



REQUEST FOR PROPOSALS

FOR

Batterers' Intervention Program

Burlington, Monmouth, Ocean Counties

Funding of \$135,000 per program available

Total funding of up to \$405, 000

There will be no Bidders Conference for this RFP.

Questions are due by December 23, 2016

Bids are due: February 14, 2017

Allison Blake, PhD., L.S.W.

Commissioner

November 30, 2016

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Funding Agency

State of New Jersey
Department of Children and Families
50 East State Street,
Trenton, New Jersey 08625

Special Notice: *Questions will be accepted in advance of the Bidder's Conference by providing them via email to DCFASKRFP@dcf.state.nj.us until December 23, 2016 Technical inquiries about forms and other documents may be requested anytime.*

Section I – General Information

A. Purpose:

The New Jersey Department of Children and Families' (DCF) announces the availability of funding for up to three (3) programs, one (1) maximum per county, for the purpose of the implementing of a male batterers' intervention program (BIP) that addresses the service needs of Child Protection and Permanency (CP&P) families involved in domestic violence. The Division of Family and Community Partnerships (FCP), in collaboration with CP&P, will provide oversight for this programming.

The goal of this RFP is to increase access to BIP and support services to a sub set of domestic violence offenders with the goal of assisting fathers and families in moving toward a non-violent, non-coercive family structure; to increase safety within households; and, to set clear boundaries to prevent future violence.

Funding will be awarded to implement programming in three counties: Burlington, Monmouth, and Ocean. Up to one award will be made in each of the three identified counties. Each applicant may apply for one or more counties. Separate bids are required for each county.

Referrals for these services will come from CP&P Local Offices. Clients will have an open case with CP&P; and, will have been identified as fathers/caregivers who perpetrate domestic violence in households where children are present or have access to or visitation with minor children.

B. Background:

The Department is charged with serving and safeguarding the most vulnerable children and families in the State and our mission is to ensure the safety, well-being and success of New Jersey's children and families. Our

vision statement is “To ensure a better today and even greater tomorrow for every individual we serve.”

Investment in BIPs are part of the Department’s overall effort to assist fathers and families in moving towards a non-violent, non-coercive family structure, to increase safety within households, and to set clear boundaries to prevent future violence. As always, a safety plan must be in place for the victim as well as the children.

Although New Jersey has not established certification standards for BIPs, the Coalition to End Domestic Violence has developed batterers’ intervention standards. These standards are included as Exhibit C in this RFP, and serve as important background material for applicants to review and consider.

As part of the Department’s strategy and in alignment with the spirit of the standards developed by New Jersey Coalition to End Domestic Violence and other States and jurisdictions around the country, additional contracts may be awarded for the related training for identified DCF staff, BIP program staff and relevant community partners. The training component will increase the capacity of DCF and community partners to recognize how the interests of domestic violence survivors and the child welfare system align. Further it will emphasize that reducing or eliminating the safety and risk concerns posed by batterers are a shared goal and that encouraging, assessing and engaging fathers into responsible fathering can be part of an effective case practice method.

While some research suggests that child welfare agencies may improve outcomes for children and families by increasing their capacity to intervene with domestic violence perpetrators, DCF also understands that research and evaluation of Batterers’ Intervention Programs (BIPs) has demonstrated mixed results. DCF is committed to evaluating the effectiveness of awards made through this RFP to help guide existing and future programming decisions.

The training and evaluation components will be provided by experts in the field and/or University partners, and supported by DCF. Providers who are awarded the batterers intervention program component through this RFP are required to actively participate in the training and evaluation processes.

C. Services to be Funded:

Up to one award will be made in each of the three identified counties to implement the required program components. Applicants may apply for one or more counties, but separate applications are required for each county. Applicants may also subcontract program components to qualified agency partners, but a primary agency must be identified, and DCF's contract will be with the primary agency.

Providers are required to serve a minimum of 80 unduplicated clients per contract year in each county. DCF expects that 75 percent of all clients and/or a minimum of 60 clients will complete the program.

Applicants are required to identify specific strategies and concrete plans for outreach, assessment, group education, as well as referrals to therapy and other needed services, for fathers who perpetrate domestic violence in households where children are present or have access to or visitation with minor children.

Required Program Components:

The grantee(s) for this program must provide:

- Intake/Screening and assessment of CP&P clients referred to the program
- A BIP for CP&P involved fathers/caregivers
- Data collection and reporting
- Participation in DCF required training and evaluation activities
- Coordination and communication with CP&P
- Accessibility (transportation, business hours, language)

Intake/Screening and Assessment

Applicants must provide a detailed description of what the intake/screening and assessment processes will be for clients referred to the BIP. Applicants must provide an example of each process referred to in the proposal. For example, applicants should include a detailed description of the proposed intake process and a sample form (if applicable). Similarly, for proposed screening and assessment of clients, applicants must include the names and rationale for proposed screening and assessment tools and processes. The rationale for screening and assessment tools and processes must be supported by research evidence and/or the provider's experience. If required for the evaluation, further assessment tools and processes may be required

and the time and effort for this effort shall be part of the services required by the RFP.

Providers must outline their strategies for engaging clients referred to the program at intake and throughout the client's time in the program. BIPs can be challenged with poor completion rates for a variety of reasons (language barriers; hours and location of programming; hard to reach population), and programs must address how they will mitigate no shows and client drop outs. Clients will be referred by CP&P Local Officers, and will include clients who are CP&P involved and court ordered into a BIP as well as those who are being referred by CP&P for voluntary services.

DCF recognizes that BIPs may be best aligned to serve a sub set of batterers, but has not developed criteria at this point in time for screening out clients. Providers must identify any proposed criteria that would "rule out" or disqualify a client referred by CP&P along with a rationale.

PLEASE NOTE: DCF reserves the right to determine the standard screening and/or assessment tool that will be utilized. The grantee must be flexible and willing to use a tool that the grantee did not propose in the submitted application. DCF is committed to collaborating with grantees to help make this determination.

A BIP for CP&P involved fathers/caregivers referred to program

Applicants should use the standards developed by the Coalition to End Domestic Violence (exhibit C), along with research and practice literature to guide their proposed BIP. While a core part of most BIPs are typically group education and intervention, DCF is open to alternatives that meet the standards of an evidence based program; an evidence-informed program; or evidence supported or promising practice as defined below:

- Evidence-based is defined as a manualized program/practice/intervention, which is included in a national clearinghouse or registry of evidence-based interventions; has documented evidence of effectiveness based on at least two rigorous, external research studies; and has demonstrated sustained effects at least one year post treatment.
- Evidence-informed is defined as having demonstrated effectiveness with one rigorous research study.
- Evidence-supported or promising practice is defined as showing some evidence of effectiveness through less rigorous research studies.

Curriculum content for groups and/or individual men participating in the BIP should also include education on:

- Child development and age appropriate expectations and discipline;
- Impact of domestic violence on children and families;
- Healthy parenting; and,
- Identification and confrontation of behaviors that undermine the parenting authority of the perpetrator's partner/former partner.

Grant funds may not be used to provide couples counseling or mediation.

Male and female perpetrators may not be seen in the same group.

Data Collection and Reporting

Applicants must describe their capacity to collect and report on data that will assist DCF in monitoring and evaluation the impact of the programming. Please specify who and how data will be collected and monitored and used to improve and/or inform performance. At a minimum, DCF will require regular reports that include the following data elements:

- Number of clients referred per month
- Number of clients "ruled out" per month and reason
- Number of clients engaged in the intake process
- Number of clients who complete program
- Number of clients who drop out of program
- Reason for client drop out
- Select data from the intake process
- Select data from assessment process

All applicants are advised that any software purchased in connection with the proposed project must receive prior approval by the New Jersey Office of Information Technology.

Applicants are also advised that any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.

Participation in DCF required training and evaluation activities

Applicants are required to participate in DCF sponsored training and evaluation activities to further support the BIP. Applicants are encouraged to describe what training and supports they feel are most valuable to assist with implementing the BIP they are proposing beyond what the provider plans to provide to directly support their staff and the agency with being fully operational.

Coordination and communication with CP&P

Applicants must describe their plans for CP&P coordination and communication along with any prior experience working with CP&P.

Accessibility

Applicants must describe plans for making their BIP accessible to the population across the county they are serving. This includes how the provider plans to assist with transportation challenges; serving clients outside of traditional business hours; and, serving clients for whom English is not a primary language. Providers should keep in mind that clients may have employment and caregiver responsibilities.

Other Statutory Requirements

Organ and Tissue Donation: As defined in section 2 of P.L. 2012, c. 4 (N.J.S.A.52:32-33), contractors are encouraged to notify their employees, through information and materials or through an organ and tissue awareness program, of organ donation options. The information provided to employees shall be prepared in collaboration with the organ procurement organizations designated pursuant to 42 U.S.C. §1320b-8 to serve in this State.

D. Funding Information:

For the purpose of this initiative, the Department will make available \$135,000 per counties named. A total of \$405,000 is committed funding for this project. One time or start up expense are allowed and must be provided in a separate budget as Exhibit D. Funding is anticipated to be on going although Continuation funding is contingent upon the availability of funds in future fiscal years and efficacy of the program.

Up to three proposals will be funded under this program.

Matching funds are not required.

Operational start-up costs are permitted. Applicants must provide a justification and detailed summary of all expenses that must be met in order to begin program operations in Exhibit D.

Funds awarded under this program may not be used to supplant or duplicate existing funding.

Any expenses incurred prior to the effective date of the contract will not be reimbursed by DCF.

E. Applicant Eligibility Requirements:

1. Applicants must be for profit or not for profit corporations that are duly registered to conduct business within the State of New Jersey.
2. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
3. If Applicant is under a corrective action plan with DCF, or any other New Jersey State agency or authority, the Applicant may not submit a proposal for this RFP. Responses shall not be reviewed and considered by DCF until all deficiencies listed in the corrective action plan have been eliminated to the satisfaction of DCF for a period of 6 months
4. Applicants shall not be suspended, terminated or barred for deficiencies in performance of any award, and if applicable, all past issues must be resolved as demonstrated by written documentation.
5. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
6. Where required, all applicants must hold current State licenses.
7. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
8. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
9. All applicants must have a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-866-705-5711 or inquire on-line at www.dnb.com
10. Any fiscally viable entity that meets the eligibility requirements, terms and conditions of the RFP, and the contracting rules and regulations set forth in the DCF Contract Policy and Information Manual (N.J.A.C. 10:3) may submit an application.

F. RFP Schedule:

December 2, 2016	Notice of Availability of Funds/RFP publication
December 23, 2016	Deadline for Email Questions sent to DCFASKRFP@dcf.state.nj.us
February 14, 2017	Deadline for Receipt of Proposals by 12:00PM

Proposals received after 12:00 PM on February 14, 2017 will **not** be considered. Applicants shall submit **one (1) signed original** and should submit **one CD ROM** as indicated below.

Proposals must be delivered either:

1) In person to:

Catherine Schafer, Director of Grants Management, Auditing and Records
Department of Children and Families
50 East State Street, 3rd floor
Trenton, New Jersey 08625-0717

Please allow time for the elevator and access through the security guard. Applicants submitting proposals in person or by commercial carrier shall submit **one (1) signed original** and should submit **one CD ROM** with all documents.

2) Commercial Carrier (hand delivery, federal express or UPS) to:

Catherine Schafer, Director of Grants Management, Auditing and Records
Department of Children and Families
50 East State Street, 3rd floor
Trenton, New Jersey 08625-0717

Applicants submitting proposals in person or by commercial carrier shall submit **one (1) signed original** and should submit **one CD ROM** with all documents.

3) Online:

DCF offers the alternative for our bidders to submit proposals electronically. Only a registered Authorized Organization Representative (AOR) or the designated alternate is eligible to send in a submission by submitting an AOR form.

AOR Registration forms and online training are available on our website at: www.nj.gov/dcf/providers/notices/

Forms are directly under the Notices section-See Standard Documents for RFPs

- [Submitting Requests for Proposal Electronically PowerPoint \(pdf\)](#)
- [Registration for the Authorized Organization Representative \(AOR\) Form](#)

We recommend that you do not wait until the date of delivery in case there are technical difficulties during your submission. Registered AOR forms may be received 5 business days prior to the date the bid is due.

G. Administration:

1. Screening for Eligibility, Conformity and Completeness

DCF will screen proposals for eligibility and conformity with the specifications set forth in this RFP. A preliminary review will be conducted to determine whether the application is eligible for evaluation or immediate rejection.

The following criteria will be considered, where applicable, as part of the preliminary screening process:

- a. The application was received prior to the stated deadline
- b. The application is signed and authorized by the applicant's Chief Executive Officer or equivalent
- c. The applicant attended the Bidders Conference (if required)
- d. The application is complete in its entirety, including all required attachments and appendices
- e. The application conforms to the specifications set forth in the RFP

Upon completion of the initial screening, proposals meeting the requirements of the RFP will be distributed to the Proposal Evaluation Committee for its review and recommendations. Failure to meet the criteria outlined above, or the submission of incomplete or non-responsive applications constitutes grounds for immediate rejection of the proposal if such absence affects the ability of the committee to fairly judge the application.

In order for a bid to be considered for award, at least one representative of the Bidder must have been present at the Bidders Conference, if required commencing at the time and in the place specified below. Failure to attend the Bidders Conference will result in automatic bid rejection.

2. Proposal Review Process

DCF will convene a Proposal Evaluation Committee in accordance with existing regulation and policy. The Committee will review each application in accordance with the established criteria outlined in Section II of this document. All reviewers, voting and advisory, will complete a conflict of interest form. Those individuals with conflicts or

the appearance of a conflict will be disqualified from participation in the review process. The voting members of the Proposal Evaluation Committee will review proposals, deliberate as a group, and then independently score applications to determine the final funding decisions.

The Department reserves the right to request that applicants present their proposal in person for final scoring. In the event of a tie in the scoring by the Committee, the bidders that are the subject of the tie will provide a presentation of their proposal to the evaluation committee. The evaluation committee will request specific information and/or specific questions to be answered during a presentation by the provider and a brief time-constrained presentation. The presentation will be scored out of 50 possible points, based on the following criteria and the highest score will be recommended for approval as the winning bidder.

- Requested information was covered- 10 Points
- Approach to the contract and program design was thoroughly and clearly explained and was consistent with the RFP requirements- 20 Points
- Background of organization and staffing explained- 10 Points
- Speakers were knowledgeable about topic- 5 Points
- Speakers responded well to questions - 5 Points

The Department also reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. The Department's best interests in this context include, but are not limited to: State loss of funding for the contract; the inability of the applicant to provide adequate services; the applicant's lack of good standing with the Department, and any indication, including solely an allegation, of misrepresentation of information and/or non-compliance with any State of New Jersey contracts, policies and procedures, or State and/or Federal laws and regulations.

All applicants will be notified in writing of the Department's intent to award a contract.

3. Special Requirements

The successful Applicant shall maintain all documentation related to products, transactions or services under this contract for a period of

five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

Applicants must comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, the State Affirmative Action policy. A copy is attached as **Exhibit A.**

Applicants must comply with laws relating to Anti- Discrimination as attached as **Exhibit B.**

H. Appeals:

An appeal of the selection process will be heard only if it is alleged that the Department has violated a statutory or regulatory provision in awarding the grant. An appeal will not be heard based upon a challenge to the evaluation of a proposal. Applicants may appeal by submitting a written request to:

Office of Legal Affairs
Contract Appeals
50 East State Street 4th Floor
Trenton NJ 08625

no later than five (5) calendar days following receipt of the notification or by the deadline posted in this announcement.

I. Post Award Review:

As a courtesy, DCF may offer unsuccessful applicants an opportunity to review the Evaluation Committee's rating of their individual proposals. All Post Award Reviews will be conducted by appointment.

Applicants may request a Post Award Review by contacting:
DCFASKRFP@dcf.state.nj.us

Post Award Reviews will not be conducted after six months from the date of issuance of this RFP.

J. Post Award Requirements:

Selected applicants will be required to comply with the terms and conditions of the Department of Children and Families' contracting rules and regulations as set forth in the Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and

Information Manual. Applicants may review these items via the Internet at www.nj.gov/dcf/providers/contracting/manuals

Selected applicants will also be required to comply with all applicable State and Federal laws and statutes, assurances, certifications and regulations regarding funding.

Upon receipt of the award announcement, and where appropriate, selected applicants will be minimally required to submit one (1) copy of the following documents:

1. A copy of the Acknowledgement of Receipt of the NJ State Policy and Procedures returned to the DCF Office of the EEO/AA
2. DCF Third Party Contract Reforms Attestation
3. Proof of Insurance naming DCF as additionally insured from agencies
4. Bonding Certificate
5. Notification of Licensed Public Accountant (NLPA) with a copy of Accountant's Certification
6. ACH- Credit Authorization for automatic deposit (for new agencies only)

The actual award of funds is contingent upon a successful Contract negotiation. If, during the negotiations, it is found that the selected Applicant is incapable of providing the services or has misrepresented any material fact or its ability to manage the program, the notice of intent to award may be rescinded.

Section II – Application Instructions

A. Proposal Requirements and Review Criteria:

All applications will be evaluated and scored in accordance with the following criteria:

The narrative portion of the proposal should be double-spaced with margins of 1 inch on the top and bottom and 1 inch on the left and right. The font shall be no smaller than 12 points in Arial or Times New Roman. There is a 25 page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Five (5) points will be deducted for each missing document. If the deductions total 20 points or more, the proposal shall be rejected as non-responsive. The narrative must be organized appropriately and address the key concepts outlined

in the RFP. Annex B budget pages, and attachments do not count towards the narrative page limit.

Proposals may be fastened by a heavy-duty binder clip. Do not submit proposals in loose-leaf binders, plastic sleeves or folders or staples.

Each proposal narrative must contain the following items organized by heading in the same order as presented below:

1) Applicant Organization (10 Points)

Describe the agency's history, mission and goals, and where appropriate, a record of accomplishments in working in collaboration with the Department of Children and Families and/or relevant projects with other State governmental entities.

Describe the agency's background and experience in implementing the types of services described in the RFP.

Provide an indication of the organization's demonstrated commitment to cultural competency and diversity. The provider shall identify and develop, as needed, accessible culturally responsive services and supports. These shall include, but are not limited to, affiliations with informal or natural helping networks such as language services, neighborhood and civic associations, faith based organizations, and recreational programs determined to be appropriate. Supervisors must be culturally competent and responsive, with training and experience necessary to manage complex cases in the community across child and youth serving systems. Explain how the provider is working toward a cultural competency plan that describes actions your agency will take to insure that policies, materials, environment, recruitment, hiring, promotion, training and Board membership reflect the community or the intended recipients of the services you provide and promote the cultural competency of the organization and that resources and services will be provided in a way that is culturally sensitive and relevant.

Describe the agency's governance structure and its administrative, management and organizational capacity to enter into a third party direct State services contract with the Department of Children and Families. Note the existence (if any) of professional advisory boards that support the operations. If applicable, indicate the relationship of the staff to the governing body. Attach a current organizational chart.

Provide an indication of the agency's demonstrated capability to provide services that are consistent with the Department's goals and objectives for the program to be funded. Include information on current programs

managed by the agency, the funding sources and if available, any evaluation or outcome data.

2) Program Approach (45 Points)

Provide details about how the agency will provide each of the required program components and also describe where the program approach aligns and/or diverges from the New Jersey Coalition to End Domestic Violence's Batterer Intervention Program Standards (Exhibit C):

Intake/Screening and assessment of clients referred to program

- Detailed description of what the intake/screening and assessment processes will be for clients referred to the BIP
- Example of each process referred to in the proposal
- Include names of specific tools, assessment frameworks and/or processes and rationale for selection of these items or processes
- Strategies for engaging clients and retaining them in the programming
- Specify any additional eligibility criteria being proposed and/or "rule out" criteria being proposed by agency

A BIP for CP&P involved fathers/caregivers (male)

Provide details about the approach and content of the proposed BIP. Be specific about what the content is of the intervention and who will be qualified to deliver it and what is required of the participants in terms of time and effort. How does the content of the intervention and approach relate to the overall goals DCF has to assist fathers and families in moving toward a non-violent, non-coercive family structure; to increase safety within households and to set clear boundaries to prevent future violence? Providers should be specific about why they are taking a specific approach or adopting a particular model and cite research and/or provide research evidence or data as appropriate. Providers should identify how they will train and support staff delivering the BIP.

Curriculum content for groups and/or individual men participating in the BIP must also include education on:

- Child development and age appropriate expectations and discipline;
- Impact of domestic violence on children and families;
- Healthy parenting; and,
- Identification and confrontation of behaviors that undermine the parenting authority of the perpetrator's partner/former partner.

Indicate the number, qualifications and skills of all staff, consultants, sub-grantees and/or volunteers who will perform the proposed service activities. Attach, in the Appendices section of the application, an

organizational chart for the proposed program operation; job descriptions that include all educational and experiential requirements; and resumes of any existing staff who will perform the proposed services.

Describe the management and supervision methods that will be utilized.

Provide a feasible timeline for implementing the proposed services. Attach a separate Program Implementation Schedule as part of the Appendix.

Data collection and reporting

Applicants must describe their capacity to collect and report on data that will assist DCF and the provider in monitoring and evaluation the impact of the programming. Please specify how data will be collected and monitored and used to improve and/or inform performance.

Participation in DCF required training and evaluation activities

Award recipients are required to participate in training and evaluation activities. Applicants must describe their capability and flexibility to embrace the training and evaluation activities. Applicant may make suggestions for training and technical assistance supports that they believe may be required to support successful implementation of the BIP in their county.

Coordination and communication with CP&P

Describe the agency's plans for coordination and communication with CP&P regarding the BIP as a whole and regarding progress and challenges with individual clients.

Client accessibility to program and services

Agencies must provide specific plans to address the anticipated challenges clients may face in accessing the BIP. Please include the hours and days that services will be available to clients, and the geographic location(s) where services will be provided. Please discuss how transportation challenges might be addressed or mitigated.

Describe how the proposed program will meet the needs of various and diverse cultures within the target community based on the Law Against Discrimination (N.J.S.A. 10:51 et seq.).

The New Jersey Department of Children and Families endorsed Prevent Child Abuse New Jersey's (PCA-NJ) Safe-Child Standards in August 2013 (The "Standards"). The Standards are a preventative tool for implementing policies and procedures for organizations working with youth and children and through their implementation, an organization can minimize the risks of the occurrence of child sexual abuse.

The Standards are available at:

<http://www.state.nj.us/dcf/SafeChildStandards.pdf>

As an Appendix, attach a brief (no more than 2 pages double spaced) Standards Description demonstrating ways in which your agency's operations mirror the Standards.

3) Outcome Evaluation (20 Points)

Describe the outcome measures that will be used to determine that the service goals and objectives of the program have been met. Provide a brief narrative.

4) Budget (25 Points)

The Department will consider the cost efficiency of the proposed budget as it relates to the anticipated level of services (LOS). Therefore, applicants must clearly indicate how this funding will be used to meet the project goals and/or requirements. Provide a line item budget on Exhibit D and narrative for the proposed project/program. The budget narrative description must be part of the 25 page proposal. Applicants are advised to ensure that each item on Exhibit D is described fully in the Budget Narrative section of the response. The Budget forms are to be attached as an Appendix.

The budget shall be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. The budget shall also reflect a 12 month operating schedule and must include, in separate columns, total funds needed for each line item, the funds requested in this grant, and funds secured from other sources. All costs associated with the completion of the project must be clearly delineated and the budget narrative must clearly articulate budget items, including a description of miscellaneous expenses or "other" items. The completed budget proposal must also include a detailed summary of and justification for any one-time operational start-up costs. These costs should be reflected on a separate column in Exhibit D.

The grantee is expected to adhere to all applicable State cost principles.

Standard DCF Annex B (budget) forms are available at: <http://www.state.nj.us/dcf/providers/contracting/forms/> and a description of General and Administrative Costs are available at <http://www.state.nj.us/dcf/providers/notices/>. For this RFP only Exhibit D shall be required.

B. Supporting Documents:

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent and should submit a CD ROM containing all the documents in PDF or Word format. The font shall be no smaller than 12 points in Arial or Times New Roman. There is a (25) page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Failure to submit any of the required documents requested in this RFP will result in a loss of five (5) points per item from the total points awarded for the proposal.

All supporting documents submitted in response to this RFP must be organized in the following manner:

Part I: Proposal	
<input type="checkbox"/>	Proposal Cover Sheet – (signed and dated) Use the RFP forms found directly under the Notices section on Website: www.nj.gov/dcf/providers/notices/ Form: http://www.nj.gov/dcf/providers/notices/Proposal.Cover.Sheet.doc
<input type="checkbox"/>	Table of Contents – Please number and label with page numbers if possible in the order as stated in Part I & Part II Appendices for paper copies, CD and electronic copies.
<input type="checkbox"/>	Proposal Narrative in following order <ol style="list-style-type: none"> a) Applicant Organization b) Needs Justification c) Program Approach d) Outcome Evaluation e) Budget Narrative
Part II: Appendices	
1.	<input type="checkbox"/> Job descriptions of key personnel, resumes if available for key personnel (please do not provide home addresses or personal phone numbers)
2.	<input type="checkbox"/> Staffing patterns
3.	<input type="checkbox"/> Current or Proposed Agency Organization Chart
4.	<input type="checkbox"/> Proposed Program Implementation Schedule
5.	<input type="checkbox"/> Safe-Child Standards Description of your agency's implementation of the standards (no more than 2 pages)
6.	<input type="checkbox"/> DCF Exhibit D Budget form
7.	<input type="checkbox"/> Copy of agency's Conflict of Interest policy

8.	<input type="checkbox"/>	Copies of any audits or reviews completed or in process by DCF or other State entities from 2014 to the present . If available, a corrective action plan should be provided and any other pertinent information that will explain or clarify the applicant's position. If not applicable, include a written statement.
9.	<input type="checkbox"/>	Dated List of Names of Board of Directors a. Titles, b. Address and c. Terms
10.	<input type="checkbox"/>	Signed Standard Language Document (SLD) [Version: Rev. June 6, 2014] Form: http://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc
11.	<input type="checkbox"/>	Document showing Data Universal Numbering System (DUNS) Number [2006 Federal Accountability & Transparency Act (FFATA)] Website: http://www.dnb.com Helpline: 1-866-705-5711
12.	<input type="checkbox"/>	System for Award Management (SAM) printout (or Renewal) showing "active" status (free of charge). Website: https://www.sam.gov/portal/public/SAM Helpline: 1-866-606-8220
13.	<input type="checkbox"/>	Applicable Consulting Contracts , Affiliation Agreements/Memoranda of Understanding related to this RFP. If not applicable, include a written statement
14.	<input type="checkbox"/>	Business Associate Agreement/HIPAA , with signature under Business Associate [Version: Rev. 9-2013] Form: http://www.nj.gov/dcf/providers/contracting/forms/HIPAA.doc
15.	<input type="checkbox"/>	Affirmative Action Certificate -or- Renewal Application [AA302] sent to Treasury Website: http://www.state.nj.us/treasury/purchase/forms.shtml Form: http://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf
16.	<input type="checkbox"/>	Certificate of Incorporation Website: http://www.nj.gov/treasury/revenue/filecerts.shtml
17.	<input type="checkbox"/>	<u>For Profit</u> : NJ Business Registration Certificate with the Division of Revenue. See instructions for applicability to your organization. Website: http://www.nj.gov/njbusiness/registration/ If not applicable, include a written statement.
18.	<input type="checkbox"/>	Agency By-laws
19.	<input type="checkbox"/>	Tax Exempt Certification Website: http://www.state.nj.us/treasury/taxation/exemption.shtml

20.	<input type="checkbox"/>	Disclosure of Investigations & Other Actions Involving Bidder Form (PDF) (signed and dated) Form: http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestigations.pdf
21.	<input type="checkbox"/>	Disclosure of Investment Activities in Iran (PDF) (signed and dated) Form: http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf
22.	<input type="checkbox"/>	For Profit: Statement of Bidder/Vendor Ownership Form (PDF) (signed and dated) See instructions for applicability to your organization. Form: http://www.state.nj.us/treasury/purchase/forms/OwnershipFinal12-14.pdf If not applicable, include a written statement
23.	<input type="checkbox"/>	Chapter 271** Signed and dated Website: http://www.state.nj.us/treasury/purchase/forms.shtml Form: http://www.state.nj.us/treasury/purchase/forms/CertandDisc2706.pdf
24.	<input type="checkbox"/>	Source Disclosure Certification Form [P.L. 2005, c 92-formerly Executive Order 129] (signed and dated) Website: http://www.state.nj.us/treasury/purchase/forms.shtml Form: http://www.state.nj.us/treasury/purchase/forms/SourceDisclosureCertification.pdf
25.	<input type="checkbox"/>	For Profit: Two-Year Chapter 51/Executive Order 117 Vendor Certification -and- Disclosure of Political Contributions (signed and dated) [Version: Rev 4/17/15]. See instructions for applicability to your organization. Website: http://www.state.nj.us/treasury/purchase/forms.shtml If not applicable, include a written statement.
26.	<input type="checkbox"/>	Annual Report to Secretary of State Please provide a copy of your filing confirmation and/or report. Website: http://www.state.nj.us/treasury/revenue/dcr/programs/ann_rpt.shtml
27.	<input type="checkbox"/>	Non Profit: Annual Report - Charitable Organizations Website: http://www.njpublicsafety.org/ca/charity/charfrm.htm If not applicable, include a written statement
28.	<input type="checkbox"/>	Certification Regarding Debarment-(Signed and dated) Form: http://www.state.nj.us/dcf/providers/notices/Cert.Debarment.pdf

29.	<input type="checkbox"/>	Statement of Assurances – (Signed and dated) Use the RFP forms found directly under the Notices section: Website: www.nj.gov/dcf/providers/notices/ Form: http://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc
30.	<input type="checkbox"/>	Tax Forms: Non Profit Form 990 Return of Organization Exempt from Income Tax -or- For Profit Form 1120 US Corporation Income Tax Return
31.	<input type="checkbox"/>	Most recent Audit or Financial Statement (certified by accountant or accounting firm) Audit: For agencies expending over \$100,000 in combined Federal/State Awards -or- Financial Statement: For agencies expending under \$100,000 Policy: http://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_audit.pdf

* Standard forms for RFP's are available at:
www.nj.gov/dcf/providers/notices/ Forms for RFP's are directly under the Notices section.

Standard DCF Annex B (budget) forms are available at:
<http://www.state.nj.us/dcf/providers/contracting/forms/>

** Treasury required forms are available on the Department of the Treasury website at
<http://www.state.nj.us/treasury/purchase/forms.shtml>
Click on Vendor Information and then on Forms.

Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information Manual may be reviewed via the Internet at:
www.nj.gov/dcf/providers/contracting/manuals

C. Requests for Information and Clarification

Question and Answer:

DCF will provide eligible applicants additional and/or clarifying information about this initiative and application procedures through a time-limited electronic Question and Answer Period. Inquiries will not be accepted after the closing date of the Question and Answer Period.

Questions must be submitted in writing via email to:
DCFASKRFP@dcf.state.nj.us.

Written questions must be directly tied to the RFP. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP. All inquiries submitted to DCFASKRFP@dcf.state.nj.us must identify, in the Subject heading, the specific RFP for which the question/clarification is being sought. Each question should begin by referencing the RFP page number and section number to which it relates.

Written inquiries will be answered and posted on the DCF website as a written addendum to the RFP at: <http://www.state.nj.us/dcf/providers/notices/>

Technical inquiries about forms and other documents may be requested anytime through DCFASKRFP@dcf.state.nj.us.

All other types of inquiries will not be accepted. **Applicants may not contact the Department directly, in person, or by telephone, concerning this RFP.**

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).

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.*).

Exhibit C

Coalition to End Domestic Violence's Batterers' Intervention Program Standards

INTRODUCTION

Batterers' Intervention Programs (BIPs) are committed to promoting victim safety and batterer accountability. Offenders must be held accountable for their behavior toward others, therefore, the responsibility for violence in an interpersonal relationship lies solely with the perpetrator. BIPs provide intervention services to court-ordered and voluntary domestic violence offenders with a goal of rehabilitation. In doing so, BIPs shall hold victims' safety and well-being as the primary concern in all program applications, group process, administration operations and any activity with or about the batterer.

BIPs are distinct from anger management programs. BIP curriculum must include an exploration of the abuser's own socialization in regard to learned patterns of domination, issues related to the abuser's parenting and shall teach alternatives to the use of power and control in interpersonal relationships.

BIPs are but one element of a comprehensive community plan to stop domestic violence and shall not exist in isolation. Therefore, BIPs must maintain collaborative working relationships with domestic violence victim services agencies, courts, probation services, mental health and substance abuse providers. Domestic violence lead agencies shall be actively sought for their expertise and leadership on an on-going basis particularly related to victim safety issues.

The Standards set forth below are standards for programs for men. BIPs for male batterers are not appropriate for women. When a woman is court-ordered to a BIP, an assessment shall be conducted to determine the root cause of the violent behavior, and to guide an appropriate intervention referral. A thorough evaluation shall be informed by the differences between men's and women's use of force, as well as the social context of male entitlement and the devaluation of women. The assessment shall consider the history of violence in the relationship, if the act occurred in self-defense or was in reaction to abuse, and if the act is part of a pattern of coercion or force to maintain control in the relationship. Feedback to the court shall be based on the assessment of battering and shall include recommendations

for appropriate intervention, including services for victims, if indicated, with a goal of non-recidivism.

STANDARDS

1. Program/Services

a. Format

- Group format
- Minimum 26 weeks in length, 52 weeks or longer is preferred
- 1.5 hour minimum for each group session
- 8-12 individuals in each group

b. Procedural Guidelines

- Programs will maintain regular contact with the referring court regarding each court-ordered participant's compliance with court-ordered attendance and participation requirements, including fees.
- Programs shall develop procedures for batterer's self report of any physical, sexual, property or psychological violence during the previous week.
- Programs shall develop procedures for dealing with re-offenses.

2. Staffing

a. Staffing Guidelines:

- Group co-facilitation by a male and female team, whenever possible.
- BIP facilitators shall represent the diversity of the communities that they serve.
- Bilingual staff will be provided as needed.
- All group facilitators must participate in regular supervision with program supervisor/coordinator.
- BIP staff shall meet regularly with the county's lead domestic violence program, and shall be encouraged to collaborate with victim services programs.

b. Qualifications

- Program Supervisor/Coordinator - Masters level with a NJ Domestic Violence Specialist certification and a license in a related professional discipline is preferred; otherwise the supervisor should have the equivalent 180 hours of domestic violence education and 2,000 hours of experience working in the domestic violence field.

- Group Facilitators - While qualifications for group facilitators shall be determined by individual programs and supervisors/coordinators, a minimum of 40 hours of domestic violence victim and batterer intervention training is strongly recommended.

3. Duty to Warn

a. Batterers service providers have a duty to warn victims of possible harm in accordance with *N.J.S.A. 2A:62A-16* and *McIntosh v. Milan*, 168N.J. 466; 403 A.2d 500 (Law Div 1979).

4. Victim Contact

a. Service providers must remain cognizant that batterers programs can never promise to protect victims, and should encourage victims to have a safety plan.

b. Every effort should be made by the BIP to contact the victim for the purpose of orientation to the BIP, limitations of the BIP and contact information for future communication with the BIP. Information about services available to the victim shall always be provided, however, victims should never be pressured to contact or participate in a domestic violence program or to divulge information that may compromise their safety or that they are uncomfortable revealing.

c. Contact and communications with the victim shall remain confidential unless the victim otherwise consents to the sharing of information. (Depending on the nature of a communication between a victim and a BIP staff, and the nature of the relationship between a BIP and a domestic violence service program, a communication with a victim might be considered privileged under New Jersey's victim-counselor privilege statute, *N.J.S.A. 2A:84A-22.13 et seq.*, provided the BIP staff person has otherwise met all the requirements of the statute).

d. The BIP should relay to the victim the possible benefits and risks of sharing information disclosed by the victim to her partner in the course of intervention so that the victim can make an informed decision. If the victim chooses not to have information relayed to the partner, such information may assist in informing specific batterer intervention strategies, but never in a manner that would breach confidentiality.

5. Batterer Confidentiality

- a. BIPs shall require a waiver of confidentiality from the batterer, as part of program admission, in accordance with the requirements of the BIP.

6. Intervention Guidelines – BIPs shall:

- a. Challenge presumptive entitlement thinking.
- b. Challenge person to take responsibility for violent, abusive and controlling behavior.
- c. Help person to understand and accept the consequences of his abusive behavior.
- d. Help person to understand the dangerousness of his behavior and that domestic violence is a crime.
- e. Address substance abuse issues.
- f. Help person develop empathy for his partner.
- g. Help person understand the relationship between violence and sex-role behavior.
- h. Help person develop constructive communication skills.
- i. Help person develop a positive support network.
- j. Help person develop specific strategies to prevent further violence, abuse and control.
- k. Help person to understand the impact of his violence on his children.

7. Education

- a. BIPs may be called upon to provide education and should follow the NJ Association of Domestic Violence Professionals *Guidelines for Training* regarding batterer intervention and BIP programming.

8. Evaluation

- a. BIPs shall incorporate methods of program evaluation that address the assessment process, intervention issues, program staff, service provision, and standards of professional practice.

Exhibit D

BUDGET CATEGORIES 12-Month Budget	TOTAL COSTS	DCF Funding request	Other Cash or In-Kind Funding Sources*	START-UP FUNDING REQUEST
A. Personnel - Salary (FTEs/hours/week)				
Fringe (% rate)				
B. Consultants & Professional Fees				
C. Materials & Supplies				
D. Facility Costs				
E. Specific Assistance to Clients				
F. Other				
G. Gen. & Adm. (G&A) Cost Allocation				
H. Total Operating Costs				
I. Equipment				
J. Total Cost				
K. Revenue (deduct)*	()	n/a	n/a	
L. Funding Request		n/a	n/a	
The budget request shall indicate the Agency's total proposed budget for delivery of the service(s) reduced by the other sources of funding (Line K). If applicable, indicate the sources of leveraged funding and the dollar amounts for each below:				
Other Sources of Funding for this Program: (Specify These)				
Other Funding Amounts:	0	0	0	