

## **QUESTIONS AND ANSWERS**

### **2017 RFP: Substance Use Navigator**

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

Phone number and contact

Main Number: 609-888-7730

Contacts: Jessica Lique  
Loren LaBadie

Deliver proposal to: 50 East State Street, 3rd Floor  
Trenton, NJ

**Please note: Revised checklists for documents for both the County and the Other Applicants are now posted and replace the required documents to be submitted with this RFP.**

**1. Is the Navigator available/allowed to "trouble shoot" on individual cases?**

The Substance Use Navigator (Navigator) is not a case manager. The role of the Navigator is to build inter-system relationships and serve as a resource for system partners, families and the community at large within the defined service area in which youth are served. The role of the Navigator does not include the provision of direct services. The focus will be on supporting the seamless access to substance use services including, but not limited to, system of care services, specialized treatment needs of transition age youth, and helping community partners to recognize indicators of substance use and how appropriate services may be accessed. The Navigator will have to utilize their judgment, but is not to get overly involved with managing individual cases.

**2. Can you describe the target population?**

The community within the defined service area is the target population.

- 3. On page 10, 5- Just to clarify, are you looking for the awardee to provide this training or will DCF provide this training?**

DCF and CSOC will provide certain training through Rutgers UBHC. The available trainings are posted in a monthly schedule, which is available through our website. See <http://www.nj.gov/dcf/providers/csc/>

Also see: <http://www.nj.gov/dcf/about/divisions/dcsc/>

Also see: <http://www.performcarenj.org/provider/substance/index.aspx>

- 4. Page 10 in section referencing training...what are the number of hours of training that are expected and in what time frame for completion?**

We are not prescribing a specific number of hours of training or a timeframe for their completion; however, we expect that they be completed in a reasonable time frame.

- 5. p. 22 Section A. 4. Are we to include a budget figure for the staff development trainings listed on p. 21? If so, is there a suggested amount? Will DCF be providing any of these trainings at no cost?**

The cost of training is not part of the budget. There is no cost to the agency to complete the trainings offered by DCF.

- 6. What is the timeframe for the navigator to complete all of the trainings listed in the RFP and are all of them available through CSOC's training contract or will agencies need to set aside funds for trainings?**

Please monitor the training schedule and plan accordingly. The trainings should be completed as soon as reasonably possible.

- 7. Page 9 Does DCF have any identified tools they want successful applicants to use for the purposes of conducting the assessment?**

DCF does not have any specific tools identified. The agency should develop a community assessment that is qualitative to determine the needs of the community to be served. Agencies shall need to engage with the Children's Inter-Agency Coordinating Council (CIACC) and can coordinate the development of the needs assessment.

8. p. 11 Section C. 6. b. What is meant by “an acknowledged effective measurement tool”?

Please see above question and answer. The agency may utilize their own tools to evaluate what the community to be served needs.

9. Re: outcome evaluations- does CSOC have outcomes it expects the agencies to report out on or is each agency free to develop its own tools and outcome measures? Are approved outcome measures subject to final review by CSOC?

At this time CSOC will not prescribe required outcome expectations. Each agency may develop its own tools and outcome measures, which should be discussed in detail in their proposal. Once an agency is awarded, a more detailed discussion about the agency’s outcome measures will take place with CSOC.

10. For the below outcomes measurements do you have the name of an acknowledged effective measurement tool?

*Identify indicators that will measure the effectiveness of the collaborations in order to achieve the desired results for this initiative. At minimum, indicators should measure the above noted outcomes through an acknowledged effective measurement tool.*

CSOC is not prescribing any specific measurement tools; CSOC is only requiring that they be effective.

11. Are there specific tools or types of tools that are suggested? Can we devise our own tools? Is there a specific tool DCF recommends? What does that mean and is there a tool that they would want grantees to use statewide for consistency?

Please see above question and answer.

12. Page 7- What is a credentialed healthcare professional as it pertains to this project? (LSW, LAC, LCSW, LPC, LMFT, LCADC)? Would a CADC with an LCADC as a supervisor satisfy this requirement?

A credentialed healthcare professional is, as it pertains to this initiative, an experienced, licensed clinician with knowledge in the field and community, with an understanding of pathology and etiology, etc. The above credentials are acceptable. A CADC with a LCADC as a supervisor would

not satisfy the requirements. An individual with a PhD in clinical psychology would satisfy the requirement.

**13. Since this position is available across several counties is there an expected salary range for the position?**

There is no prescribed expected salary range for this position. This is an all-inclusive award.

**14. Am I able to speak with my local FSO, CMO, Drug Court, and others listed on page 7 Under Role and Responsibilities while writing this grant, without penalty as they are DCF funded agencies?**

Yes, provided the above are not part of the grant selection process for this RFP. Additionally, you may not discuss this RFP with CSOC, DCF Grants Management or Contracting staff.

**15. Does an organization have to submit separate applications for each region it is interested in serving?**

Yes.

**16. Page 20 – Three (3) written professional letters of support on behalf of the applying individual/agency *specific to the provisions of services for individuals with intellectual and developmental disabilities* under this RFP.**

**a. How do letters specific to the provisions of services for individuals with intellectual and developmental disabilities connect to the project?**

This is a typo. There are no requirements specifically pertaining to “*specific to the provisions of services for individuals with intellectual and developmental disabilities*” for this RFP.

**17. p. 20 Section A. 2. Please be more specific about the entities from whom the letters of support are to be obtained. Could this include schools, behavioral health providers, the CMO, FSO, etc. or are the letters only to come from those with whom DCF contracts to provide services for individuals with intellectual and developmental disabilities?**

Please see above question and answer with regard to “individuals with intellectual and developmental disabilities”. Generally, letters of support can come from any of the above entities.

**18. Page 24 for supporting documents: Item 6 says 3 letters of support “provisions of services for individuals with intellectual and developmental disabilities under the RFP – is that a typo?**

REMOVE – SAME AS ABOVE QUESTION/ANSWER

**19. Is it three specific letters to each region meaning 45 if an organization applies for all 15 regions?**

I would venture to say that an agency should have letters of recommendation from each of the communities for which they would submit a proposal.

**20. If it takes two months to hire the person can the saved salary be used to cover other startup expenses?**

There are no start-up costs for this RFP.

**21. Can any part of the \$100,000 be used to partially fund an existing supervisor’s salary?**

Yes

**22. If a vehicle is needed to be purchased, would that be an approved startup cost, and, if so, how do you see that being funded?**

There are no start-up costs for this RFP. The agency would need to manage funding of a vehicle, should they choose to.

**23. Who has previously won this grant?**

This is a new funding opportunity, and there were no previous winners.

**24. How long is the project period?**

This is an annual contract subject to annual renewal subject to appropriation.

**25. Can we house more than one Navigator in the same office even though their work would be 100% in the assigned county? For example, the office is in Hudson County but the work is in Essex County.**

The Navigator's office should be within the county to be served; however, the Navigator's work hours should be spent primarily in the community and not in an office.

**26. Given that there is only one Navigator in a county, what happens if there is a vacancy? What support, if any does DCF invest so that the provider is not fiscally punished during the recruitment period?**

There is no punishment, but funds will not be disbursed when no service is being provided.

**27. p. 18 Section A. Can we use charts in the 25 page proposal? If so, can the chart be Arial 10, single spaced?**

You can include a chart if you wish, keeping in mind that the Narrative cannot exceed 25 pages.

**28. p. 19 Section A. 1. Where can we find the "Department's goals and objectives"?**

The Department's goal and objectives can be found on the DCF, CSOC and/or PerformCare websites.

**29.p. 20 Section A. 2. “Demonstrate the capacity to meet minimum requirements listed in Section 1:C”. Does this mean that we are to describe only the agency history in meeting similar requirements (“capacity”) or the way we propose to meet the minimum requirements if awarded the grant or both?**

You should describe your agency’s ability to provide the proposed services in such a way that the reader (grant evaluation team) can gain faith in the agency’s ability to provide these services.

**30.p. 20 Section A. 2. “Provide information on the accessibility of services, including the hours and days that services will be available to persons who inquire”. Please further explain as it would seem that most of the services to be provided will not be to those seeking services (which would amount to direct service, which the RFP rules out) but rather services will largely be provided to system partners such as the CMO, FSO, schools, etc.**

This was not intended to refer to the Substance Use Navigator position but to the services that the Substance Use Navigator will be knowledgeable in the community.

**31.p. 20 Section A. 2. What is meant by “encounter data”? Do you mean people trained, number of meetings, partners, etc?**

Yes, include these in your response.

**32.p. 20 Section A. 2. Regarding the week by week description of action steps, can this information be put in a table and if so, can the table be 10 font, single spaced?**

The action steps should be included as an appendix/attachment. Please see page 24, #11.

**33.Also, on p. 24, #11, it is indicated that this information is not to be included in the 25 page narrative but rather included as an appendix. Please clarify. Should the Action Steps be included within the 25 page narrative or as an attachment?**

The action steps should be included as an appendix/attachment. Please see page 24, #11.

**34.p. 20 Section A. 2. An “organizational chart for the proposed program” is requested. How does this differ from the Organizational Chart requested on the bottom of p. 19?**

The organizational chart on the bottom of page 19 refers to the agency’s *current* organization as opposed to the organizational chart on page 20, which refers to the agency’s organizational chart with the inclusion of the *proposed services*.

**35.Would you also be able to clarify which budget form we should use, “Annex B (1-6 Programs)” or “Annex B (7+ Programs)”.**

This depends on the size of your agency. Agencies with 1 to 6 programs should use Annex B (1-6 programs) and agencies with 7 or more programs should use Annex B (7+ programs).

**36.p. 22 Section A. 4. Both a budget and a budget narrative are requested. Is the budget narrative included as an appendix (p. 22 and p. 24 indicate this is true). Where does the budget go (p. 23 indicates that it is part of the 25 page proposal, but this is highly unusual)?**

Within the proposal Narrative, please provide a very brief summary that describes the Budget. This is to be included within the 25-page limit. Additionally, the detailed Budget Narrative and Annex B are to be included as attachments.

**37.Page 3 statement is “ Substance Use Navigator will provide consultation to community providers, CSOC System partners, families, advisory groups and/or governmental entities serving or advocating for you (Under 21 years of age).....” Our question is regarding the fact that direct services are not to be provided by this grant so does consultation with families as stated above, cross that line?**

See response to question #1.

**38.Page 9 Given the funding year, what does DCF anticipate in terms of length of time that the needs assessment should take?**

During the course of the provision of these services, the length of time that the needs assessment takes will become clear.



**39. Page 11 – It doesn't appear that the success of the project will be on just helping individuals access services, it will be more focused on improving systems and helping system partners learn how to access treatment services through CSOC...can you please clarify?**

This purpose of this grant is to identify community needs and further the community's access to substance use resources, *including resources under the auspices of DCF/CSOC and/or those outside of DCF* through the assistance of a Navigator.

**40. Page 13; #10 What does "operational in 60 days" mean? What exactly is DCF's expectation of that?**

Operational within 60 days means that the Navigator is to be in place and ready to work within 60 days of grant award. A strong proposal would include a letter of commitment signed by the person your agency would hire upon award of this grant.

**41. It seems that the most important outcome is access to services, but agency services are important too, is that correct?**

Access to services is an important outcome, but knowledge of available resources in the community is also important. This position should provide insight and technical assistance to community regarding all aspects of SUD.

**42. Will there be an award for all 15 service areas? Will they be awarded at the same time?**

Making an award for all 15 service areas at the same time is the goal, but DCF cannot predict if there will be an award for each service area or whether these awards will be made at the same time.

**43. What do you mean by "passing a criminal background check"?**

Your agency must ensure that any employee must be fingerprinted in order to complete the State and Federal background check process. If the criminal history background check reveals any conviction(s) the employee may be subject to termination from employment or not hired.

**44. If our agency plans to service more than one county in the identified service areas, where should their office be? Will there only be 1 navigator for a multi-county service area?**

The Navigator should be centrally located to all of the county to be serviced; however, the Navigator should spend the majority of their work hours in the community, not in an office. Each defined service area will have 1 Navigator.

**45. Will other service providers in the community be required to share data with the winning agency?**

We would like to see this happen, but we cannot require it. We suggest involvement in the local CIACC.

**46. If we are County or Municipal government, do we need to submit the same forms as other agencies?**

No, we will issue a separate checklist for County and Municipal government.

**47. It seems that there is an expectation that the Navigator have both a clinical background and a community grass roots approach. These approaches seem to conflict?**

We have determined that a clinical background is vital and is required in providing these services to the community. They do not conflict for a good clinician involved or who would be coming into the System of Care.

**48. Is it required that the winning agency partner with Human Services county organizations?**

This is not a requirement, but certainly your partnership will assist the program and process.

**49. If an agency chooses to collaborate with another agency for a multi-county service area, could 1 agency serve one county while the other agency serves the other county?**

There is to be 1 Navigator for each defined service area, so the logistics of how this would be worked out would need to be included in detail in the agency's proposal. Additionally, there must be 1 lead agency identified.

**50. Could an agency make use of master's level interns to provide greater service area coverage?**

Yes, but the expectations for the intern would be the same as for the Navigator.

**51. Does the person supervising the navigator need to have the same credentials and licensing as is required for the navigator?**

We are not requiring a supervisor, and therefore do not have any requirements for such a position. Our vision is that the Navigator would function autonomously without clinical supervision (perhaps peer clinical supervision), but would certainly function within the parameters and ethic of organization in which she/he works.

**52. Can you provide any tips regarding the applicant organization portion of the proposal?**

Make sure to demonstrate your agency's commitment to cultural competency/diversity, governance structure, and organizational capacity to enter into a third party direct state services contract with DCF and a commitment to the well-being of the children, youth and young adults and families in their community

**53. Can you provide any tips regarding the program approach?**

Make sure to demonstrate your agency's ability to embrace the community and see its role in assuring that the children, youth, young adults who are vulnerable to the blight of SU are being assisted. The agency should also be able to maintain, collect and use data as an effective and clarifying tool.

**54. Can you clarify the difference between “applicants must have the ability to become fully operational within 60 days of award” and “award is subject to be rescinded if not operationalized within 3 months of RFP award”?**

Once the winning agency receives the award, the agency must be able to become fully operational within 60 days, but no longer than 90 days (which requires written approval from the Assistant Commissioner of CSOC), or the award may be rescinded.

**55. When is the award date for this RFP?**

There is no specified award date for this RFP at this time. An award will be made upon a thorough review of all the submissions by the evaluation team.

**56. Can the time table be vague (for example, week 1, week 2, week 3) as opposed to specific dates?**

The timetable for implementation can include week 1, week 2 ... as opposed to specific dates.