



REQUEST FOR PROPOSALS

FOR

**Coordination Center for Child Abuse and Neglect
Forensic Evaluation and Treatment**

Initial Funding of up to \$400,000 Available

Mandatory Bidder's Conference: October 10, 2014

Time: 10:00AM

Place: The Professional Center at DCF

30 Van Dyke Avenue, Auditorium #1

New Brunswick, NJ 08901

Proposals Due: December 12, 2014 at 12:00PM

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

Commissioner

September 9, 2014

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Funding Agency

State of New Jersey
Department of Children and Families
50 East State Street, 5th Floor
Trenton, New Jersey 08625-0717

Special Notice: *Potential Bidders must attend a mandatory Bidder's Conference on October 10, 2014 at 10:00AM. The Bidder's Conference will take place at 30 Van Dyke Avenue, New Brunswick, NJ 08901. Questions will be accepted in advance of the Bidder's Conference by providing them via email to DCFASKRFP@dcf.state.nj.us.*

Section I – General Information

A. Purpose:

The New Jersey Department of Children and Families (DCF) announces the availability of \$400,000 for the purpose of establishing one Coordination Center for Child Abuse and Neglect Forensic Evaluation and Treatment to assist the Department, its network of Regional Diagnostic Treatment Centers, and other providers conducting forensic evaluations and providing treatment recommendations for the Department with:

- Ensuring that NJ DCF's Division of Child Protection and Permanency (CP&P), and children and families have access to Centers of Excellence in the area of child abuse and neglect assessment and treatment within New Jersey;
- Supporting and disseminating best practices to improve the quality of child abuse and neglect assessment/evaluation and treatment;
- Training, coaching, and providing technical assistance to the forensic evaluation provider community;
- Advancing understanding and scholarship in the area of child abuse assessment; and,
- Assisting DCF with ongoing planning activities in the area of child abuse neglect evaluation and treatment.

B. Background

In July 2006, the Department of Children and Families (DCF) was established as New Jersey's first Cabinet-level department dedicated to serving and safeguarding the State's most vulnerable children and families. The Department has a mission to work in partnership with New Jersey's communities to ensure the safety, well-being, and success of New Jersey's children and families. DCF has four major operating Divisions: The Division of Child Protection and Permanency (CP&P); The Division of Children's

System of Care (CSOC); The Division of Family and Community Partnerships (FCP); and the New Jersey Division on Women (DOW). Information on the role and responsibilities of each Division can be found on DCF's website at: <http://www.state.nj.us/dcf/>.

DCF's Division of Child Protection and Permanency (CP&P) is charged with the responsibility of investigating allegations of child abuse and neglect. CP&P received more than 30,000 child protective services (CPS) reports from January to June 2014, and these child abuse and neglect cases are often complex. To inform and guide decision making during investigations as well as during ongoing case planning, CP&P regularly relies upon expert consultants from within various fields, including child abuse pediatrics, psychiatry and psychology.

In recognition of the frequency with which DCF relies upon expert evaluations and the important role expert evaluations can play in decision making about child safety, permanency and family well-being, DCF issued Guidelines for Expert Evaluations in Child Abuse/Neglect Proceedings (Mental Health) in November 2012 (see Attachment C). The guidelines are intended to improve the quality of expert forensic evaluations provided for CP&P and the courts, as well as the ability of stakeholders involved in child welfare proceedings and child protective service matters to make better use of them.

Other key partners in the evaluation and treatment of child abuse and neglect are found within New Jersey's four Regional Diagnostic Treatment Centers (RDTC's). The State of New Jersey passed legislation establishing RDTC's in 1998. The legislation, amended in 2006, grants the Commissioner of DCF the authority to:

...establish four regional diagnostic and treatment centers for child abuse and neglect affiliated with medical teaching institutions in the State that meet the standards adopted by the commissioner, in consultation with the New Jersey Task Force on Child Abuse and Neglect. The regional centers shall be located in the northern, north central, south central and southern regions of the State. Each center shall have experience in addressing the medical and mental health diagnostic and treatment needs of abused and neglected children in the region in which it is located.

The State's RDTC's each employ specially trained pediatricians and mental health professionals who provide critical forensic work in support of child abuse and neglect investigations by CP&P, DCF's Institutional Abuse Investigation Unit (IAIU), and law enforcement. The State's RDTC's are designed to: ensure the availability of highly specialized medical and mental health diagnostic and treatment services for child abuse and neglect victims; provide a coordinated interdisciplinary approach to the assessment and

treatment of child abuse and neglect; assist the Division of Child Protection and Permanency (CP&P) and law enforcement agencies to ensure that child victims receive appropriate and timely diagnostic and treatment services; serve as a diagnostic and treatment resource for the region they serve and assist in the development of additional resources within that region; provide training and consultation to physicians and other professionals who are involved in the identification, investigation and treatment of child abuse and neglect; provide emergency telephone consultation 24-hours-a-day to physicians, hospitals, law enforcement agencies, and CP&P; and serve as a resource to county-based multidisciplinary teams (MDTs), which work in conjunction with the county prosecutor and CP&P in the investigation of child abuse and neglect.

DCF contracts with four Centers to carry out this work, plus two satellite sites:

1. **Audrey Hepburn Children's House** (Hackensack)
Hackensack University Medical Center
 - Serving Bergen, Hudson, Morris, Passaic, Sussex and Warren Counties
2. **Metropolitan Regional Diagnostic and Treatment Center** (Newark)
Children's Hospital of NJ at Newark Beth Israel Medical Center
 - Serving Essex County
3. **Dorothy B. Hersh Child Protection Center** (New Brunswick)
The Children's Hospital at St. Peter's University Hospital
 - Serving Hunterdon, Mercer, Middlesex, Monmouth, Ocean, Somerset and Union Counties
4. **NJ CARES Institute** (Stratford)
School of Osteopathic Medicine at Rowan University
 - Serving Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, and Salem Counties

Satellite sites:

1. **Jersey Shore University Medical Center** (Neptune)
 - Supporting Ocean and Monmouth Counties

2. St. Joseph's Children's Hospital at St. Joseph's Regional Medical Center (Paterson)

- Supporting Passaic County

Since the RDTC's were first established over 15 years ago, the field of child abuse and neglect pediatrics has evolved. In 2006, child abuse and neglect pediatrics was recognized as a sub specialty, and there are now 26 fellowship programs in child abuse pediatrics that are recognized by the Accreditation Council of Graduate Medical Education.

Over the same period of time, a growing body of literature has emerged demonstrating that traumatic childhood events such as child abuse and neglect can have a significant long term impact on one's health and wellbeing throughout the lifespan¹. This body of research has received increasing acknowledgement for the implications and possibilities it holds for screening, assessment and treatment of children exposed to traumatic events across multiple fields including the field of pediatrics.²

Finally, practice within the child welfare arena itself has changed. States and jurisdictions are increasingly focused on the safe reduction of children in foster care through both prevention of placement and improved permanency outcomes, recognizing that children who enter and remain in foster care may be at higher risk for poor outcomes and experience system-induced trauma³, especially if not provided with appropriate services and supports while in care.^{4,5,6,7} States like New Jersey have invested in child abuse and neglect prevention strategies and in child welfare reform efforts which have developed the capacity of frontline child welfare staff to engage and team with families about their strengths and needs and encourage the leveraging of community supports and utilization of evidence supported interventions.

¹ Anda, R.F., Fleisher, V.I., Felitti, V.J., Edwards, V.J., Whitfield, C.L., Dube, S.R., and Williamson, D.F. (2004). Childhood abuse, household dysfunction, an indicators of impaired adult worker performance. *The Permanente Journal*, 8(1):30.

² Shonkoff, J.P. and Garner, A.S. and the Committee on Psychosocial Aspects of child and Family Health, Committee on Early Childhood Adoption, and Dependent Care, and Section on Developmental and Behavioral Health Pediatrics. Pediatrics. Technical Report: The Lifelong Effects of Early Childhood Adversity and Toxic Stress. American Academy of Pediatrics. December 26, 2011.

³ National Child Traumatic Stress Network. (2008). Child Welfare Trauma Training Toolkit: Trauma Types. http://www.nctsn.org/nctsn_assets/pdfs/CWT3_SHO_Definitions.pdf

⁴ Pecora, P.J., Kessler, R.C., O'Brien, K., White, C.R., Williams, J., Hiripi, E., English, D., White, J., & Herrick, M.A. (2006). Educational and employment outcomes of adults formerly placed in foster care: Results from the Northwest Foster Care Alumni Study. *Child and Youth Services Review*, 28, 1459-1481.

⁵ Courtney, M.E., Dworsky, A., Cusick, G.R., Havlicek, J., Perez, A., & Keller, T. (2007). Midwest evaluation of the adult functioning of former foster youth: Outcomes at age 21. Chicago, IL: University of Chicago, Chapin Hall Center for Children.

⁶ Park, J.M., Metraux, S. & Culhane, D.P. (2005). Childhood out-of-home placement and dynamic of public shelter utilization among youth homeless adults. *Children and Youth Services Review*, 27(5), 533-546.

⁷ Ryan, J. & Testa, M. (2004). Child maltreatment and juvenile delinquency: Investigating the role of placement and placement instability. Champaign-Urbana, IL: University of Illinois at Urbana-Champaign School of Social Work, Children and Family Research Center.

New Jersey in particular, has made significant strides in child welfare reform and strengthening systems and programming to prevent child abuse and neglect, and to support our children and families. Accomplishments of note include the successful implementation of a Child Health Program, which locates Child Health Units in every CP&P Local Office and provides health care case management and support to children and youth in foster care and their caregivers; the creation of the Child Welfare Training Partnership, which supports New Jersey's social work and child welfare professional, higher education communities and other practitioners to develop and deliver training programs that reflect best practice; investment of over 50 Family Success Centers; and statewide expansion of evidence-based home visitation programs.

Given the shifts in knowledge, practice and the progress made in the area of child welfare reform coupled with the key role forensic evaluation and assessment can play in an investigation, safety planning, and ongoing case planning—DCF seeks to invest in a statewide Coordination Center. The Coordination Center for Child Abuse and Neglect Forensic Evaluation will partner with DCF and our providers to facilitate communities of excellence, promote the sharing of best practices, monitor performance and outcomes, and establish a process for continuous quality improvement to ensure that DCF's significant investment in forensic evaluation and in our RDTC's meets the needs of our staff, children, families, and State and local partners, and also to ensure that DCF supports the providers who perform this work.

C. Services to Be Funded:

At a minimum, the responsibilities of the Coordination Center for Child Abuse and Neglect Forensic Evaluation and Treatment shall include:

- Reviewing current models of practice across all RDTC's
- Partnering with DCF and the RDTC's to define common measures to support outcomes
- Encouraging consistent use of best practice and existing guidelines
- Identifying recurring systems and practice issues and developing strategies to resolve them
- Developing and implementing a quality assurance and peer review process with the RDTC network
- Developing and implementing a quality assurance and peer review process among providers of forensic mental health evaluations within the context of DCF's existing guidelines and best practice
- Developing or adapting common evaluation/examination protocols and frameworks as appropriate
- Making recommendations to the Department and provider partners

- Promoting sharing of best practices and lessons learned among forensic evaluation providers, CP&P and other stakeholders
- Coordinating and facilitating regular and special topic meetings with RDTTC's, DCF, and other stakeholders as appropriate regarding the above
- Encouraging publications and research dissemination as appropriate to inform policy makers, mental health professionals, medical professionals, and other stakeholders within the the child welfare arena

In reviewing existing practices and programs as well as promoting new ones, the Coordination Center should ensure that the delivery of all services be grounded in the Department's Core Values and Case Practice Model. The Department also recognizes the value in incorporating and expanding the use of evidence-supported, trauma-informed practices into our service array. Thus, the successful proposal will demonstrate experience in understanding the role and limitations of these services as well as knowledge of or expertise in implementation science to assist DCF and our provider partners as we strive to incorporate relevant research and services into our policy and practices.

Other Project requirements:

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.

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 \$400,000 in annualized funding. Applicants need to submit a detailed spending plan. Continuation funding is contingent upon the availability of funds in future fiscal years.

One organization will be selected.

The funding for this program is from the contract start date to the end of the fiscal year June 30, 2015 and the award will be pro-rated accordingly.

Matching funds are not required.

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. Public and private non-profit research entities in the State of New Jersey may apply. A qualifying research entity is defined as any academic institution, research organization, public or private non-profit entity, located in the State of New Jersey, with a demonstrated capability to conduct research and evaluation, but in no case can an individual be a qualifying research entity. Applicants are encouraged to collaborate with researchers in New Jersey and/or out of State who could contribute additional professional expertise and/or consultation.
2. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
3. Applicants may 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.
4. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
5. Where appropriate, all applicants must hold current State licenses.
6. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
7. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
8. 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.
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.

G. RFP Schedule:

September 9, 2014	Notice of Availability of Funds/RFP publication
October 10, 2014	Deadline for Email Questions sent to DCFASKRFP@dcf.state.nj.us
October 10, 2014	Mandatory Bidders Conference
December 12, 2014	Deadline for Receipt of Proposals by 12:00PM

All proposals must be received by 12:00 PM on or before December 12, 2014. Proposals received after 12:00 PM on December 12, 2014 will **not** be considered. Applicants should submit **one (1) signed original** and **one CD ROM**, including a signed cover letter of transmittal 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 should submit **one (1) signed original** and **one CD ROM** with all documents including a signed cover letter of transmittal.

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 should submit **one (1) signed original** and **one CD ROM** with all documents including a signed cover letter of transmittal.

3) Online- <https://ftpw.dcf.state.nj.us>

DCF offers the alternative for our bidders to submit proposals electronically to the web address above. Online training is available at the bidder's conference and on our website at: www.nj.gov/dcf/notices/

We recommend that you do not wait until the date of delivery in case there are technical difficulties during your submission. Only a registered Authorized Organization Representative (AOR) or the designated alternate is eligible to send in a submission. Registration forms are available on our website. Registered AOR forms must be received 5 business days prior to the date the bid is due. You need to register only if you are submitting a proposal online.

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
- 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.

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 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 applicants 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 July 2015.

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/contract/manual.

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:

- Proof of Insurance naming the Department of Children and Families as an additional insured
- Board Resolution Validation
- DCF Standard Language Document and Signature Pages
- Current agency by-laws
- Copy of lease or mortgage (if applicable)
- Certificate of Incorporation
- Affirmative Action policy and certificate
- A copy of all applicable professional licenses
- Copy of the agency's annual report to the Secretary of State

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 1½ inches on the left and right. The font may be no smaller than 12 points. There is a 20 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. Items included in the transmittal cover letter, 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.

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

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

1) Applicant Organization Background and Qualifications (25 Points)

Describe the applicant organization's 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 government or other entities.

Provide an indication of the applicant organization's demonstrated capability to provide supports, processes and 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 related evaluation or outcome data (evaluation and outcome data may offered as an attachment).

Describe the agency's background and experience in implementing the types of support and processes described in the RFP, including coordination efforts, establishment of quality assurance or continuous

quality improvement processes, implementation and/or evaluation of evidence-supported and trauma-informed services, expertise in implementation science, etc.

Provide an indication of the organization's demonstrated commitment to cultural competency and diversity. Explain the applicant organization's capacity or plan to address the need for culturally competent forensic evaluation and treatment.

Describe the applicant organization'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.

2) Program Approach

(30 Points)

Please provide sufficient detail to clearly demonstrate what processes and approach the applicant organization will propose to work collaboratively with DCF and partner providers including the RDTC's to establish common outcomes and performance measures.

Describe the proposed structure of the Coordination Center for Child Abuse and Neglect Forensic Evaluation and Treatment along with and the implementation and staffing plan. Indicate the number, qualifications and skills of all staff, consultants, sub-awardees and/or volunteers who will support the work of the Center. Include job descriptions with educational and experiential requirements, and attach resumes for any staff being considered for key positions.

Describe the management and supervision methods that will be utilized.

Describe your plan to develop and maintain effective relationships with the RDTC's provider agencies and individual serve providers (primarily psychologists) who perform forensic assessment/evaluation and treatment. Describe how you will continue to partner and maintain communication with DCF and CP&P on an ongoing basis.

Describe how you will provide training and technical assistance to DCF provider partners and CP&P staff as needed.

Provide a feasible timeline for implementing the proposed services. Attach a separate Program Implementation Schedule.

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, provide 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 and Deliverables (25 Points)

Identify at least five preliminary core objectives for implementation of the Coordination Center, and be sure to specify how you will measure progress in reaching these objectives and in what timeframe. One of these objectives for Year 1 must include a detailed plan for how the Center will assist in ensuring that the quality of forensic evaluations CP&P purchases improves.

Describe your plan for monitoring your progress in achieving program objectives and service goals and for ensuring continuous quality improvement.

Provide a brief description about your proposed process for developing evaluation and quality assurance tools/frameworks that will be used to help assess the quality of medical and mental health forensic evaluations. If you have samples of evaluation tools from related work or that apply to this effort, please attach as appropriate.

4) Budget Narrative (20 Points)

The Department will consider the cost efficiency of the proposed budget as it relates to the goals, objectives and deliverables/level of service. Therefore, applicants must clearly indicate how this funding will be used to meet the project goals and/or requirements. Provide a line item

budget and narrative for the proposed project/program. The narrative must be part of the 20 page proposal. The Budget forms are to be attached as an Appendix.

The budget should be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. The budget should 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 awardee 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/>

B. Supporting Documents:

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent and a CD ROM containing all the documents in PDF or Word format. 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

1. Proposal Cover Sheet*
2. Table of Contents
3. Proposal Narrative (in following order)
 - a. Applicant Organization Background and Qualifications
 - b. Program Approach
 - c. Outcome Evaluation and Deliverables
 - d. Budget Narrative

Part II: Appendices

1. Job descriptions of key personnel, resumes if available for key personnel

2. Existing and Proposed agency organizational charts
3. Staffing patterns
4. Current/dated list of agency Board of Directors/Terms of Office
5. Proposed Program Implementation Schedule
6. Samples of Evaluation Tools
7. Statement of Assurances*
8. Certification regarding Debarment*
9. DCF Annex B Budget Forms*
10. Chapter 51 Certification Regarding Political Contributions** (Required by for profit entities)
11. Source Disclosure Certification**
12. Ownership Disclosure-Certification and Disclosure Forms
Note: non-profit entities are required to file the Certification-Disclosure of Investigations starting at Page 3 through 5**
13. Copy of IRS Determination Letter regarding applicant's charitable contribution or non-profit status
14. Copies of all applicable licenses/organization's licensure status
15. 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 <http://www.dnb.com>
16. Copies of any audits or reviews completed or in process by DCF or other State entities from 2012 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
17. Applicable Consulting Contracts, Affiliation Agreements/Memoranda of Understanding, Letters of Commitment and other supporting documents.
18. Current Form 990 for non-profits
19. Current Single Audit Report for non-profits/ Current Audited Financial Statements for for-profit entities
20. Signed Standard Language Document
21. Safe-Child Standards Description of your agency's implementation of the standards (no more than 2 pages)
22. Copy of agency's Conflict of Interest policy

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

C. Requests for Information and Clarification

Applicants shall not contact the Department directly, in person, or by telephone, concerning this RFP. Applicants may request information and/or assistance from DCFASKRFP@dcf.state.nj.us until the Bidders Conference. Inquiries will not be accepted after the closing date of the Bidders Conference. Questions may be emailed in advance of the Bidders Conference to DCFASKRFP@dcf.state.nj.us.

DCF will provide eligible applicants additional and/or clarifying information about this initiative and application procedures at the technical assistance meeting indicated below. All prospective applicants must attend a Bidders Conference and participate in an onsite registration process in order to have their applications reviewed. Failure to attend the Bidders Conference will disqualify individuals, agencies, or organizations from the RFP process.

Inclement weather will not result in the cancellation of the Bidders Conference unless it is of a severity sufficient to cause the official closing or delayed opening of State offices on the above date.

In the event of the closure or delayed opening of State offices, the Bidders Conference will be cancelled and then held on an alternate date.

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.*).