

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

REQUEST FOR PROPOSALS

**NEW JERSEY PARENTING EDUCATION
SERVICES**

Grant funding up to \$101,478 available

- Camden County

Kimberly S. Ricketts, Commissioner

November 5, 2009

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FUNDING AGENCY

State of New Jersey
Department of Children and Families
222 South Warren Street
P.O. Box 729
Trenton, New Jersey 08625-0729

Section I – General Information

A. Purpose:

The New Jersey Department of Children and Families (DCF) announces the availability of funding for the provision of parenting education services to families in Camden County that have been determined to be at risk of child abuse and neglect by the Division of Youth and Family Services (DYFS).

Special Notices:

*Potential Bidders must provide email or fax notice to DCF of their **intention to bid by 4:00 pm on November 19, 2009**. Bidders who do not provide email notice to DCFASKRFP@dcf.state.nj.us or by fax to 609 292- 3767 shall be disqualified. The form for the Notice of Intention to Bid can be found on the web at www.nj.gov/dcf*

B. Background:

DCF's New Jersey parenting education initiative will offer evidence-based services within a coordinated and integrated system that begins at the community level.

C. Services to be Funded:

The services that are being sought by the Department of Children and Families are parenting education services to families that have been identified by the Department of Children and Families as at risk for child abuse and neglect. The services will be rendered face-to face with clients in their homes. Upon referral by the Department of Children and Families, the agency shall meet with the DYFS worker, and the client to assess the needs of the family. Once the initial case conference is conducted, an individual educational case plan will be developed with the agency and the family and signed by both the agency and the family. The case plan is to be provided to the DYFS worker within 10 business days of the initial case conference. Services shall be provided for a minimum of four months from the date of the signed individual case plan and no more than a maximum of six (6) months from the date of the signed case plan.

The contracted agency staff will conduct home visits and provide parents with appropriate tools to enable them to parent in a non-abusive and non-neglectful manner. Educational topics shall include stages of child development

D. Funding Information:

For the purpose of this initiative, the Department will make the following grant funds available, contingent upon the availability of federal grant funding in future fiscal years and/or compliance with contract obligations and levels of service: **\$101, 478.**

Matching funds are not required. However, proposals that demonstrate the leveraging of additional funding, agency resources or support are encouraged. Any additional resources must be documented by including a formal Letter of Commitment and reflected in the proposed budget and accompanying budget narrative.

Funds awarded under this program shall 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 DCF.

E. Applicant Eligibility Requirements:

1. Applicants must be for profit or not for profit corporations that are duly registered to conduct business within the State of New Jersey.
2. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
3. Applicants may not be suspended, terminated or barred for deficiencies in performance of any award, and if applicable, all past issues must be resolved as demonstrated by written documentation.
4. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
5. Where appropriate, all applicants must hold current State licenses.
6. Applicants that are not governmental entities must have a governing body that provides oversight.
7. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
8. Applicants must have the ability to achieve full operational census within 60 days of contract execution. Further, where appropriate, applicants must execute sub-contracts with partnering entities within 45 days of contract execution.
9. 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.
10. 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 1-866-705-5711 or inquire on-line at <http://www.dnb.com>.

11. 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 submit an application.

F. Related Forms:

The following documents may be obtained through the DCF website at www.nj.gov/dcf or by email request to DCFASKRFP@dcf.state.nj.us

1. Bidders Frequently Asked Questions
2. Proposal Cover Sheet
3. Capital Funding Application Cover Sheet
4. General and Administrative Costs description
5. DCF Standard Language Document for Social Service Contracts
6. Annex B Budget Forms and Tutorial
7. Contractor Certification and Disclosure of Political Contributions*
8. Ownership Disclosure Form for bidder and any subcontractors*
9. Addendum to Individual Provider Contracts (Executive Order 189)
10. Statement of Assurances
11. Certification regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion
12. Affirmative Action Form AA303* or Affirmative Action Certificate

*These forms are available on the Department of Treasury website at <http://www.state.nj.us/treasury/dpmc/forms.html> (Note: non-profit entities are exempt from Chapter 51 disclosure requirements).

G. RFP Schedule:

11/5/09	Notice of Availability of Funds/RFP publication
11/19/09	Potential Bidders must provide email or fax Notice of their Intention to Bid by 4pm. Bidders who do not provide email notice to DCFASKRFP@dcf.state.nj.us or by fax to DCFASKRFP at 609 292-3767 shall be disqualified. The form for the Notice of Intention to Bid can be found on the web at www.nj.gov/dcf
11/5 to 11/19/09	Period for Email Questions sent to DCFASKRFP@dcf.state.nj.us Deadline for Receipt of Questions Sent to DCFASKRFP@dcf.state.nj.us will close at 4:00pm.
12/2/09	Answers to Questions Posted Within the Timeframe above will be answered and posted to DCF website at www.nj.gov/dcf .
12/16/09	Deadline for Receipt of Proposals by 12:00PM

1/13/10	Notification/Award Announcement
1/20/10	Deadline for Appeals

All proposals must be received by 12:00 PM on or before December 16, 2009. Proposals received after 12:00 PM on December 16, 2009 will **not** be considered for an award. Applicants should submit one (1) signed original and 10 copies of the proposal, including a signed cover letter of transmittal as indicated below. Faxed or emailed proposals will not be accepted. Applicants will not be notified that their package has been received.

Proposals must be delivered either in person or via commercial carrier to:

Catherine Schafer
 Department of Children and Families
 222 South Warren Street/3rd Floor
 P.O. Box 729
 Trenton, New Jersey 08625-0729

H. Administration:

1. Screening for Eligibility, Conformity and Completeness

DCF staff 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 subject to immediate rejection.

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

- a. The application was received prior to the stated deadline
- b. The application is signed and authorized by the applicant entity's Chief Executive Officer or equivalent
- c. The applicant 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 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.

2. Proposal Evaluation 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 Evaluation team, 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 respond 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 indication 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.

I. 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, 222 South Warren, PO Box 729, Trenton, NJ 08625-0729 no later than five (5) calendar days from the date the award notification is issued.

J. Post Award Review:

As a courtesy, DCF may offer unsuccessful applicants an opportunity to review the Evaluation Committee's rating of their individual proposals. For the purposes of this RFP, all Post Award Reviews will be conducted by appointment only between January 22, 2010 and January 29, 2010.

Applicants may request a Post Award Review by contacting:

Catherine Schafer
Department of Children and Families
222 South Warren Street/3rd Floor
P.O. Box 729
Trenton, New Jersey 08625-0729

Post Award Reviews will not be conducted after January 30, 2010.

K. Post Award Information:

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. After accessing the DCF web page, click on Public Notices or Contract & RFP Information.

Selected applicants will be required to comply with 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:

- Proof of Insurance naming DCF as an additional insured
- Board Resolution Validation
- DCF Standard Language Document

- Current agency by-laws
- Copy of lease or mortgage (if applicable)
- Certificate of Incorporation
- Conflict of Interest policy
- Affirmative Action policy and certificate
- A copy of all applicable professional licenses
- Current single audit report
- Current IRS Form 990
- Current Pension Form 5500
- Copy of the agency's annual report to the Secretary of State
- Public Law 2005, Chapter 51, Contractor Certification and Disclosure of Political Contributions (not required for non-profit entities).

Section II – Application Instructions

A. Proposal Requirements and Evaluation Criteria:

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

The narrative portion of the application shall be double-spaced with margins of 1 inch on the top and bottom and 1½ inches on the left and right. The font shall be no smaller than 12 points for general text (10 point font is acceptable in tables and charts). The narrative section shall not exceed 20 pages. A point reduction of one point per page will be issued for proposals exceeding the page limit. The narrative must be organized appropriately and address key concepts outlined in the RFP. Items included in the transmittal cover letter, Annex B budget pages and attachments do not count towards the narrative page limit.

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

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

1. Applicant Organization (20 points)

Describe the agency's history, mission and goals and where appropriate, provide a record of accomplishments in working with the Department of Children and Families, and/or relevant projects with other state governmental entities.

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 indicating the location (division/office) of the proposed project within the organization.

Describe the agency's background and experience in implementing the types of services.

Provide an indication of the organization's demonstrated commitment to cultural competency and diversity.

Include information regarding the organization's licensure status.

2. Program Implementation Plan (40 points)

As previously noted, DCF funded programs integrate the principles and concepts of the NJ Standards for Prevention Programs. Applicants describe the proposed program and demonstrate a thorough understanding of and commitment to these conceptual, practice and administrative standards. References to the Prevention Standards shall be integrated as narrative text or footnotes, or a summary document shall be developed and included as a separate attachment.

A successful parent education service will be collaborative, bringing together community partners, including consumers (pregnant women/parents), to focus on systems-building strategies and activities that will improve parenting in a non-abusive, non-neglectful manner and provide linkages to needed social supports. The system is expected to improve local prevention efforts to build on parent/family strengths, enhance adult/child protective factors, and ultimately reduce child abuse and neglect in participating families.

Using the following outline, provide a clear picture of the planning process and the proposed implementation strategies and collaborative partnerships that will be utilized to ensure a successful program:

a) Partnership, Collaboration & Planning

DCF is interested in funding projects that build effective partnerships to reach families in need of prevention services.

Discuss initial steps that have been or will be taken to build relationships with community partners to develop and implement a system that includes a system of support networks for families in an effort to prevent isolation and dependency.. Identify the steps needed to continue to move the process forward and list these in a timeline..

b) Screening

Discuss proposed plans for implementing the individualized case plan for each family involved in the parenting education process. .

d) Initial Assessment

Identify current/proposed partners that will complete initial assessments on women/families who are processed through Central Intake. Estimate the number of initial assessments that partners can accept and be expected to complete annually. Describe how the designated assessment tool (Kempe Family Stress Checklist) will be used to capture and process the client information needed to make an accurate and appropriate assessment.

Describe the anticipated timeframe between referral, screening and assessment.

Identify determining factors for referral to other community-based services and describe what will happen to families that are not eligible or interested in other services.

Indicate how the program will engage fathers in working with the family.

e) Linkage to Other Community-Based Services

Demonstrate an understanding of essential programs/services provided in the target community that will support this parenting education program. Identify existing programs and their specific target populations. Discuss how the parenting education system will provide support to families, including fathers, to help reduce potential barriers for participation.

f) Staffing and Personnel

Indicate the number, qualifications and skills that all staff, consultants, sub-grantees and/or volunteers who will perform the proposed service activities. Specify any staff or support positions that will be provided in-kind. Explain how the proposed staffing structure will ensure the program's capability to serve the community adequately.

Attach an organizational chart for the proposed program operation, job descriptions and salary ranges for key positions and resumes, if available.

Describe the management and supervision methods that will be utilized.

Identify any anticipated professional services contractors and the proposed scope of work. Submit consultant agreements, if applicable.

4. Project Objectives and Evaluation

(20 points)

All grantees will be required to participate in the evaluation of the parenting education program. The following criteria will be used to evaluate the

program. Provide the performance objective percentages as part of the proposal and any other criteria that your organization will offer to provide:

a__% of families that have completed an intervention will have their children at home at 6 months post discharge

b__% of families that have completed an intervention will have their children at home at 12 months post discharge

c__% of families who have completed an intervention will have no substantiated allegations of abuse or neglect at 6 months post discharge

d__% of families who have completed an intervention will have no substantiated allegations of abuse or neglect at 12 months post discharge

e__% of school-aged children will improve in their school attendance.

6. Budget Narrative (20 points)

The Department will consider the cost efficiency of the proposed budget as it relates to the anticipated level of services. Therefore, applicants must clearly indicate how this funding will be used to meet the project goals and/or requirements. Provide a line item budget and a budget narrative for the total annual costs of the proposed project.

The budget shall be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. The budget shall reflect a 12-month operating schedule. The Annex B forms shall include in separate columns: 1) total funds needed for each line item, 2) funds requested from DCF in this grant, 3) funds from committed leveraging partners, and 4) funds to be secured from other sources, i.e. in-kind or additional funding sources.

All costs associated with the completion of the project must be delineated and the budget narrative must clearly articulate budget items including a description of miscellaneous expenses or "other" items. *NOTE: Charges for G &A expenses shall not exceed 10% of the direct service costs of the project.*

The completed budget proposal must also include a detailed summary of and justification for any one-time operational start-up costs. These costs shall be based on the anticipated needs of the program and must be reflected on a separate schedule.

Applicants shall leverage additional funding, agency resources or partner support for this project. Describe any current in-kind or supplemental funding sources (other than the committed funding partners), if any. Outside funding support shall be documented by a formal Letter of Commitment from the funding organization.

Provide itemized details for all other proposed budget expenses, e.g. supplies, travel, training, facility, etc.

The grantee is expected to adhere to all applicable State cost principles.

Standard DCF Annex B forms, instructions and a description of General and Administrative Costs are available at www.nj.gov/dcf.

B. Supporting Documents/Required Format

Applicants must submit a complete application signed and dated by the Chief Executive Officer or equivalent.

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 applications/proposals submitted in response to this RFP shall be organized in the following manner:

Part I: Proposal

Proposal Cover Sheet*
Table of Contents
Proposal Narrative (in the following order)

1. Applicant Organization
2. Program Implementation Plan
3. Project Objectives and Evaluation
4. Budget Narrative

Part II: Appendices

1. Key personnel job descriptions, resume and current salary ranges
2. Current and proposed organizational chart
3. Current/dated list of agency Board of Directors and terms of office
4. Copy of agency code of ethics and/or conflict of interest policy
5. Statement of Assurances*
6. Certification regarding Debarment*

7. All required Certification and Disclosure Forms in accordance with PL 2005, c.51 (“Chapter 51”) and Executive Order 117 (2008), if appropriate**
8. Copy of IRS Determination Letter regarding applicant’s charitable contribution or non-profit status (if appropriate)
9. Copies of all applicable licenses (if appropriate)
10. DCF Annex B Budget Forms*
11. Applicable Consultant Contracts, Memoranda of Agreement, Letters of commitment and other supporting documents.
12. Affirmative Action Form and/or Certification

* Standard forms are available at www.nj.gov/dcf.

** Chapter 51 forms are available on the Department of Treasury website at <http://www.state.nj.us/treasury/dpmc/forms.html>. (Note: non-profit entities are exempt from Chapter 51 disclosure requirements).

C. Requests for Information and Clarification

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.

Questions must be submitted in writing via email to: DCFASKRFP@dcf.state.nj.us: All inquiries submitted to this email address must identify, in the Subject heading, the specific RFP for which clarification is being sought.

Questions and inquiries relating to this RFP will be received on the following dates: November 5, 2009 to November 19, 2009 at 4:00pm.

Written questions must directly address the RFP. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page number and section number to which it relates.

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

Inquiries will not be accepted after the closing date of the Question and Answer Period.

Written inquiries will be answered and posted on the DCF website as a written addendum to the RFP.