



**REQUEST FOR PROPOSALS  
FOR**

**Substance Use Navigator**

**Funding of up to \$1,500,000 Available**

**Fifteen (15) Awards Available, One (1) Award of \$100,000 per Defined  
Service Area (15 total Service Areas)**

**Mandatory Bidders Conference: June 21, 2017**

**Time: 10 AM**

**Place: Place: DCF-Training Academy, 30 Van Dyke Avenue**

**New Brunswick, New Jersey 08091**

**Deadline for Receipt of Proposals: July 14, 2017 at 12:00 PM**

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

Commissioner

May 19, 2017

## TABLE OF CONTENTS

### Section I - General Information

A. Purpose	Page 3
B. Background	Page 3
C. Services to be Funded	Page 7
D. Funding Information	Page 11
E. Applicant Eligibility Requirements	Page 13
F. RFP Schedule	Page 14
G. Administration	Page 15
H. Appeals	Page 17
I. Post Award Review	Page 17
J. Post Award Requirements	Page 18

### Section II - Application Instructions

A. Review Criteria	Page 18
B. Supporting Documents	Page 23
C. Requests for Information and Clarification	Page 26

Exhibit A—The State Affirmative Action Policy  
Exhibit B— Anti- Discrimination Provisions  
Exhibit C— Pre-Award Documents  
Exhibit D— Post-Award Documents

## **Funding Agency**

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

***Special Notice:*** *Potential Bidders must attend a Mandatory Bidder's Conference on June 21, 2017, at 10 AM at DCF-Training Academy, 30 Van Dyke Avenue, New Brunswick, New Jersey 08091. Questions will be accepted in advance of the Bidders Conference. They may be submitted via email to DCFASKRFP@dcf.state.nj.us on or before June 19, 2017 at 12:00 PM. 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) Children's System of Care (CSOC) announces the availability of funding for the purpose of identifying community needs and furthering the community's access to substance use resources, including resources under the auspices of DCF/CSOC and/or those outside of DCF. To that end, DCF is seeking proposals from private or public not-for-profit entities, for profit organizations, and county governments for a Substance Use Navigator, a community specialist, knowledgeable in all substance use resources and services available within the CSOC. The Substance Use Navigator position is full-time and solely dedicated to the activities outlined in this RFP. Each Substance Use Navigator will provide consultation to community providers, CSOC system partners, families, advisory groups, and/or governmental entities serving or advocating for youth (under 21 years of age) with substance use challenges and residing in the defined service area. Annualized funding available is up to \$100,000 per defined service area (there are 15 in total) and thereafter if the contract is renewed and funding is available. Funding is subject to State fiscal year appropriations.

### **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 is to ensure a better today and even greater tomorrow for every individual we serve.

Since 2013, DCF/CSOC has assumed management of and/or expanded services for Outpatient (OP), Partial Care (PC), Short-Term Residential (ST-RTC) and Long-Term Residential (LT-RTC), subacute detoxification, and co-occurring mental health and substance use programs. Service access is exclusively managed by CSOC's Contracted System Administrator (CSA), and clinical criteria for service is based on the American Society of Addiction Medicine (ASAM) patient placement criteria.

Inclusion of substance use services integrates the care of New Jersey's youth into a system in which youth and their families can access a single point of entry into a seamless continuum of services for behavioral health, intellectual/developmental disabilities, and/or substance use treatment.

According to the *Monitoring the Future Study*, adolescent substance use began to increase in the early 1990's, while perceived harm and risk from drug use declined<sup>1</sup>. Adolescents were abusing substances at earlier ages than in years past, resulting in a myriad of public health problems such as injuries, behavioral and mental health disorders, and sexually transmitted diseases. Early substance use, coupled with the neurohormonal changes of puberty, affects the development of the brain and neuroendocrine system in ways likely to contribute to the onset or exacerbation of preexisting psychiatric disorders<sup>2</sup>.

Adolescence is the time most of the people who become addicted develop their addiction. "Brain development during adolescence and emerging adulthood is one element that makes youth a period of particularly high vulnerability to SUDs."<sup>3</sup> More than 90 percent of adults with SUDs started using before age 18; half of those began before age 15. Individuals who begin drinking before age 14 are seven times more likely to develop alcohol dependence than those who begin drinking at age 21.<sup>4</sup> The earlier a person begins using, the more likely the substance use disorder will develop and continue into adulthood.<sup>5</sup>

Youth who abuse prescription medications are also more likely to report use of other drugs. Multiple studies have revealed associations between prescription drug abuse and higher rates of cigarette smoking; heavy episodic drinking; and marijuana, cocaine, and other illicit drug use among adolescents, young adults, and college students.<sup>6</sup>

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<sup>1</sup> Johnston, L.D., O'Malley, P.M., & Bachman, J.G. (2001). The Monitoring the Future national survey results on adolescent drug use: Overview of key findings, 2000 (NIH Publication No. 01-4923). Rockville, MD: National Institute on Drug Abuse.

<sup>2</sup> Crowley T.J., Riggs, P.D. Adolescent substance use disorder with conduct disorder and comorbid conditions. In: Rahdert E., Czechowicz D., editors. Adolescent Drug Abuse: Clinical Assessment and Therapeutic Interventions. Rockville, MD: U.S. Department of Health and Human Services; 1995. Pp. 49-111. NIDA Research Monograph 156. (NIH Publication No. 95-3908).

<sup>4</sup> Substance Abuse and Mental Health Services Administration. (2013). Results from the 2012 National Survey on Drug Use and Health: Summary of National Findings, NSDUH Series H-46, HHS Publication No. (SMA) 13-4795. Rockville, MD: Substance Abuse and Mental Health Services Administration, p. 6

<sup>5</sup> Lynskey, M.T. et al. (2003). Escalation of drug use in early-onset cannabis users vs co-twin controls. JAMA 289:427-33

<sup>6</sup> Substance Abuse and Mental Health Services Administration (SAMHSA) and Center for Medicaid and CHIP Services (CMCS) Joint Informational Bulletin (January 26, 2015). Coverage of Behavioral Health Services for Youth with Substance Use Disorders Rockville, MD: Substance Abuse and Mental Health Services Administration, p.2

Youth with SUDs also have high rates of co-occurring mental health disorders. SUDs increases the risk for mental health disorders and vice versa, and the majority of youth with SUDs have a co-occurring mental health disorder. In a study of data from the Global Appraisal of Individual Needs (GAIN), approximately 90 percent of substance-dependent adolescents under age 15 had at least one mental health problem in the past year.<sup>7</sup> Furthermore, approximately 88 percent of the substance-dependent adolescents between ages 15 and 17 and 84 percent of the young adults aged 18–25 had co-occurring mental health issues.<sup>8</sup>

Youth with SUDs also face considerable academic, health-related, relational, and legal challenges. These issues also bring costs and consequences to families, communities, and society.<sup>9</sup>

CSOC is particularly concerned with the management and treatment of co-occurring trauma that affect many of our youth. A growing body of research has implicated trauma as a risk factor for the development and course of both substance use disorders and mental health disorders. It is not uncommon for adolescents who have experienced traumatic events to turn to substances in order to cope with their trauma symptoms. Further, many of the signs of trauma and the signs of substance use are similar to problems that are part of the natural developmental course of adolescence<sup>10</sup>.

The complexity of the problems these youth typically bring to drug abuse treatment underscores their need for multimodal approaches that address a broad range of mental health and psychosocial problems as well as drug abuse<sup>11</sup>. Considering that adolescents are fundamentally different than adults, they often do not benefit from adult treatment approaches. For example, adolescents differ from adults in their developmental issues, the values and beliefs that they hold and maintain, and the environmental considerations such as school atmosphere and peer influences. Newly presenting adolescent patients are often poorly motivated for treatment and have

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<sup>7</sup> Chan, Y., Dennis, M., & Funk, R.. (2008) Prevalence and comorbidity of major internalizing and externalizing problems among adolescents and adults presenting to substance abuse treatment. *Journal of Substance Abuse Treatment* (34), p. 19

<sup>12</sup>Chan, Dennis, & Funk, R.. Prevalence and comorbidity, p. 19

<sup>9</sup> Crowe, A., & Bilchik, S. (1998). Drug identification and testing in the juvenile justice system. Washington, DC: Office of Justice Programs, U.S. Department of Justice. Available from <http://www.ojjdp.gov/pubs/drugid/contents.html>

<sup>10</sup> The National Child Traumatic Stress Network. *Identifying Trauma and Substance Abuse in Adolescents*. Retrieved, November 1, 2013 from <http://www.nctsn.org/resources/topics/adolescence-and-substance-abuse>

<sup>7</sup> Substance Abuse and Mental health Services Administration. (2013). *What does the research tell us about good and modern treatment and recovery services for youth with substance use disorders?* Report of the SAMHSA Technical Expert Panel, December 5-6, 2011. Rockville, MD: Center for Substance Abuse and Treatment, Substance Abuse and Mental Health Services Administration. 07/07/13 Draft., p. 44

<sup>11</sup> Riggs, Paula, D. Treating adolescents for substance abuse and comorbid psychiatric disorders. *Sci Pract Perspective*. 2003 August; 2(1): 18-29.

psychiatric issues, academic challenges, family discord, behavioral health challenges, and a limited range of coping and social skills. They are also more likely to lag in important adolescent developmental tasks, including individuation, decision making, moral development, and conceptualization of future educational, vocational, and family goals<sup>12</sup>. Furthermore, in comparison to adolescents with a primary mental health or substance use disorder, adolescents with co-occurring disorders tend to be more symptomatic, present with high risk behaviors, exhibit multiple health and social challenges, often unwittingly self-medicate their mental illness, and therefore require a greater intensity of support and service delivery. The field of adolescent substance use treatment began to grow when clinicians and researchers sought to reconcile the gap in services<sup>13</sup> and perceived that the delivery of treatment must address the co-occurring nature of these challenges.

Historically, the substance use treatment system and the mental health care system have struggled with treating both issues simultaneously. One disorder may interfere with an individual's ability to benefit from and participate in treatment for the co-occurring disorder. Challenges in functioning and maladaptive behaviors can be attributed to either disorder. Substance use and withdrawal can mask and/or cause or worsen the symptomology of mental illness. Mental health treatment often focuses on shoring up the individual's fragile defenses, taking a supportive rather than confrontational approach, which is often used in substance abuse treatment models. Historical differences in culture, philosophy, structure, and funding have contributed to a lack of coordination that has made it difficult for either consumers or providers to move easily across the differential of service settings.

A shift from the existing approach to a new conceptual framework is necessary. This requires the development of an innovative approach that:

- views co-occurring disorders as multiple symptoms and levels of severity, instead of diagnosis alone
- assesses the scope of the current service delivery systems
- envisions services delivered through an integrated system

This framework provides an opportunity to merge both systems of care and enhance the level of service coordination required to improve outcomes, especially for those individuals with the most challenging co-occurring mental health and substance use issues.

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<sup>12</sup> Rutter M., Giller H., Hagell A. Substance Use Disorders and Disruptive Behavior Disorders. In: Hendren RL, editor. Disruptive Behavior Disorders in Children and Adolescents. Washington, DC: APA Press. 1999. pp. 133-173.

<sup>13</sup> Winters, K.C. (1999). Treatment of adolescents with substance use disorders: Treatment Improvement Protocol (TIP) series 32 (DHSS. Publication No. (SMA) 99-3283). Rockville, MD: Substance Abuse and Mental Health Services Administration (SAMHSA).

### **C. Services to be Funded:**

The role of the Substance Use Navigator is to build inter-system relationships; and serve as a resource for system partners and the community at large within the defined service area in which youth are served. The role of the Substance Use Navigator does not include the provision of direct services. The focus will be on supporting the seamless access to substance use services including, but not limited to, system of care services, specialized treatment needs of transition age youth, and helping community partners to recognize indicators of substance use and how appropriate services may be accessed. The Substance Use Navigator is expected to become fully knowledgeable with the continuum of care within the children's system of care as well as all substance use treatment services, providers, and advocacy agencies within the defined service area.

### **Education and Experience**

The Substance Use Navigator must be a credentialed healthcare professional with a minimum of three (3) years' experience in the field of mental health and substance use;

### **Role and Responsibilities**

The Substance Use Navigator will work to identify, lead, support, and inform collaboration among all youth-serving systems including, but not limited to:

- Care Management Organization (CMO)
- The Courts
- Local law enforcement entities
- NJ DCF Division of Child Protection and Permanency (DCP&P)
- Substance use treatment providers
- Mental health treatment providers
- Children's Inter-Agency Coordinating Council (CIACC)
- County Government
- Juvenile Justice System including Detention and JDAI
- Family Support Organization (FSO)
- Mobile Response and Stabilization Services (MRSS)
- Local Advisory Council on Alcoholism and Drug Abuse (LACADA)
- Human Services Advisory Council (HSAC)
- County Substance Use Coordinator
- Schools
- Pediatricians
- Intensive In Community (IIC) providers

Up to fifteen (15) awards are available; one (1) award per each of the fifteen (15) defined service areas. Applicants may apply for one or more Service Areas; however, CSOC requires that each Substance Use Navigator be full-time and solely dedicated to no more than one defined service area.

It is DCF/CSOC's expectation that successful applicants shall demonstrate how the Substance Use Navigator services will be implemented and effective in reaching the goals of this RFP. At a minimum, an applicant's proposal must demonstrate the Substance Use Navigator's capacity to perform the following:

**1. Regular and Ongoing Collaborations and Technical Assistance with CSOC**

- a. The Children's System of Care (CSOC) will convene all fifteen (15) Substance Use Navigators (Navigators) for face-to-face peer learning, brainstorming and strategizing sessions, a minimum of once monthly, for approximately two (2) hours at a location to be determined.
  - Focus/Purpose/Format of meetings:
    - Refine the role of the Navigator
    - Navigator presentations and group discussion for each of the 15 defined service areas on:
      - assessment of youth needs and challenges
      - available services to meet youth/family needs, including specialized treatment needs of the transitional age population
      - existing access and barriers to access services
      - strategies to improve availability and access to services
- b. CSOC will provide information and updates regarding the statewide system of care as well as specific defined service areas.
- c. Navigators will have the opportunity to offer feedback to DCF/CSOC for informing policy and practice.

**2. Collaboration with System Partners** (including but not limited to CMO, FSO, DCP&P, CIACCs, Courts, Probation, Education System, Families, Providers, Hospitals, Detention)

- a. Navigators will meet face-to-face with the partner group (CMO, MRSS, DCP&P, etc.) and develop a collaborative relationship.
  - Focus/Purpose/Format of meetings:
    - Clarify the role and functions of the Navigator
    - Provide insight and understanding of how partner group can assess substance use needs of youth
    - Advise/support the decision-making and accessing opportunities for youth
- b. Navigator will collaborate with all system partners on a routine and ongoing basis, as warranted via email, phone, and face-to-face contact



### **3. Assessment**

The purpose of assessment is to increase knowledge and understanding regarding adolescent substance use needs and available services in the identified community. Navigators will engage in a two-fold needs assessment process that includes system of care, and the broader stakeholder community. (i.e.: private providers, recovery schools, etc.).

#### **a. Community Specific Needs Assessment**

- Research and collect data to identify community needs, available services, and how people access services for adolescent substance use. Methods utilized will include Substance Use Navigator exploring what data may already exist and/or is being gathered by community entities (Schools, Police, Hospitals, Providers, LACADA, Counties, CIACC, HSAC, etc.)
- Evaluate patterns, needs, and overall system functioning in the community regarding adolescent substance use
- Identify how youth and families access substance use treatment and ascertain barriers
- Identify points of community access, including the CSOC CSA, Education system, Courts, and other relevant entities determined by the community and/or the DCF/CSOC
- Prioritize community needs
- Results of the assessment process will be shared with the community and DCF/CSOC to inform system improvements for services needed and seamless access

#### **b. Agency Specific Needs Assessment**

- Face-to-face meetings with individual agencies to assess system-level support needed to access substance use services
- Complete assessment in collaboration with agency
- Assessment will be used to prioritize agency needs
- Results of the assessment process will be shared with the community and DCF/CSOC to inform system improvements for services needed and seamless access
- Information shared through CSOC and system partners, the CIACC and community meetings

### **4. Consultation Services**

Navigators will engage in:

#### **a. Planning**

- Develop strategic plans to address identified community and agency needs with CSOC and the local community

- Plans include the identified needs, prioritized needs, identify strategies to address the prioritized needs and process for both the community and agency needs
  - Information will be made available to the community at large, through the DCF/CSOC and CIACC
- b. Consultation for Implementation
- Provide expert consultation for the implementation of the identified strategic plans
  - As needed, offer technical assistance to community partners around accessing SU and co-occurring services through the CSOC and the CSOC CSA.
  - Trouble-shoot implementation barriers with system of care and community partners.
- c. Oversight of Strategic Plans
- Review progress of the implementation of communities' plan(s).
  - During the initial year of implementation, review of progress shall occur every three months
  - In ensuing years, review of progress shall occur every six months

## **5. Supporting the Development of the Substance Use Navigator**

To ensure quality implementation of Substance Use Navigator Services the following training for the Navigator shall minimally include:

- Promoting positive peer culture;
- Cultural Competence;
- Information Management Decision Support Tools (IMDS);
- Understanding and Using Continuous Quality Improvement
- Nurtured Heart Approach
- 6 Core Strategies
- Identifying developmental needs and strengths
- Suicide Prevention
- Trauma Informed Care
- Human Trafficking
- HIPAA
- Confidentiality and Ethics
- May include additional trainings in child welfare, CSOC, and community-focused interventions.
- Attendance at monthly Peer Learning meetings with CSOC (described above) is required.

## **6. Anticipated Outcomes**

- a. Monitoring the impact of the Substance Use Services will require setting outcomes and establishing indicators in order to measure ongoing

progress towards the desired results. DCF/CSOC envision the support and assistance provided by Substance Use Navigators will, at a minimum, result in:

- Building Systems Partners' expertise in the components of a continuum of services to identify, treat, maintain gains, and support recovery for youth with substance use or substance use and co-occurring behavioral health challenges
  - Building Systems Partners' expertise to identify and engage youth in need of substance use treatment and their families and remain in treatment once the need is identified
  - Building Systems Partners' expertise in addressing the complexities of substance use with families
  - Building Systems Partners' expertise in engagement with individuals who may be resistant to engagement due to unresolved trauma, interfamilial substance use, and other complicated interpersonal dynamics
  - Building Systems Partners' expertise to engage youth identified in need of substance use treatment and their families Identify specialized treatment needs of the transitional age population
  - Building Systems Partners' expertise and increasing understanding of substance use needs and service gaps within the defined service area
  - Increasing community knowledge regarding CSOC, the CSOC CSA, and available substance use services and supports within the defined service area
  - Improving seamless access for youth to substance use services
  - Improving inter-system relationships among system partners serving youth with substance use challenges to provide assistance in identifying post-treatment services and supports
- b. Identify indicators that will measure the effectiveness of the collaborations in order to achieve the desired results for this initiative. At minimum, indicators should measure the above noted outcomes through an acknowledged effective measurement tool.

#### **D. Funding Information:**

For the purpose of this initiative, the Department will make available funding up to **\$1,500,000** statewide in the first year and thereafter, if the contract is renewed and funding is available. Funding is subject to state fiscal year appropriation. Contracts may be renewed annually subject to appropriation and performance under the provisions of this RFP and the contract.

<b>CSOC Service Area (s)</b>	<b>Funding Available</b>
Bergen County	Up to \$100,000
Burlington County	Up to \$100,000
Camden County	Up to \$100,000
Cape May/Atlantic Counties	Up to \$100,000
Cumberland/Gloucester/Salem Counties	Up to \$100,000
Essex County	Up to \$100,000
Hudson County	Up to \$100,000
Hunterdon/Somerset/Warren Counties	Up to \$100,000
Mercer County	Up to \$100,000
Middlesex County	Up to \$100,000
Monmouth County	Up to \$100,000
Morris/Sussex Counties	Up to \$100,000
Ocean County	Up to \$100,000
Passaic County	Up to \$100,000
Union County	Up to \$100,000

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

Up to \$100,000 is available for each defined service area and this funding may be used for the position's direct costs (such as salary/fringe of the SUN and supervisor; mileage reimbursements; facility costs such as office space and landline); and general and administrative expenses. Additionally, funding may be used for one-time expenses related to "start-up" through anticipated accruals.

Any expenses incurred prior to the effective date of the contract will not be reimbursed by the Department of Children and Families.

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.

## E. Applicant Eligibility Requirements:

1. Applicants must assure that the Substance Use Navigator is able to pass a criminal background check
2. Applicants must be for profit or not for profit corporations, private agencies or county governments that are duly registered to conduct business within the State of New Jersey. Single focus agencies such as CMOs and FSOs are not eligible to apply.
3. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
4. If Applicant is under a corrective action plan with DCF (inclusive of its Divisions and Offices) or any other New Jersey State agency or authority, the Applicant may not submit a proposal for this RFP if written notice of such limitation has been provided to the Agency or authority. Responses shall not be reviewed and considered by DCF until all deficiencies listed in the corrective action plan have been eliminated and progress maintained to the satisfaction of DCF for the period of time as required by the written notice.
5. 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.
6. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
7. Where required, all applicants must hold current State licenses.
8. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
9. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
10. Applicants must have the ability to become fully operational within **60 days** of award. Extensions may be available by way of written request to the CSOC Assistant Commissioner. Award is subject to be rescinded if not operationalized within 3 months of RFP award.
11. 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](http://www.dnb.com)

12. 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 may submit an application.

**F. RFP Schedule:**

<p><b>June 19, 2017 at 12:00PM</b></p>	<p><b>Period for Email Questions sent to</b>  <a href="mailto:DCFASKRFP@dcf.state.nj.us">DCFASKRFP@dcf.state.nj.us</a></p>
<p><b>June 21, 2017 at 10:00AM</b></p>	<p><b>Mandatory Bidders Conference DCF-Training Academy, 30 Van Dyke Avenue</b>  <b>New Brunswick, New Jersey 08091</b></p>
<p><b>July 14, 2017 at 12:00PM</b></p>	<p><b>Deadline for Receipt of Proposals by 12:00PM</b></p>

**All proposals must be received by 12:00pm on or before July 14, 2017. Proposals received after 12:00 PM on July 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/](http://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 above. **Failure to attend the Bidder's Conference will result in automatic bid rejection.**

## 1. 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 program design was thoroughly and clearly explained and was consistent with the RFP requirements-	20 Points
Background of organization and staffing explained-	20 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 RFP; 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.

## **2. 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, attached as **Exhibit B.**

Applicants must submit **with** their response to this RFP all of the documents listed as CSOC Pre-Award Documents Required to Be Submitted with a Response to a RFP. Also included as **Exhibit C.**

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

Office of Legal Affairs

Contract Appeals  
50 East State Street 4<sup>th</sup> Floor  
Trenton NJ 08625

### **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](http://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.

Applicants who receive an award letter after submitting a response to this RFP thereafter must submit as a condition of receiving a contract, all of the documents listed in **Exhibit D**: CSOC Post-Award Documents Required To Be Submitted for Contract Formation if the Response to the RFP Results in an Award. **Exhibit D**, therefore, provides notice to applicants who are successful in securing an award that the listed documents will be required to be submitted to your assigned contract administrator, or maintained on site as indicated, after notice of award as a condition of receiving a contract.

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 shall be double-spaced with margins of 1 inch on the top and bottom and 1 inch on the left and right. **The required font is Arial 12 point.** 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. For example: items included in the transmittal cover letter, Appendices, Annex B budget pages, and attachments do not count towards the narrative page limit. It is preferred that all submissions whether on the CD or online be submitted in a searchable PDF format. If additional items are provided than are listed, the Applicant may provide them but it is not certain that the evaluation team shall review them. These documents are to be separated from the proposal and included as a separate PDF document on the CD or in the online submission.

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

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

### **1) Applicant Organization**

**(15 Points)**

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

Briefly explain how the applicant is qualified to manage and develop the Substance Use Navigator, based on the applicant's working relationships with other system partners related to substance use resources.

Provide an indication of the organization's demonstrated commitment to cultural competency and diversity.

Provide an indication of the Applicant'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 Applicant, the funding sources and all available evaluation and outcome data.

Describe the Applicant'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

(45 Points)

Specify a program approach that includes an overview of the proposed services and their anticipated impact on the target population, including:

### Service Description

Demonstrate the capacity to meet minimum requirements listed in "Section I: C. Services to be Funded"

Identify which CSOC defined Service Area(s) you are applying for. Provide information on the accessibility of services, including the hours and days that services will be available to persons who inquire.

Describe how the organization collects, maintains, and uses data. Include a description of encounter data to be recorded, the intended use of that data, and the means of maintaining confidentiality of all protected records.

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.);

Three (3) written **professional letters of support** on behalf of the applying individual/agency specific to the provisions of services for individuals with intellectual and developmental disabilities under this RFP. (References from individuals that received services from the program or their family members or New Jersey State employees are prohibited). Please include telephone numbers and e-mail for all references so they may be contacted directly.

Attach a detailed week by week description of your action steps in preparing to provide this service from date of award. Applicants must have the ability to become fully operational within **60 days** of award. Extensions may be available by way of written request to the CSOC Assistant Commissioner. Award is subject to be rescinded if not operationalized within 3 months of RFP award.

### Governance and Staffing

Attach, in the proposal Appendices, an organizational chart for the proposed program; job descriptions that include all educational and experiential requirements; and resumes of any existing staff who will perform the proposed services.

Describe the management & staff supervision methods that will be utilized.

Describe a staff-training model. Training for staff shall minimally include:

- Promoting positive peer culture;
- Cultural Competence;
- Information Management Decision Support Tools (IMDS);
- Understanding and Using Continuous Quality Improvement
- Nurtured Heart Approach
- 6 Core Strategies
- Identifying developmental needs and strengths
- Suicide Prevention
- Trauma Informed Care
- Human Trafficking
- HIPAA
- Confidentiality and Ethics
- May include additional trainings in child welfare, CSOC, and community-focused interventions.
- Attendance at monthly Peer Learning meetings with CSOC (described above) is required.

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 the Applicant'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 and attach copies of any evaluation tools that will be used to determine the effectiveness of the program services.

DCF/CSOC anticipates the following outcomes:

- Increase Systems Partners' expertise in the components of a continuum of services to identify, treat, maintain gains, and support recovery for youth with substance use or substance use and co-occurring behavioral health challenges

- Increase Systems Partners' expertise to identify and engage youth in need of substance use treatment and their families and remain in treatment once the need is identified
- Increase Systems Partners' expertise in addressing the complexities of substance use with families
- Increase Systems Partners' expertise in engagement with individuals who may be resistant to engagement due to unresolved trauma, interfamilial substance use, and other complicated interpersonal dynamics
- Increase Systems Partners' expertise to engage youth identified in need of substance use treatment and their families Identify specialized treatment needs of the transitional age population
- Increase Systems Partners' expertise and increasing understanding of substance use needs and service gaps within the defined service area
- Increase community knowledge regarding CSOC, the CSOC CSA, and available substance use services and supports within the defined service area
- Improve seamless access for youth to substance use services
- Improve inter-system relationships among system partners serving youth with substance use challenges to provide assistance in identifying post-treatment services and supports

#### **4) Budget**

**(15 Points)**

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. Include the Budget Narrative as part of Appendices. This will not be included as part of the 25 page limitation.

The budget should be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. The Annex B budget shall reflect a 12 month itemized operating schedule. All costs associated with operationalizing the program must be clearly delineated.

The budget narrative must clearly articulate budget items, including a description of miscellaneous expenses or "other" items.

The applicant must 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/>

**5) Completeness of the Application (5 Points)**

The Department will also consider the completeness of the application and the clarity of statements within the proposal, including the availability, accuracy, and consistency of all supporting documentation.

**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.

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:

<b>Part I: Proposal:</b>	
1	<input type="checkbox"/> <b>Proposal Cover Sheet</b> – Use the RFP forms found directly under the Notices section on: Website: <a href="http://www.nj.gov/dcf/providers/notices/">www.nj.gov/dcf/providers/notices/</a> Form: <a href="http://www.nj.gov/dcf/providers/notices/Proposal.Cover.Sheet.doc">http://www.nj.gov/dcf/providers/notices/Proposal.Cover.Sheet.doc</a>
2	<input type="checkbox"/> <b>Table of Contents</b> – 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.
3	<input type="checkbox"/> <b>Proposal Narrative (25 page limit)</b> in following order: <ul style="list-style-type: none"> <li>a) Applicant Organization</li> <li>b) Program Approach</li> <li>c) Outcome Evaluation</li> <li>d) Budget</li> </ul>
<b>Part II: Appendices: As a Condition of receiving an award, the documents below are required to be submitted with your response to the RFP <u>in the order as presented.</u></b>	
4	<input type="checkbox"/> <b>Job descriptions</b> that reflect all educational and experiential requirements of this RFP; salary ranges; and, resumes of any existing staff that will provide the proposed services. Please do not provide home addresses or personal phone numbers.
5	<input type="checkbox"/> Current Agency Organization Chart

6	<input type="checkbox"/>	Three (3) written <b>professional letters of support</b> on behalf of the applying individual/agency specific to the provisions of services for individuals with intellectual and developmental disabilities under this RFP from agencies within the defined service area. (References from individuals that received services from the program or their family members or New Jersey State employees are prohibited). Please include telephone numbers and e-mail for all references so they may be contacted directly.
7	<input type="checkbox"/>	Letters of affiliation and proposed Student-School-Service Provider contracts if graduate students will be involved in the provision of services
8	<input type="checkbox"/>	A summary of any evaluation tools that will be used to determine the effectiveness of the program services. (limit of 5 pages)
9	<input type="checkbox"/>	Budget Narrative (See Budget Section)
10	<input type="checkbox"/>	Copies of any corrective action plan request and response from DCF; also <b>audits</b> 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.
11		Attach a detailed week by week description of your action steps in preparing to provide this service. Applicants must have the ability to become fully operational within <b>60 days</b> of award.

▶ <b>CONTRACT DOCUMENTS TO BE SUBMITTED WITH THE RFP RESPONSE:</b>		
12	<input type="checkbox"/>	<b>Signed Standard Language Document</b> (SLD) [Version: Rev. June 6, 2014] Form: <a href="http://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc">http://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc</a>
13	<input type="checkbox"/>	<b>Business Associate Agreement/HIPAA</b> , with signature under Business Associate [Version: Rev. 9-2013] Form: <a href="http://www.nj.gov/dcf/providers/contracting/forms/HIPAA.doc">http://www.nj.gov/dcf/providers/contracting/forms/HIPAA.doc</a>
14	<input type="checkbox"/>	<b>Source Disclosure Certification</b> Form [P.L. 2005, c 92-formerly Executive Order 129] Website: <a href="http://www.state.nj.us/treasury/purchase/forms.shtml">http://www.state.nj.us/treasury/purchase/forms.shtml</a> Form: <a href="http://www.state.nj.us/treasury/purchase/forms/SourceDisclosureCertification.pdf">http://www.state.nj.us/treasury/purchase/forms/SourceDisclosureCertification.pdf</a>
15	<input type="checkbox"/>	Dated List of Names, Titles, Addresses & Terms of <b>Board of Directors --or-- Managing Partners</b> , if an LLC or Partnership
16	<input type="checkbox"/>	<b>Disclosure of Investigations &amp; Other Actions Involving Bidder Form</b> (PDF) <a href="http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestigations.pdf">http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestigations.pdf</a>
17	<input type="checkbox"/>	<b>Disclosure of Investment Activities in Iran</b> (PDF) <a href="http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf">http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf</a>
18	<input type="checkbox"/>	<b>For Profit: Statement of Bidder/Vendor Ownership Form</b> (PDF) <a href="http://www.state.nj.us/treasury/purchase/forms/OwnershipFinal12-14.pdf">http://www.state.nj.us/treasury/purchase/forms/OwnershipFinal12-14.pdf</a>
19	<input type="checkbox"/>	<b>Subcontract/Consultant Agreements</b> related to this RFP/RFQ - If not applicable, include a written statement



20	<input type="checkbox"/>	Document showing <b>Data Universal Numbering System (DUNS) Number</b> [2006 Federal Accountability & Transparency Act (FFATA)] Website: <a href="http://www.dnb.com">http://www.dnb.com</a> Helpline: 1-866-705-5711
21	<input type="checkbox"/>	<b>Certificate of Incorporation</b> Website: <a href="http://www.nj.gov/treasury/revenue/filecerts.shtml">http://www.nj.gov/treasury/revenue/filecerts.shtml</a>
22	<input type="checkbox"/>	<b>For Profit: NJ Business Registration Certificate</b> with the Division of Revenue. See instructions for applicability to your organization. If not applicable, include a written statement. Website: <a href="http://www.nj.gov/njbusiness/registration/">http://www.nj.gov/njbusiness/registration/</a>
23	<input type="checkbox"/>	<b>Agency By Laws or Management Operating Agreement</b> if an LLC
24	<input type="checkbox"/>	<b>Tax Exempt Certification</b> Website: <a href="http://www.state.nj.us/treasury/taxation/exemption.shtml">http://www.state.nj.us/treasury/taxation/exemption.shtml</a>
25	<input type="checkbox"/>	<b>Statement of Assurances</b> - Use the RFP forms found directly under the Notices section on Website: <a href="http://www.nj.gov/dcf/providers/notices/">www.nj.gov/dcf/providers/notices/</a> Form: <a href="http://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc">http://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc</a>
26	<input type="checkbox"/>	<b>Safe-Child Standards Description</b> – Submit a brief statement demonstrating ways in which your agency will implement the “Standards” (2 pgs. max. double spaced) Policy: <a href="http://www.state.nj.us/dcf/SafeChildStandards.pdf">http://www.state.nj.us/dcf/SafeChildStandards.pdf</a>
27	<input type="checkbox"/>	<b>For Profit: Two-Year Chapter 51/Executive Order 117 Vendor Certification</b> --and-- Disclosure of Political Contributions [Version: Rev 4/17/15] See instructions for applicability to your organization. If not applicable, include a written statement. Website: <a href="http://www.state.nj.us/treasury/purchase/forms.shtml">http://www.state.nj.us/treasury/purchase/forms.shtml</a>
28	<input type="checkbox"/>	<b>Chapter 271/Vendor Certification and Political Contribution Disclosure Form</b> Website: <a href="http://www.state.nj.us/treasury/purchase/forms.shtml">http://www.state.nj.us/treasury/purchase/forms.shtml</a> Form: <a href="http://www.state.nj.us/treasury/purchase/forms/CertandDisc2706.pdf">http://www.state.nj.us/treasury/purchase/forms/CertandDisc2706.pdf</a>
29	<input type="checkbox"/>	Proposed <b>Annex B Budget Form</b> documenting anticipated budget (Include Signed Cover Sheet) Annex B: <a href="http://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls">http://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls</a> Note: Expense Summary Form is auto populated. Begin data input on Personnel Detail Tab.
30	<input type="checkbox"/>	<b>System for Award Management (SAM)</b> printout showing "active" status (free of charge) Website: <a href="https://www.sam.gov/portal/public/SAM">https://www.sam.gov/portal/public/SAM</a> Helpline: 1-866-606-8220
31	<input type="checkbox"/>	<b>Tax Forms:</b> <u>Non Profit</u> <b>Form 990</b> Return of Organization Exempt from Income Tax --or-- <u>For Profit</u> <b>Form 1120</b> US Corporation Income Tax Return --or-- <u>LLC</u> <b>Applicable Tax Form</b> and may delete or redact any SSN or personal information
32	<input type="checkbox"/>	<b>Affirmative Action Certificate</b> --or-- <b>Renewal Application</b> [AA302] sent to Treasury Website: <a href="http://www.state.nj.us/treasury/purchase/forms.shtml">http://www.state.nj.us/treasury/purchase/forms.shtml</a> Form: <a href="http://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf">http://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf</a>
33	<input type="checkbox"/>	Most recent <b>Audit or Financial Statement</b> (certified by accountant or accounting firm) <u>Audit</u> : For agencies expending over \$100,000 in combined Federal/State Awards --or-- <u>Financial Statement</u> : For agencies expending under \$100,000 Policy: <a href="http://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_audit.pdf">http://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_audit.pdf</a>

34	<input type="checkbox"/>	<b>Annual Report to Secretary of State</b> Website: <a href="http://www.state.nj.us/treasury/revenue/dcr/programs/ann_rpt.shtml">http://www.state.nj.us/treasury/revenue/dcr/programs/ann_rpt.shtml</a>
35	<input type="checkbox"/>	Certification Regarding <b>Debarment</b> Form: <a href="http://www.state.nj.us/dcf/providers/notices/Cert.Debarment.pdf">http://www.state.nj.us/dcf/providers/notices/Cert.Debarment.pdf</a>
36	<input type="checkbox"/>	<b>Non Profit: Annual Report - Charitable Organizations</b> - If not applicable, include a written statement Website: <a href="http://www.njpublicsafety.org/ca/charity/charfrm.htm">http://www.njpublicsafety.org/ca/charity/charfrm.htm</a>
37	<input type="checkbox"/>	<b>Professional Licenses</b> related to job responsibilities for this RFP - If not applicable, include a written statement
38	<input type="checkbox"/>	Proposed <b>Organizational Chart</b> for Services Required by this RFP

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

\*\* 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](http://www.nj.gov/dcf/providers/contracting/manuals)

**C. Requests for Information and Clarification**

DCF will provide eligible applicants additional and/or clarifying information about this initiative and application procedures at the technical assistance meeting indicated in this RFP. 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.

Questions may be emailed in advance of the Bidders Conference to DCFASKRFP@dcf.state.nj.us. Applicants may also 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.

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.

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

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](http://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

▶ <b>CONTRACT DOCUMENTS TO BE SUBMITTED WITH THE RFP RESPONSE:</b>	
1	<input type="checkbox"/> <b>Signed Standard Language Document (SLD)</b> [Version: Rev. June 6, 2014] Form: <a href="http://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc">http://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc</a>
2	<input type="checkbox"/> <b>Business Associate Agreement/HIPAA</b> , with signature under Business Associate [Version: Rev. 9-2013] Form: <a href="http://www.nj.gov/dcf/providers/contracting/forms/HIPAA.doc">http://www.nj.gov/dcf/providers/contracting/forms/HIPAA.doc</a>
3	<input type="checkbox"/> <b>Source Disclosure Certification Form</b> [P.L. 2005, c 92-formerly Executive Order 129] Website: <a href="http://www.state.nj.us/treasury/purchase/forms.shtml">http://www.state.nj.us/treasury/purchase/forms.shtml</a> Form: <a href="http://www.state.nj.us/treasury/purchase/forms/SourceDisclosureCertification.pdf">http://www.state.nj.us/treasury/purchase/forms/SourceDisclosureCertification.pdf</a>
4	<input type="checkbox"/> Dated List of Names, Titles, Addresses & Terms of <b>Board of Directors --or-- Managing Partners</b> , if an LLC or Partnership
5	<input type="checkbox"/> <b>Disclosure of Investigations &amp; Other Actions Involving Bidder Form (PDF)</b> <a href="http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestigations.pdf">http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestigations.pdf</a>
6	<input type="checkbox"/> <b>Disclosure of Investment Activities in Iran (PDF)</b> <a href="http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf">http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf</a>
7	<input type="checkbox"/> <u>For Profit:</u> <b>Statement of Bidder/Vendor Ownership Form (PDF)</b> <a href="http://www.state.nj.us/treasury/purchase/forms/OwnershipFinal12-14.pdf">http://www.state.nj.us/treasury/purchase/forms/OwnershipFinal12-14.pdf</a>
8	<input type="checkbox"/> <b>Subcontract/Consultant Agreements</b> related to this RFP/RFQ - If not applicable, include a written statement
9	<input type="checkbox"/> Document showing <b>Data Universal Numbering System (DUNS) Number</b> [2006 Federal Accountability & Transparency Act (FFATA)] Website: <a href="http://www.dnb.com">http://www.dnb.com</a> Helpline: 1-866-705-5711
10	<input type="checkbox"/> <b>Certificate of Incorporation</b> Website: <a href="http://www.nj.gov/treasury/revenue/filecerts.shtml">http://www.nj.gov/treasury/revenue/filecerts.shtml</a>
11	<input type="checkbox"/> <u>For Profit:</u> <b>NJ Business Registration Certificate</b> with the Division of Revenue. See instructions for applicability to your organization. If not applicable, include a written statement. Website: <a href="http://www.nj.gov/njbusiness/registration/">http://www.nj.gov/njbusiness/registration/</a>
12	<input type="checkbox"/> <b>Agency By Laws or Management Operating Agreement</b> if an LLC
13	<input type="checkbox"/> <b>Tax Exempt Certification</b> Website: <a href="http://www.state.nj.us/treasury/taxation/exemption.shtml">http://www.state.nj.us/treasury/taxation/exemption.shtml</a>
14	<input type="checkbox"/> <b>Statement of Assurances</b> - Use the RFP forms found directly under the Notices section on Website: <a href="http://www.nj.gov/dcf/providers/notices/">www.nj.gov/dcf/providers/notices/</a> Form: <a href="http://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc">http://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc</a>
15	<input type="checkbox"/> <b>Safe-Child Standards Description</b> – Submit a brief statement demonstrating ways in which your agency will implement the “Standards” (2 pgs. max. double spaced) Policy: <a href="http://www.state.nj.us/dcf/SafeChildStandards.pdf">http://www.state.nj.us/dcf/SafeChildStandards.pdf</a>

16	<input type="checkbox"/>	For Profit: Two-Year <b>Chapter 51/Executive Order 117</b> Vendor Certification --and-- Disclosure of Political Contributions [Version: Rev 4/17/15] See instructions for applicability to your organization. If not applicable, include a written statement. Website: <a href="http://www.state.nj.us/treasury/purchase/forms.shtml">http://www.state.nj.us/treasury/purchase/forms.shtml</a>
17	<input type="checkbox"/>	<b>Chapter 271/Vendor Certification and Political Contribution Disclosure Form</b> Website: <a href="http://www.state.nj.us/treasury/purchase/forms.shtml">http://www.state.nj.us/treasury/purchase/forms.shtml</a> Form: <a href="http://www.state.nj.us/treasury/purchase/forms/CertandDisc2706.pdf">http://www.state.nj.us/treasury/purchase/forms/CertandDisc2706.pdf</a>
18	<input type="checkbox"/>	Proposed <b>Annex B Budget Form</b> documenting anticipated budget (Include Signed Cover Sheet) Annex B: <a href="http://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls">http://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls</a> Note: Expense Summary Form is auto populated. Begin data input on Personnel Detail Tab.
19	<input type="checkbox"/>	<b>System for Award Management (SAM)</b> printout showing "active" status (free of charge) Website: <a href="https://www.sam.gov/portal/public/SAM">https://www.sam.gov/portal/public/SAM</a> Helpline: 1-866-606-8220
20	<input type="checkbox"/>	<b>Tax Forms:</b> <u>Non Profit</u> <b>Form 990</b> Return of Organization Exempt from Income Tax --or-- <u>For Profit</u> <b>Form 1120</b> US Corporation Income Tax Return --or-- <u>LLC</u> <b>Applicable Tax Form</b> and may delete or redact any SSN or personal information
21	<input type="checkbox"/>	<b>Affirmative Action Certificate</b> --or-- <b>Renewal Application</b> [AA302] sent to Treasury Website: <a href="http://www.state.nj.us/treasury/purchase/forms.shtml">http://www.state.nj.us/treasury/purchase/forms.shtml</a> Form: <a href="http://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf">http://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf</a>
22	<input type="checkbox"/>	Most recent <b>Audit or Financial Statement</b> (certified by accountant or accounting firm) <u>Audit</u> : For agencies expending over \$100,000 in combined Federal/State Awards --or-- <u>Financial Statement</u> : For agencies expending under \$100,000 Policy: <a href="http://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_audit.pdf">http://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_audit.pdf</a>
23	<input type="checkbox"/>	<b>Annual Report to Secretary of State</b> Website: <a href="http://www.state.nj.us/treasury/revenue/dcr/programs/ann_rpt.shtml">http://www.state.nj.us/treasury/revenue/dcr/programs/ann_rpt.shtml</a>
24	<input type="checkbox"/>	Certification Regarding <b>Debarment</b> Form: <a href="http://www.state.nj.us/dcf/providers/notices/Cert.Debarment.pdf">http://www.state.nj.us/dcf/providers/notices/Cert.Debarment.pdf</a>
25	<input type="checkbox"/>	<u>Non Profit</u> : Annual Report - <b>Charitable Organizations</b> - If not applicable, include a written statement Website: <a href="http://www.njpublicsafety.org/ca/charity/charfrm.htm">http://www.njpublicsafety.org/ca/charity/charfrm.htm</a>
26	<input type="checkbox"/>	<b>Professional Licenses</b> related to job responsibilities for this RFP - If not applicable, include a written statement
27	<input type="checkbox"/>	Proposed <b>Organizational Chart</b> for Services Required by this RFP



## EXHIBIT D

### **CSOC Post-Award Documents Required To Be Submitted for Contract Formation If the Response to the RFP Results in an Award**

Rev. 06-29-16

<b>▶ CONTRACT DOCUMENTS TO BE SUBMITTED AFTER AWARD</b>	
1	<input type="checkbox"/> <b>Acknowledgement of Receipt</b> of NJ State Policy & Procedures returned to the DCF Office of EEO/AA Form: <a href="http://www.nj.gov/dcf/documents/contract/forms/DiscriminationAcknowReceipt.pdf">http://www.nj.gov/dcf/documents/contract/forms/DiscriminationAcknowReceipt.pdf</a> Policy: <a href="http://www.nj.gov/dcf/documents/contract/forms/AntiDiscriminationPolicy.pdf">http://www.nj.gov/dcf/documents/contract/forms/AntiDiscriminationPolicy.pdf</a>
2	<input type="checkbox"/> Document showing <b>NJSTART</b> Vendor ID Number (NJ's eProcurement system) Website: <a href="https://www.njstart.gov">https://www.njstart.gov</a> Help Desk: Call 609-341-3500 --or-- Email <a href="mailto:njstart@treas.nj.gov">njstart@treas.nj.gov</a>
3	<input type="checkbox"/> <u>If Applicable</u> Signed <b>Schedule of Estimated Claims</b> (SEC) - Provided by contract administrator if applicable
4	<input type="checkbox"/> <b>Updated Annex B Budget Form</b> -updates to the proposed Annex B Budget Form submitted with the Response to the RFP (Include Signed Cover Sheet) Annex B: <a href="http://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls">http://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls</a> Note: Expense Summary Form is auto populated. Begin data input on Personnel Detail Tab.
5	<input type="checkbox"/> <b>Liability Insurance</b> (Declaration Page and/or Malpractice Insurance) 1. Certificate Holder: NJDCF, 50 East State St., Floor 3, POB 717, Trenton, NJ 08625 --and-- 2. Policy should state in writing that DCF is an "additional insured" Refer to policy for Minimum Standards for Insurance: <a href="http://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_insurance.pdf">http://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_insurance.pdf</a>
6	<input type="checkbox"/> <b>Employee Fidelity Bond</b> Certificate (commercial blanket bond for dishonest acts) Refer to policy for Minimum Standards for Insurance: <a href="http://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_insurance.pdf">http://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_insurance.pdf</a> Note: Must be at least 15% of the full dollar amount of all State of NJ contracts for the current year when the combined dollar amount exceeds \$50,000. If not applicable, include a written statement.
7	<input type="checkbox"/> <b>Notification of Licensed Public Accountant</b> (NLPA) --and-- copy of non-expired <b>Accountant Certification</b> Form: <a href="http://www.nj.gov/dcf/documents/contract/forms/nlpa.doc">http://www.nj.gov/dcf/documents/contract/forms/nlpa.doc</a> Note: Not required for agencies expending under \$100,000 in combined Federal/State Awards. If not applicable, include a written statement.
8	<input type="checkbox"/> <b>Equipment Inventory</b> for items purchased with DCF Funds - If not applicable, include a written statement. Policy: <a href="http://www.nj.gov/dcf/documents/contract/manuals/CPIM_p4_equipment.pdf">http://www.nj.gov/dcf/documents/contract/manuals/CPIM_p4_equipment.pdf</a>
9	<input type="checkbox"/> <b>Annual Report of Expenditures</b> (ROE) Annex B (within 120 days of FY end) Form: <a href="http://nj.gov/dcf/providers/contracting/forms/">http://nj.gov/dcf/providers/contracting/forms/</a>
10	<input type="checkbox"/> <b>Significant Events</b> (see DCF.P1.11) Website: <a href="http://nj.gov/dcf/documents/contract/manuals/CPIM_p1_events.pdf">http://nj.gov/dcf/documents/contract/manuals/CPIM_p1_events.pdf</a>
<b>▶ CONTRACT DOCUMENTS TO BE MAINTAINED ONSITE BY PROVIDER:</b>	
11	<input type="checkbox"/> Copy of Most Recently Approved <b>Board Minutes</b>

12	<input type="checkbox"/>	<b>Personnel Manual and Employee Handbook</b> (include staff job descriptions)
13	<input type="checkbox"/>	<b>Affirmative Action Policy/Plan</b>
14	<input type="checkbox"/>	<b>Conflict of Interest Policy and Attestation</b> Form: <a href="http://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_conflict.pdf">http://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_conflict.pdf</a>
15	<input type="checkbox"/>	<b>Procurement Policy</b> Policy: <a href="http://www.nj.gov/dcf/documents/contract/manuals/CRM2.pdf">http://www.nj.gov/dcf/documents/contract/manuals/CRM2.pdf</a>