



STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES

**REQUEST FOR PROPOSALS**  
**FOR**  
**FOCUS ON SUPERVISION**

**Case Conferencing in Eight (8) Local Offices**

Middlesex Coastal LO; Camden South LO  
Camden/East LO; Gloucester East LO; Monmouth North LO  
Ocean South LO; Ocean North LO

**Funding of \$148,512 Available Over 15 Months**

**There will be no Bidders Conference for this RFP.**

**Questions are due by June 16, 2014**

**Bids are due: July 17, 2014  
by 12:00 PM**

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

Commissioner

June 10, 2014

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**Funding Agency**

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

***Special Notice #1: Questions will be accepted in advance by providing them via email to [DCFASKRFP@dcf.state.nj.us](mailto:DCFASKRFP@dcf.state.nj.us) on or before July 17, 2014 at 12PM. There will be no bidder's conference for this RFP.***

***Special Notice #2: Proposals shall be accepted for up to 2 local offices from one provider. One proposal may be submitted for up to two local offices. Proposals for more than (2) two local offices shall be automatically rejected.***

**Section I – General Information**

**A. Purpose:**

The New Jersey Department of Children and Families' (DCF), Division of Child Protection and Permanency (DCP&P) announces the availability of \$148,512 in one-time grant funding for the purpose of developing a partnership with non-profit provider agencies and their clinical staff in Focus on Supervision case conferencing in the Child Protection and Permanency (CP&P) designated eight (8) Local Offices. Funding is subject to appropriation and availability for this purpose. Focus on Supervision training will be provided by DCF in September, 2014 and will model the process of linking CP&P Casework Supervisors and Supervisors from the designated Local Office in partnership with community providers offering Provider Agency Clinicians (LCSW's only) to co-facilitate case conferences in a manner that is consistent with and builds upon the DCF Case Practice Model (CPM).

Each designated Local Office will be partnered with a non-profit provider agency who has demonstrated success in using case conferencing as a supervisory tool to strengthen the understanding of child/adolescent/family needs to promote positive outcomes. After the provider is awarded, the Local Office Casework Supervisor and the Provider Agency Clinicians will attend training that models the case conferencing process and build upon the knowledge base of both. This training will promote and develop a relationship that will help Casework Supervisor and Provider Agency Clinicians to co-facilitate case conferences.

The eight (8) DCF Local Offices are:

Camden South LO - #772  
4 Echelon Plaza  
201 Laurel Road  
Voorhees, NJ 08043

Gloucester East LO - #769  
309 Fries Mill Road  
Echo Plaza Unit 10  
Sewell, NJ 08080-9283

Monmouth North LO - #663  
Monmouth Park Corporate Center 1  
185 Route 36 West, Building E  
West Long Branch, NJ 07764

Camden/East LO - #774  
4 Echelon Plaza, 2nd Floor  
201 Laurel Road  
Voorhees, NJ 08043

Ocean South LO - #671  
1510 Hooper Avenue, Suite 210  
Toms River, NJ 08753

Ocean North LO- #672  
1215 Route 70 West  
Lakewood, NJ 08701

Middlesex Coastal- LO #509  
680 Pfeiffer Boulevard  
Perth Amboy, NJ 08861

**B. Background:**

The Department is charged with serving and safeguarding the most vulnerable children and families in the State and ensuring that service delivery is directed towards their safety, protection, permanency and well-being.

Provider Agency applicants shall be expected to propose Provider Agency Clinicians to participate in the Focus on Supervision training and then to co-facilitate case conferences at least four (4) times per month for each Local Office. The Focus on Supervision training will expand upon the existing skill sets of Casework Supervisors and Supervisors, who are responsible for facilitating supervision within CP&P. A critical supervisory practice that connects all aspects of Case Practice is case conferencing. Through case conferences, supervisors are able to assess the level of engagement, assessment, planning, teaming and tracking and adjusting the worker is accomplishing with the child/adolescent/family.

The goal is to create a Case Conferencing model that supports the development of staff to think critically and leverage the support and knowledge of subject matter experts, Local Office consultants, and their peers and supervisors. Case conferences should create a team approach to working with families in the assessment of and planning for safety, permanency, and well-being. They also offer another opportunity for learning in an environment that is open, collaborative and supportive in nature. CP&P staff will select the cases with possible input from the provider.

It is expected that the Provider Agency Clinicians shall model and assist the CP&P Casework Supervisor through the process of co-facilitating a case conference that promotes a safe learning environment for all. The Provider Agency Clinician is to be fully prepared for the meeting in which guidance and support is to be provided to the CWS and to co-facilitate the case conference. It is expected that the Provider Agency Clinician shall exercise diligence and be prepared.

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

The services to be funded are for Provider Agency Clinicians to participate in case conferencing after being trained with the Local Office staff. This training will provide the practical skills necessary for Provider Agency Clinicians and CP&P supervisory staff to co-facilitate a case conference or 'Grand Rounds' process with their own staff in a sustainable way. One case per month is conferenced for each CWS in the Local Office. The 'Grand Rounds' process has typically taken up to three (3) hours and includes:

**Preparation**

- Case Selection: CP&P staff will select the cases based on pre-determined case selection criteria; and where appropriate, will include input from Provider Agency Clinician
- Case preparation between Supervisor and Case Manager
- Case review by the Provider Agency Clinician and Child Welfare Supervisor (CWS) prior to the case conference

**Case Conferencing**

- Case presentation (facilitated/co-facilitated by the CWS and Provider Agency Clinician)
- Discussion of the family strengths, case barriers toward progress, needs of the family, ways to support the family

**Debriefing**

- Done by all case participants
  - Providing strengths-based feedback and areas to develop staff
  - Next steps

As stated, the process can take up to three hours and the above is provided as an example only as times may vary.

The following are guidelines to be included in your budget:

1. Up to \$2499 (\$1249.50x2) will be allotted for the two day training for up to two people (89.25 x 14 hours x 2 people).
2. DCF will pay a flat rate of \$267.75 per case co-facilitated by the Provider Agency Clinician. There are expected to be four cases reviewed per month after training is completed. The Local Office teams are expected to be trained between September and October, 2014 and can begin case conferencing on November, 2014. Please indicate your Provider Agency Clinician availability for training by these timeframes.

It is required that the applicant ensure that the Provider Agency Clinician(s) complete the two day training and begin Case Conferencing in the time frames described above. This case conference initiative would consist of the following components: training, modeling and a sustainability plan and the Local Offices would be supported in this capacity for approximately fifteen months.

- Evidence of completion of training for Focus on Supervision Training

- Participate in interviews, focus groups and research concerning the training
- Report on the level of service, clients served and the implementation process

Additionally, the training will build upon key elements of the Case Practice Model, including a discussion on parallel process, the use of genograms and Eco maps to visually describe the family/child.

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

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

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

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

For the purpose of this initiative, the Department will make available a total of \$148,512 to support the initiative in the designated Local Offices. Selected applicants will be paid for delivered services on a fee for service basis. Services will be paid via a State Payment Voucher. The funds are one-time funds. The funding for this program is expected to be available for fifteen months after training is completed (subject to appropriation and availability of funding for this purpose).

Funds awarded under this program may not be used to supplement or duplicate existing funding (except as described above).

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

#### **E. Applicant Eligibility Requirements:**

1. Applicants must be not for profit corporations that are duly registered to conduct business within the State of New Jersey. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
2. Applicants may not be suspended, terminated or barred for deficiencies in performance of any award, and if applicable, all past issues must be resolved as demonstrated by written documentation.
3. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
4. Where appropriate, all applicants must hold current State licenses.
5. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
6. 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.
7. 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)
8. 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:**

<b>June 10, 2014</b>	<b>Notice of Availability of Funds/RFP publication</b>
<b>June 16, 2014</b>	<b>Deadline for Email Questions sent to <a href="mailto:DCFASKRFP@dcf.state.nj.us">DCFASKRFP@dcf.state.nj.us</a> by 12:00 PM</b>
<b>July 17, 2014</b>	<b>Deadline for Receipt of Proposals by 12:00PM</b>

All proposals must be received by 12:00 PM on or before **July 17, 2014**. Proposals received after 12:00 PM will **not** be considered. Applicants should submit **one (1) signed original** and **one CD ROM**, including a signed cover letter of transmittal as indicated below.

Proposals must be delivered either:



**1) In person to:**

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

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

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

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

Applicants submitting proposals in person or by commercial carrier should submit **one (1) signed original** and **one CD ROM** with all documents including a signed cover letter of transmittal.

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

DCF offers the alternative for our bidders to submit proposals electronically to the web address above. Online training is available on our website at: [www.nj.gov/dcf/providers/notices/](http://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 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.

## **2. Proposal Review Process**

DCF will convene a Proposal Evaluation Committee in accordance with existing regulation and policy. The Committee will review each application in accordance with the established criteria outlined in Section II of this document. All reviewers, voting and advisory, will complete a conflict of interest form. Those individuals with conflicts or the appearance of a conflict will be disqualified from participation in the review process. The voting members of the Proposal Evaluation Committee will review proposals, deliberate as a group, and then independently score applications to determine the final funding decisions.

The Department reserves the right to request that applicants present their proposal in person for final scoring. In the event of a tie in the scoring by the Committee, the bidders that are the subject of the tie will provide a presentation of their proposal to the evaluation committee. The evaluation committee will request specific information and/or specific questions to be answered during a presentation by the

provider and a brief time-constrained presentation. The presentation will be scored out of 50 possible points, based on the following criteria and the highest score will be recommended for approval as the winning bidder.

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

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

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

**3. Special Requirements**

The successful Applicant shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

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

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

## **H. Appeals:**

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

Office of Legal Affairs  
Contract Appeals  
50 East State Street 4<sup>th</sup> 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](mailto: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.

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

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

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, Budget Narrative Worksheet, and attachments do not count towards the narrative page limit.

**The proposal may also be rejected if a provider submits for more than (2) two offices.** Proposals may be fastened by a heavy-duty binder clip. Do not submit proposals in loose-leaf binders, plastic sleeves or folders.

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

**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 relevant projects with other state governmental entities. An established and positive collaborative relationship with CP&P shall be demonstrated in the proposal.

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

Provide an indication of the organization's demonstrated commitment to cultural competency and diversity. The provider shall identify and develop, as needed, accessible culturally responsive services and supports. These shall include, but are not limited to, affiliations with informal or natural helping networks such as language services, neighborhood and civic associations, faith based organizations, and recreational programs determined to be appropriate.

Demonstrated experience and success in using case conferencing as a supervisory tool to strengthen the understanding of the child/adolescent/family to promote positive outcomes is required, with community-based experience preferred. Provider Agency must have familiarity with and a working knowledge of the application of the DCF Case Practice Model (CPM). Provider Agency Clinicians must be culturally competent and responsive, with training and experience necessary to manage complex cases in the community across child serving systems. Explain how the provider is working toward a cultural competency plan that describes actions your agency will take to insure that policies, materials, environment, recruitment, hiring, promotion, training and Board membership reflect the community or the intended recipients of the services you provide and promote the cultural competency of the organization and that resources and services will be provided in a way that is culturally sensitive and relevant.

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

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

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

**2) Target Population for Local Office (10 Points)**

Provide documentation describing the local need for the proposed services, including:

- Statements that demonstrate an understanding of the problem and the needs of the target population.

**3) Program Approach (30 Points)**

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

- A description of the services to be provided, including the specific goals and objectives of each;
- A description of the activities or methods that program personnel will employ to achieve the service objectives;
- A description of any service coordination, collaborative efforts or processes that will be used to provide the proposed services (attach any affiliation agreements or Memoranda of Understanding);
- Information on the accessibility of services, including the hours and days that services will be available to clients, and the geographic location(s) where services will be provided;
- A description of client data to be recorded, the intended use of that data and the means of maintaining confidentiality of client records; and
- Information on the level of service (LOS), including a definition of each unit of service and an indication of the level of service anticipated throughout the contract period. The minimum level of service shall be four (4) case conferences per month.

Indicate the specific Clinicians proposed to be used for this proposal. All Clinicians proposed must be licensed clinical social workers with a Master's degree. Attach, in the Appendices section of the application resumes of any existing staff that will perform the proposed services as well as licensure information that provide proof of licensure in New Jersey. Documentation will be required of the clinician. This will be provided by CP&P. Each provider will be required to complete a form identifying that the conference occurred and what went well, and areas needing improvement.

Describe the management and supervision methods that will be utilized.

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.).

**4) Outcome Evaluation (20 Points)**

Based on the scope and focus of the FOS Model, describe a sustainability plan that would be implemented by the Local Offices to continue the service goals and objectives of this program. All applicants must agree to participate in evaluations of the program including focus groups and providing information upon request by DCF.

**5) Budget (20 Points)**

The Department will consider the cost efficiency of the proposed budget as it relates to the anticipated level of services (LOS). Therefore, applicants must clearly indicate how this funding will be used to meet the project goals and/or requirements. Provide a line item budget and narrative for the proposed project/program on Budget Narrative Worksheet. No additional narrative for budget expenses shall be necessary.

The budget should be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. The budget should also reflect a 15 month operating schedule and must include, in separate columns, total funds needed for each line item, the funds requested in this grant, and funds secured from other sources. All costs associated with the completion of the project must be clearly delineated and the budget narrative must clearly articulate budget items.

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

A description of General and Administrative Costs are available at <http://www.state.nj.us/dcf/providers/notices/>

**B. Supporting Documents:**

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



requested in this RFP will result in a loss of five (5) points per item from the total points awarded for the proposal.

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

**Part I: Proposal**

1. Proposal Cover Sheet\*
2. Table of Contents
3. Proposal Narrative (in following order)
  - a. Applicant Organization
  - b. Target Population for Local Office
  - c. Program Approach
  - d. Outcome Evaluation
  - e. Budget Narrative

**Part II: Appendices**

1. Job descriptions of key personnel, resumes if available for key personnel
2. Resumes for Clinicians and of any existing staff that will perform the proposed services as well as licensure information that provide proof of licensure in New Jersey
3. Current and proposed agency organizational charts
4. Staffing patterns
5. Current/dated list of agency Board of Directors/Terms of Office
6. Copy of agency Code of Ethics and/or Conflict of Interest policy
7. Statement of Assurances\*
8. Certification regarding Debarment\*
9. Budget Narrative Worksheet
10. Chapter 51 Certification Regarding Political Contributions\*\* (Required by for profit entities)
11. Source Disclosure Certification\*\*
12. Ownership Disclosure-Certification and Disclosure Forms  
Note: non-profit entities are required to file the Certification-Disclosure of Investigations starting at Page 3 through 5\*\*
13. Copy of IRS Determination Letter regarding applicant's charitable contribution or non-profit status (if appropriate)
14. Copies of all applicable licenses/organization's licensure status (if appropriate)
15. All applicants must have a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-866-705-5711 or inquire on-line at <http://www.dnb.com>

16. Copies of any audits or reviews completed or in process by DCF or other State entities from 2013 to the present. If available, a corrective action plan should be provided and any other pertinent information that will explain or clarify the applicant's position.
17. Applicable Consulting Contracts, Affiliation Agreements/Memoranda of Understanding, Letters of Commitment and other supporting documents
18. Current Form 990 for non-profits
19. Current Single Audit Report for non-profits/ Current Audited Financial Statements for for-profit entities
20. Signed Standard Terms and Conditions

\*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**

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

Inclement weather will not result in the cancellation of the receipt of bids 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 bid receipt will be cancelled and then held on an alternate date.

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](mailto: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.

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**STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES**

## Focus on Supervision

### Request for Proposal BUDGET NARRATIVE WORKSHEET

**PURPOSE:** The Budget Narrative Worksheet is a guide to assist you in the preparation of the budget and budget narrative. Please use this form to prepare your budget and submit this form with your proposal.

**PERSONNEL:** List each position you intend to fund. Show the proposed annual salary rate in the area below. Please note that compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. (You may add additional staff name and positions if needed)

	Personnel		
	Proposed position's yearly salary/percentage of Time on the Grant	Proposed Amount from Grant Dollars (Dollar Amount)	Proposed Total Amount (Dollar Amount)
Staff Person #1 (name and position title)			
Staff Person #2 (name and position title)			
Staff Person #3 (name and position title)			
Staff Person #4 (name and position)			

<b>Staff Person #5 (name and position)</b>			
<b>Staff Person #6 (name and position)</b>			
<b>Salary subtotal</b>	N/A	\$ -	\$ -
<b>Fringe Total</b>	N/A		
<b>Personnel subtotal (salary and fringe)</b>	N/A	\$ -	\$ -
<b>Justification</b> (individual justification for fringe, provide percentage rate)			

<b>Other Personnel</b>		
	<b>Proposed Amount from Grant Dollars (Dollar Amount)</b>	<b>Proposed Total Amount (Dollar Amount)</b>
<b>Travel</b>		
<b>Training</b>		
<b>Training - In Service</b>		
<b>Other</b>		
<b>Other Personnel subtotal</b>	\$ -	\$ -
<b>Justification</b>		

**Additional Explanation** (provide any additional budget information for committee consideration):

**Purchased Services/Consultants**

	<b>Proposed Amount from Grant Dollars (Dollar Amount)</b>	<b>Proposed Total Amount (Dollar Amount)</b>
<b>Professional</b>		
<b>Non-Professional</b>		
<b>Bookkeeping</b>		
<b>Legal</b>		
<b>Audit</b>		
<b>Planning/Marketing</b>		
<b>Other</b>		
<b>Subtotal purchased services/consultants</b>	<b>\$ -</b>	<b>\$ -</b>

**Additional Explanation** (Provide any additional budget information for committee consideration):

**Operating Costs**

Item	Proposed Amount from Grant Dollars (Dollar Amount)	Proposed Total Amount (Dollar Amount)
Space		
Telephone		
Mailing Expense		
Postage		
Equipment		
Consumables		
Insurance		
Equipment Purchase		
Equipment Rental		
Marketing & Advertising		
Conference Center Cost		
Materials & Supplies		
Conference Expenses Parking		
Other		
<b>sub total operating costs</b>	\$ -	\$ -

**Additional Explanation** (Provide any additional budget information for committee consideration):

**BUDGET SUMMARY:** When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total costs. Indicate the amount of grant-funded dollars requested.

<b>Budget Category totals</b>	<b>Grant Request Amount Total</b>
Personnel and Fringe	\$ -
Other Personnel	\$ -
Purchased Services/Consultants	\$ -
Operating Costs	\$ -
<b>Total Project Costs</b>	<b>\$ -</b>

**Grant Funded Request**

\$ -
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**Non-Grant Funded Amount**

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**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.*).