

## QUESTIONS AND ANSWERS

### Family Success Center-Pemberton Township-Burlington County

Questions? Email us anytime at [dcfaskrfp@dcf.state.nj.us](mailto:dcfaskrfp@dcf.state.nj.us)

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- 1. On p.7 of the RFP under “Staffing” it indicates that “the FSC is required to employ 3 full time staff”. My question is: can any of these staff be FTE’s? FTE’s might mean 6 staff whose total time devoted to the project equals 35 hours x 3 = 105 hours/week. FTE’s allow the agency to provide the expertise of more than just 3 staff members on the project and, in my opinion, provides for a better result.**

No, staff must be full-time. Two Full Time Equivalents (FTE’s) cannot take the place of one full time staff member.

- 2. P.20- Is the Performance Outcome Chart to be included as an Appendix or is it included in the 25 page narrative?**

The performance outcome chart is to be included in the 25 page narrative.

- 3. Does “mid-term” really mean that you want only activities that will be delivered in the first 6 months of year 1?**

**The first and second outcomes would seem to be accomplished by almost any and all activities in which members might engage, from a financial literacy session to a health screening. Please advise.**

Activities should be delivered throughout the duration of the contract, not just in the first six months. Performance outcomes may be attainable

during the contract period or it may be necessary to track their attainment over a longer period of time.

The first and second outcomes can be met in a variety of ways and through a myriad of activities and programs. It is the responsibility of the applicant to list specific activities that will produce the desired outcomes.

- 4. As a follow-up to question #3, it does not seem possible to include all activities that the FSC provides in order to reach the performance outcomes.**

Even a lengthy list of activities that lead to the performance outcomes should fit in the 25 page limit. It is not necessarily expected that an agency list all of the activities, but that they focus on those that are key in achieving the performance outcome.

- 5. Can we use 10 point font in charts? Using a chart to provide information sometimes makes the information easier for the reader and also is a more efficient use of space. Most funders allow a 10 point font in such charts/tables.**

The font in the narrative is to be 12 point, but in the appendices 10 point font may be used. Anything included, i.e. charts, in the narrative are expected to be in 12 point font.

- 6. There does not appear to be much emphasis on the “Family Success Plans” in the RFP and yet the Job Description for the Family Partner (RFP p. 26) includes a second bullet point that reads: “Develops Family Success Plans in partnership with families based on the goals of the family”. Please clarify.**

The completion of Family Success Plans is no longer a component of the Family Success Center model. These plans should only be completed at the request of the family and staff should act strictly in an advisory capacity, with the families functioning as the primary authors of the plan.

- 7. What is the difference between the request for 3 Letters of Commitment and other agreements such as MOU’s, Affiliation Agreements?**

The applying agency is required to submit three letters of commitment (not letters of *support*) in their proposal. Many agencies wish to show in their proposals that they have more than three partnerships or important affiliation agreements with additional agencies in their community in the

appendices. This would be where a submitting agency might want to submit additional letters of commitment, memos of understanding, affiliation agreements and consulting contracts. Cooperation with other agencies is key to the success of the FSC; however, an agency should be selective in their partnerships to ensure that the partner shares the same visions and missions of the FSC.

**8. As a follow-up question to #6, can an agency use monies from the grant to pay for these services (partnerships)?**

We would like to see a true partnership, a win-win situation for both partnering agencies, as opposed to an exchange of funds to pay for services. For example, the FSC can provide a service to Agency X, while in exchange for that service, Agency X provides a service to the FSC.

**9. Does Pemberton Township include Pemberton Borough, as they have the same zip code?**

Yes. The goal of the FSC is to transcend community lines, so it does not matter where the family is from.

**10. What does “family” mean in terms of who is eligible to attend the FSC?**

Anyone and everyone is encouraged to attend, there is no set criteria in relation to their role in a family. For example, family includes parents, children, couples who are planning a pregnancy, grandparents, step-parents, potential resource families etc.

**11. If an agency submits both via email and in person, which submission will be accepted?**

We will accept the most recent submission.