



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

**REQUEST FOR PROPOSALS
FOR**

New Jersey Task Force on Child Abuse and Neglect

2018 Skill Building Conference

For up to \$40,000 Available

CFDA # 93.643

There will be no Bidders Conference for this RFP.

Questions are due by November 20, 2017

Bids are due: December 12, 2017

Allison Blake, Ph.D., L.S.W.

Commissioner

November 1, 2017

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FUNDING AGENCY

State of New Jersey
Department of Children and Families
50 East State Street
Trenton, New Jersey 08625-0729

Special Notice:

There will be no Bidders Conference for this RFP. Questions will be accepted in advance by providing them via email to DCFASKRFP@dcf.state.nj.us until **November 20, 2017 at 12PM**. Technical inquiries about forms and other documents may be requested anytime.

Section I – General Information

A. Purpose:

The New Jersey Department of Children and Families (DCF) and the New Jersey Task Force on Child Abuse and Neglect (NJTFCAN) announce the availability of Children's Justice Act (CJA) grant funds. The purpose of this RFP is to identify and select a provider with experience in conference planning that will be responsible for providing conference support, planning, coordination and implementation of all aspects related to the execution of a one-day statewide meeting of professionals and volunteers in prevention, protective services, health, law enforcement and juvenile justice. A component of a successful proposal is documenting adherence to guidelines and regulations governing approval of social work and legal continuing education credits. The provider shall be required to verify for the participants that the credits have been earned with a certification. The provider shall be required to ensure the appropriate accreditation body provides the documentation required for the credits.

Additionally, the winning proposal shall be required to host and provide a competitive process for those wishing to present at the conference. The DCF and NJTFCAN shall provide final approval for all the presentations solicited by the provider. The provider will solicit the proposals, coordinate reviews for proposals, get approval of final proposals, and provide notice to parties of the opportunity to present. In addition, the selected organization will also provide personnel to set up, provide registration services and monitor attendance, coordinate event logistics, and provide recordkeeping and other matters involved with conference support and planning. The conference is to be held

before September 15, 2018. In addition, the selected provider would be required to provide, out of the funding available, a keynote speaker, or speakers, subject to the approval of the DCF and NJTFCAN. The budget is \$40,000 for a conference of 300 to 500 people. Free parking shall be required for all the participants attending the conference.

B. Background:

The Department of Children and Families (DCF) is charged with serving and safeguarding the most vulnerable children and families in the State and ensuring that service delivery is directed towards their safety, protection, permanency and well-being. Similarly, New Jersey Task Force on Child Abuse and Neglect (NJTFCAN), formerly the Governor's Task Force on Child Abuse and Neglect, is charged with the continued responsibility of making recommendations to improve the State's response to child maltreatment and to educate communities and professionals about the prevention and treatment of child abuse and neglect.

Children's Justice Act grants are made available each year by the U.S. Department of Health and Human Services to assist states in developing programs to improve their response to child abuse and neglect, particularly child sexual abuse and exploitation. State allocations are determined by a formula that is driven by the population of children under the age of 18 within the state.

In order to continue receiving these grants, each state must maintain a Children's Justice Act Task Force and support its efforts to evaluate, at three-year intervals, the investigative, administrative, judicial and programmatic response to child maltreatment and make recommendations for its improvement.

The New Jersey Task Force on Child Abuse and Neglect (NJTFCAN), which, as aforementioned, was established by the Legislature to study and evaluate laws, policies and practices regarding the quality and scope of the State's child protective services system, serves as New Jersey's Children's Justice Act Task Force.

In 2014, the NJTFCAN completed its periodic evaluation and adopted a Three-Year Assessment and accompanying recommendations to assist DCF in policy and program development and prioritizing the use of CJA funding. This initiative is part of that effort.

C. Services to be Funded:

The grantee for this program is expected to provide, initiate and/or coordinate an array of services, including: providing conference support, planning, coordination and implementation of all aspects related to the execution of a one-day statewide meeting of professionals and volunteers in prevention, protective services, health, law enforcement and juvenile justice; the grantee must be able to document adherence to guidelines and regulations governing approval of social work and legal continuing education credits; the grantee shall be required to verify for the participants that the credits have been earned with a certification and ensure the appropriate accreditation body provides the documentation required for the credits; the grantee shall be required to host and provide a competitive process for those wishing to present at the conference; the grantee must solicit the proposals, coordinate reviews for proposals, get approval of final proposals, and provide notice to parties of the opportunity to present; the grantee will also provide personnel to set up, provide registration services and monitor attendance, coordinate event logistics, and provide recordkeeping and other matters involved with conference support and planning.

In addition, the selected provider would be required to provide, out of the funding available, a keynote speaker, or speakers, subject to the approval of the DCF and NJTFCAN. The budget is \$40,000 for a conference of 300 to 500 people.

All applicants are advised that any software purchased in connection with the proposed project must receive prior approval by the New Jersey Office of Information Technology.

Applicants are also advised that any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.

Organ and Tissue Donation: As defined in section 2 of P.L. 2012, c. 4 (N.J.S.A.52:32-33), contractors are encouraged to notify their employees, through information and materials or through an organ and tissue awareness program, of organ donation options. The information provided to employees shall be prepared in collaboration with the organ procurement organizations designated pursuant to 42 U.S.C. §1320b-8 to serve in this State.

D. Funding Information:

All funding is subject to appropriation. For the purpose of this initiative, the Department will make available \$40,000 in FY2018 Children's Justice Act funding CFDA #93.643 and it is anticipated that the resulting contract will contain approximately \$40,000.

Applicants must provide a justification and detailed summary of anticipated start-up costs, and the source of anticipated contract accruals, in order to begin program operations.

For the purpose of this initiative, DCF will make available \$40,000 in Children's Justice Act funds which are required to be obligated by September 30, 2018 and liquidated by December 31, 2018. One (1) contract, resulting from this RFP, will be granted.

Matching funds are not required. However, proposals must demonstrate the leveraging of other financial resources (e.g. recruiting sponsors or exhibitors etc.). All leveraging resources must be identified in the proposed budget and may not include any other Federal funds.

A registration fee of no more than \$40 may be charged to attendees to supplement the food expense of this conference. All funds received must be expended on conference expenses, no exceptions. The State shall reserve 100 slots for State employees to attend the conference. State employees are required to pay the luncheon fee and the fee shall be collected in advance of the conference. Free parking is to be available for all conference participants. Funds remaining after all expenses are paid shall be returned to the State.

Applicants must provide a justification and detailed summary of all expenses that must be met in order to successfully execute a professional training conference.

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

Any expenses incurred prior to the effective date of the contract will not be reimbursed by the Department of Children and Families.

Applicants are also advised that any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.

E. Applicant Eligibility Requirements:

1. Applicants must be an organization with extensive experience in conference planning activities of at least three conferences of 250 or more participants in the last three (3) years and provide evidence of such in the appendices of the application. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.

2. Applicants may not be suspended, terminated or barred for deficiencies in performance of any award, and all past issues must be resolved as demonstrated by written documentation.
3. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
4. Where appropriate, all applicants must hold current State licenses.
5. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
6. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
7. Where appropriate, applicants must execute sub-contracts with partnering entities within 60 days of contract execution.
8. Applicants must comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, the State Affirmative Action policy.
9. All applicants must have a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-800-705-5711 or inquire on-line at <http://www.dnb.com>
10. Any fiscally viable entity that meets the eligibility requirements, terms and conditions of the RFP, and the contracting rules and regulations set forth in the DCF Contract Policy and Information Manual (N.J.A.C. 10:3) may apply.

F. RFP Schedule:

November 20, 2017 at 12 PM	Deadline for Email Questions sent to DCFASKRFP@dcf.state.nj.us
December 12, 2017	Deadline for Receipt of Proposals by 12:00PM

Proposals received after 12:00 PM on **December 12, 2017** will **not** be considered. Applicants shall submit **one (1) signed original** and should submit **one CD ROM** as indicated below.

Proposals must be delivered either:

1) In person to:

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

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

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

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

Applicants submitting proposals in person or by commercial carrier shall submit **one (1) signed original** and should submit **one CD ROM** with all documents.

3) Online:

DCF offers the alternative for our bidders to submit proposals electronically. Only a registered Authorized Organization Representative (AOR) or the designated alternate is eligible to send in a submission by submitting an AOR form.

AOR Registration forms and online training are available on our website at:
www.nj.gov/dcf/providers/notices/

Forms are directly under the Notices section-See Standard Documents for RFPs

- Submitting Requests for Proposal Electronically PowerPoint (pdf)
- Registration for the Authorized Organization Representative (AOR) Form

We recommend that you do not wait until the date of delivery in case there are technical difficulties during your submission. Registered AOR forms may be received 5 business days prior to the date the bid is due.

G. Administration:

1. Screening for Eligibility, Conformity and Completeness

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

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

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

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

In order for a bid to be considered for award, at least one representative of the Bidder must have been present at the Bidders Conference, if required commencing at the time and in the place specified below. Failure to attend the Bidders Conference will result in automatic bid rejection.

2. Proposal Review Process

DCF will convene a Proposal Evaluation Committee in accordance with existing regulation and policy. The Committee will review each application in accordance with the established criteria outlined in Section II of this document. All reviewers, voting and advisory, will complete a conflict of interest form. Those individuals with conflicts or the appearance of a conflict will be disqualified from participation in the review process. The voting members of the Proposal Evaluation Committee will review proposals, deliberate as a group, and then independently score applications to determine the final funding decisions.

The Department reserves the right to request that applicants present their proposal in person for final scoring. In the event of a tie in the scoring by

the Committee, the bidders that are the subject of the tie will provide a presentation of their proposal to the evaluation committee. The evaluation committee will request specific information and/or specific questions to be answered during a presentation by the provider and a brief time-constrained presentation. The presentation will be scored out of 50 possible points, based on the following criteria and the highest score will be recommended for approval as the winning bidder.

Requested information was covered	10 Points
Approach to the contract and program design was thoroughly and clearly explained and was consistent with the RFP requirements	20 Points
Background of organization and staffing explained	10 Points
Speakers were knowledgeable about topic	5 Points
Speakers responded well to questions	5 Points

The Department also reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. The Department's best interests in this context include, but are not limited to: State loss of funding for the contract; the inability of the applicant to provide adequate services; the applicant's lack of good standing with the Department, and any indication, including solely an allegation, of misrepresentation of information and/or non-compliance with any State of New Jersey contracts, policies and procedures, or State and/or Federal laws and regulations.

All applicants will be notified in writing of the Department's intent to award a contract.

3. Special Requirements

The successful Applicant shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

Applicants must comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, the State Affirmative Action policy. A copy is attached as **Exhibit A.**

Applicants must comply with laws relating to Anti- Discrimination as attached as **Exhibit B.**

H. Appeals:

An appeal of the selection process will be heard only if it is alleged that the Department has violated a statutory or regulatory provision in awarding the grant. An appeal will not be heard based upon a challenge to the evaluation of a proposal. Applicants may appeal by submitting a written request to:

Office of Legal Affairs
Contract Appeals
50 East State Street 4th Floor
Trenton, NJ 08625

no later than five (5) calendar days following receipt of the notification or by the deadline posted in this announcement.

I. Post Award Review:

As a courtesy, DCF may offer unsuccessful applicants an opportunity to review the Evaluation Committee's rating of their individual proposals. All Post Award Reviews will be conducted by appointment.

Applicants may request a Post Award Review by contacting:
dcfaskrfp@dcf.state.nj.us

Post Award Reviews will not be conducted after six months from the date of issuance of this RFP.

J. Post Award Requirements:

Selected applicants will be required to comply with the terms and conditions of the Department of Children and Families' contracting rules and regulations as set forth in the Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information Manual. Applicants may review these items via the Internet at www.nj.gov/dcf/providers/contracting/manuals

Selected applicants will also be required to comply with all applicable State and Federal laws and statutes, assurances, certifications and regulations regarding funding.

Upon receipt of the award announcement, and where appropriate, selected applicants will be minimally required to submit one (1) copy of the following documents:

1. A copy of the Acknowledgement of Receipt of the NJ State Policy and Procedures returned to the DCF Office of the EEO/AA
2. DCF Third Party Contract Reforms Attestation
3. Proof of Insurance naming DCF as additionally insured from agencies
4. Bonding Certificate
5. Notification of Licensed Public Accountant (NLPA) with a copy of Accountant's Certification
6. ACH- Credit Authorization for automatic deposit (for new agencies only)

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

Section II – Application Instructions

A. Proposal Requirements and Review Criteria:

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

The narrative portion of the application should be double-spaced with margins of 1 inch on the top and bottom and 1 inch on the left and right. The font may be no smaller than 12 points Arial or Times New Roman. There is a 15-page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Five (5) points will be deducted for each missing document. If the deductions total 20 points or more, the proposal shall be rejected as non-responsive. The narrative must be organized appropriately and address the key concepts outlined in the RFP. Annex B budget pages, and attachments do not count towards the narrative page limit.

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

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

2018 Biennial Skill Building Conference Proposal Requirements	DCF Score
Application Organization	10 points
Program Approach (total)	<u>45 points</u>
1. Location	5 points
2. Registration of Attendees	5 points
3. Continuing Education	10 points
4. General Project Management	15 points
5. On-Site Supervision and Coordination	5 points
6. Post Conference	5 points
Outcome Evaluation	5 points
Budget	15 points
Personnel	10 points
Implementation Plan	10 points
Leveraging	5 points
Total	100 points

A) Applicant Organization

(10 Points)

Describe the agency's history, mission and goals, and where appropriate, a record of accomplishments in working in collaboration with the Department of Children and Families and/or the Department of Human Services.

Describe the agency's governance structure and its administrative, management and organizational capacity to enter into a third party direct state services contract with the Department of Children and Families. Note the existence (if any) of professional advisory boards that support the operations. If applicable, indicate the relationship of the staff to the governing body.

Attach a current organizational chart.

Provide an indication of the agency's demonstrated capability to provide services that are consistent with Children's Justice Act goals and objectives. Such an indication includes, but is not limited to, developing curricula and conducting training for personnel in law enforcement and child protective services, as well as health and mental health professionals, prosecutors and judges. In sum, please provide information on your agency's experience in running similar large-scale events and/or conferences as that proposed.

B) Program Approach

(45 Points)

The 2018 Skill Building Conference is expected to be held before September 15, 2018 in a location in New Jersey that is central to major highways for convenient access from different regions of the state. For the purpose of this initiative, DCF will make available \$40,000 in Children's Justice Act funds which are required to be obligated and

liquidated by September 30, 2018. It is anticipated that approximately 300-500 persons will be in attendance.

Moreover, the Skill Building Conference provides a forum to discuss, learn about and strategize around current trends in serving children, adolescents and at-risk families in a changing society. This one-day conference has included a variety of child abuse and neglect specific topics. Accordingly, DCF and NJTFCAN expect that there will be at least one (1) keynote speaker for the full day, but may include up to 5 depending on the discretion of DCF and NJTFCAN.

The selected organization will be required to have available staff that have been successful in the provision of professional conference planning and support services, including but not limited to, planning, coordination and execution. Organizations applying for these funds must provide evidence of at least three conferences of 250 or more participants in the last three (3) years to be included in Appendix. As directed by, and in coordination with DCF and NJTFCAN, the services will include the following:

1. Location (5 Points of 45 Overall Points)

Describe the centrally located venue or venues proposed. Selecting a venue that is conducive to learning and conveniently located with access to major highways in the State of New Jersey is critically important. In addition, the venue must be able to accommodate 300-500 people in a general session. Onsite parking or parking in close proximity to the venue shall be at no additional charge. Duties relative to location will include, but are not limited to:

- a. Procuring competitive quotes from venues available to host the conference. Soliciting estimates from potential venues in advance is strongly encouraged
- b. Developing a list of proposed venues sorted by price and location in the State.
- c. Negotiation of contract terms subject to final approval of NJTFCAN and DCF.
- d. Ensuring that the facility is in compliance with ADA regulations
- e. Maintaining consistent contact with banquet manager to discuss details of the event.
- f. Ensuring the adequacy of parking arrangements to ease congestion.

2. Registration of Attendees (5 Points of Overall 45 Points)

Describe the registration process. Registration must be convenient, secure and user friendly. In addition, it must coincide with any restrictions imposed by the

location. For example, if the location has varying amounts of room capacity, then pre-registration will be required to avoid exceeding room capacities. Creativity and technological savvy is encouraged to link the registration with the monitoring of attendees and evaluation of workshops.

- a. Develop a registration brochure and database to be used to administer registration process. Use of online technology which provides the registrants and opportunity to register online is critical; however a mail-in and fax option must also be available.
- b. Describe how same day registration will be handled, or if not allowable, how will this be communicated.

3. Continuing Education (10 Points of Overall 45 Points)

Describe the process for providing accreditation for the conference. Continuing education requirements will drive many of the activities of successfully planning, implementing and finalizing this conference. Submission must include evidence of a clear understanding of the requirements of continuing education for social workers at: (<http://www.naswnj.org/?CEApprovalWelcome>) and legal continuing education at (<http://www.njcourts.gov/attorneys/attcle.html>)

Duties relative to continuing education will be governed by the requirements as set forth above and will include the following:

- a. Solicit and obtain continuing education credits for, at minimum, social workers, mental health professionals, lawyers and judges; other professional continuing education credits may also be sought after and obtained such as nurses and psychologists.

Therefore, inclusion of requirements of continuing education governing bodies must be contained in Call for Papers/Proposals. Please keep in mind the conference is concentrated in child protection. Many of the attendees will be social workers, lawyers and judges in need of CLE credits. It is imperative that CEs and CLE credits are properly applied for.

- b. Ensuring that attendee monitoring and sign-in sheets, certificates and evaluation procedures are closely monitored for compliance with regulations. Resolve all questions and any issues relating to the credits for a period of 8 weeks after the conference.

4. General Project Management (15 Points of Overall 45 Points)

Describe how the development and operation of the conference will be managed. General project management will include superior organization and planning, consistent and clear communication, adhering to deadlines and

budget. The following duties reflect elements of coordination and project management required:

- a. Develop a timeline to establish key milestones and deadlines. Include how you will make every attempt to schedule the conference so that it does not conflict with a religious holiday.
- b. Administer the Call for Papers to solicit proposal submissions from experts in the field of child maltreatment, domestic violence, innovative investigative, intervention, treatment and prevention models, etc. (Sample call for papers-see Appendix)
- c. Design, edit, produce and print all conference materials (i.e. registration brochure, handouts, name badges, signage, registrant packet, registrant bags, and other ancillary print materials required by DCF and NJTFCAN). Communication with participants can be via email, mail or fax.
- d. Coordinate with venue staff to arrange and schedule logistics such as meals, refreshment services, breaks, general session room, AV needs such as overhead projectors, microphones, etc.
- e. Coordinate with key DCF and NJTFCAN staff and volunteers to obtain approvals, communicate milestone achievements, frequent registration updates, conference calls and/or in person meetings etc.

5. On-Site Supervision and Coordination (5 Points of Overall 45 Points)

Describe the support and activities the day of the conference including but not limited to the following elements:

- a. On-site registration support and personnel at the registration desk during the conference, including but not limited to parking logistics, general session support and hospitality service coordination.
- b. Troubleshooting audiovisual and/or computer needs and logistical issues that may arise.

6. Post Conference (5 Points of Overall 45 Points)

Describe how specific post conference support will be achieved including but not limited to how your organization will:

- a. Provide post conference support such as a summary of evaluations, thank you letters to conference presenters, VIPs, etc.

- b. Provide specific documentation requirements as required by continuing education and legal accrediting bodies (i.e. registration and attendance database reports, including but not limited to, phone and email contact for credits earned as part of the conference, electronic copies of certificates, etc.).

C) Outcome Evaluation

(5 Points)

Describe the outcome measures that will be used to determine that the conference planning service goals and objectives have been met. Provide a brief narrative and attach copies of any evaluation tools that will be used to determine the effectiveness the conference.

D) Budget Narrative

(15 Points)

The budget narrative shall include at a minimum: no fee parking, coffee and tea break(s), a luncheon with beverages to please a variety of palates with an option serving special dietary restrictions (i.e. vegetarian, vegans, Kosher, etc., and dessert for all participants, on site laptop(s) for speakers (including keynote speaker) and troubleshooting; and microphone, podium, and audio visual equipment (i.e. microphones (lapel) as needed, AV cart with power strip, etc.).

The Department will consider the cost efficiency of the proposed budget as it relates to the anticipated Level of Services (LOS). Proposals that incorporate green alternatives are encouraged. Therefore, applicants must clearly indicate how this funding will be used to meet the project goals and/or requirements. Provide a line item budget attached as part of the Appendix in the format and narrative for the proposed project/program using the Budget Narrative Worksheet.

The budget should be reasonable and reflect the scope of responsibilities required to accomplish planning and executing a training conference. All costs associated with conference planning must be clearly delineated and the budget narrative must clearly articulate budget items, including a description of miscellaneous expenses.

A registration fee of no more than \$40 may be charged to attendees to supplement expenses of this conference. The State shall reserve 100 slots for no fee except for the luncheon for State employees for the conference. Luncheon fees for State employees shall be collected in advance of the conference. Free parking shall be required for all participants attending the conference. All funds received must be expended on conference expenses, no exceptions. Funds remaining after all expenses are paid shall be returned to the State. For the purpose of this initiative, DCF will make available \$40,000 in Children's Justice Act funds which are required to be obligated by September 30, 2018 and liquidated by December 31, 2018.

Standard DCF Annex B (budget) forms are available at: <http://www.state.nj.us/dcf/providers/contracting/forms/> and a description of General and Administrative Costs are available at <http://www.state.nj.us/dcf/providers/notices/>.

The budget form for this RFP is provided and the Annex B budget form is not required, but highly recommended. The Budget Narrative Worksheet is provided with the RFP. Other than the Budget Narrative Worksheet no other information is required; however, explanations are encouraged. See Appendix.

E) Personnel

(10 Points)

Describe the management and supervision methods that will be utilized. Describe positions, responsibilities, educational and experiential requirements for each position, using a separate page for each. Please provide such information for all consultants, sub-grantees and/or volunteers involved with the project. Provide information regarding the use of staff during the day of the event and how staff will be utilized to optimize the conference experience for the participants. In addition, provide a flow chart indicating the responsibilities of each position including subgrantees and volunteers and identifying key contacts.

F) Implementation Plan Narrative

(10 points)

Provide a brief overview of your implementation plan. The Implementation Plan table should include objectives, time frames with key milestones and deadlines, including a call for papers deadline, deadline for printing registration brochure, registration deadlines, etc. and how you intend to maintain regular contact and communication with key DCF/NJTFCAN staff. This shall be attached as part of Appendix.

G) Leveraging

(5 Points)

Identify the total amount and source of any additional financial resources or in-kind services that will be committed to the proposed project as a leveraging mechanism.

B. Supporting Documents:

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent and should submit a CD ROM containing all the documents in PDF or Word format. There is a 15 page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Failure to submit any of the required documents requested in this RFP will result in a loss of five (5) points per item from the total points awarded for the proposal.

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

Part I: Proposal	
1	<input type="checkbox"/> Proposal Cover Sheet (signed and dated) – Use the RFP forms found directly under the Notices section on Website: www.nj.gov/dcf/providers/notices/ Form: http://www.nj.gov/dcf/providers/notices/Proposal.Cover.Sheet.doc
2	<input type="checkbox"/> Table of Contents – Please number and label with page numbers if possible in the order as stated in Part I: Proposal & Part II: Appendices for paper, CD, and electronic copies.
3	<input type="checkbox"/> Proposal Narrative in following order: (15 page limitation) A. Applicant Organization B. Program Approach C. Outcome Evaluation D. Budget E. Personnel F. Implementation Plan G. Leveraged Resources
Part II: Appendices	
4	<input type="checkbox"/> Proposed Program Implementation Plan Table
5	<input type="checkbox"/> Job descriptions of key personnel, resumes if available for key personnel (please do not provide home addresses or personal phone numbers)
6	<input type="checkbox"/> Current Agency Organization Chart
7	<input type="checkbox"/> Proposed Agency Organization Chart
8	<input type="checkbox"/> DCF Annex B Budget Forms* OR Budget Narrative Worksheet EXHIBIT C
9	<input type="checkbox"/> Applicable Consulting Contracts , Affiliation Agreements , Memoranda of Understanding related to this RFP. If not applicable, include a written statement
10	<input type="checkbox"/> Safe-Child Standards Description of your agency's implementation of the standards (no more than 2 pages)
11	<input type="checkbox"/> Copy of agency's Conflict of Interest policy

12	<input type="checkbox"/>	Copies of any audits or reviews (including corrective action plans) completed or in process by DCF (inclusive of DCF Licensing, Divisions and Offices) or other State entities from 2014 to the present. If available, a corrective action plan should be provided and any other pertinent information that will explain or clarify the applicant's position. If not applicable, include a written statement. Applicants are on notice that DCF may consider all materials in our records concerning audits, reviews or corrective active plans as part of the review process.
13	<input type="checkbox"/>	Dated List of Names of Board of Directors a. Titles, b. Address and c. Terms -or- Managing Partners , if an LLC or Partnership
14	<input type="checkbox"/>	DCF Signed Standard Language Document (SLD) [Version: Rev. June 6, 2014] Form: http://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc
15	<input type="checkbox"/>	Document showing Data Universal Numbering System (DUNS) Number [2006 Federal Accountability & Transparency Act (FFATA)] Website: http://www.dnb.com Helpline: 1-866-705-5711
16	<input type="checkbox"/>	System for Award Management (SAM) printout (or Renewal) showing "active" status (free of charge). Website: https://www.sam.gov/portal/public/SAM Helpline: 1-866-606-8220
17	<input type="checkbox"/>	Business Associate Agreement/HIPAA , with signature under Business Associate [Version: Rev. 9-2013] Form: http://www.nj.gov/dcf/providers/contracting/forms/HIPAA.doc
18	<input type="checkbox"/>	Professional Licenses related to job responsibilities for this RFP. If not applicable, include a written statement
19	<input type="checkbox"/>	Affirmative Action Certificate -or- Renewal Application [AA302] sent to Treasury Website: http://www.state.nj.us/treasury/purchase/forms.shtml Form: http://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf
20	<input type="checkbox"/>	Certificate of Incorporation Website: http://www.nj.gov/treasury/revenue/filecerts.shtml
21	<input type="checkbox"/>	For Profit: NJ Business Registration Certificate with the Division of Revenue. See instructions for applicability to your organization. Website: http://www.nj.gov/njbusiness/registration/ If not applicable, include a written statement.
22	<input type="checkbox"/>	Agency By-laws or Management Operating Agreement if an LLC

23	<input type="checkbox"/>	Tax Exempt Certification Website: http://www.state.nj.us/treasury/taxation/exemption.shtml
24	<input type="checkbox"/>	Disclosure of Investigations & Other Actions Involving Bidder Form (PDF) (signed and dated) Form: http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestigations.pdf
25	<input type="checkbox"/>	Disclosure of Investment Activities in Iran (PDF) (signed and dated) Form: http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf
26	<input type="checkbox"/>	<u>For Profit</u> : Statement of Bidder/Vendor Ownership Form (PDF) (signed and dated) See instructions for applicability to your organization. Form: http://www.state.nj.us/treasury/purchase/forms/OwnershipFinal12-14.pdf If not applicable, include a written statement
27	<input type="checkbox"/>	<u>For Profit</u> : Two-Year Chapter 51/Executive Order 117 Vendor Certification -and- Disclosure of Political Contributions (signed and dated) [Version: Rev 4/17/15]. See instructions for applicability to your organization. Website: http://www.state.nj.us/treasury/purchase/forms.shtml If not applicable, include a written statement
28	<input type="checkbox"/>	Certification Regarding Debarment (signed and dated) Form: http://www.state.nj.us/dcf/providers/notices/Cert.Debarment.pdf
29	<input type="checkbox"/>	Statement of Assurances (signed and dated) - Use the RFP forms found directly under the Notices section: Website: www.nj.gov/dcf/providers/notices/ Form: http://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc
30	<input type="checkbox"/>	Tax Forms: <u>Non Profit</u> Form 990 Return of Organization Exempt from Income Tax or- For Profit Form 1120 US Corporation Income Tax Return or- LLC Applicable Tax Form and may delete or redact any SSN or personal information
31	<input type="checkbox"/>	Documentation of three conferences of 250 or more participants in the last three (3) years.
32	<input type="checkbox"/>	Sample call for papers

* Standard forms for RFP's are available at: www.nj.gov/dcf/providers/notices/
Forms for RFP's are directly under the Notices section.

Standard DCF Annex B (budget) forms are available at:
<http://www.state.nj.us/dcf/providers/contracting/forms/>

** Treasury required forms are available on the Department of the Treasury website at <http://www.state.nj.us/treasury/purchase/forms.shtml>
Click on Vendor Information and then on Forms.

Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information Manual may be reviewed via the Internet at:
www.nj.gov/dcf/providers/contracting/manuals

C. Requests for Information and Clarification-

Question and Answer:

DCF will provide eligible applicants additional and/or clarifying information about this initiative and application procedures through a time-limited electronic Question and Answer Period. Inquiries will not be accepted after the closing date of the Question and Answer Period.

Questions must be submitted in writing via email to:
DCFASKRFP@dcf.state.nj.us.

Written questions must be directly tied to the RFP. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP. All inquiries submitted to DCFASKRFP@dcf.state.nj.us must identify, in the Subject heading, the specific RFP for which the question/clarification is being sought. Each question should begin by referencing the RFP page number and section number to which it relates.

Written inquiries will be answered and posted on the DCF website as a written addendum to the RFP at: <http://www.state.nj.us/dcf/providers/notices/>

Technical inquiries about forms and other documents may be requested anytime through DCFASKRFP@dcf.state.nj.us.

All other types of inquiries will not be accepted. **Applicants may not contact the Department directly, in person, or by telephone, concerning this RFP.**

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically available at www.state.nj.us/treasury/contract_compliance).

The contractor and its subcontractors shall furnish such reports or other documents to the Department of Children and Families, the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Department of Children and Families, the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

EXHIBIT B

TITLE 10. CIVIL RIGHTS CHAPTER 2. DISCRIMINATION IN EMPLOYMENT ON PUBLIC WORKS

N.J. Stat. § 10:2-1 (2012)

§ 10:2-1. Antidiscrimination provisions

Antidiscrimination provisions. Every contract for or on behalf of the State or any county or municipality or other political subdivision of the State, or any agency of or authority created by any of the foregoing, for the construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees that:

a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$ 50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

No provision in this section shall be construed to prevent a board of education from designating that a contract, subcontract or other means of procurement of goods, services, equipment or construction shall be awarded to a small business enterprise, minority business enterprise or a women's business enterprise pursuant to P.L.1985, c.490 (*C.18A:18A-51 et seq.*).

EXHIBIT C

DCF Budget Worksheet

BUDGET CATEGORIES 12-Month Budget	TOTAL COSTS	DCF Funding request	Other Cash or In-Kind Funding Sources*	START-UP FUNDING REQUEST
A. Personnel - Salary (FTEs/hours/week)				
Fringe (% rate)				
B. Consultants & Professional Fees				
C. Materials & Supplies				
D. Facility Costs				
E. Specific Assistance to Clients				
F. Other				
G. Gen. & Adm. (G&A) Cost Allocation				
H. Total Operating Costs				
I. Equipment				
J. Total Cost				
K. Revenue (deduct)*	()	n/a	n/a	
L. Funding Request		n/a	n/a	
The budget request shall indicate the Agency's total proposed budget for delivery of the service(s) reduced by the other sources of funding (Line K). If applicable, indicate the sources of leveraged funding and the dollar amounts for each below:				
Other Sources of Funding for this Program: (Specify These)				
Other Funding Amounts:	0	0	0	