interventions that staff can access from the field and is regularly updated based on the emerging evidence in the industry. There are currently 34 referral issues, each with an evidence-based Fishbone and Clinical Protocol, over 200 unique interventions, all supported by more than 1,000 worksheets and resources to make working with youth more impactful. These resources are reviewed and updated regularly as the evidence and science progresses.	The Licensed Program Expert is a licensed clinician and expert in the Intercept model and clinical approach. During the consultation process, the Licensed Program Expert supports staff in conducting ongoing assessment and developing treatment plans and individualized interventions for youth and families leveraging the tools and resources from the platform.

Service Delivery continued (RFP Pages 16-17)

Safety Evaluation

- As part of the initial assessment and service delivery, provider agency staff will utilize a standardized safety planning protocol and will be expected to informally assess safety during every family interaction.
- During the service delivery process, should safety concerns emerge, provider agencies will coordinate with DCP&P and develop safety plans as needed and maintain ongoing communication to ensure families receive the supports necessary to keep children safely at home.
- An Intercept® staff is on call for crisis support for the family 24/7.
- *Additional guidance will be provided by DCF in alignment with FFA-requirements.*



Service Delivery continued (RFP Pages 17)

Initial Service Planning

- Utilizing a trauma-informed, strength-based perspective and relying on families as experts, Specialists lead a discussion with the family surrounding the contributing factors or behavior observed and develop goals for change.
- Following the Case Conceptualization process, the Specialist will utilize the resources in GuideTree® in the development of their Family Service Plan which will guide the family's services.
- The family's service plan will be revisited at regular intervals, at minimum every two weeks, to ensure services are having the intended result as reported by the Specialist or family.
- The family service plan is focused on safely maintaining the youth in the home or planning for a safe reunification, while working on goals for a healthy and successful family environment.



Service Delivery continued (RFP Pages 17)

Service Coordination

- A core component of the Family Service Plans includes connection to community resources, supports and information intended to help the family in achieving their goals and ensure positive child and family outcomes.
- Youth and families are encouraged to employ strategies to develop supports and services already available in their community that may be unknown or underutilized by family members.
- The Family Intervention Specialist will focus on the ongoing development of community resources to be responsive to the specific needs of the families being served and integrating Intercept® into the larger prevention system of care.
- The Comprehensive Psychosocial Assessment and the CATS (Child and Adolescent Trauma Screen) is conducted within 30 days of enrollment.
- Intercept programs are authorized to allot up to ***\$100 per family in financial assistance funds*** to help address material needs that are not addressed by CP&P or to further the work of the program. Such funds are considered “Specific Assistance to Clients” and must be specified in the approved program budget (DCF Contract Annex B). Initial funds are recommended to be part of FY26 Start Up funds, with ongoing fund allocation in FY27+.



Service Delivery continued (RFP Pages 17-18)

Ongoing Sessions

- Multiple trauma-informed intervention strategies are utilized throughout treatment to address traumatic stress and related mental health issues.
- Specifically, Intercept® employs the following evidence-based practices, as clinically indicated:
 - Cognitive Behavioral Therapy (CBT)
 - Motivational Interviewing (MI)



Model Implementation Fees (RFP Pages 18)

Model implementation fees are required and includes the cost of implementing organization license, organizational access to GuideTree platform, and ongoing clinical and operational TA to support successful program implementation. *See RFP for detailed breakdown of the model implementation fees.*

- All awarded agencies shall allocate model implementation fees into their budgets.
 - **FY26:** \$105,000 per agency (pro-rated in FY26)
 - **FY27+:** \$140,000 per agency



Type, Frequency & Duration of Services (RFP Page 18-19)

Child/Family Goal	Avg. Length of Service
Maintaining child safely in the home	4-6 months
Reunification	6-9 months

- Sessions typically occur 3 times per week for approximately 4 to 6 hours per week. On average, families receive 6 months of service delivery. The length of time is largely dependent on the identified service need and goal.
- Treatment sessions will consist of initial assessments, family, and individual sessions.
- Family Intervention Specialists meet with families for sessions in the home, at least once a week. They can also meet for sessions, as appropriate, in community settings, such as school, neighborhood, peer group and other community locations.



Community Partnerships (RFP Pages 19)

- Awarded respondents are expected to participate in advisory councils/boards in their local community/area of service to be aware of additional supports available to families, during service intervention and post discharge from Intercept® services.

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

Human Service
Advisory Council

Children's
Interagency
Coordinating
Council

NJ4S Advisory
Boards



Staff Training, Consultation, Implementation Support (RFP Pages 19-20)

- Awarded respondents must participate in all Intercept® training, consultation and implementation support activities conducted by Youth Villages, Licensed Program Expert, Implementation Specialist and Regional Network Lead, as well as any other training deemed necessary by DCF.
- Materials for training will be provided by Model Developer.

Intercept® Core Training:

- Model Overview for Administrators and Stakeholders
- Clinical and Operational Foundations Training: 7-Days of in-person training for all staff, with 5 additional days of virtual training for Supervisors and Program Directors
- Supervisor Clinical Training: 1-Day in-person training
- Early Implementation Boosters: Weekly 2-hour all-staff consultative session for the first 6 weeks conducted virtually; As-needed relevant supplemental boosters for Supervisors for the first 3 months
- Ongoing Implementation Boosters: At minimum, quarterly implementation boosters



Intercept Staff Training & Consultation (RFP Page 20)

**Planning and
Installation
Process**

**Implementation
Calls**

**Model Fidelity
Support**

Data Review

Group Supervision

**Clinical
Consultation**

Red Flag Meetings

**Supervisor's
Development**

**Program Lead-
Supervisor
Leadership
Development**

**OFPR Operations
Calls**

**OFPR Partnership
Meetings**



Service Delivery Area (RFP Pages 21)

- **Service Delivery Setting:** The primary location of services is the family home. Visits with families can occur in the community or at the Agency Site when deemed necessary.
- **Geographic Area:** Awarded respondents are required to serve all counties listed in each region.

Region	Counties
1	Camden, Gloucester, Salem
2	Atlantic, Burlington, Cape May, Cumberland
3	Mercer, Monmouth, Ocean
4	Middlesex, Somerset, Union
5	Hunterdon, Morris, Passaic, Sussex, Warren
6	Bergen, Essex, Hudson

- **Service Site:** Agency location can be in any location, in state or out of state. Each agency must have space available locally to host in-person Group Supervision meetings on a weekly basis. Direct service staff may be remote.



Intercept® Availability and Accessibility (RFP Pages 21-23)

Operating Hours:

- Programs should be operational to meet the needs of youth and families being served. This is inclusive of non-traditional, evening, morning and weekend hours. An Intercept® staff is on call for crisis support for the family 24/7.

Language Services:

- Efforts should be made to provide direct services in the family's primary language. Translation services will be utilized to service families. Recruitment of bi/multi-lingual staff must be evidenced in recruitment plans. Differential salaries for bi/multi-lingual staff is encouraged.

Transportation:

- The core services of the Intercept® model are provided to families in their home or within the community. However, ensuring successful linkages to other community resources may require transportation assistance. Respondents should address how caregivers and families would be able to access services through a variety of resources when transportation is a barrier.



Data Collection Systems (RFP Page 27-28)

- Awarded respondents will use Youth Village's online clinical database of evidence-based and research-informed interventions and resources, called GuideTree® . Through GuideTree® , data elements are collected to report on key performance indicators such as caseloads, staff retention, outcomes at exit, rates of sessions held and serious incidents to monitor the program's performance.
- Awarded providers should expect to upload, enter, or update (if needed) youth and staff level data at minimum weekly and aggregate level data monthly. Youth Villages will provide support to the awarded providers regarding the data requirements and reporting processes and will guide the analysis of the metrics during a monthly discussion meeting.
- *Adaptations to existing Electronic Health Record systems may be required to meet the clinical and reporting expectations of Intercept®. In addition, awarded respondents may be required to use a DCF approved data collection and reporting system.*

➤ ***Need to be budgeted by respondents in Start-Up.***



Assessment and Evaluation Tools (RFP Pages 28)

Evaluation:

Programs are expected to engage in a process of participatory, collaborative evaluation planning activities with DCF and consultants, as needed.

Ongoing Outcome Evaluation:

Youth Villages developed an internal evaluation process to collect data at admission, discharge, and 12-months post-discharge to provide the agency with information used for program monitoring and improvement. All youth who receive at least 60 days of service are followed at all post-discharge points, regardless of status at discharge. Data are collected on placement, custody, school status, negative involvement with the justice system, and out-of-home placements.

Continuous Quality Improvement:

Awarded respondents will participate in a monthly data review call to analyze key performance indicators and discuss program implementation successes and challenges. The team of Youth Villages support staff attend the call and provide feedback and suggestions based on the data points reviewed and presented.

Fidelity Adherence:

Youth Villages will conduct fidelity reviews to ensure adherence to the model in key practice areas. A baseline review will occur six months after program launch and the provider will receive the results of the review during a 60-minute debrief meeting with the fidelity specialist and compliance liaison. Other members of the Youth Villages support team are also present at this meeting. Annual fidelity reviews are completed at the annual implementation mark and will follow the same debrief process. Implementing agencies will complete a program implementation plan to address any areas of low fidelity and this plan will be reviewed ongoing during the monthly data review for completion.



Intercept® Staffing Requirements

Read all staffing requirements on pages 23-26

Position	Education/ Credential/ Certificates
Intercept Program Director	<ul style="list-style-type: none">• Master's degree in the field of social work, psychology, or other directly related to human services field with experience, preferred• Clinical licensure, preferred --OR-- <ul style="list-style-type: none">• Bachelor's degree with minimum of 5 years of experience in a leadership role in social services, required
Intercept® Supervisor	<ul style="list-style-type: none">• Master's degree in the field of social work, psychology, or other directly related to human services field with experience, preferred• Clinical licensure, preferred --OR-- <ul style="list-style-type: none">• Bachelor's degree in a social services discipline, required with at least 2 years of experience in social services, required
Family Intervention Specialist Minimum Salary Requirement \$54,500 (commensurate with education and/or experience)	<ul style="list-style-type: none">• Master's degree in the field of social work, psychology, or related field, preferred --OR-- <ul style="list-style-type: none">• Bachelor's degree in social services with at least one year of experience in counseling or case management, required.
Administrative Support/ Data Management	<ul style="list-style-type: none">• GED or HS diploma• Experience with web-based applications and the Microsoft suite of programs, preferred.



Intercept® Youth Villages Staff Support

Licensed Program Expert

Provides program model guidance, initial and ongoing clinical training, meets with teams for consultation, red flag case review and with supervisor for clinical development

Regional Network Lead

Ongoing support to program leadership on operations, sustainable funding & expansion

Compliance Liaison

Legal agreements & operational re-certification assessment

Program Implementation Specialist

Provides planning support, initial operational training, early implementation support, and ad hoc when challenges with implementation arise

Program Model Fidelity Specialist

Assessment of program model fidelity annually and at 6-months



Comprehensive Support for Implementing Partners

We collaborate with you at every stage of your implementation—and beyond—to ensure your long-term success

Implementation Planning

customized to support your organization and community

Implementation Support and Training

from your dedicated Youth Villages project team

Supervision and Development

personalized for your team, anchored in best practices

Data and Continuous Improvement

To help you strengthen your organization's performance

Nationwide Network

Learning together, multiplying our collective impact



Implementation Timeline

Model onboarding & start-up planning

- Execution of licensing agreement
- Model overview for administrators
- Employee recruitment and selection
- Policy and procedure development
- Documentation build-out
- Data collection
- Marketing and referral strategy and resources

Leadership and team training

- Program director and supervisor training
- Operational and clinical foundations trainings
- GuideTree access and training

Program launch and ramp up

- Start weekly consultation and red-flag review
- Support supervisor with weekly development (clinical and operational topics)
- Boost trainings (weekly/biweekly)
- Weekly implementation meetings to support referral process, ramp-up and data entry

Program operations at capacity

- Continue standing weekly meetings
- Ongoing clinical trainings
- Ongoing support to supervisor and program director
- Monthly KPI data review meetings
- Monthly network calls



Impact on Implementing Organizations

- Implementation experience with a rigorous, evidence-based intensive in-home service model and shared learning with implementation peer organizations
- Support with ongoing program improvement and CQI processes as well as with sustainability, diversification of funding, and program growth
- Best practice staff supervision and professional development processes
- Staff access to research-based interventions and resources backed by current science in the field
- Building Intercept expertise—coaching and certification of Licensed Program Expert within implementing organization



Timeframes

Date	Event
Wednesday, March 19th	RFP Published
Monday, March 24th (12:30pm)	Virtual Conference
Wednesday, March 26th	Deadline to Email Youth Villages for Pre-Certification Process
Friday, March 28th (12:00pm)	Email RFP Content/Deliverables Related Questions Due
Monday, April 28th	Final Determination from Youth Villages re: Pre-Certification Process
Tuesday, May 6th	Authorized Organization Representative (AOR) form due
Tuesday, May 13th (12:00pm)	Response Due by 12:00 NOON

*** DCF recommends not waiting until the due date to submit your response in case there are technical difficulties during your submission.**



Registration for the Authorized Organization Representative (AOR)
To Submit a Grant Application Electronically

Organization Name: Example, Inc.

Type of Organization: ☒ Non-Profit; ☐ For-Profit; ☐ University; ☐ LLC

Organization Mailing Address: 123 Main Street, Cherry Hill, NJ 08002

Organization Email Address: main@exampleinc.org

Organization Phone Number: (856) 555-5555

AOR Contact Name: John Smith

AOR Contact Phone Number: (856) 555-5555

AOR Contact Email Address: john@exampleinc.org

I hereby designate the **above-named organization, AOR Contact, and valid email address** to be authorized to submit a Request for Proposal (RFP) / Request for Qualifications (RFQ) application in response to a competitive procurement advertised by the Department of Children and Families called:

RFP/RFQ: **ENTER RFP/RFQ NAME HERE**

County/Region/Location to be served (if applicable): **ENTER HERE**

Note: You need to register for each RFP/RFQ to be provided access. You may keep the name and password the same. This information will be retained.

Signature of Organization Authority (CEO/President)

Print Name and Exact Title. This signature indicates the authority to permit the submission of the RFP/RFQ electronically. Permission and access information will be provided by email to the AOR Contact email address provided above.

Print Name/Title: John Smith Date: 5/5/2025

Signature: **SIGN HERE**

CEO Email Address: john@exampleinc.org

Pre-Submission Instructions: AOR

- Submit a completed AOR form to DCF.ASKRFP@dcf.nj.gov at least 5 business days before the response deadline.
- Ensure the form is filled out **completely and signed**.
- Please enter the name of the RFP on the line RFP/RFQ. **2025 RFP for Youth Villages-Intercept®**.
- Please enter the region that you plan on serving on the line County/Region/Location.
- Note: The contact name/email address on this form will be the only point person we correspond with and the one with access to the FTP site for submitting the response.



Pre-Submission Instructions: Pre-Certification by Youth Villages

Special Eligibility Requirement:

The provider is required to obtain pre-certification from Youth Villages to provide Intercept® services in New Jersey prior to submitting a proposal. A copy of the pre-certification letter from Youth Villages Services must be included as evidence of this pre-certification. Proposals submitted without this proof will be deemed ineligible and rejected.



Organizing Your Application

- The application must be submitted as four (4) separate PDFs.
 - **PDF 1:** Section II – Signed Required Performance and Staffing Deliverables; pages 8-31
 - **PDF 2:** Section III – Documents Requested to be Submitted with This Response; pages 31-35
 - **PDF 3:** Section III – Additional Documents Requested to Submitted with This Response; pages 35-36
 - **PDF 4:** Section IV – Respondent Narrative Responses; pages 36-40
- Providers will be given access and instructions to a secure FTP website to upload their application (after they submit the AOR form and before the response deadline).



Organizing Your Application

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.

Location to be served:

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 (1) of the two (2) corresponding title headings: A. *Organizational Documents Prerequisite to a DCF Contract Award Requested to be Submitted with This Response* and B. Additional

PDF 1: Section II – Required Performance and Staffing Deliverables

- Complete and sign **Signature Statement of Acceptance** (Found in RFP pages 30-31)
- Submit a **complete copy of the content of Section II (RFP pages 8-31), 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: Section II - Required Performance and Staffing Deliverables.
- Your signature certifies that you have read, understood, accepted and, if awarded a contract, will comply with all the deliverables, terms and conditions included in the RFP.



Organizing Your Application

- **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
 - There are 25 documents that should be combined into this second PDF. Please complete and, if applicable, sign and date each document.
 - If any document is not applicable to your agency, please submit a brief statement of non-applicability.



PDF 2 Common Questions

Form AA302
Rev. 02/22

STATE OF NEW JERSEY
Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program

EMPLOYEE INFORMATION REPORT

IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT FEO-1 REPORT FOR SECTION B, ITEM 11. For Instructions on completing the form, go to: https://www.nj.gov/treasury/contract_compliance/documents/pdf/forms/aa302ins.pdf

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY [REDACTED]	2. TYPE OF BUSINESS <input type="checkbox"/> 1. MFG <input type="checkbox"/> 2. SERVICE <input type="checkbox"/> 3. WHOLESALE <input type="checkbox"/> 4. RETAIL <input type="checkbox"/> 5. OTHER	3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY [REDACTED]		
4. COMPANY NAME [REDACTED]		COMPANY E-MAIL [REDACTED]		
5. STREET [REDACTED]	CITY [REDACTED]	COUNTY [REDACTED]	STATE [REDACTED]	ZIP CODE [REDACTED]
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE) [REDACTED]		CITY [REDACTED]	STATE [REDACTED]	ZIP CODE [REDACTED]
7. CHECK ONE: IS THE COMPANY: <input type="checkbox"/> SINGLE-ESTABLISHMENT EMPLOYER <input type="checkbox"/> MULTI-ESTABLISHMENT EMPLOYER				
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ [REDACTED]				
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT [REDACTED]				
10. PUBLIC AGENCY AWARDED CONTRACT [REDACTED]				
CITY [REDACTED]				
COUNTY [REDACTED]				
STATE [REDACTED]				
ZIP CODE [REDACTED]				
Official Use Only	DATE RECEIVED	INAUG. DATE	ASSIGNED CERTIFICATION NUMBER	

SECTION B - EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. **DO NOT SUBMIT AN EEO-1 REPORT.**

2. Affirmative Action Certificate

- If you are a startup, you may submit the completed AA302 (left) and the receipt of payment from the Treasury (\$150.00).
- Otherwise, you must submit your active Affirmative Action Certificate.



PDF 2 Common Questions

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES

DEPARTMENT POLICY: DCF.P8.05-2007

EFFECTIVE DATE: August 1, 2007

REVISED: July 1, 2008

SUBJECT: **Conflict of Interest**

I. PURPOSE

The purpose of this policy is to establish minimum standards for use by Provider Agencies in the development and implementation of a Conflict of Interest policy and the Department of Children and Families' (DCF) compliance procedure.

II. SCOPE

This policy applies to all DCF Contracts.

III. DEFINITIONS

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

Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and the official responsibilities of a person in a position of trust. Persons in a position of trust include, but are not limited to Provider Agency paid and volunteer Staff Members, officers, or Governing Board

8. Your Organization's Conflict of Interest Policy

- Do **not** submit the DCF Conflict of Interest Policy.



PDF 2 Common Questions



OWNERSHIP DISCLOSURE FORM

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

VENDOR NAME:

YOUR AGENCY NAME HERE

PURSUANT TO N.J.S.A. 52:25-24.2, ALL PARTIES ENTERING INTO A CONTRACT WITH THE STATE ARE REQUIRED TO PROVIDE A STATEMENT OF OWNERSHIP.
Please answer all questions and complete the information requested.

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. The vendor is a Non-Profit Entity ; and therefore, no disclosure is necessary. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The vendor is a Sole Proprietor ; and therefore, no other disclosure is necessary.
A Sole Proprietor is a person who owns an unincorporated business by himself or her-self.
A limited liability company with a single member is not a Sole Proprietor. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The vendor is a corporation, partnership, or limited liability company with individuals, partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest; and therefore, disclosure is necessary. | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered **YES** to Question 3, you must disclose the information requested in the space below:*

- (a) the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class;
- (b) all individual partners in the partnership who own a 10% or greater interest therein; or,
- (c) all members in the limited liability company who own a 10% or greater interest therein.

NAME	
ADDRESS	
ADDRESS	
CITY	STATE ZIP

NAME	
ADDRESS	
ADDRESS	
CITY	STATE ZIP

NAME	
ADDRESS	
ADDRESS	
CITY	STATE ZIP

NAME	
ADDRESS	
ADDRESS	
CITY	STATE ZIP

- | | YES | NO |
|---|--------------------------|--------------------------|
| 4. For each of the corporations, partnerships, or limited liability companies identified in response to Question #3 above, are there any individuals, partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest of those listed business entities? | <input type="checkbox"/> | <input type="checkbox"/> |

13. Ownership Disclosure Form

- You **must** submit this with your response, or it will be disqualified.

Read and complete each statement carefully.



PDF 2 Common Questions

 **SAM.GOV®** Attachment 24: System for Award Management (SAM) Status and Expiration Date

Entity Workspace Results 1 Total Results

Example, Inc.

Unique Entity ID: 123ABDEF5678

CAGE/NCAGE: 25XX

Entity Status: Active Registration

Doing Business As:

Physical Address:

123 Main Street
Cherry Hill, NJ 08002

Expiration Date:

October 2025

Purpose of Registration:

All Awards

16. System of Award Management (SAM)

- Submit a printout showing your UEID, Active Status, and Expiration Date.
- This is a (free) two-step process, first you must apply for a UEI number at sam.gov and once you have the UEI number then you must register it, also at sam.gov. This process may take about two weeks.



PDF 2 Common Questions

22. Please submit only one:

- Standard Language Document
- Individual Provider Agreement
- Department Agreement



Organizing Your Application

- **PDF 3: Section III – Documents Requested to Submitted with This Response**
 - **Subsection B. Additional Documents Requested to be Submitted in Support of This Response**

There are **six (6) documents** that should be combined into **PDF 3**:

1. Proposed Budget Form
2. Budget Narrative
3. Implementation Plan
4. Two (2) Letters of Support
5. Proposed Respondent Organizational Chart
6. Pre-Certification Letter



Organizing Your Application

PDF 4: Section IV – Respondent Narrative Responses

- Subsection A. Community and Organizational Fit
- Subsection B. Organizational Compacity
- Subsection C. Organizational Support



Proposal Narrative Instructions

RFP pages 30-35

IMPORTANT:

Respondents may apply for and be awarded
up to two (2) regions.

A separate proposal is required for each region.

PLEASE NOTE: There is a 20-page limit for the entire narrative response (excluding cover page and appendices).



Proposal Narrative

A. Community & Organization Fit (RFP pages 35 & 36)

35 Points

- 1) Describe how your mission is aligned with what we hope to accomplish with this program. Tell us about how you make your values "real" for the people this program is intended to support.
- 2) Describe how this program fits with existing initiatives/programming in your organization.
- 3) Describe your agency's experience, if any, implementing evidence-based services, including those aimed at promoting child safety, parenting skills, problem solving skills, building social connections, and accessing community supports and local resources.
 - Include in your response successes and challenges related to your agency meeting evidence-based service delivery and expectations.
 - Describe if these services were provided to DCF-involved families.
 - Data should be used to demonstrate your success whenever it is available.



A. Community and Organization Fit - continued

- 4) Describe your organization's experiences in serving diverse communities.
- 5) Provide any data your agency has that demonstrates your knowledge of the dynamics and diversity within the community you are proposing to serve. Include, in narrative or table format, supporting data about the race, ethnicity, culture and languages of the communities you are seeking to serve. Community needs data should reflect at minimum, **county-level data**.

Utilize local resources and/or the following data sources to complete this section:

- U.S. Census: <https://www.census.gov/quickfacts/fact/table/US/PST045222>
- NJ Dept. of Health: <https://www-doh.state.nj.us/doh-shad/home/Welcome.html>
- NJ Child Welfare Data Hub: <https://njchilddata.rutgers.edu/#home>
- NJ Kids Count (2023) <https://assets.aecf.org/m/resourcedoc/aecf-2023kidscountdatabook-2023.pdf>

Applicants are encouraged to draw from other recent county/local needs assessments and reports, e.g., Human Services Advisory Council (HSAC).



A. Community and Organization Fit - continued

- 6) From your agency's perspective, and/or from your work with caregivers and families, where are there gaps in services? Describe any anticipated challenges your organization may encounter in the community you are proposing to serve and your organization's experience in meeting and overcoming similar challenges in other service communities (please use specific examples).
- 7) Specify the catchment area for which your organization is applying. Please describe the level of current presence your agency has in the proposed catchment areas.
- 8) Describe your organization's experience, if any, with addressing inequities and racism.
 - a) How do these efforts address inequities and racism? How do you support staff in addressing inequities and racism?
 - b) Identify experiences with providing accessible culturally responsive services and supports.
 - c) Describe the relationships and involvement your organization has with the community to be served.



Proposal Narrative

B. Organizational Capacity (RFP pages 36 - 38)

35 Points

- 1) Describe how the organization's leadership is knowledgeable about and in support of this program.

Describe your agency's organizational structure and the level of diversity among the agency's managers, executives, and Board of Directors.

- Include how the requirements of this program will be met through your governance and management structure, including the roles of senior executives and governing body (Board of Directors, Managing Partners, or the members of the responsible governing body of a county or municipality).

Do leaders have the diverse skills and perspectives representative of the community being served?



B. Organizational Capacity - continued

- 2) Staff Recruitment and Retention: Describe the recruitment and retention of staff as well as how you will meet the needs of the target population. The staffing 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 diverse staff, including bi/multi-lingual staff, who reflect the racial and ethnic composition of the communities you plan to serve;
 - b) **A description of how the staffing plan will be appropriate to the language, age, gender, sexual orientation, disability, and ethnic/racial/cultural factors of the target population.** Include data on your agency's ability to hire and retain multi-cultural/multi-lingual staff;
 - c) **A staff retention plan detailing measures taken 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 addressed; and
 - d) A description of how the program will continue to **provide services that are timely, effective, and true to the models when regularly scheduled staff experience sickness, training, vacancies, leaves of absence, etc.**



B. Organizational Capacity - continued

- 3) Describe your agency's prior experience collecting and reporting data for program administration, continuous quality improvement (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.
- 4) What administrative practices must be developed and/or refined to support the program? What administrative policies and procedures must be adjusted to support the work of the staff and others to implement the program?



B. Organizational Capacity - continued

- 5) DCF, Youth Villages and each awarded respondent will collaborate on marketing strategies and development of effective referral pathways for the Intercept® program.
 - a) Provide a detailed and specific description of your agency's history and success of partnering with both traditional and non-traditional community services, institutions that support families, particularly families involved with child welfare, and services critical in strengthening the family system such as, mental, or behavioral health, substance use treatment, services to improve family functioning and concrete supports.
 - b) Describe how you will engage the target population and maintain their participation in services in accordance with service recipients' need(s).
 - c) Describe the strategies your agency will implement to ensure that agency policies, procedures, and service delivery practices promote equitable 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.



Proposal Narrative

C. Organizational Supports (RFP page 38)

30 Points

- 1) The Intercept[®] model has defined requirements around training, coaching and supervision. Describe your organization's experience with adapting training and supervision practices to achieve model fidelity with an evidence based model, or other externally imposed requirements.
- 2) Describe how this program will be supported by your use of the data after it is analyzed and reported to evaluate program performance. If your organization has experience with evidence-based programs, how have you used data to ascertain fidelity to evidence-based practices?



C. Organizational Supports - continued

- 3) Describe the role the families you serve play in your organization's quality assurance and performance improvement processes.
- 4) Describe how your organization supports safety, well-being, and mental health of its staff, such as providing access to online mental health and wellness resources, establishing regular programming focused on common issues, or providing mental health counselors for employees in need of assistance.



Questions & Answers

- Respondent may not contact the Department directly, in person, or by telephone, concerning this RFP. Questions may be sent via email to DCF.ASKRFP@dcf.nj.gov
- Technical questions about forms, documents, and format may be sent at any time prior to the response deadline, **12:00 PM on Tuesday, May 13, 2025.**
- Questions about the content and deliverables of the RFP must be sent by **Friday, March 28, 2025.**
- All answers to content and deliverables related questions will be posted to the Department website at [DCF | Requests for Proposals, Qualifications/or Information and Funding Opportunities \(nj.gov\)](https://www.nj.gov/DCF/RequestsforProposals/Qualifications/orInformationandFundingOpportunities)





THANK YOU!