

Youth Advisory Boards

Questions and Answers

Questions? Email us anytime at dcfaskrfp@dcf.state.nj.us

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**Note: The due date for the submission has been extended to:
June 17, 2013 at 12:00pm**

Re: Section C.V. and C.VI, pages 8 and 9

- 1. Do the requirements for administering NYTD surveys and tracking outputs refer only to youth who will participate in the YAB's?**

A: No, NYTD surveys may be required for youth that are not actively (or ever) involved in the Youth Advisory Boards.

- 2. Will the provider be responsible for locating and connecting with youth who were surveyed BEFORE the contract begins?**

A: Yes, the provider will be responsible for locating and connecting with youth before the contract begins.

- 3. If yes, how many previously-surveyed youth statewide will the provider be expected to locate and connect with?**

A: DCF will provide a list and most recent contact information for the identified youth.

Re: Budget:

- 4. The Budget does not include necessary program costs (both start-up and ongoing costs) such as office space, office supplies, staff recruitment, staff cellphones & laptops, office furniture, printing and copying, marketing activities, promotional materials, and staff training. How will these be paid for?**

A: DCF is withdrawing the budget it included in the RFP. Rather, providers are required to submit a budget that encompasses the staffing and service activities as outlined in the RFP and does not exceed \$673,233. In addition to those two categories, the submitted budget may include facility costs (i.e. space, phones, etcetera), materials/supplies, and transportation costs (i.e. mileage reimbursement for staff) in their proposed budget. Each respondent may also include a start-up budget that includes one-time costs for things like furniture and computers.

- 5. The Youth Advisory Interns are budgeted at \$18k each but there is no fringe budgeted for these positions. How can we avoid paying fringe for these staff?**

A: The amount of available funds through this RFP is \$673,233. You may budget fringe for the Youth Advisory interns.

- 6. If we are able to economize on some aspects of the budget (such as fringe percentage or space usage rental) can we use the savings to increase funding on other lines (such as incentives or youth transportation assistance)?**

A: Yes.

- 7. Is the Transportation Coordination listed in the Budget on p.11 and described on p.13, for the cost of staff transportation or youth member transportation?**

A: Please see the answer to question 4.

- 8. On pages 21 & 22 of the RFP, we are asked to include in the narrative the “plan for staffing” and “the number, qualifications and skills of all staff, consultants, sub-grantees and/or volunteers.” Then for Appendix 3, we are asked to provide “Staffing Patterns.” What is required in this Appendix that isn’t already covered in the Narrative?**

A: In the Appendix please list the staffing plan (e.g. organization chart, job description or resumes).

- 9. Detailed Job Descriptions are included as Exhibits 1-3 of the RFP, yet on pages 21, 22, and 26, the RFP stipulates that job descriptions must be included in the Appendices. What is this Appendix supposed to include that isn't already stipulated in Exhibits 1-3?**

A: The Appendix should include an organizational chart for the proposed program operation; job descriptions that include all educational and experiential requirements; salary ranges; and resumes of any existing staff who will perform the proposed services.

- 10. The Job Description (Exhibit 3) for the Youth Advisory Interns stipulated Education Qualification of "Associates Degree." Would it be acceptable to hire a student who has no Associates Degree but is currently enrolled in a 4-year Bachelors program?**

A: The provider may propose a candidate for the Intern position.

- 11. Is the Tax Clearance Certificate listed as Appendix 11, p. 26 of the RFP, required if the applicant is a 501(c)(3) tax exempt organization?**

A: A 501(c)(3) organization needs to present their tax-exempt certificate.

- 12. Page 4: Youth Advisory Council: will YAC members be required to be active members of a YAB?**

A: YAC members will represent the following areas of DCF service provision: the Office of Education, School-based Services, the Children System of Care and Child Protection and Permanency. YAC membership will require participation in one of those areas.

- 13. Page 5: NYTD Follow-Up Surveys: approximately how many young people (17, 19 and 21 year olds) are within a cohort each year? Is it likely that some are living out-of-state?**

A: Approximately one hundred (100) youth will be identified per cohort. Some may be out of state.

- 14. Page 5: NYTD Follow-Up Surveys: will DCF offer support to the YAB coordinator to identify and locate youth required to complete the NYTD Follow-Up Surveys?**

A: DCF will provide information regarding the youth's last known address and contact information.

15. Page 7: YAB Enrichment Events/YAB Community Service Events: are four mission-based projects still required to be completed by each YAB? Do the two enrichment and community services events count as the four YAB projects?

A: Yes. The expectation is for there to be two community service and two enrichment activities per YAB per year. The community service and enrichment activities are both required and separate activities.

16. Page 8: NYTD Data Management: in addition to the Follow-Up Surveys, does this grant include management of the monthly reports of services being received (currently being collected through the "TRAILS" database) through all of DCF's Independent Living contracts?

A: The provider is expected to send a monthly Independent Living Services report (via TRAILS). There is no management of the data beyond this requirement.

17. Page 8: Child Protection and Permanency Connections: will the Local DCF Offices (CP&P, CSOC and F&CP) assist in recruitment efforts for YAB members?

A: There will an identified local DCP&P representative available to assist recruitment efforts. Additionally, there will be a representative from the Office of Adolescent Services to assist the efforts.

18. Page 11: Fringe Rate: 29% is built into budget. Can funds be used from other line items to cover an increased fringe rate?

A: Please see answer to question 4.

19. Page 12: NYTD Regional Site Administration: can a portion of the \$4,500 be used to provide incentives for youth completing the NYTD surveys, and/or maintaining contact with administrating agency during years when survey is not being administered?

A: Please see answer to question 4.

20. Page 13: Transportation Coordination: is the Travel Budget line provided to support all paid grant personnel?

A: Please see answer to question 4.