

## **QUESTIONS AND ANSWERS**

### **Family Success Center-Middlesex County**

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

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#### **\*\*PLEASE NOTE:**

- **Exhibit A & B are included at the end of this QA.**
- **Appendix D to be included in Narrative as per the RFP.**
- **Administration Expense is capped at 12%.**

#### **1. Section I / C. / Page 4: What classifies a registered participant?**

A family makes up a registered community participant. Whether the family has 1 member or 15 members, each family is considered 1 participant. Each family must receive 1 unit of service to be considered eligible to register as a participant.

#### **2. Section I / C. / Page 4: Does anyone who steps inside the Center count towards the 250?**

No, in order to be counted toward the 250 there must be participation in a service offered at the FSC.

- 3. Section I / C. / Page 4: If the Center is hosting two programs, and a family signs up for both events, do they count twice towards the 250?**

No, they only count once. There are other ways for the agency to communicate the level of participation in the FSC's offerings.

- 4. Section I / C. / Page 4: What information is needed to be a registered participant? Will a name suffice?**

In addition to a name, the family should provide their contact information. The FSC should be sure to communicate to the participants that they are not completing an 'intake process' but rather a 'membership of the FSC process'.

- 5. Section I / C. / Page 7: How much of the grant funds can go towards salary/staffing commitments?**

This is for the applicant agency to decide.

- 6. Section I / C. / Page 7: Is there a limit on salary for each position?**

This is for the applicant agency to decide.

- 7. Section I / C. / Page 8: Software purchases? Does this mean anything more than Microsoft software?**

No approval is necessary for additional software, as there are no software requirements for this RFP.

- 8. Section I / E. / Page 10: What state licenses are required? (page 10)**

There are no state licenses required that we are aware of.

- 9. Section II / B. / Page 23: Do we need to identify people for each position by the time we submit the grant? (page 23)**

No.

**10. Section II / B. / Page 23: What are staffing patterns? (page 23)**

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

We have provided an example of a successful proposal which includes a staffing pattern.

**11. Section II / B./Page 23:What is safe-child standards descriptions? (pg 23)**

We have provided an example of a successful proposal which includes a safe-child standards description.

**12. Section II /B./Page 23:Who should letters of commitment be from? (pg 23)**

Each agency should identify partners in the community who embrace your vision and mission. In order to determine what services your FSC will provide to the community, a focus group can be assembled made up of community members who can assist the agency in ascertaining what the community needs and wants. By doing so, this will direct your agency toward other agencies with whom your agency can choose to partner and collaborate.

Often agencies will choose to ask a prospective landlord for a letter committing to a future lease.

**13. Is it acceptable for staff from another FSC to be employed at this FSC location at the same time?**

No, we want full-time staff for each FSC location.

**14. Would a location in a shopping mall be ruled out?**

More than likely, yes. An FSC located in a shopping mall would seem too more like an agency/institution, and less like an inviting home-like atmosphere, than if it is located in a neighborhood.

**15. Is there an expectation that the agency provide transportation to the FSC's participants?**

No, but this would be a great area to establish a partnership or collaboration with another agency who does provide transportation.

**16. Can a senior citizen be counted as a participant?**

Yes.

**17. Does the agency need to hire staff and secure a location prior to applying for this grant?**

No, but the agency might want to secure letters of commitment to include in their proposal.

**18. How long after the RFPs are submitted will the grant be awarded?**

It is difficult to say, as this depends entirely on the number of applicants, and the amount of time required for the grant committee to process the submissions. The grant committee not only reviews the applications, but also provides feedback in the form of strengths and needs of your proposal, for future RFP applications.

**19. Woodbridge is a unique community. Do you have an idea of where in Woodbridge you would like to see the FSC located?**

No. Once an agency is awarded the grant a discussion will take place regarding proposed locations. Our preference is that the agency makes an assessment of their community, as they know the community they serve the best. We want the agency to tell us their vision of the best location for an FSC, and why they have chosen that location.

**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](http://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.*).