



STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES

REQUEST FOR PROPOSALS
for Non-profit Organizations only
For
Male Batterers' Intervention Program Component
For
Encouraging Responsible Fatherhood Initiative
In
Atlantic, Middlesex, Morris, Sussex Counties
Funding of \$45,000 per program (\$135,000 annualized)

March 1, 2013 – June 30, 2013 Initial Contract Term
with Possibility of Renewal

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Commissioner

December 7, 2012

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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

Section I – General Information**A. Purpose:**

The New Jersey Department of Children and Families' (DCF) Division of Family and Community Partnerships (DFCP) announces the availability of funding for up to four (4) programs, one (1) maximum per county, for the purpose of the development of a male batterers' intervention program (BIP) that addresses the service needs of families involved in domestic violence.

In order to increase the support for the safety of children and families by reducing or eliminating the emotional, physical, and psychological trauma caused by domestic violence, these programs will join the Department in their effort to assist fathers and families in moving towards a non-violent, non-coercive family structure, to increase safety within households, and to set clear boundaries to prevent future violence. As always, a safety plan must be in place for the victim as well as the children.

As part of the Department's strategy additional contracts will be awarded for the related training for identified DCF staff, BIP program staff and relevant community partners. The training component will increase the capacity of DCF and community partners to recognize how the interests of domestic violence survivors and the child welfare system align. Further it will emphasize that reducing or eliminating the safety and risk concerns posed by batterers are a shared goal and that encouraging, assessing and engaging fathers into responsible fathering can be an effective case practice method. Program evaluation will also be integral to the process. The training and evaluation components will be provided by experts in the field and local University partners. Programs that are awarded the batterers intervention program component through this RFP will be expected to participate in the training and evaluation components of the overall strategy.

DCF is seeking eligible non-profit providers to submit proposals for male batterers' intervention services for the following New Jersey Counties which is targeted to treating fathers:

- Atlantic
- Middlesex
- Morris
- Sussex

The Department of Children and Families (DCF) intends to use the results of this process to award a contract or contracts to provide outreach, assessment, group education, as well as referrals to therapy and other needed services, for fathers who perpetrate domestic violence in households where children are present or have access to or visitation with minor children. These programs are to be designed to provide feedback to the court system and shall be based on the assessment of battering and shall include recommendations for appropriate intervention.

Funds awarded under this solicitation will be for the period of March 1, 2013 - June 30, 2013 with options for renewal, subject to satisfactory vendor performance and continued availability of funds. No matching funds are required for this project.

B. Background

The Department is charged with serving and safeguarding the most vulnerable children and families in the State of New Jersey and ensuring that service delivery is directed towards their safety, protection, permanency and well-being. The Department currently funds twenty-two (22) domestic violence shelters throughout New Jersey. Several of these programs report statistics to the Department and the NJ Coalition for Battered Women on the provision of batterer intervention services, however the Department provides minimal if any funding for these services. Research has indicated that child welfare agencies can improve outcomes for children and families by increasing their capacity to intervene with domestic violence perpetrators.

Although New Jersey has not established certification standards for batterer intervention programs, the NJ Coalition for Battered Women has developed batterers' intervention standards that reflect current best practice guidelines for these programs. Current thinking and research indicates that Batterers Intervention Programs integrated as part of a community response to domestic violence helps to eliminate intimate partner violence by proceeding on both the community and the individual levels.

Primary Batterers Intervention Services are most effective when they focus on batterers' responsibility to recognize and stop their physically violent and other abusive, coercive or controlling behavior; provide batterers' treatment in a manner which promotes partner and child safety; and participates and promotes consistent monitoring of offenders, improves protection of victims and children and improves the understanding of and local response to domestic violence.

Agencies contracting with the DFCP must adhere to the core values and relevant principles of DCF which are:

DCF Core Values

- Safety: Children are, first and foremost, protected from abuse and neglect.

- Permanency: Children do best when they have strong families, preferably their own, and when that is not possible, a stable relative, foster or adoptive family. We must strive to ensure that children do not leave our supervision without a permanent and stable family living situation.
- Well-Being: We will offer relevant services to children and families to meet their identified needs and promote children's development, education, physical and mental health.
- Most families have the capability to change with the support of individualized service responses.
- Government cannot do the job alone; real partnerships with people and agencies involved in a child's life – for example, families, pediatricians, teachers, child care providers - are essential to ensure child safety, permanency and well-being, and to build strong families.

DCF Case Practice Principles

- In making determinations about plans and services, we consider the child's safety and health paramount.
- We must provide relevant services with respect for and understanding of children's needs and children's and families' culture.
- No child or family will be denied a needed service or placement because of race, ethnicity, sexual orientation, physical or emotional handicap, religion, or special language needs.
- Where appropriate, families will be provided with the services they need in order to keep their children safe and at home in order to avoid the trauma of removal.
- Understanding the disproportionate representation of children and families of color, we will utilize structured decision-making tools to support sound judgments about child safety, permanency and wellbeing, and as a strategy for counteracting racial and ethnic bias.

In addition to the case practice model values and principles described above, DCF expects that contract agencies will embrace the conceptual, practice and administrative standards for prevention and family support programs outlined in the NJ *Standards for Prevention Programs: Building Success through Family Support*, developed by the New Jersey Task Force on Child Abuse and Neglect. (<http://www.nj.gov/dcf/about/divisions/dfcp/>).

Further, DCF-DFCP is participating in a national project known as *Strengthening Families, A Protective Factors Framework*. This national project is supported by the Center for the Study of Social Policy. While a key focus of this initiative involves promoting effective child abuse prevention strategies among early childhood centers, its emphasis on building protective factors around children through the implementation of important program strategies is directly relevant to the principles, practices and outcome expectations of all DFCP contract agencies. In line with this, DFCP contract agencies have been encouraged to become knowledgeable about and operationally integrate

with the program strategies and protective factors described in the national *Strengthening Families, A Protective Factors Framework*. (www.strengtheningfamilies.net).

DCF expects that agencies who apply for the batterers' intervention component of this encouraging responsible fatherhood initiative should be familiar and embrace the NJ Coalition for Batterers Intervention Program Standards, which are attached to this RFP.

Finally, agencies that contract with DCF-DFCP for domestic violence services must demonstrate an understanding of the DCF Domestic Violence Case Practice Protocol, which are attached to this RFP. They will also be expected to participate in the DCF-DFPC domestic violence liaison initiative with the local Division of Child Protection and Permanency (DCP&P) office where appropriate.

C. Services to be Funded

Applicants must demonstrate the need and ability to provide services to a minimum of 80 clients per contract year. The initial contract period of March 1, 2013 - June 30, 2013 level of service (LOS) will be a minimum of 25 clients.

Services to be funded will provide opportunities for assessment, engagement, violence prevention skills training and education, accountability, responsible fathering after violence, treatment and relapse prevention for male perpetrators of domestic violence.

Groups for Perpetrators of Domestic Violence shall be guided by the standards developed by the NJ Coalition for Battered Women set forth in Exhibit A.

Curriculum content groups for perpetrators of domestic violence must additionally include:

- Education on child development and age appropriate expectations and discipline;
- Education on the impact of domestic violence on children;
- Education on healthy, non-abusive parenting;
- Identification and confrontation of behaviors that undermine the parenting authority of the perpetrator's partner/former partner or that involve using the children as weapons against their other parent;

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

Programs for perpetrators of domestic abuse that do not focus on an on-going pattern of abuse to and control of an intimate partner are not permitted.

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

Procedures must be in place to *refer and facilitate access* to services that promote the stability and functioning of the perpetrator, including, but not limited to mental health, substance abuse, GED services, job training, economic support services, and other needed services available in the local community.

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. 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 a maximum of \$45,000 (\$135,000. annualized) in funding for up to four (4) programs, one (1) maximum per county, for the following New Jersey Counties:

- Atlantic
- Middlesex
- Morris
- Sussex

Continuation funding is contingent upon the availability of funds in future fiscal years and/or compliance with contractual obligations and levels of service.

Collaboration/Partnering between entities is permissible, with the identification of a lead agency. The roles, responsibilities and functional relationships among the lead agency and its partners and/or subcontractors shall be discussed and described in the proposal narrative, as well as reflected in the budget. Copies of Memorandum of Agreement between collaborating entities must be attached to the proposal. Collaborations/partnering must include the participation of the local domestic violence lead agency and the local DCP&P office.

The grantee, as well as any subcontractor or other collaborating agency, will be required to collect and report pertinent client and program data, at least quarterly, relative to service activities and measurable outcomes. Subcontractors shall be held to the same reporting requirements by the lead agency as needed to assure effective, continuous assessment and accountability of the system.

The funding period for this program is March 1, 2013 to June 30, 2013.

Matching funds are not required.

Proposals that demonstrate the leveraging of additional funding agency resources or support are encouraged.

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

Any expenses incurred outside the funding period of the contract will not be reimbursed by DCF.

Applicants must have policies in place on reporting suspected child abuse and neglect.

E. Applicant Eligibility requirements:

1. Applicants must be not for profit corporations that are duly registered to conduct business within the State of New Jersey.
2. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
3. Applicants may not be suspended, terminated or barred for deficiencies in performance of any award, and if applicable, all past issues or corrective action plans 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. Further, where appropriate, applicants must execute sub-contracts with partnering entities within 45 days of contract execution.
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 1-800-705-5711 or inquire on-line at <http://www.dnb.com>
10. Any fiscally viable entity that meets the eligibility requirements, terms and conditions of the RFP, and the contracting rules and regulations set forth in the DCF Contract Policy and Information Manual (N.J.A.C. 10:3) may submit an application.

F. RFP Schedule:

December 7, 2012	Notice of Availability of Funds/RFP publication
December 20, 2012	Period for Email Questions sent to DCFASKRFP@dcf.state.nj.us
January 22, 2013	Deadline for Receipt of Proposals by 12:00PM

All proposals must be received by 12:00 PM on or before January 22, 2013. Proposals received after 12:00 PM on January 22, 2013 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
101 South Broad Street, 7th Floor
Trenton, New Jersey 08625

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
101 South Broad Street, 7th Floor
Trenton, New Jersey 08625

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.dhs.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/providers/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 staff 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 subject to immediate rejection.

The following criteria will be considered, where applicable, as part of the preliminary review 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 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.

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 Evaluation team, 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
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Approach to the contract and program design was thoroughly and clearly explained and was consistent with the RFP requirements	20 Points
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Background of organization and staffing explained	10 Points
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Speakers were knowledgeable about topic	5 Points
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Speakers responded well to questions	5 Points
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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 indication 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.

H. Appeals:

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

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

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

I. Post Award Review:

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

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

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

J. Post Award Requirements:

Selected applicants will be required to comply with the terms and conditions of the Department of Children and Families' contracting rules and regulations as set forth in the Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information Manual. Applicants may review these items via the Internet at www.nj.gov/dcf/providers/contracting/manuals

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

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

- Proof of Insurance naming the Department of Children and Families as an additional insured
- 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
- Conflict of Interest policy
- Affirmative Action policy and certificate
- A copy of all applicable professional licenses
- Current single audit report
- Current IRS Form 990
- Copy of the agency's annual report to the Secretary of State
- Public Law 2005, Chapter 51, Contractor Certification and Disclosure of Political Contributions (not required for non-profit entities)

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

Proposals with a mean score of less than 75 points will not be considered for funding.

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 15 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 bound or 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:

1. Applicant Organization (20 points)

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

Describe the agency's governance structure and its administrative, management and organizational capacity to enter into a third party direct state services contract with the Department of Children and Families. Note the existence (if any) of professional advisory boards that support the operations. If applicable, indicate the relationship of the staff to the governing body. Attach a current organizational chart indicating the location (division/office) of the proposed project within the organization as part of the Appendix.

The applicant shall describe their understanding and competency of the dynamics of domestic violence and fatherhood and incorporates that understanding into all aspects of proposed programming. The applicant shows a thorough understanding of how to provide batterers' treatment in a way that focuses on holding batterers accountable for physically violent, coercive, or controlling behavior. Applicant must demonstrate a proven experience in providing domestic violence services and/or batterers' treatment services to the proposed target population. If a consortium of agencies submits a proposal, a Memorandum of Understanding must be included that clearly describes the roles of the lead agency and all partners of the consortium.

Applicant shall describe efforts and activities to show that the agency is committed to cultural competency. Applicant demonstrates excellent understanding of the culture of a racial/ethnic minority or other under-represented group they are proposing to serve. Applicant may show a history of positive programmatic involvement with the population or community they have targeted. Applicant shall demonstrate a clear and effective idea of how to reach out to diverse groups to inform them of the availability of services. Services that are culturally or linguistically-specific services are meaningful and respectful adaptations to services are discussed. 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.).

2. Program Needs Statement and Approach (10 points)

The applicant must describe the unmet need in their area for responsible fatherhood-batterers' intervention services for male batterers with children. The proposal fully documents with statistical data, where available, the extent of the problem and fully demonstrates the inadequacy of existing programs in the project area to deal with the problem. If an agency has an existing program, documentation is provided that an expanded program is needed.

Applicant must describe in this section their understanding of the demographics, characteristics, and needs of the proposed target population. Applicant must provide a thorough discussion of specific cultural, linguistic and social needs of any racial/ethnic or other special population they are proposing to serve. Client profiles may be used to demonstrate an understanding of clients' lives and the barriers and challenges that clients encounter when attempting to access responsible fatherhood-batterers intervention services in the community.

3. Program Design, Methods, and Implementation Plan (40 points)

Describe the program philosophy, underlying principles and approach to services that shows the applicant understands the needs of fathers and is proposing effective strategies to meet those needs. The services proposed are consistent with the goals of the RFP. The program is to be designed around the outline provided in Exhibit A.

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

Client Evaluations and Assessment

The applicant must provide a detailed discussion of the services that will be provided to the proposed target group. The applicant must discuss methods of client evaluation and assessment that considers the perpetrators pattern of coercive control, specific behaviors the perpetrator has engaged in to harm the adult victim and children, the full spectrum of the adult victim's efforts to promote the safety and well being of the children, adverse impact of the perpetrator's behavior on the adult victim and children.

Program Scheduling, Structure and Content, and Staffing

The applicant must propose information on the number and duration of groups and details of the proposed educational curriculum. Include a copy of the outline for the curriculum as part of the Appendix. Individual sessions for clients may be included in the program description, however should be minimally incorporated and may not be the focus of the overall structure. Include the number of clients you can intake and admission procedures and any priorities for acceptance and termination. The grantee is expected to have sufficient staff to schedule appointments within two weeks of referral. Describe how service hours will be flexible in order to accommodate clients who are not available during normal business hours. The applicant must identify possible barriers to client participation and proposes strategies to overcome those barriers.

Describe the timetable for implementing the proposed program, including the hiring and completion of all required training of new staff; be very specific. The activities and methods described in the proposal and work plan indicate the project accomplishing what has been proposed and are sequentially reasonable. Activities in the work plan are clearly assigned to personnel. The activities and methods can be accomplished given the time frames, staffing patterns and the budget proposed. Time frames for all tasks and activities in the work plan are appropriate to ensure that sufficient effort is planned. Describe the planned organizational structure of the program, including the

administration and management of the program and plan for supervision of staff Include a table of organization.

The applicant must identify the skills, qualifications and characteristics of staff working on the project. Applicant must describe existing qualified staff or identify a staffing pattern that meets project goals. Applicant agrees to participate in training and to support staff participation in training for this project. If a consortium of agencies submits a proposal, the staffing pattern and staff qualifications of all partners of the consortium must be clearly described.

Partnerships, Collaboration, Planning

Applicant must describe their ability to collaborate with the Department of Children and Families local Child Protection and Permanency office, where appropriate and offers a thorough explanation as to how these coordination efforts will relate to the project. Applicant must describe an effective communication plan to orient DCF DCP&P staff to the project. Applicant must identify additional collaborative partners to work with on this project including but not limited to local court and probation partners, and lead domestic violence agencies. The applicant shall include a discussion of how they will secure the interest and cooperation of the collaborative partners.

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

4. Data Collection, Outcomes, and Evaluation (15 points)

Applicant shall describe appropriate and relevant outcomes for the responsible fatherhood-male batterers' intervention services. Outcomes describe client change due to service being provided. Outcomes are measurable and verifiable. Applicant shall identify appropriate verification for identified outcomes. Applicant shall identify process evaluation measures which assess if the program is operating as intended. Applicant must identify specific staff to collect and analyze data. Applicant shall describe a plan to use data for program improvement. Applicant shall describe how they will maintain signed contracts with batterers, document and monitor progress and maintain written discharge evaluation of behavioral or attitudinal changes, maintain progress notes discharge summaries etc.

Applicant must indicate their willingness and ability to collaborate with the chosen University partner on program evaluation that may include providing specialized assessments, surveys, or other procedures contained in a research plan to be developed.

Describe methods of monitoring, measuring and evaluating the quality and outcome of services to be provided. **(Applicants are required to participate in any audit, program monitoring and/or evaluation conducted by the State or by a third party when requested to do so by DCF).**

Describe what information will be documented and/or recorded and the method for doing so. **(Applicants are required to develop and maintain clear and organized systems of relevant data collection, and case files and to distribute reports to DCF on at least a quarterly basis. Applicants are also required to submit monthly data reports to DCF-Office of Domestic Violence Services).**

5. Budget Request and Justification (15 points)

The budget narrative shall be appropriate and consistent with staffing, work plan activities, and time frames and reflects cost-effective management strategies. Budget shall include justification of items requested. The narrative shall be submitted within the 15 page limitation.

The Department will consider the cost efficiency of the proposed budget as it relates to the anticipated level of services (LOS). Therefore, applicants must clearly indicate how this funding will be used to meet the project goals and/or requirements. Provide a line item budget and narrative for the proposed project/program as an Appendix on the form Annex B.

The budget shall reflect a 12-month operating schedule. Assume a funding annualized amount of \$135,000 for the 12 month period. The Annex B forms shall include in separate columns: 1) total funds needed for each line item, 2) funds requested from DCF in this grant, 3) funds from committed leveraging partners, and 4) funds to be secured from other sources, i.e., in-kind or additional funding sources.

All costs associated with completion of the project must be delineated and the budget narrative must clearly articulate budget items including a description of miscellaneous expenses or “other” items. NOTE: Charges for G & A expenses shall not exceed 7% of the direct service costs of the project. Provide itemized details for all other proposed budget expenses, e.g., supplies, travel, training, facility, etc.

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

Standard DCF Annex B (budget) forms are available at: <http://www.state.nj.us/dcf/providers/contracting/forms/> and a description of General and Administrative Costs are available at <http://www.state.nj.us/dcf/providers/notices/>

6. Leveraging (Optional)

(up to 3 points)

Identify the total amount and source of any additional financial resources that will be committed to the proposed project as a leveraging mechanism.

Applicants may leverage additional funding, agency resources or partner support for this project. Describe any current in-kind or supplemental funding sources (other than the committed funding partners), if any. Outside funding support shall be documented by a formal Letter of Commitment from the funding organization.

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 applications/proposals submitted in response to this RFP **must be organized** in the following manner:

Part I: Proposal

Proposal Cover Sheet*

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Proposal Narrative

1. Applicant Organization
2. Program Needs Statement and Approach
3. Program Design, Methods, and Implementation Plan
4. Data Collection, Outcomes, and Evaluation
5. Budget Request and Justification
6. Leveraging

Part II: Appendices

The following is a listing of required supporting documentation to be included in the following order with the submission of the RFP as appendices. Failure to provide any or all of the following required documentation will result in a deduction of five (5) points per missing item from the applicant's total score.

1. Key personnel job descriptions, resumes, educational and experiential requirements; salary ranges
2. Current and organizational charts with project identified on chart
3. Current list of agency Board of Directors with term dates
4. Statement of Assurances*
5. Certification regarding Debarment*
6. Copy of IRS Determination Letter regarding applicant's charitable contribution or non-profit status (if appropriate)
7. Copies of all applicable licenses/organization's licensure status, professional licenses (if appropriate)

8. Applicable Consulting Contracts, Memoranda of Agreement, Letters of Commitment and other supporting documents.
9. DCF Annex B Budget Forms*
10. Educational Curriculum
11. Copy of agency Code of Ethics and/or Conflict of Interest policy
12. 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>
13. Copies of any audits or reviews completed or in process by DCF or other State entities from 2010 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.
14. Current Single Audit Report and/or Audit by Certified Public Accounting Office
15. Current IRS Form 990
16. Program Implementation Schedule

*Standard forms for RFP's are available at www.nj.gov/dcf/providers/notices/ Forms for RFP's are directly under the Notices section. Forms for Budget are available at <http://www.state.nj.us/dcf/providers/contracting/>

C. Requests for Information

Question and Answer:

DCF will provide eligible applicants additional and/or clarifying information about this initiative and application procedures through a time-limited electronic Question and Answer Period. Answers will be posted on the website at: <http://www.state.nj.us/dcf/providers/notices/>

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

All inquiries submitted to this email address must identify, in the Subject heading, the specific RFP for which the question/clarification is being sought.

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. Each question should begin by referencing the RFP page number and section number to which it relates.

All other types of inquiries will not be accepted. **Applicants may not contact the Department directly, in person, or by telephone, concerning this RFP.** Inquiries should only be addressed for technical support through DCFASKRFP@dcf.state.nj.us. Inquiries will not be accepted after the closing date of the Question and Answer Period. Written inquiries will be answered and posted on the DCF website as a written addendum to the RFP.

Exhibit A
**New Jersey Coalition for Battered Women
Batterer Intervention Program Standards**

INTRODUCTION

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

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

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

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

STANDARDS

1. Program/Services

a. Format

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

b. Procedural Guidelines

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

2. Staffing

a. Staffing Guidelines:

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

b. Qualifications

- Program Supervisor/Coordinator - Masters level with a NJ Domestic Violence Specialist certification and a license in a related professional discipline is preferred; otherwise the supervisor should have the equivalent 180 hours of domestic violence education and 2,000 hours of experience working in the domestic violence field.
- Group Facilitators - While qualifications for group facilitators shall be determined by individual programs and supervisors/coordinators, a minimum of 40 hours of domestic violence victim and batterer intervention training is strongly recommended.

3. Duty to Warn

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

4. Victim Contact

- a. Service providers must remain cognizant that batterers programs can never promise to protect victims, and should encourage victims to have a safety plan.
- b. Every effort should be made by the BIP to contact the victim for the purpose of orientation to the BIP, limitations of the BIP and contact information for future communication with the BIP. Information about services available to the victim shall always be provided, however, victims should never be pressured to contact or participate in a domestic violence program or to divulge information that may compromise their safety or that they are uncomfortable revealing.
- c. Contact and communications with the victim shall remain confidential unless the victim otherwise consents to the sharing of information. (Depending on the nature of a communication between a victim and a BIP staff, and the nature of the relationship between a BIP and a domestic violence service program, a communication with a victim might be considered privileged under New Jersey's victim-counselor privilege statute, *N.J.S.A. 2A:84A-22.13 et seq.*, provided the BIP staff person has otherwise met all the requirements of the statute).
- d. The BIP should relay to the victim the possible benefits and risks of sharing information disclosed by the victim to her partner in the course of intervention so that the victim can make an informed decision. If the victim chooses not to have information relayed to the partner, such information may assist in informing specific batterer intervention strategies, but never in a manner that would breach confidentiality.

5. Batterer Confidentiality

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

6. Intervention Guidelines – BIPs shall:

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

7. Education

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

8. Evaluation

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

Revised 2006