

**QUESTIONS AND ANSWERS**

**REQUEST FOR PROPOSAL**

**2016 FATHERHOOD/HEALTHY RELATIONSHIP INITIATIVE-CENTRAL  
REGION**

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

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- 1. Is it required that a provider equally target fathers/educate providers in all three counties of the Central Region or can the program be concentrated in only one county of the region (i.e. Middlesex)?**

Page 5 of the RFP states "The model shall benefit the target population of Monmouth, Mercer and Middlesex Counties". All counties are to receive the benefit of this service.

- 2. "Forty (40) parenting or expectant fathers and/or individuals shall participate in the Fatherhood Leadership Group." (RFP, Page 6)**

**Is this a cumulative total of 40 participants over the 3 years of the grant, or must we retain 40 fathers throughout the entirety of the 3 years?**

The Applicant must commit to retain 40 fathers throughout the entirety of the 3 years except for the first year where a ramp up period is expected and it is recommended that the Applicant detail how the Applicant plans to ramp up services in the first year. Continuous outreach efforts are detailed in the RFP pages 5-9 so that the Fatherhood Leadership Group is constantly replenished.

**Is this number across all three counties or per county?**

It is across all three counties. See the response to Question1 above.

**3. There are not specifications of the age of the father participants.**

**Would it be beneficial to target a specific age range, or must the services be open to the general public?**

The RFP specifies that fathers and expectant fathers may be participants. Your proposal must include a Need Justification set forth on Page 16 and 17. If you wish to propose a preference for certain age range based upon your research you may do so but the entire community is required to be served under this RFP.

**4. "Describe your history of collaboration with formal and informal organizations and your capacity to engage fathers and families in co-designing your services. Include 5 Letters of Commitment and other supporting documents." (RFP, Page 16, 1d)**

**Should the 5 Letters of Commitment be from historical collaborations, or current partnerships with organizations which will be utilized for the Fatherhood Initiative?**

In addition to describing your history of collaboration, letters should be from partnerships related to this initiative.

**5. How do you define "father" under this RFP?**

Biological fathers, adoptive fathers or expectant fathers.

**6. Are services limited to biological fathers or can services also be provided to adoptive fathers, and other nontraditional father figures such as an uncle, brother, and/or other adult caregivers?**

See above in Question 5.

7. **Can you clarify what you mean by “General Counseling” in responsibilities section of the Father Engagement Specialist job description?**

General counseling refers to any counseling services which participants receiving case management may request. Topics which may be addressed during individual, group or family counseling time include parenting and co-parenting skills, healthy relationship skills, child development, job readiness, etc.

8. **Where can we access the “Safe-Child Standards” referenced in the supporting documents section of the RFP?**

As per this RFP on page 20, the Standards are available at:  
<http://www.state.nj.us/dcf/SafeChildStandards.pdf>

9. **Page 3      Section 1A      General Information**  
**Funding is for one or more Fatherhood Engagement Specialist.**

**Does this mean we could contract with existing Fatherhood programs in the targeted counties and have three separate Fatherhood Specialists (one in each county) at 1/3 FTE or whatever percentage works out to be 100% FTE? Or, is the expectation/preference to be for one Full-time person – based at our agency – to work in three counties?**

Page 5 clarifies that: “The awarded funds will pay for Father Engagement Specialist/Specialists staffing for 12 months; travel expenses; consultant costs associated with implementing the program model; materials and supplies; and program incentives.”

**Does the Fatherhood Engagement Specialist have to have a physical presence (office) in each of the counties, or can the location of the funding agency be home base?**

Your proposal must reflect how the Applicant shall provide services in the Region.

10. **Page 39      Exhibit J      Payroll**  
**The explanation for the timesheet says that it must display “distribution of total hours between each grant program”.**

**Would that mean that every grant/source of money that pays other responsibilities of the Fatherhood Engagement Specialist (if not**

**100% funded by the DCF grant) must be indicated with % and dollar amount and source of that funding (i.e. DMHAS or fee for service)?**

Yes.

**11. Must the specialist provide case-management for all 40 fathers, or on an as-needed basis?**

The Job Description clarifies the case management function for all participants:

- Oversee the coordination of case management and referral services for the program participants
  - Advocate for appropriate resources for participants, their children and their families with community agencies including parole and probation officers in the community
  - Collaborate with other staff members, referral sources, and social support network to provide appropriate services to participants and their families.
- Provide General Counseling (individual, group and as needed family counseling)

**12. What constitutes "engagement"? Must the fathers be engaged in the Fatherhood Leadership Group, or would participation in other case management/ school-based programs qualify?**

The engagement requirements are set forth in pages 5-9 of the RFP. To count toward the required activity of 40 participants they must be participants of the Fatherhood Leadership group.

**13. Is a board resolution required?**

A board resolution is not required for this application but may be required later during contract negotiation. As stated, the signature of the Executive Director would signify that the appropriate approvals were received to apply for this funding.

**14. Is there a specified percentage of the budget that can be used for administration?**

Not for this RFP. Please see the DCF contract policy regarding the “reasonable” nature required for such expenses.

**15. Can more than one evidence-based/evidence-informed curriculum be used?**

Only one evidence-based/evidence-informed curriculum will be implemented.

**16. On page 10 of the RFP, could you please explain what is meant by “identify the accruals, proposed costs, and source of the anticipated accruals” in regard to the start-up funding?**

The funding for the first year is dependent upon the Applicants ability to start services. In such a case a proportionate share of the annual budget would be expected to be expended in the truncated fiscal period. The remaining funding would only be made available for reasonable start-up costs. Each Applicants proposal may be different.