

## **QUESTIONS AND ANSWERS**

### **Family Preservation Services-Atlantic County**

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

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- 1. This question relates to page 6 of the RFP, the final bullet-point under “Family Preservation Services,” which requests follow-up evaluations at 3, 6 and 12 months post-discharge. Is DCF going to help the contractor with locating the family post-discharge?**

DCP&P assists FPS programs in obtaining accurate and verifiable information regarding the status of discharged clients in accordance with the DCF/FPS Follow-Up Protocol. The provision of this information by CP&P does not release the FPS agency from its obligation to exercise due diligence and make every effort to contact all clients who have been discharged from the program. Such efforts are required by the enacting legislation and the FPS program model and are documented accordingly in each client record. Contract documents 2.2 and 2.3 for primary FPS and Step-Down, Program Standards, etc. can be found by accessing: <http://nj.gov/dcf/providers/contracting/forms/dcpp.html> and program report: <http://nj.gov/dcf/news/reportsnewsletters/dcfreportsnewsletters/>.

- 2. This question relates to pages 6 and 9 of the RFP under “FPS Step Down Services,” and relates to the follow-up evaluations. For the follow-up evaluations at 3, 6 and 12 months, is the contractor expected to utilize the North Carolina Family Assessment Scales (CFAS) for these? Or can a contractor use their standard follow-up interviews at these post-discharge periods?**

No. CFAS is not used for FPS Step-down and Follow Up. Please refer to the FPS standards and protocol found on the DCF website link: <http://nj.gov/dcf/providers/contracting/forms/dcpp.html>

- 3. This question relates to page 1 of the RFP where it discusses funding, and also to page 7 of the RFP where it discusses caseloads - How many families are expected to be served with the funding?**

Please refer to the ratios set forth by the enacting legislation found by in: NJ Statute 30:4C-74 to 83. See attached relevant statutes and please refer to the FPS standards and protocol found on the DCF website link: <http://nj.gov/dcf/providers/contracting/forms/dcpp.html>

- 4. This question relates to page 7 of the RFP under staffing structure - Is there a recommended or required minimum-maximum ratio of supervisory staff to full-time staff?**

Please refer to the enacting legislation NJ Statute 30:4C-74 to 83. See attached relevant statutes and please refer to the FPS standards and protocol found on the DCF website link: <http://nj.gov/dcf/providers/contracting/forms/dcpp.html>

- 5. This question relates to page 7 of the RFP under staffing structure - Are the Assistant Supervisor's educational requirements the same as that for the Supervisor?**

FPS Supervisors must possess a Master's degree in social work, psychology, education or counseling; five years of experience in providing treatment services to families; and two years of supervisory experience as outlined in the enacting legislation NJ Statute 30:4C-74 to 83. See attached relevant statutes and please refer to the FPS standards and protocol found on the DCF website link: <http://nj.gov/dcf/providers/contracting/forms/dcpp.html>

- 6. Is the Transmittal Cover Letter (RFP, p 15, Section 2-A, 2nd paragraph) the same as the "Proposal Cover Sheet" listed on page RFP, p 19)?**

A Transmittal Cover Letter includes the agency's address contact information and describes what is being sent. This is separate from the Proposal Cover Sheet.

- 7. This question relates to page 20 of the RFP, where it discusses the budget - How many budgets and budget narratives do we need to submit?**

One budget narrative which must be part of the 25 page proposal and the Budget forms which are to be attached as an Appendix.

- 8. This question relates to page 20 of the RFP, where it discusses the budget - On the Annex B, do we need to show two separate components - one for the Family Preservation Services, one for the Step-Down program and a separate budget for the start-up costs?**

Yes.

- 9. This question relates to page 20 of the RFP, where it discusses the budget - For the start-up costs, does the mention of "a separate schedule" mean that we need to include another component in the Annex B for start-up?**

It doesn't have to be a separate component but on the Annex-B it would be a separate column if you are using startup funds for different categories. However, if you are using the startup for one piece of equipment or in one category (i.e. facilities, materials and supplies) then, it would just be in that line item on the budget.

- 10. This question relates to pages 17 and 20 of the RFP, where it discusses the proposal format - What is the maximum page count for the narrative proposal – is it 20 pages, as written on page 20 of the RFP, or 25 pages, as mentioned on page 17 of the RFP?**

There is a 25 page limitation for the narrative portion of the grant application. The budget narrative must be part of the 25 page proposal. The Budget forms are to be attached as an Appendix.

- 11. This question relates to page 20 of the RFP, where it discusses leveraging - Can in-kind contributions be considered leveraging?**

Yes.

**12. Page 5 Section I C, paragraph 5: If an agency with an existing FPS program is awarded the program, can the programs be combined programmatically?**

Yes.

**13. Page 5 Section I C, paragraph 5: Can other counties without a step-down program refer for Atlantic County step-down services?**

No.

**14. Page 5 Section I C, paragraph 5: If an agency with an existing FPS program is awarded the program, can both FPS programs for each county refer for step-down services?**

No.

**15. Page 5 Section I C, paragraph 5: Related to question 5, if the staff from the FPS program and the Step-down program can be the same staff, then we would expect to “weight” each caseload according to the make-up of their caseload of FPS and Step-down client families. In the provisions of this RFP, would that be acceptable?**

On average, fulltime Step-Down staff carry a caseload of 8-10 families depending on the distribution of clients across treatment phases and their collective proximity to discharge.

**16. Page 6 Section I C and Page 7, “Because Step-Down staff is part of the local FPS service team...” “Case planning is coordinated between the initial FPS worker and Step-Down staff.” Must the staff from the FPS program and the Step-down program be different staff?**

No.

**17. Page 9 Section I D: Can vehicles be purchased with start-up funds?**

Yes, provider must adhere to #8 (1) of the Contract Reforms regarding Criteria for the Processing a vehicle request.

**18. Page 9 Section I D: If an agency with an existing FPS program is awarded the program, can the programs have a combined budget?**

No.

**19. Page 9 Section I D OR Page 15 Section I and J, “copy of lease or mortgage (if applicable)”:** Can any of the 10% start-up funds be used for the costs of purchase or renovations of a building to house the program?

No.

**20. Page 15 Section I and J, “copy of lease or mortgage (if applicable)” AND Page 18 Section II A 4:** Can ongoing funds be budgeted to rent or lease a building?

Yes, the provider agency must adhere to DCF Contract Reimbursement Manual Section 4.6 Allowable Items of Cost-Item 22 Rental Costs.

**21. Page 15 Section I J, AND Page 18 Section II A 4:** “copy of lease or mortgage (if applicable)”:

Can ongoing funds be budgeted to rent or lease vehicles?

Generally no, however, the provider agency may under some circumstances be able to lease a vehicle, subject to the stipulations outlined in #8 (4) of the Contract Reforms regarding Criteria for the Processing a vehicle request.