



REQUEST FOR PROPOSALS
FOR
Parent Leadership Development Training

(Race to the Top - Early Learning Challenge)

Funding of \$71,570 Available

CFDA # 84.412

Mandatory Bidders Conference: September 10, 2015

Time: 10:00 AM

**Place: The Professional Center at DCF
30 Van Dyke Avenue, New Brunswick, NJ 08901**

Bids are due: September 28, 2015 at 12:00 PM

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

Commissioner

August 21, 2015

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Funding Agency

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

Special Notice: *Potential Bidders must attend a Mandatory Bidder's Conference on September 10, 2015 10:00 AM at DCF Professional Center, 30 Van Dyke Avenue, New Brunswick, NJ 08901. Questions will be accepted in advance of the Bidder's Conference by providing them via email to DCFASKRFP@dcf.state.nj.us by September 9, 2015 at 12:00PM. 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 Bidders Conference except for questions regarding the forms and technical requirements.*

Section I – General Information

A. Purpose:

The New Jersey Department of Children and Families' (DCF) Division of Family and Community Partnerships (FCP) announces the availability of \$71,570 in Race to the Top–Early Learning Challenge (RTT-ELC) funds for the purpose of providing Parent Leadership Development Training to strengthen engagement, participation, and shared leadership with Parent Partners within New Jersey's statewide network of early childhood service providers. The primary focus of this initiative will be in keeping with the RTT-ELC target population of families with young children from pregnancy to age eight.

B. Background:

The Department is charged with serving and safeguarding the most vulnerable children and families in the State and our mission is to ensure the safety, well-being and success of New Jersey's children and families. Our vision statement is "To ensure a better today and even greater tomorrow for every individual we serve."

New Jersey's expanding network of early learning and development programs fully embrace parents, families and other caregivers as partners in ensuring high quality care for infants and young children.

DCF is one of four core New Jersey state departments that are working collaboratively to align and strengthen services for pregnant women, parents/families, infant and young children. New Jersey's state-level early childhood infrastructure encompasses families, services and communities from pregnancy to age eight. Key aspects of NJ's early childhood infrastructure include:

- New Jersey Early Learning Commission and the associated Interdepartmental Planning Group actively working across departments—Department of Education (DOE), Department of Human Services (DHS), Department of Health (DOH) and DCF—to ensure integration and coordination of state-funded services across sectors; and
- New Jersey Council for Young Children (NJCYC) which brings together public and private partners to provide input and make recommendations that support the work of early childhood in the state.

This state-level infrastructure supports NJ’s overarching goal and early childhood plan to ensure a well-functioning, statewide system of services that is high quality, coordinated and comprehensive for every infant and young child, their families, providers, and communities across the state.

New Jersey was awarded the Race to the Top-Early Learning Challenge grant to improve program quality and services coordination for infants, young children and their families to maximize children’s learning and development. RTT-ELC funds are issued by the U.S. Departments of Education, and Health and Human Services to the NJ Department of Education as the state’s lead administrative agency. Through an interdepartmental agreement, DCF is overseeing the development of several key strategies outlined in the *Family Engagement and Health Promotion* component of the application/state plan.

This RFP is a critical element in our efforts to support the *Family Engagement and Health Promotion* priority of New Jersey’s RTT-ELC grant to promote family involvement and parent leadership development at the local county level through the newly organized County Councils for Young Children (CCYC). New Jersey embraces the notion that parents are an essential partner as we work collectively to ensure that children enter school “ready to learn” and that they will sustain their developmental and educational gains over time.

The CCYCs, now operational in all 21 counties, are a cornerstone of this effort. It is our vision that the CCYCs will promote greater collaboration among parents/families, community leaders, health care, child care, school districts, family support, and other local partners that care about the well-being of infants and young children. This work at the state and local levels emphasizes the need to include all family voices, ensuring participation from underrepresented and special populations.

C. Services to be Funded:

The overarching goal of this initiative is to ensure shared leadership at the local and state levels that includes the meaningful participation of parent/family partners in our collective efforts to provide a caring, effective, and responsive system of early childhood services and supports—from pregnancy to age eight.

This RFP will provide training resources to establish a strong foundation of knowledge and skills for both provider and parent partners through the network of 21 County Councils for Young Children, and related maternal and child health and early childhood systems partners.

The grantee for this project is expected to provide training to the CCYCs and their parent/family partners. Applicants will submit a proposal that describes a plan to address the following expected outcomes:

- 1) Strengthen the knowledge and skills of the CCYCs to effectively engage and retain parent partners; and actively employ a shared leadership model to include:
 - Understanding and embracing shared leadership--a philosophy of partnership and willingness to share power with families
 - Assessing organizational readiness of CCYC and provider partners
 - Planning efforts to recruit, engage and retain parent partners
 - Ensuring representation from diverse and culturally representative constituents and building cross-cultural relationships
 - Identifying meaningful parent participation at a variety of levels—individual, family, community, program, sector, and systems levels
 - Providing foundational supports -- orientation, core and supplemental training, mentoring and ongoing reflection/fine-tuning
 - Involving families and community members in the planning, decision making and evaluation processes on matters that impact the lives of their families and community

- 2) Activate parents to embrace the role of Parent Partner (family, program, community, state) and actively participate in shared leadership to support early childhood efforts at local and state levels.
 - Provide basic knowledge and skills that support parent participation
 - Increase parents' confidence and capacity to share their ideas and perspectives on the delivery of programs and services that affect their own, and others' families
 - Assist parents to identify and develop social connections that would influence and support their roles as parents and advocates.
 - Offer skill-building techniques for parent leadership development at various levels of involvement—personal/family, local, state, and national—to improve services and/or policies that impact child and family health, well-being, education, safety and security
 - Develop strategies to help parent partners advance to higher levels of participation (including planning, decision making, and evaluation) and leadership in keeping with their comfort levels.
 - Encourage parents to utilize their acquired skills through an active role on the CCYC and/or by participating in other settings where they can help to address specific areas of concern.

The lead agency for this project will demonstrate a strong track record of parent leadership development and parent advocacy training. Successful applicants will also demonstrate experience in working collaboratively with local stakeholders—parents, families and community agencies—to promote early and strong connections for family involvement in a variety of early childhood sectors.

At a minimum, the work of the lead agency will be to:

- Be a knowledgeable resource for parent leadership development for the CCYCs and cross-sector service partners that support families from pregnancy to age 8.
- Provide training and support to 21 CCYCs and other state and local partners to build strong relationships with parents, families and other community stakeholders.
- Assist local partners in assessing and addressing parent leadership training needs
- Provide CCYCs with skills to engage, retain and effectively integrate parent participation
- Strengthen the role of Parent Partners as stakeholders in CCYCs and related workgroups/activities.
- Seek active input/participation from DCF and other partners to help identify parent participants, e.g. CCYC, Central Intake (CI), Home Visitation (HV), Family Success Centers (FSCs), Head Start/Early Head Start (HS/EHS), Child Care Resource & Referral Agencies (CCR&Rs), Early Intervention (EI), Special Child Health Services (SCHS), etc.
- Establish a Project Timeline to ensure that key tasks are identified, assigned and addressed/completed.
- Provide regular status reports, updates and revisions, as needed.
- Communicate regularly with the designated state-level contacts in DCF-FCP, and prepare monthly/quarterly and year-end reports, as required by DCF
- Prepare quarterly summary reports for other core partners, i.e. Interdepartmental Planning Group and NJCYC.

While working with the family and community agencies the lead agency and project coordinator will embrace and integrate the Standards for Prevention Programs:

Building Success through Family Support --

<http://www.state.nj.us/dcf/news/reportsnewsletters/taskforce/Standards.for.Prevention.Programs.pdf>; and the Strengthening Families Protective Factors Framework.

[Center for the Study of Social Policy website --

<http://www.cssp.org/reform/strengthening-families/basic-one-pagers/Strengthening-Families-Protective-Factors.pdf>.]

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 in FY2015 Race to the Top–Early Learning Challenge funds (CFDA # 84.412). in the amount of \$71,570 for a 12-month contract. These are one-time funds specifically allocated for training. It is anticipated that only one proposal will be funded under this RFP.

The funding period for this program is expected to be from November 1, 2015 to October 31, 2016.

Matching funds are not required.

Operational start-up costs are permitted, but the total budget request must not exceed the ceiling of \$71,570. Applicants must provide a justification and detailed summary of all expenses that must be met in order to begin program operations. Please refer to Section II, Proposal Requirements and Review Criteria, item 5.

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

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

E. Applicant Eligibility Requirements:

1. Applicants must be for profit or not for profit corporations that are duly registered to conduct business within the State of New Jersey.
2. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
3. If Applicant is under a corrective action plan with DCF, or any other New Jersey State agency or authority, the Applicant may not submit a proposal for this RFP. Responses shall not be reviewed and considered by DCF until all deficiencies listed in the corrective action plan have been eliminated to the satisfaction of DCF for a period of 6 months

4. Applicants 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.
5. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
6. Where required, all applicants must hold current State licenses.
7. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
8. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
9. Applicants must have the ability to begin training within 45 days of contract execution. Further, where appropriate, applicants must execute sub-contracts with partnering entities within 30 days of contract execution.
10. Eligibility for this RFP is limited to agencies with a proven record of parent leadership development training within the state.
11. All applicants must have a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-866-705-5711 or inquire on-line at www.dnb.com
12. Any fiscally viable entity that meets the eligibility requirements, terms and conditions of the RFP, and the contracting rules and regulations set forth in the DCF Contract Policy and Information Manual (N.J.A.C. 10:3) may submit an application.

F. RFP Schedule:

August 21, 2015	Notice of Availability of Funds/RFP publication
September 9, 2015	Deadline for Email Questions sent to DCFASKRFP@dcf.state.nj.us
September 10, 2015 at 10:00 AM	Mandatory Bidders Conference -The Professional Center at DCF 30 Van Dyke Avenue, New Brunswick, NJ 08901
September 28, 2015 at 12:00 PM	Deadline for Receipt of Proposals by 12:00PM

All proposals must be received by 12:00 PM on or before September 28, 2015. Proposals received after 12:00 PM on September 28, 2015 will **not** be considered. Applicants should submit **one (1) signed original** and **one CD ROM** as indicated below.

Proposals must be delivered either:

1) In person to:

Catherine Schafer, Director of Grants Management, Auditing and Records

Department of Children and Families
50 East State Street, 3rd floor
Trenton, New Jersey 08625-0717

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

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

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

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

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

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

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

2. Proposal Review Process

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

The Department reserves the right to request that applicants present their proposal in person for final scoring. In the event of a tie in the scoring by the Committee, the 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 and clearly explained and was consistent with the RFP requirements-	20 Points thoroughly
Background of organization and staffing explained-	10 Points
Speakers were knowledgeable about topic-	5 Points

Speakers responded well to questions -

5 Points

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

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

3. Special Requirements

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

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

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

H. Appeals:

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

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

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

I. Post Award Review:

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

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

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

J. Post Award Requirements:

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

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

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

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

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

Section II – Application Instructions

A. Proposal Requirements and Review Criteria:

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

The narrative portion of the proposal should be double-spaced with margins of 1 inch on the top and bottom and 1 inch on the left and right. The font shall be no smaller than 12 points in Arial font. There is a 25 page limitation for the narrative portion of the grant application—this includes the budget narrative section. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Five (5) points will be deducted for each missing document. If the deductions total 20 points or more, the proposal shall be rejected as non-responsive. The narrative must be organized appropriately and address the key concepts outlined in the RFP. Annex B budget spreadsheet pages, and attachments do not count towards the narrative page limit.

Proposals may be fastened by a heavy-duty binder clip. Do not submit proposals in loose-leaf binders, plastic sleeves or folders or staples. It is preferred that all pdf documents are in a searchable format.

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

1) Applicant Organization (30 Points)

a) Agency background and qualifications to lead this initiative: Eligibility for this RFP is limited to agencies with a proven record of parent leadership development training within the state. Applicants must have the ability to begin training within 45 days of contract execution. Further, where appropriate, applicants must execute sub-contracts with partnering entities within 30 days of contract execution.

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

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. Attach a current organizational chart as Appendix 2 that shows the placement of the proposed program within the organizational structure.

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.

b) Current parent-leadership activities within your organization: Using the following criteria and format (Table 1 below), describe current activities within your organization that promote leadership, advocacy, mentoring, and/or active participation of parents/families *with a focus on early childhood--pregnancy to age 8*. Use the following categories:

Parent Involvement - Parents attend agency-sponsored program events and support the priorities of the program/organization (e.g. parents attend a monthly parent meeting).

Parent Engagement - parents routinely provide input/feedback (e.g. parents actively participate in meetings/board in an advisory capacity) and advise on set program and/or organizational priorities

Parent Organizing - parents are equal partners with agency organizers and help to set priorities with the broader community

Table 1 (add as many rows as is needed):

Agency Program/Activity	Target Population	Parent Role	# of Parents

Adapted from *Parent Organizing as a Strategy for Sustainable Policy Change*—Ada Sanchez and Ron White, Peppercorn Foundation. *Grantmakers for Children, Youth & Families*, Issue 6, 2011.

c) Current commitment to cultural competency and diversity: Describe the organization’s demonstrated commitment to cultural competency and diversity. Identify 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. Staff must be culturally competent and responsive, with training and experience necessary to manage the complex needs of families in the community across child and youth serving systems. Explain how the provider is currently 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.

2) Need Justification (10 Points)

The need for this project has already been established. In this section provide a brief overview of the local, state and or national evidence supporting parent leadership within early childhood citing relevant resources.

- Provide a short summary that demonstrates your understanding of the problem and the needs of the target population;
- Cite relevant statistics and studies that describe the problem and the unmet needs of the target population
- Identify any additional in-state resources that support parent involvement, parent engagement and parent leadership development—you do not need to repeat any internal agency resources that you have outlined in the prior section.
- Identify any gaps or barriers that will need to be addressed and overcome to ensure the long-term success in building and expanding Parent Partnerships across early childhood sectors.

3) Program Approach (30 Points)

Specify the program approach to include an overview of the proposed training implementation plan, and a description of the core curriculum and any supplemental curricula.

- Describe the proposed training implementation plan, components, activities or methods that program personnel will employ to achieve the service objectives.
- Describe the core curriculum, and any supplemental curricula. Specify the body of evidence for the selected curriculum and approach--emerging, evidence-informed, or evidence-based—with citations as applicable. Attach the curriculum outline or Table of Contents, and any other essential materials (please limit attachments to essential items only) in Appendix 9.
- Identify any collaborative efforts that will be used to provide the proposed training services, e.g. state or local training partners, assistance with registration/tracking attendance, etc. Attach any relevant documents--Letters of Commitment or recommendation in Appendix 7. NOTE: Do not include general letters of support, only letters of recommendation from relevant agencies/partners that speak directly to your work experience as a trainer may be included—not to exceed 5 letters. Attach any formal Memoranda of Understanding in Appendix 8.

- Provide information on the accessibility of trainings, including the hours and days that services will be available to participants, and the geographic location(s) where services will be provided. Discuss ancillary needs, e.g. transportation options available to clients and handicapped accessibility;
- Describe the projected level of service (LOS) for each component of training, i.e. parent and/or provider. Include a definition of each unit of service and an indication of the level of service anticipated over the 12-month contract period.
- Describe core data element to be collected/recorded, the intended use of that data and the means of maintaining confidentiality of client records. *Applicant may opt to address this item in Section 4 - Outcome Evaluation below.*
- Staffing: Describe the role of all key staff--project manager, trainers, or support staff. Indicate the number, qualifications (experience, skill level, and education). Specify if proposed positions are agency staff, consultants, and/or volunteers. Attach as Appendix 1, the resume(s) of any existing staff or consultants who will conduct trainings. Describe the management and oversight of the proposed project staff.
- Provide a feasible project timeline for implementing the proposed training services to reach parents/partners in all 21 counties. Attach a separate Program Implementation Schedule (Project Timeline) as part of the Appendix 3.

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.). *Note: You do not need to repeat this if sufficiently addressed in Section 1, Subsection C of your proposal.*

Protective Factors and the Standards for Prevention: Use Exhibit D to provide examples of how this project aligns with and integrates the Protective Factors Framework and the Standards for Prevention Programs. Include this form in your completed proposal as Appendix 6.

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

The Safe Child Standards are available at:
<http://www.state.nj.us/dcf/SafeChildStandards.pdf>

As an Appendix 4, provide a brief (no more than 2 pages double spaced) Standards Description demonstrating ways in which your agency's operations mirror the Standards.

4) Outcome Evaluation (10 Points)

Describe the process, impact, and outcome measures that will be used to determine that the training project goals and objectives have been met.

Describe the evaluation plan for core aspects of the training plan, such as provider training, parent training, initial assessment, pre- and post-test. Attach copies of any evaluation tools that will be used to determine the effectiveness of the training program services.

Be sure to specify how you will measure progress in reaching these objectives and in what timeframe.

Describe your plan for monitoring and reporting your progress in achieving program objectives at the end of the 12-month grant.

5) Budget Justification (10 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. The narrative must be part of the 25 page proposal. The Budget spreadsheet forms are to be attached as Appendix 5 and are available as Exhibit C.

The budget should be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. The budget should also reflect a 12 month operating schedule and must include, in separate columns, total funds needed for each line item, the funds requested in this grant, and funds secured from other sources (if applicable).

All costs associated with the completion of the project must be clearly delineated and the budget narrative must clearly articulate in sufficient detail all budget items, including a description of miscellaneous expenses or "other" items.

General and administrative (G & A) budget requests may not exceed 10% of the subtotal for direct expenses in the operational budget.

Start-up costs: Applicants may request start-up funds, but the total budget request may not exceed \$71,570, inclusive of start-up. The applicant must provide a detailed summary of and justification for these one-time start-up costs in the Budget

Narrative as part of the entire Narrative for this proposal. These costs should be reflected in a separate column of the proposed budget schedule attached as Appendix 5.

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

Standard DCF Annex B (budget) forms are not required for this RFP. A separate schedule is required and the form is attached as Exhibit C and must be completed and attached to your proposal as Appendix 5. Standard Annex B forms will be required if funded and 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/Sustainability Plan (5 Points)

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

7) Completeness of the Application (5 Points)

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

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. It is preferable that all PDF's be in a searchable format for the reviewers. There is a 25 page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Failure to submit any of the required documents requested in this RFP will result in a loss of five (5) points per item from the total points awarded for the proposal.

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

Part I: Proposal

1. Proposal Cover Sheet*
2. Table of Contents-Please number and label with page numbers if possible in the order as stated in Part I & Part II Appendices
3. Proposal Narrative (in following order)
 - a. Applicant Organization

- b. Needs Justification
- c. Program Approach
- d. Outcome Evaluation
- e. Budget Narrative
- f. Leveraging
- g. Completeness

Part II: Appendices

1. Resumes, if available, for key personnel (please do not provide home addresses or personal phone numbers)
2. Current or Proposed Agency Organization Chart showing placement of CCYC within the agency
3. Proposed Program Implementation Timeline
4. Safe-Child Standards Description of your agency's implementation of the standards (no more than 2 pages)
5. One-page Operational Budget (use Excel spreadsheet in Exhibit C)
6. Protective Factors/Standards for Prevention Worksheet (see Exhibit D)
7. 5 Letters of Commitment
8. Applicable Consulting Contracts, Affiliation Agreements/Memoranda of Understanding
9. Other supporting documents – pertinent curricula outline and materials
10. Copy of agency's Conflict of Interest policy
11. 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
12. Dated List of Names, Titles, Address of Current Board of Directors
13. Signed DCF Standard Language Document
<http://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc>
14. Documentation Demonstrating Compliance with Obtaining a DUNS Number. 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>
15. Renewal Printout from the System for Award Management (SAM) website (<https://www.sam.gov/portal/public/SAM/>)
16. Signed HIPAA Business Associate Agreement (<http://www.nj.gov/dcf/providers/contracting/forms/HIPAA.doc>)
17. Copies of Applicable Licenses-Licenses are not required but if you have licensed individuals you may provide them
18. Current Affirmative Action Certificate or Copy of Renewal Application Sent to Treasury
19. Certificate of Incorporation
20. New Jersey Business Registration Certificate with the Division of Revenue
21. Agency By-laws or Management Operating Agreement if an LLC
22. Tax Exempt Certification-IRS Determination Letter regarding applicant's charitable contribution or non-profit status, if a non-profit

23. Disclosure of Investigation and Other Actions Involving Bidder- Full Version** Signed and dated
24. Disclosure of Investment Activities in Iran** Signed and dated
25. MacBride Principles** Signed and dated
26. Statement of Bidder/Vendor Ownership Full Version** Signed and dated
27. Chapter 271** Signed and dated
28. Source Disclosure Certification** Signed and dated
29. Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions (For-Profit only) **Signed and dated
30. Annual Report to the Secretary of State
(https://www1.state.nj.us/TYTR_COARS/JSP/page1.jsp)
31. Annual Report- Charitable Organizations (if applicable)
(<http://www.njconsumeraffairs.gov/charity/charfrm.htm>)
32. W-9 form (new agencies only) or
(<http://www.state.nj.us/treasury/omb/forms/pdf/W9.pdf>)
33. Certification regarding Debarment*
(<http://www.state.nj.us/dcf/providers/notices/Cert.Debarment.pdf>)
34. Statement of Assurances*
35. Form 990 for Non-Profits or Form 1120 intended for For-Profit entities. LLC's shall provide an applicable tax form and may delete or redact any SSN or personal information
36. Copy of Most Recent Audit or financial statement certified by an accountant or accounting firm

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

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

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

Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information Manual. Applicants may review these items via the Internet at www.nj.gov/dcf/providers/contracting/manuals

C. Requests for Information and Clarification

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

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

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

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

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. Written inquiries will be answered and posted on the DCF website as a written addendum to the RFP. Inquiries will not be accepted after the Bidders Conference except for questions regarding the forms and technical requirements.

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national

origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically available at www.state.nj.us/treasury/contract_compliance).

The contractor and its subcontractors shall furnish such reports or other documents to the Department of Children and Families, the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Department of Children and Families, the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

EXHIBIT B

TITLE 10. CIVIL RIGHTS
CHAPTER 2. DISCRIMINATION IN EMPLOYMENT ON PUBLIC WORKS

N.J. Stat. § 10:2-1 (2012)

§ 10:2-1. Antidiscrimination provisions

Antidiscrimination provisions. Every contract for or on behalf of the State or any county or municipality or other political subdivision of the State, or any agency of or authority created by any of the foregoing, for the construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees that:

a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$ 50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

No provision in this section shall be construed to prevent a board of education from designating that a contract, subcontract or other means of procurement of goods, services, equipment or construction shall be awarded to a small business enterprise, minority business enterprise or a women's business enterprise pursuant to P.L.1985, c.490 (*C.18A:18A-51 et seq.*).

Exhibit C – Budget Spreadsheet (12-month operational budget and start-up budget)

BUDGET CATEGORIES 12-Month Budget	TOTAL COSTS	DCF Funding request	Cash or In-Kind Funds <small>note sources below*</small>
A. Personnel - Salary (hours/week)			
Fringe (% rate)			
B. Consultants & Professional Fees			
C. Materials & Supplies			
D. Facility Costs			
E. Specific Assistance to Clients			
F. Other			
G. Gen. & Adm. (G&A) Costs			
H. Total Operating Costs			
I. Equipment			
J. Total Cost			
K. Revenue (deduct)*	()	n/a	n/a
L. Funding Request		n/a	n/a

The budget request shall indicate the Agency’s total proposed budget for delivery of the service(s) reduced by the other sources of funding (Line K). If applicable, indicate the sources of leveraged funding and the dollar amounts for each below:

*Other Sources of Funding for this Program: (Specify These)			
Other Funding Amounts:	0	0	0

Exhibit D -- Integration of the Protective Factors and the Standards for Prevention

A. Consider how your program/model addresses the five Protective Factors. Check ALL of the protective factors that are addressed by your program/model. Then, briefly expand on each protective factor in the accompanying section:

Protective Factors:	Key Program Characteristics / Strategies (bullets are acceptable)
Social & Emotional Development of Children, Parent-Child Interaction; Nurturing and Attachment	
Knowledge of Parenting and Child Development	
Parental Resilience	
Social Connections	
Concrete Supports in Times of Need	

B. Consider how your agency and/or program model addresses the Standards for Prevention. Check ALL of the standards that are addressed by your agency and or program. Then, briefly expand on at least two standards in each section:

Practice with Families		
1. Family-Focused		
2. Strength-Based		
3. Flexible and Responsive		
4. Accessible and Incentivized		
5. Voluntary and Incentivized		
6. Comprehensive & Integrated		
7. Developmentally Informed		
8. Long-term and Adequate Intensity		
9. Cultural Responsiveness and Reciprocity		
Practice with Communities		
1. Participatory Development Planning		
2. Community Integration		
3. Early Start at Targeted Developmental Stages		
Administrative Standards		
1. Long-Range and Ongoing Planning		
2. Supervision, Organizational Management and Professional Development		
3. Parent and Community Leadership		
4. Fidelity to an Established Model		
5. Highly Qualified, Competent and Caring Staff		
6. Data Collection and Documentation		
7. Measures Outcomes & Conducts Evaluation		
8. Adequate Funding & Long-Term Commitment to Program Sustainability		