



## **REQUEST FOR PROPOSALS**

### **FOR**

### **Youth Villages – Intercept®**

**Publication Date: March 19, 2025**

**Deadline for Intent to Apply: March 26, 2025**

**Response Deadline: May 13, 2025, by 12:00 P.M.**

**Funding of \$7,060,198 Available**

**There will be a non-mandatory virtual conference on**

**March 24, 2025, at 12:30 P.M.**

**The link for the conference is:**

**<https://www.zoomgov.com/j/1605820176>**

**Christine Norbut Beyer, MSW**

**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 1
C. Pre-Response Submission Information	Page 3
D. Response Submission Instructions	Page 6
E. Required PDF Content of the Response	Page 6
F. Respondent Eligibility Requirements	Page 7

### **Section II - Required Performance and Staffing Deliverables**

A. Subject Matter	Page 8
B. Target Population	Page 11
C. Activities	Page 12
D. Resources	Page 21
E. Outcomes	Page 28
F. Signature Statement of Acceptance	Page 30

### **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 31
B. Additional Documents Requested to be Submitted in Support of This Response	Page 35

### **Section IV - Respondent's Narrative Responses**

A. Community and Organizational Fit	Page 36
B. Organizational Capacity	Page 38
C. Organizational Supports	Page 39

### **Section V - Response Screening and Review Process**

A. Response Screening for Eligibility, Conformity and Completeness	Page 40
B. Response Review Process	Page 41
C. Appeals	Page 41

### **Section VI - Post Award Requirements**

A. General Conditions of Contract Execution	Page 42
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 43
Post-Award Documents Prerequisite to the Execution of This Specific Contract	Page 44
C. Reporting Requirements for Awarded Respondents	Page 45
D. Requirements for Awarded Respondents to Store Their Own Organizational Documents on Site to be Submitted to DCF Only Upon Request	Page 47

## **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 Family Preservation and Reunification (FPR), announces its intent to award up to six (6) contracts to establish Intercept® in 21 counties as part of a comprehensive, statewide family support services continuum.

Intercept® provides intensive in-home mental health services to children and youth from birth through 17 years of age who are in out-of-home placement or at risk for entry or re-entry into out-of-home placement. Intercept® offers prevention services to children and their families as an effort to reduce foster care placements. In addition, reunification services are provided to children in out-of-home placements and their families to reduce time in placement. Family Intervention Specialists work with children and their families offering individualized services to address needs. They provide support in school or legal meetings and 24-hour on-call crisis support. The target population includes children and youth from birth through 17 years of age who are at risk of entry or re-entry into out-of-home placements (e.g., foster care, residential facilities, or group homes) or who are currently in out-of-home placements. Intercept® is designed to serve children who have emotional and behavioral problems or have experienced abuse and/or neglect.

Respondents must submit a separate response for each region it is interested in serving. A respondent may submit up to two (2) responses and may be awarded the opportunity to form a contract for up to two (2) regions.

### **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.

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 may not be used to supplant or duplicate existing funding.

DCF will make available \$7,060,198 in state funds. Of this amount, up to \$6,610,198 is available for operating expenses for 9 months and up to \$450,000 is available for one-time approved start-up costs. DCF reserves the right to award all or a portion of these funds.

Available funding is for up to \$1,176,700 per award for up to 6-awards. Each award supports pro-rated anticipated operating costs of up to \$1,101,700, and one-time approved start-up costs of up to \$75,000.

The intended funding period for the contract is: July 1, 2025 – June 30, 2026. The funds available are to be budgeted to cover the expenses incurred during the initial contract term. DCF will not reimburse expenses incurred prior to the effective date of the contract except for approved start-up costs.

Contract renewal on July 1, 2026, is contingent on the availability of funds. Note: If the award results in a contract renewal, the anticipated operational costs for the twelve-month contract will be up to \$1,474,500 in FY27 and \$1,513,000 in FY28+

The anticipated costs required for program operations must be entered for the initial term of this contract and submitted with this response using the Proposed Budget Form found at: <https://www.nj.gov/dcf/providers/contracting/forms/> and a justification and detailed summary of the costs must be provided in the Proposed Budget Narrative. The Proposed Budget Form and the Proposed Budget Narrative must be submitted as documents included in PDF 3: Section III - *Documents to be Submitted with This Response, Subsection B. Additional Documents Requested to be Submitted in Support of This Response.*

The Proposed Budget Form will detail anticipated operational expenditures of up to up to \$1,176,700, of which \$1,101,700 is operational expenses and \$75,000 is for one-time start-up expenses for the budget period from 7/1/25 to 6/30/26.

All start-up costs and operational expenses must be expended by June 30, 2026.

DCF may reimburse start-up costs for this program. The anticipated costs required to begin program operations must be entered into the appropriate Start-up Funding column of the Proposed Budget Form found at: <https://www.nj.gov/dcf/providers/contracting/forms/> and a justification and summary of the costs must be included in the Proposed Budget Narrative. The completed Proposed Budget Form and the Proposed Budget Narrative must be submitted as documents included in PDF 3: Section III - *Documents to be Submitted with This Response, Subsection B. Additional Documents Requested to be Submitted in Support of This Response.* Respondents may propose total start-up costs of up to \$75,000. Start-up costs shall include but are not limited to, to items to reduce environmental safety risks (i.e. child safety devices and barriers, trigger locks, drug/weapon storage and household cleanliness standards), laptops/tablets equipped with broadband to be used in the field and the purchasing of or upgrades to Electronic Health Records (EHRs) to align with documentation expectations.

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 are paid via Scheduled Payments.

NOTE: 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 then shall submit their budget information again using the more detailed Annex B Budget Form found at: <https://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls>.

The awarded respondent shall prepare and submit an annual budget each fiscal year. Each budget will require Quarterly Reports of Expenditures to be submitted 10 days following the close of the quarter and be subject to the DCF contract close out process.

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](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.

Once awarded a contract, the awarded respondent shall submit for approval its first Annex B Budget for the period of-July 1, 2025-through June 30, 2026-. In addition to these first 9 months of operating costs, all start-up costs also must be included in this Annex B Budget.

Matching funds are not required.

### **C. Pre-Response Submission Information:**

There will be a Non-mandatory Virtual Conference for all respondents held on March 24, 2025 at 12:30 P.M.

Join ZoomGov Meeting

<https://www.zoomgov.com/j/1605820176>

Meeting ID: 160 582 0176

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One tap mobile

+16692545252,,1605820176# US (San Jose)

+16468287666,,1605820176# US (New York)

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Dial by your location

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

Meeting ID: 160 582 0176

Find your local number: <https://www.zoomgov.com/join/1605820176>

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Join by SIP

- [1605820176@sip.zoomgov.com](mailto:1605820176@sip.zoomgov.com)

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Join by H.323

- 161.199.138.10 (US West)
- 161.199.136.10 (US East)

Meeting ID: 160 582 0176

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](mailto: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 March 28, 2025**. 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/>

**The respondent must be pre-certified by Youth Villages to provide Intercept® services in New Jersey prior to the submission of your DCF Intercept proposal. Respondent must provide a copy of the pre-certification letter from Youth Villages as proof of its pre-certification. Failure to provide proof will result in the proposal being rejected.**

The process of pre-certification is conducted free of charge for the prospective implementing organization and can take up to 30 days to complete. The pre-certification process must be completed by the time your proposal is submitted.

Pre-Certification Process	Date
Agency/respondent will email Youth Villages with an intention to apply for pre-certification.	Last date to email Youth Villages: March 26, 2025
Respondent will receive final determination of pre-certification by Youth Villages.	Within 30 days of email to Youth Villages

It is the Respondent's responsibility to work directly with Youth Villages to obtain the pre-certification. The Respondent will be responsible for contacting Youth Villages at [strategic.partnerships@youthvillages.org](mailto:strategic.partnerships@youthvillages.org) to initiate and complete the certification process for becoming an Intercept Implementing Agency. The last day to email Youth Villages is March 26, 2025, to still be eligible to receive pre-certification determination prior to RFP submission.

It is important for agencies to begin the process as quickly as possible once the RFP is published. The pre-certification process is free of charge and can take up to a month to complete once the initial contact with Youth Villages has been made.

Respondent should follow the following process:

- a. Email a pre-certification request to Youth Villages.
- b. Youth Villages will schedule an initial call and send documents to complete and sign.
  - i. Non-Disclosure Agreement
  - ii. Pre-Certification Application
    - **Questions related to the RFP or Intercept model during this time shall be directed to [DCF.ASKRFP@dcf.nj.gov](mailto:DCF.ASKRFP@dcf.nj.gov).**
- c. Youth Villages will ask an organization to submit the following supporting documents with the completed application form:
  - i. Current organizational chart
  - ii. Any relevant organizational strategic plans
  - iii. Most recent annual report
  - iv. Most recent audited financials
- d. Youth Villages will review all submitted documents and may request additional documentation/information to make a decision on whether an organization passes the first phase of pre-certification.
- e. Youth Villages will notify the agency by email of their decision with appropriate documentation of the decision. For organizations moving to the second phase of pre-certification, Youth Villages will schedule at minimum two video conference calls to further assess an organization's capacity to implement the model successfully. It

is critical for organizations to be responsive to Youth Villages communications and prioritize meeting with them throughout the pre-certification process.

- f. After these calls are completed, Youth Villages will make a final pre-certification decision.
- g. Youth Villages will notify the agency by email of their decision and provide appropriate documentation of their determination.

#### **D. Response Submission Instructions:**

**All responses must be delivered ONLINE by 12:00 P.M. on May 13, 2025. Responses received after this deadline will not be considered.**

**To submit online, respondent must first complete an Authorized Organization Representative (AOR) form found at [AOR.pdf \(nj.gov\)](#).** The completed AOR form must be signed and dated by the Chief Executive Officer or designated alternate and sent to DCF.ASKRFP@dcf.nj.gov. Only one (1) AOR 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 form

Upon receipt of the completed AOR, DCF will grant the respondent permission to proceed and provide instructions for the submission of the response(s) electronically.

Completed AOR forms should be received in the DCF.ASKRFP mailbox not less than five (5) business days prior to the date the response is due. DCF recommends emailing your AOR 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 to timely resolve them.

#### **E. Required PDF Content of the Response:**

Submit in response to this RFP 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)**

**F. Respondent Eligibility Requirements: Respondent must be pre-certified by Youth Villages and will be required to submit proof with the response in accordance with the process described in *Section C: Pre-Response Submission Information*.**

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 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 \(nj.gov\)](https://www.nj.gov/dcf/contracting-policy-manuals/).

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 should ensure their program is operational within sixty (60) days of contract award or the award may be rescinded. Extensions may be available by way of written request to DCF. The contracted

program shall be fully staffed to meet the needs of the maximum census of youth within thirty (30) days of being awarded.

## **Section II - Required Performance and Staffing Deliverables**

**NOTE: 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, 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.*)**

**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:**

New Jersey's Prevention Strategy

DCF's vision is that all New Jersey residents either are or become safe, healthy and connected. Since its creation in 2006, DCF has designed and managed 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 impacted by these services monthly. DCF, as demonstrated by our Strategic Plan, is committed to providing high-quality, evidence-based or evidence-informed services to individuals and families in New Jersey.

Over the last ten years, New Jersey's rate of foster care placement per 1,000 children has declined to less than one-third of its 2014 level (2.5 per 1,000 in 2014, compared to 0.8 per 1,000 in 2021) Today, New Jersey has the lowest rate of foster care placement in the country.<sup>6</sup> Placement rates vary based on race and age. New Jersey's placement rate for Black or African American children is four times as high as the placement rate for White children (2.0 per 1,000 compared to 0.5 per 1,000)<sup>7</sup> and its placement rate for infants under 1 is 4 times higher than

the placement rate for any other age group (4.2 per 1,000 compared to 0.5 – 0.8 per 1,000 for other age groups).<sup>8</sup> In 2021, 55% of children entering foster care were aged 5 years or younger and 27% were infants under the age of one year.<sup>9</sup> Between 2014-2021, about 80% of children entering foster care are doing so for the first time; consistently, 20% are entering for the second time or greater.<sup>10</sup>

The core approaches included in [DCF's strategic plan](#)—race equity, family voice, protective factors, healing centered practice, and collaborative safety—are essential and catalytic components of New Jersey's existing prevention strategy. Recognizing both the strengths and limitations of this prevention system, DCF used the findings from a multi-year information gathering process to devise a prevention strategy oriented towards achieving outcomes in three domains: (1) identity, (2) process and (3) program. More on each domain can be found in the [NJDCF FFA Prevention Plan Concept Paper](#).

DCF's vision of the family strengthening system is rooted in the Protective Factor's Framework. In the forefront, it is comprised of the natural connections between families and their extended family, friends, and community. Secondly, it includes a myriad of concrete supports and social, health and education services, all existing outside of the child protection system, aimed at helping family's function at their best. When the elements of this system work together, families and communities are supported to thrive safely together and state intervention through the child protection system is reserved for rare situations in which a child is unsafe or at risk of harm.

However, when a family system is so challenged that children are unsafe or at a high risk of abuse or neglect, child protection interventions are available to support the family and ensure the safety of children. In New Jersey, such interventions include DCF's core child protection services, e.g., investigations, case management and planning, etc., and its statewide network of social and clinical services for families with active child protection involvement.

Most often, when DCP&P becomes involved with a family, the Division is able to help the family develop and carry plans that allow for the family to remain together, safely. The majority (90%) of the children with active DCP&P involvement remain in their own homes with their family. DCP&P works with families to identify their needs and to connect them with appropriate services and supports. DCP&P has access to DCF's comprehensive network of services, which includes an array of mental health services, substance use disorder services, parenting supports and services, domestic violence services, and more.

New Jersey's Prevention Strategy & Family First Prevention Services Act 5-year Plan (pending approval) include adding Intercept® to DCF's current service array to support families in high risk or unsafe situations. [Intercept®](#) is part of the continuum of family support services designed to strengthen all 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.

The design of the NJDCF-funded Intercept® program is informed by the results of a statewide constituent survey conducted by DCF-Office of Family Preservation and Reunification Services in May 2023. Constituents surveyed reflect the diversity of the populations served by DCP&P. The purpose of the voluntary survey was to inform the program design and service delivery approach of the new portfolio of in-home family support services. Caregivers conveyed that parenting education, specifically individualized parenting guidance to meet the developmental needs of their child, was the most important function of an in-home family support service followed by connections to community resources and group parenting support. Caregivers also provided feedback related to their experiences with service providers. Family priorities include; providers who worked around families' schedules, were supportive, compassionate, and respectful of their families' cultures, provided personalized tools, and had clear and consistent communication with their family and DCP&P around service delivery and progress.

Feedback and suggestions from the constituent survey are incorporated throughout the program model and embedded within provider partner expectations.

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

Intercept® is an evidence-based in-home service with the goals of:

- a. preventing entry into out-of-home care including resource care, residential and group homes,
- b. reducing time to reunification for children in care by providing reunification services to children and their families of origin, and
- c. preventing re-entry into care for children who exited out-of-home care.

Family Intervention Specialists use an integrated, trauma-informed approach to offer individualized services intended to meet the needs of children and their families of origin. They work with licensed clinicians to build treatment plans and work step-by-step with the family and child as new parenting techniques are learned and interventions change behavior. Identified needs are addressed such as those related to children's schools, peer groups, neighborhoods, and communities.

Specialists stand with parents at school or legal meetings and advocate alongside them.

Intercept® is rated as a Well-Supported Practice by the Title IV-E Prevention Services [Clearinghouse](#). In a 2020 study, The Chapin Hall University of Chicago's Center for State Child Welfare Data examined whether the Intercept® program had a demonstrable impact on the likelihood of out-of-home placement for children at risk of placement by the Tennessee Department of Children's Services (DCS).<sup>1</sup> The study found that participation in the Intercept® program decreased the likelihood of placement overall, and this impact was sustained over time. Among children referred to Intercept®, the risk of placement was 53% lower than children in comparison groups.<sup>1</sup>

A 2020 follow-up study, also conducted by the Center for State Child Welfare Data, assessed the impact of the Intercept® program on the likelihood of permanency for children placed out-of-home<sup>2</sup>. Permanency in this study was defined as exiting out-of-home care through reunification, adoption, exit to relatives, or guardianship. Further, 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 indicate that the likelihood of permanency for children who are referred to Intercept® is 24% higher than those who are not referred to Intercept®.<sup>2</sup>

In 2021, the Center for State Child Welfare Data conducted a follow-up study to their initial study of placement prevention. The new study sought to determine whether the initial results could be replicated with a non-overlapping population, drawn from a more recent timeframe. This study found that the odds of placement among Intercept® participants were 37% lower than those in comparison groups.<sup>3</sup>

- 3) **The prevention focus of this program is:**  
Domestic Violence, Emotional Abuse/Neglect, Family Separation, Physical Abuse, Sexual Abuse, and Use of Foster Care.

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

- 1) **Age:**

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<sup>1</sup> <https://fcda.chapinhall.org/data-center-research/do-intensive-in-home-services-prevent-placement/>

<sup>2</sup> *ibid*

<sup>3</sup> [The Impact of Youth Villages' Intercept Program on Placement Prevention: A Second Look | The Center for State Child Welfare Data](#)

Children and youth ages 0 through 17 and their parents/caregivers.  
Enrollment must occur prior to the youth's 18<sup>th</sup> birthday.

- 2) **Grade:**  
N/A
- 3) **Gender:**  
All
- 4) **Marital Status:**  
N/A
- 5) **Parenting Status:**  
N/A
- 6) **Will the program also serve the children of the primary service recipient?**  
Yes
- 7) **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.
- 8) **Descriptors of the primary service recipient:**  
N/A
- 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:** Children who are placed with a committed caregiver (family/kinship, adoptive, Kinship Legal Guardianship) may also be eligible for Intercept services.
- 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:**  
Point in Time (PIT) and Unduplicated Families Served.

2) **The frequency of these increments to be tracked:**  
At any given time.

3) **Estimated Unduplicated Service Recipients: N/A**

4) **Estimated Unduplicated Families:**

One team will serve up to 20 families at any point in time (PIT) and 60 unduplicated families per contract year. Each region will have two teams. Therefore, each region will serve 40 families at any PIT and 120 unduplicated families per contract year.

Minimum number of families served is based on needs data and specified by the county, detailed below:

<b>Region 1: Camden, Gloucester, Salem</b>	<b>Counties</b>	<b>Approximate Percentage of Caseload</b>	<b>Estimated Families Served PIT</b>
	Camden	70%	28
	Gloucester	20%	8
	Salem	10%	4
<b>Region 2: Atlantic, Burlington, Cape May, Cumberland</b>	<b>Counties</b>	<b>Approximate Percentage of Caseload</b>	<b>Estimated Families Served PIT</b>
	Atlantic	30%	12
	Burlington	30%	12
	Cape May	10%	4
	Cumberland	30%	12
<b>Region 3: Mercer, Monmouth, Ocean</b>	<b>Counties</b>	<b>Approximate Percentage of Caseload</b>	<b>Estimated Families Served PIT</b>
	Mercer	30%	12
	Monmouth	25%	10
	Ocean	45%	18
<b>Region 4: Middlesex, Somerset, Union</b>	<b>Counties</b>	<b>Approximate Percentage of Caseload</b>	<b>Estimated Families Served PIT</b>
	Middlesex	50%	20
	Somerset	10%	4
	Union	40%	16
<b>Region 5: Hunterdon, Morris,</b>	<b>Counties</b>	<b>Approximate Percentage of Caseload</b>	<b>Estimated Families Served PIT</b>

<b>Passaic, Sussex, Warren</b>	Hunterdon	5%	2
	Morris	25%	10
	Passaic	40%	16
	Sussex	10%	4
	Warren	20%	8

<b>Region 6: Bergen, Essex, Hudson</b>	<b>Counties</b>	<b>Approximate Percentage of Caseload</b>	<b>Estimated Families Served PIT</b>
	Bergen	33%	13
	Essex	33%	13
	Hudson	33%	13

*Assigned county-based slots will be allowed flexibility to ensure the needs of the families within the region are met. Additional information on staffing requirements and caseload size can be found in D Resources, 9. Staffing Requirements.*

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:**

Families with current involvement with the New Jersey Division of Child Protection and Permanency (DCP&P) shall be referred directly by their DCP&P Caseworker or Gatekeeper.

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. Upon receipt of the referral, the provider agencies will complete a review and consultation to confirm the family is eligible for services.

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.

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

This is a voluntary service. Nevertheless, repeated missed or cancelled visits could allow, but should not automatically call for, termination or suspension of the service. Awarded respondents will communicate termination parameters with families at the time of enrollment.



The awarded agencies and their Intercept specialists will collaborate with external providers and support the family in ensuring that all service goals align, and services are not duplicative. The provider is to notify the DCP&P Gatekeeper within 5 business days if they receive a referral for a child/family ineligible for the service.

Awarded respondents shall communicate further termination parameters with families at the time of enrollment.

The model developer identified the following exclusionary criteria for youth referred to Intercept, however, a comprehensive assessment of the family and community will also be taken into consideration:

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

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

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.

The Intercept® intervention includes the following activities:

- **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 impact of trauma both acute and chronic. The Specialist also addresses any issues impacting the stability of the family.

A component of the pre-admission assessment is the Case Conceptualization process, detailed in the table below and contained within The GuideTree® Platform.

The GuideTree® Platform <sup>4</sup>		
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.

- **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. This support also includes but is not limited to attention to medical, dental, and mental health care needs, as well as safe housing and freedom from child

<sup>4</sup> [Intercept®-Clinical-Process-12132020-pdf.pdf \(youthvillages.org\)](#)

abuse, neglect and domestic violence. 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.*

- **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. GuideTree® includes a comprehensive resource library, access to licensed program experts, and supports for developing and reviewing treatment plans. 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 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 specialist advocates for the family to be able to access these services. 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).

- **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)

9) **The service modalities required for this program initiative are:**

**a) Evidence Based Practice (EBP) modalities:**

Awarded respondents are required to use the evidence-based Youth Villages Intercept® program. Intercept® is found to be "Well-Supported" on the Title IV-E Prevention Services Clearinghouse.

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.

The Annual Model Implementation Fee is \$40,000 per organization and \$50,000 per team, totaling \$140,000 per awarded respondent. Fees are paid during to Youth Villages on a per month fee schedule.

Awarded respondents are to budget the following for implementation supports:

FY26	\$105,000 per agency (pro-rated in FY26)
FY27+	\$140,000 per agency

**b) DCF Program Service Names:**

Youth Villages Intercept®

**c) Other/Non-evidence-based practice service modalities: N/A**

10) **The type of treatment sessions required for this program initiative are:**

Treatment sessions will consist of initial assessments, family, and individual sessions. Family Intervention Specialists meet with families for sessions in the home. They can also meet for sessions, as appropriate, in community settings, such as school, neighborhood, peer group and other community locations.

11) **The frequency of the treatment sessions required for this program initiative are:**

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:

Child/Family Goal	Avg. Length of Service
Maintaining child safely in the home	4-6 months
Reunification	6-9 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, program should partner and collaborate with schools, children's system of care partners, health care centers, etc. to facilitate awareness of program availability, eligibility criteria and referral process.

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

- Connecting NJ Advisory Board
- County Councils for Young Children
- Human Service Advisory Council
- Children's Interagency Coordinating Council
- NJ4S Advisory Boards

- 13) **The professional development through training, supervision, technical assistance meetings, continuing education, professional board participation, and site visits, required for this program initiative are:**

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. This includes, but is not limited to:

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

Implementation Support and Consultation:

- **Planning and Installation Process:** Weekly 60–90-minute start-up meetings will occur for the first three to four months; activities also include a start-up checklist, kick-off meeting, and observational site visit at an existing site.
- **Implementation Calls:** Weekly 30–60-minute consultative session for the first six to twelve months; Bi-weekly 30–60-minute sessions thereafter.
- **Model Fidelity Support:** In-person site visits, including field visits to meet with families and observations of Specialists. Fidelity support also includes in-person observation of group supervision. Visits typically last 1-3 days.
- **Data Review:** Monthly meetings with Youth Villages and DCF to review KPI's, aggregated data at the youth level and staff level, in addition to identifying trends.
- **Group Supervision:** Weekly prep meeting in person with entire Intercept Team; usually the day before Clinical Consultation Meeting.
- **Clinical Consultation:** Weekly 90-minute consultation provided to the entire team.
- **Red Flag Meetings:** Weekly meeting with the Intercept Supervisor, Agency Program Lead, and Youth Villages Licensed Program Expert.
- **Supervisor's Development:** Monthly between the Intercept Supervisor and Youth Villages Licensed Program Expert, Regional Network Lead and Intercept Program Lead to address clinical supervision skills.
- **Program Lead-Supervisor Leadership Development:** Monthly between the Youth Villages Licensed Program Expert, Regional Network Lead and Intercept Program Lead to address overall supervisor leadership skill development.
- **OFPR Operations Calls:** Monthly with Intercept Supervisor and OFPR Program Lead to discuss operational needs and successes. These meetings' logistical components will be finalized post-award.
- **OFPR Partnership Meetings:** Quarterly statewide meeting held with all Intercept region service providers, Youth Villages and DCF OFPR Staff to discuss operational trends, current data findings and DCF implementation updates.

- 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:**

Family Intervention Specialists and Supervisors shall on rare occasions be called upon/subpoenaed to testify in court. Sources that may call upon Practitioners are Public Defenders/Parental representation, and/or DAG/DCF representation.

- 15) **The student educational program planning required to serve youth in this program:** N/A

**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:**  
While the awarded respondent may be headquartered in any location, in state or out of state, they must have a service site located within the region to be served, where weekly in-person Group Supervision meetings are hosted.

- 2) **The geographic area the program initiative is required to serve is:**

Each program, defined as two Intercept Teams, is required to serve one of the regions listed below. All counties listed in each region must be served.

Respondents must submit a separate response for each region it is interested in serving. A respondent may submit up to two (2) responses and may be awarded the opportunity to form a contract for up to two (2) regions.

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

- 3) **The program initiative's required service delivery setting is:**  
Intercept Family Intervention Specialists meet with families for sessions in the home at least once per week. They can also meet for sessions, as appropriate, in community settings, such as schools, neighborhoods, peer groups and other community locations.
- 4) **The hours, days of week, and months of year this program initiative is required to operate:**

Intercept® staff is available to families 24 hours a day, 7 days a week. Awarded respondents are also expected to have weekend, morning and evening hours to ensure accessibility to the service.

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:**

Awarded respondents will establish on-call procedures that consider the following:

- a. Method of on-call (e.g., cell phone, Google number, forwarded phone line, etc.),
- b. Which staff trained in the Intercept model will be on-call during non-traditional hours of nights and weekends,
- c. Schedule for staff rotation of on-call, if applicable,
- d. Ensuring children and caregivers are aware of the on-call number, what times to use the on-call procedure, and what types of events would necessitate utilizing on-call.

Awarded respondents shall operate an answering service that will provide individuals and families with special instructions of where to go in case of an emergency and/or to call 911. Awarded respondents also shall provide clients with emergency numbers such as the PerformCare hotline for connection to Mobile Response Stabilization Services, the hospital emergency number, and any other appropriate hotline number.

All concerns regarding the safety and well-being of a caregiver or child involved in the family being served by Intercept® should be brought to the attention of the assigned DCP&P staff and Intercept Licensed Program Expert as soon as possible. If the concerns are noted outside of normal business hours, then Intercept® is directed to contact the State Central Registry at 1-877-NJABUSE. DCF's normal business hours are defined as Monday through Friday 9am-5pm.

6) **Additional flexible hours, inclusive of non-traditional and weekend hours, to meet the needs of those served?**

Programs should be operational to meet the needs of youth and families being served. This is inclusive of non-traditional (evening) and weekend hours.

7) **The language services (if other than English) this program initiative is required to provide:**

Awarded respondents shall provide services in a family's primary language. These efforts must include use of at least bi-lingual staff, or complete translation services (i.e. electronic translation devices). Respondents may appropriate funds to allow for a bi-lingual salary differential.



- 8) **The transportation this program initiative is required to provide:**  
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.

Awarded respondents should assess family's transportation needs up front and address inequities exacerbated by transportation issues. Specialists and Supervisors are required to have the transportation means necessary to go into the community for scheduled meetings with families and young people as well as in crisis situations. Providers are responsible for using best practices to arrange transportation by identifying natural supports, community resources and in some situations transporting the caregivers and youth themselves. Implementing provider organizations should have procedures in place to ensure the safety of the Intercept® team members, caregivers, and youth in motor vehicles.

- 9) **The staffing requirements for this program initiative, including the number of any required FTEs, ratio of worker to youth, shift requirements, supervision requirements, education, content knowledge, credentials, and certifications:**

Each Intercept® team is required to have a 0.25 FTE Program Director, one (1) FTE Program Supervisor, 0.5 FTE Administrative Support, and a team of four (4) FTE Family Intervention Specialists.

Each region will employ two (2) Intercept® teams; therefore, each region will have a 0.5 FTE Program Director, two (2) FTE Program Supervisors, 1 FTE Administrative Support, and a team of eight (8) FTE Family Intervention Specialists.

**Program Staffing Requirements and Caseload Size:**

# of Staff per Team	Caseload Size
4 FTE Family Intervention Specialists	5 Families per FTE/any given time
1 FTE Supervisor	--
0.25 FTE Program Director	--
0.5 FTE Administrative Support	--

As applied to this program, one full time equivalent (FTE) employee of an awarded respondent shall be scheduled to work 35-40 hours per

week. Employees scheduled to work 17.5 to 20 hours per week are 0.5 FTEs. Family Intervention Specialists are required to work full-time to the program.

Caseloads may range depending on the complexity of the needs of the child and family, the level of competency of the worker, functions assigned, and the time required for activities related to the case, and the geographic area served.

Awarded respondents shall ensure the above individuals:

- a) attend initial and on-going training sessions;
- b) have cell phones, personal transportation, and a computer;
- c) document notes in shared files that are stored securely, and
- d) receive travel expense reimbursement (mileage) for home visits when using personal vehicle.

#### **Position Descriptions & Credentials:**

<b>Position</b>	<b>Responsibilities</b>	<b>Education/ Credential/ Certificates</b>
Intercept Program Director	<ul style="list-style-type: none"><li>• Manages program operations specific to planning, marketing, quality of services, effectiveness of staff, customer relations</li><li>• Assist with interviewing, hiring and implementation of training</li></ul>	<ul style="list-style-type: none"><li>• Master's degree in the field of social work, psychology, or other directly related to human services field with experience, preferred</li><li>• Clinical licensure, preferred</li></ul> --OR-- <ul style="list-style-type: none"><li>• Bachelor's degree with minimum of 5 years of experience in a leadership role in social services, required</li><li>• Strong leadership and management skills</li><li>• Excellent written and verbal communication skills</li><li>• Excellent customer service skills</li></ul>

Intercept® Supervisor	<ul style="list-style-type: none"> <li>• Day-to-day clinical and administrative oversight to 4 Specialists.</li> <li>• Weekly development meetings and supervision with Specialists, including field visits.</li> <li>• Weekly group supervision facilitation</li> <li>• Case coverage, as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree in the field of social work, psychology, or other directly related to human services field with experience, preferred</li> <li>• Clinical licensure, preferred</li> </ul> <p>--OR--</p> <ul style="list-style-type: none"> <li>• Bachelor's degree in a social services discipline, required with at least 2 years of experience in social services, required</li> </ul>
<p>Family Intervention Specialist</p> <p>Minimum Salary Requirement \$54,500 (commensurate with education and/or experience)</p>	<ul style="list-style-type: none"> <li>• Works closely with youth and families</li> <li>• Provide evidence-based and research-informed interventions</li> <li>• Collaborate with other providers, schools, case workers, courts, and other community supports to formulate individualized treatment plans</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree in the field of social work, psychology, or related field, preferred</li> </ul> <p>--OR--</p> <ul style="list-style-type: none"> <li>• Bachelor's degree in social services with at least one year of experience in counseling or case management, required.</li> </ul>
Administrative Support/ Data Management	<ul style="list-style-type: none"> <li>• Support collection of program data.</li> <li>• Provides administrative support to the program including, but not limited to referral management, scheduling and other duties, as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• GED or HS diploma</li> <li>• Experience with web-based applications and the Microsoft suite of programs, preferred.</li> </ul>

Youth Villages will provide agencies with hiring materials inclusive of job descriptions and required interview questions. In addition, a Youth Villages staff member will participate in the interview process of all Intercept® Supervisors as well as any internal agency staff that may be a possible candidate for an Intercept® position.

After successfully implementing the Intercept model for a minimum one year and with fidelity scores indicating high fidelity to the program model at the annual recertification review, implementing organizations may consider building ongoing training and consultation capacity at their agency by hiring or promoting internal staff to become a Licensed Program Expert (LPE) for their region. Further discussions with Youth Villages and DCF will take place during implementation to assess appropriateness and budget feasibility.

10) **The legislation and regulations relevant to this specific program, including any licensing regulations:**

Intercept® is a program on the prevention services continuum of NJ's Family First Prevention Services Act Plan. Awarded respondents will need to ensure fidelity to the model and meet reporting requirements identified below.

DCPP Policy III.C.2.150 Service Provision:

<https://dcfpolicy.nj.gov/api/policy/download/CPP-III-C-2-150.pdf>

directs the use of services for families to protect the child, reduce stressful situations within the family, and increase the family's abilities to function more adequately without the constant and ongoing intervention of a social service agency.

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:**

In person or virtual conferences will occur between the awarded respondent, OFPR, and DCP&P. These conferences will occur at least quarterly. Intercept staff should have regular communication with the referring DCP&P staff, with a conference regarding the family's progress in services to occur at least monthly. That conference can occur telephonically, electronically, or in-person.

Awarded respondents should ensure staff not only engages in weekly face to face contact but also has the ability to communicate with families via telephone and electronic methods that include texting,

email, and video calling through the use of laptops and Wi-Fi capabilities.

During the inception of the program, weekly email communication to local offices shall be sent to advise regarding referral receipt, families starting the program, as well as available slots.

12) **The required partnerships/collaborations with stakeholders that will contribute to the success of this initiative:**

Awarded respondents will be expected to work with Youth Villages, the Intercept® model developer, execute and maintain an active licensing agreement with Youth Villages to implement Intercept, and collaborate with the Youth Villages Regional Network Lead, Program Implementation Specialist and Licensed Program Expert for implementation support.

Providers will be required to regularly communicate with DCP&P local office staff, including at least the Resource Developmental Specialist (RDS), Caseworkers and Supervisors.

Additionally, as the program provider acts as resource brokers for families, they should connect with local community-based service providers.

Connection to DCF's Office of Family Preservation and Reunification Services on an ongoing and consistent basis is also required.

13) **The data collection systems this program initiative requires:**

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. The type of data required is explained in further detail in the following sections. The data submitted will be utilized to calculate performance metrics and adherence measures. 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.

14) **The assessment and evaluation tools this program initiative requires:**

In New Jersey, and in alignment with the favorable outcomes assessed by the Title IV-E Prevention Services Clearinghouse, Intercept® includes multiple components to assess and address the impact of trauma, both acute and chronic, throughout the program. This begins with a risk and safety assessment that considers both youth and family trauma exposure history. Along with other core admission and ongoing documents, staff screen and update trauma information. All youth also receive the Child and Adolescent Trauma Screen (CATS) at admission, at discharge, and as needed throughout treatment due to recent traumatic events. Specialists will utilize the GuideTree® Toolbox to complete initial case conceptualization and ongoing treatment cycles.

Providers will also be required to participate in the Collaborative Quality Improvement process.

**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:**

**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.

2) **The outcomes required of this program initiative:**

**a) Short and Mid Term Outcomes:**

The short and midterm outcomes for parents, caregivers and youth engaged in the Intercept® program are:

- Improved family communication
- Improved school performance for youth
- Enhanced social supports
- Increased knowledge of parenting skills: include providing age-appropriate discipline, age-appropriate supervision, and meeting concrete needs such as safe housing, adequate food, and meeting physical, medical, dental, educational, and emotional needs.
- Reduced family stress
- Improved child and family safety
- Enhanced self-sufficiency
- Increased stability for children in home
- Decrease criminal justice system involvement

**b) Long Term Outcomes:**

Families will exhibit behaviors consistent with the protective factors' framework over time. The protective factors' framework consists of building parental resilience, social connections, knowledge of parenting and child development, concrete support in times of need and the social and emotional competence of children.

The primary long-term outcomes of Intercept® are the following:

- To decrease placement in out of home care for children.
- For children already placed outside of the family home, the primary long-term outcome is to reduce time spent in foster care by providing resource home stabilization and reunification services to children and their families of origin.

- To prevent child abuse and neglect.

3) **Required use of databases:**

Awarded respondents are required to use a DCF approved data collection and reporting system in addition to the Intercept, GuideTree® Platform. Awarded respondents must also ensure data is accurate, consistent, complete, reliable, and relevant when providing it to DCF through data systems.

4) **Reporting requirements:**

Programs will be expected to collect program data and provide monthly and/or quarterly reports to DCF and Youth Villages, as indicated. Format of reports will be determined collaboratively with awarded respondents post-award.

Programs will also be expected to participate in Continuous Quality Improvement and monitoring activities as indicated by DCF and the model developer.

Awarded respondents are expected to complete and submit quarterly expenditure reports (ROE) 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.

Enter the name of the region you will serve if this response results in an award:

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 Documents Requested to be Submitted in Support of This Response*. **Each of these two (2) sections must be submitted as a separate PDF, which would be the second and third PDF submission in your response packet.**

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

**THIS WILL BE THE SECOND PDF SUBMISSION IN YOUR RESPONSE PACKET AND IS TO BE LABELED AS: *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 THIS RESPONSE.)***

- 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) **Affirmative Action Certificate:** Issued after the renewal form [AA302] is sent to Treasury with payment.

Note: The AA302 is only applicable to new startup agencies and may only be submitted during Year One (1). Agencies previously contracted through DCF are required to submit an Affirmative Action Certificate.

Website: [https://www.state.nj.us/treasury/contract\\_compliance/](https://www.state.nj.us/treasury/contract_compliance/)

- 3) **Agency By-Laws -or- Management Operating Agreement** if a Limited Liability Corporation (LLC) or Partnership
- 4) **Statement of Assurances** signed and dated.  
Website: <https://www.nj.gov/dcf/providers/notices/requests/#2>  
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 Limited Liability Corporation (LLC)/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 (2) years.

**If applicable**, a copy of the corrective action 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>

Note: 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) Source Disclosure Form (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 (FFATA)]  
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 (2) 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" \(state.nj.us\)](#)

**22) Standard Language Document (SLD)** (or Individual Provider Agreement or Department Agreement with another State Entity as designated by DCF.)

Sign and date 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:** Applicable Tax Form and must delete/redact any SSN or personal identifying information

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

- 25) **Trauma Informed and Cultural Inclusivity 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**

**(THIS WILL BE THE THIRD PDF SUBMISSION IN YOUR RESPONSE PACKET AND IS TO BE LABELED AS: PDF 3: SECTION III – DOCUMENTS REQUESTED TO BE SUBMITTED WITH THIS RESPONSE, SUBSECTION B. ADDITIONAL DOCUMENTS REQUESTED TO BE SUBMITTED IN SUPPORT OF THIS RESPONSE.)**

- 1) A completed **Proposed Budget Form** documenting all costs associated with operating the program. 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) A completed **Budget Narrative** is required for the proposed program that:  
a) clearly articulates budget items, including a description of miscellaneous expenses or “other” items; b) describes how funding will be used to meet the project goals, responsibilities, and requirements; and c) references the costs associated with the completion of the project as entered in the Proposed Budget Form found at:  
<https://www.nj.gov/dcf/providers/contracting/forms/>. When 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** for the program that includes a detailed timeline for implementing the proposed services, or some other detailed weekly description of your action steps in preparing to provide the services and to become fully operational.

- 4) Two (2) **Letter(s) of Support** from community organizations with which you already partner. Letters from any New Jersey State employees are prohibited.
- 5) **Proposed Respondent Organizational Chart** for the program services required by this response that includes the respondent's name and the date created.
- 6) **Pre-certification Letter** from Youth Villages as proof of its pre-certification. Failure to provide proof will result in the proposal being rejected.

#### **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 combined three (3) narrative sections of the response. The narrative should be double-spaced with margins of one (1) inch on the top and bottom and one (1) inch on the left and right. Narrative Sections of the responses should be double-spaced with margins of one (1) inch on the top and bottom and one (1) inch on the left and right. The font shall be no smaller than twelve (12) points in Arial or Times New Roman.

**(ALL THREE (3) OF THESE SECTIONS MUST BE SUBMITTED AS A SINGLE PDF DOCUMENT, WHICH WOULD BE THE FOURTH PDF SUBMISSION IN YOUR RESPONSE PACKET AND IS TO BE LABELED AS: PDF 4 – SECTION IV: RESPONDENT'S NARRATIVE RESPONSES, SUBSECTIONS A. COMMUNITY AND ORGANIZATIONAL FIT; B. ORGANIZATIONAL CAPACITY; AND C. ORGANIZATIONAL SUPPORTS.)**

##### **A. Community and Organizational Fit (35 Points)**

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

- 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 agency.
- 3) Describe your agency's experience, if any, implementing evidence-based services 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 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.
- 4) Describe your agency'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).

- 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. If your agency does not currently have a presence, detail your plans for integrating into the community within these 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.

## **B. Organizational Capacity (35 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 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).
- 2) Staff Recruitment and Retention: Describe the proposed structure of the Intercept® Program and the implementation and staffing plan (i.e., number and qualifications of staff, use of consultants, and use of volunteers). 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.



- 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?
- 5) DCF 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).
- 6) 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.

### **C. Organizational Supports (30 Points)**

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

- 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?

- 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, wellness, 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.

## **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 (5) 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 then 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 participation 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, and 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 (10) business days following the date on the Notice of Disqualification or Notice of Regret letter by emailing it to [DCF.AHUAppeals@dcf.nj.gov](mailto: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  
Trenton NJ 08625

## **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](http://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 and Procedures:  
Return the receipt to DCF Office of EEO/AA.  
Form: <https://www.nj.gov/dcf/documents/contract/forms/DiscriminationAcknowReceipt.pdf>  
Policy: <https://www.nj.gov/dcf/documents/contract/forms/AntiDiscriminationPolicy.pdf>
- 2) **Annual Report to Secretary of State** 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 NJ 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 NJ State contracts for the current year.

Email To: [OfficeOfContractAdministration@dcf.nj.gov](mailto:OfficeOfContractAdministration@dcf.nj.gov) and copy your contract administrator

Policy: [https://www.nj.gov/dcf/documents/contract/manuals/CPIM\\_p8\\_insurance.pdf](https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_insurance.pdf)

- 5) **Liability Insurance** (Declaration Page/Malpractice Insurance/Automobile Liability Insurance)  
Important: Policy must show:
  - a. DCF as the certificate holder – NJDCF 50 E 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](mailto:OfficeOfContractAdministration@dcf.nj.gov) and copy your contract administrator  
Policy: [https://www.nj.gov/dcf/documents/contract/manuals/CPIM\\_p8\\_insurance.pdf](https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_insurance.pdf)

- 6) Document showing **NJSTART Vendor ID Number** (NJ's eProcurement System) Website: <https://www.njstart.gov/> Helpline: 609-341-3500 or - [njstart@treas.nj.gov](mailto:njstart@treas.nj.gov)
- 7) **Standardized Board Resolution Form**  
Form: [https://www.nj.gov/dcf/documents/contract/manuals/CPIM\\_p1\\_board.pdf](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) **Copy of Accreditation** (Joint Commission, COA, CARF, as applicable)  
Cancellation of accreditation must be reported Immediately.
- 2) **Annex A** – Sections 1.1, 1.3 (& 2.4 if not a CSOC OOH Contract).  
Note: 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>
- 3) **Annex B Budget Form** – Include Signed Cover Sheet  
Form: <https://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls>  
Note: 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>
- 4) **Certification Regarding Exemptions**  
Website: <https://www.nj.gov/dcf/providers/contracting/forms>
- 5) **Certification Regarding Reporting**  
Website: <https://www.nj.gov/dcf/providers/contracting/forms>
- 6) **Equipment Inventory** (of items purchased with DCF funds) Policy: [https://www.nj.gov/dcf/documents/contract/manuals/CPIM\\_p4\\_equipment.pdf](https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p4_equipment.pdf)
- 7) **Schedule of Estimated Claims (SEC)** - signed  
Form: Provided by contract administrator when applicable.

- 8) **Fixed Rate Information Summary** – signed  
Form: Provided by contract administrator when applicable.
- 9) **Professional Licenses and/or Certificates** currently effective related to job responsibilities.
- 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 NJ. 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 NJ. Note: 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](https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_audit.pdf)

- 2) Photocopies of Licensed Public Accountant firm's **license to practice**, and most recent **external quality control review** to be submitted with the NPLA.
- 3) **Reports of Expenditures (ROE):**  
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/>

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

B. Fee for Service Contract Component: Not Required.

**4) 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/>

**5) 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 NJ, to renew expired forms filed with the NJ 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](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