

QUESTIONS AND ANSWERS

2019 RFP: Displaced Homemaker Program-Camden, Cape May, Mercer, Salem, Somerset Counties

Questions? Email us anytime at dcf.askrfp@dcf.nj.gov

Phone number and contact

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Deliver proposal to: 50 East State Street, 3rd Floor, Trenton NJ

1. Are we required to partner up with colleges? Most displaced worker programs in the state of New Jersey are served by colleges.

No. Partnering with a college is encouraged but not required.

2. Page 2 – Target Population - How many consumers are expected to be served? What is the expected level of service?

There is a **minimum** level of service of 90 new participants, six (6) workshops per year, (1) structured career and job readiness classroom series, which may include, but is not limited to, Adkins Life Skills and/or GOALS, and 20% of your contracted level of service for participants must receive short term educational/training grants.

3. Page 2 – Target Population - Is service provision expected to be county-wide or can it be within a specific catchment area?

Services must be available to all eligible participants in the identified county. If there is a specific catchment area of focus, please describe your understanding of the problem and the needs of the target population.

4. Page 4 – Section D: Staffing - Is there a specific function or role required for the part-time position?

No, but part-time staff member must have experience with preparing program participants for the goals of this grant. Examples of functions and roles that align with this position include, but are not limited to, job developer, computer instructor, financial literacy advisor, social services counselor.

5. Page 5 – Part D - Define “livable-wage”. Are there requirements for the type of employment for the consumers? (i.e., full time? Part time? Wage requirements?)

There is no specific requirement for a particular type of employment. The goal is economic self-sufficiency through planning, training and/or education that positions a participant to gain employment or earn more income. This will vary based on the needs and circumstances of participants.

6. Page 18 - Describe/Define what you mean and require for Staffing Patterns.

A staffing pattern summarizes this array of workers and how these workers will be used to deliver the service. The staffing pattern should show how staff with the right skills, job title, and experiences will be used at the right time to fulfill the requirements. Staffing should include supervisory management and administration needed to achieve the program goals.

7. Page 19 – Budget – Are we required to submit Annex B as well?

The Standard Annex B Budget Form is not required. The DCF Budget Form is provided as Exhibit C with this RFP. Other than the DCF Budget Form no other information is required.

8. Page 19 – Budget - What is the allowable General and Administrative Cost?

As per DCF policy, G&A expenses need to be reasonable and allowable.