



STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES

**REQUEST FOR PROPOSALS**  
**FOR**  
**RESIDENTIAL TREATMENT CENTER (RTC)**  
**INTENSITY of SERVICES (IOS) – UP To 5 HOMES**

**Funding up to \$3,193,750 Available**

There will be no Bidders Conference for this RFP.

Questions are due by October 22, 2014 at 12:00 PM

Deadline for Receipt of Proposals: November 6, 2014 at 12:00 PM

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

Commissioner

October 8, 2014

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**Funding Agency**

State of New Jersey  
Department of Children and Families  
50 East State Street  
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). Questions are due by October 22, 2014 at 12PM.*

**Special Notice #2:**

*Separate proposals for each home are required. Staffing for each proposal must meet the minimum requirements as set forth in this RFP or the proposal shall be subject to disqualification.*

**Section I – General Information**

**A. Purpose:**

The New Jersey Department of Children and Families' (DCF) announces the availability of funding for the purpose of providing Out of Home Treatment Services. Annualized funding is available up to \$3,193,750 and thereafter if the contract is renewed and funding is available. The goal is to create a service environment with professional competencies and capabilities to maintain a treatment milieu that is functionally relevant to youth with behavioral health challenges. To that end, DCF is seeking proposals from private or public not-for-profit entities and for profit organizations to provide Residential Treatment Center (RTC) Intensity of Service (IOS) to youth age groups 11 to 14 and 15 to 17 through its Children's System of Care (CSOC). This announcement seeks to maximize the utilization of RTC IOS through a transparent and contracted clinical model paired with a rate structure consistent with national best practices.

Applicants are to provide details regarding operations, policy, procedures, and implementation of their proposed program (s). Programs shall be operational within 120 days of being awarded. Extensions will be available by way of written request to the CSOC Division Director. **Awards are subject to be rescinded if not operationalized within 6 months of RFP award.**

**B. Background:**

The New Jersey Department of Children and Families is the state's first comprehensive agency dedicated to ensuring the safety, well-being, and

success of children, youth, families, and communities. Our vision is to ensure a better today and even a greater tomorrow for every individual we serve. The Children's System of Care, within DCF, has sought to better develop out-of-home clinical services for youth and families in a variety of ways. CSOC researched and established a rate setting methodology that delineates critical elements of out-of-home services and market-based rates for each service element.

RTC IOS provides 24-hour all-inclusive clinical services in a community-based therapeutic setting for youth who present severe and persistent challenges in social, emotional, behavioral, and/or psychiatric functioning. Youth receive clinical interventions, psychopharmacology services (when applicable), education, medical services, and specialized programming in a safe, controlled environment with a high degree of supervision and structure. Treatment primarily provides rehabilitative services including, but not limited to, social, psychosocial, clinical, medical, and educational services. The purpose of RTC IOS is to stabilize youth and prepare them for a less restrictive environment. The goal is to facilitate the youth's reintegration with family/caregiver and community or in an alternative permanency plan preparing for independent living.

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

The grantee(s) for this program are expected to provide, initiate, and/or coordinate an array of services to support an RTC IOS program for youth in the following populations with behavioral health challenges.

Funding is available for up to 5 RTC IOS programs of 5 youth in each community based home (total of 25 beds). DCF will award a maximum of two (2) homes per provider.

#### **Target Populations:**

##### **Population #1:**

# of youth per home: 5

# of homes: 2

Age: 11-14

Gender: Male

Educationally Classified and Not Classified

IQ 65+

Location: Northern Region (Bergen, Essex, Hunterdon, Hudson, Morris, Passaic, Somerset, Sussex, Warren, Union)

**Population #3:**

# of youth per home: 5

# of homes: 3

Age: 15-17

Gender: Male

Educationally Classified and Not Classified

IQ 65+

Location: Northern Region (Bergen, Essex, Hunterdon, Hudson, Morris, Passaic, Somerset, Sussex, Warren, Union)

**Duties and Obligations**

Applicants are to provide details regarding operations, policy, procedures, and implementation of their proposed RTC program(s). Programs shall be operational within 120 days of being awarded. Extensions will be available by way of written request to the CSOC Division Director.

CSOC will support Applicants who successfully operationalize the principles of individualized, needs driven, and family focused care, and display sustainable progress throughout the course of treatment. Models of service delivery that promote persistence and creativity of professional staff are valued. Services that are demonstrated as effective through research, evidence-based, -informed, or -suggested are strongly encouraged. Most importantly, services must be provided in homelike settings within the community. Service delivery models must pay particular attention to ensure youth have a stable, familiar, and nurturing experience. Applicants can demonstrate this attention in their descriptions of staffing patterns, facility design and utilization, community affiliation, and the type, scope, and frequency of family involvement.

CSOC is particularly concerned with the management and treatment of trauma and the sequelae of trauma that affect so many of our youth. Applicants shall articulate the management of behaviors that impede and support healthy attachments. Management of behavioral symptoms alone is not sufficient, however, and Applicants must also describe models of intervention that actively treat underlying trauma issues. For example, youth with physically aggressive behaviors are often managed with additional or altered staffing patterns, alterations to youth's schedule, and more carefully controlling the youth's movements and interactions with others, etc. Behavioral management is necessary and an important aspect of serving

youth well in a safe and supportive milieu. However, it is not sufficient for true change and growth. Therefore, Applicants are asked to demonstrate, for example, how the relationships with direct care staff (as supported through team structure, supervision, the development of verbal de-escalation methods, restraint reduction initiatives, and staffing patterns) will help youth move from being merely “managed” to engaging in transformational treatment. This RFP asks Applicants to consider the continuum of care from management to treatment. This continuum is fluid and seasoned providers will recognize many management strategies are directly linked to treatment interventions. Applicants are asked to fully articulate their management and treatment model.

RTC IOS addresses youth’s individualized needs through cyclical assessments, services, and treatment that focus on identified strengths and the development of social skills, problem solving, and coping mechanisms. All interventions must be directly related to the goals and objectives established by the child family team process in coordination with the multidisciplinary ISP/treatment plan. Applicants are asked to fully articulate their ability to integrate the child family team into the treatment process as full and equal participants. Family/guardian/caregiver involvement from the beginning of treatment is essential and, unless contraindicated, should occur consistently and on a regular basis (or as determined in the ISP/treatment plan). Applicants are asked to fully articulate their plan to collaborate with care management organizations. The grantee must integrate resources for planned, purposeful, and therapeutic activities that encourage developmentally appropriate autonomy within the community. Robust interactions based on group psycho-metrics are encouraged in order to better prepare for a youth’s return to the community. Treatment issues must be addressed by means of a therapeutic milieu, which is fundamental at this intensity of service.

RTC IOS will be provided in a freestanding, non-institutional setting in the community. The grantee must provide a welcoming, safe, staff-secured, nurturing clinical environment. Applicants must demonstrate their ability to fulfill this requirement through their description of staffing patterns, staff training, site design and utilization, community affiliation, as well as the type, scope, and frequency of family involvement. Guidelines for the youth’s safety should be reflected in the ISP/treatment plan.

Capacity to service bilingual and non-English speaking youth is preferred. If bilingual services are offered, the Applicant should clearly specify within this proposal the type of services and staff supports that will be provided.

**Course and Structure of Treatment:**

The grant requires the establishment of a multi-disciplinary treatment team with required functions. Applicants should provide detailed information about treatment team members. Additionally, Applicants should describe,

through policy and procedures documents, mechanisms for communication, responsiveness, flexibility, and creativity of treatment teams.

The minimum treatment activities to be provided in this service are described below. Applicants must demonstrate the capacity to meet these minimum requirements.

The treatment team **must** include, but is not limited to, the following individuals:

1. Youth
2. Family members
3. Natural supports as identified and selected by youth and family
4. Psychiatrist
5. Nurse (Supervising RN)
6. Allied Therapist
7. Direct Care staff
8. Educational professionals
9. Licensed clinicians
10. Program Coordinator/Recruiter
11. CSOC case management entity (Care Management Organization)
12. Child Protection & Permanency (CP&P), if applicable

The nature of a youth's introduction to an out of home treatment program is of paramount importance to the care of the youth and also sets the stage for success. In order to achieve optimum success, the out of home provider and the case management entities, which may include, Care Management Organization (CMO), and/or the Division of Child Protection and Permanency (CP&P) must collaborate to arrange face-to-face meetings between the youth and family at least twice (as deemed feasible) prior to the youth's admission. This process will assist the youth in becoming acclimated to the program and a new environment.

Within the first 48 hours of RTC services, the treatment team will:

- Receive a thorough orientation to all aspects of the program conducted by both agency staff and current residents;
- Assure that the family members are oriented to the service;
- File all necessary consents and releases;
- Complete IMDS Strengths and Needs Assessment;
- Complete initial treatment and crisis plan; provide copies to youth and family;
- Complete a nursing assessment and incorporate it into the initial treatment and crisis plan;
- Complete a pediatric assessment.

Within the first 96 hours, the youth will have the following assessments completed:

- Psychiatric assessment with report;
- Psychosocial assessment, which includes recommendations for inclusion in allied therapies, when appropriate.

Within the first week, the treatment provider will:

- Have conducted a treatment team meeting that includes CMO and/or DCP&P and completed the comprehensive treatment and discharge plan integrating all of the treatment team's input, assessments, and recommendations.

Each day the service staff will provide:

- Comprehensive and well documented communication, sharing significant events, youth behaviors, and other relevant information across disciplines and time frames;
- Proper supervision of youth; a ratio of 1 direct care staff for every 5 youth must be maintained at all hours with a minimum of 2 awake staff on site at all times, including while youth are asleep;
- Fewer than 30% of all youth waking hours will be spent in "milieu" activities;
- Beginning and end of day meetings are also to be used to "check in" with the emotional state of youth;
- As needed, medication dispensing and monitoring;
- Adhere to all required documentation and activities as per licensing regulations and the addendum to Administrative Order 2:05.
- Transport, as needed, youth to medical appointments, family visits, community outings, and any other requisite need as regulated by licensing.

Each week, every youth and family will receive (each 30 to 45 minutes in duration):

- Three (3) psycho-educational activities directed by Bachelor's level staff consistent with the treatment focus of the service. Additional group activities will be provided to support: pro-social learning, problem solving, life-skill development, and coping strategies;
- Two (2) individual and/or family (may be 90 minutes) therapy sessions with a licensed clinician; family therapy sessions may be conducted off-site; if necessary, family therapy sessions may be



conducted via telephone for not more than half of all family sessions;

- Three (3) group therapy sessions with a licensed clinician or unlicensed Master's level clinician under the supervision of an on-site clinically licensed Master's level clinician or on-site Physician;
- Two (2) Health Education group sessions with a licensed health professional (RN, MD, LPN, APN). Topics include but are not limited to: medication education, hygiene, sexuality, substance abuse, and nutrition;
- Structured and guided community-based activities or involvement that is participatory in nature, such as: "YMCA" or "YWCA" classes or organized sports leagues, Scouting programs, volunteerism, community center and/or or public library activities; and public events;
- Six (6) hours of structured Allied Therapy such as life skills, art, music, and recreational therapy. Allied therapies require identified goals and objectives.

Each month:

- Comprehensive treatment and discharge plan meetings occur that include all members of the multidisciplinary treatment team. The treatment plan and transitional living plan for youth ages 18 to 21 is reviewed, discussed, and modified to reflect needed changes;
- IMDS assessment review is updated;
- Psychiatrist has a meeting with the staff around medication issues.
- Psychiatrist has a clinical session with the youth;
- Psychiatrist has a meeting with the family;
- On-site family psycho-educational activities occur, minimally three hours of structured and professional-staff directed per month.

Two months prior to discharge:

- The team will provide a "step down" action plan that details week-to-week activities supporting a smooth and planful transition from out-of-home treatment services. At a minimum, the action plan must include:
  - More than two (2) meetings between the treatment team to discuss youth and family strengths, continuing goals, successful strategies, and potential pitfalls;
  - "Set back" plan for times during the discharge phase when youth and/or family encounter difficulties that make discharge appear less likely. This plan will delineate critical staff necessary to re-focus, rally, and support youth and family through to discharge;

- Action steps youth and family might take to capitalize on successes such as: formal feedback (in addition to satisfaction surveys) to service staff and any multi-media activity that documents youth and family achievement;
- Joint Care Reviews (JCR's), Transitional Joint Care Reviews (TJCR's), Discharge Joint Care Reviews (DJCR's), and Strength and Needs Assessments (when applicable) must be completed and submitted on time;
- If the treatment team agrees that a youth has optimized the care in the program, but requires continued treatment, the out-of-home treatment agency must initiate the TJCR in collaboration with the involved case management entity(ies). This process will result in the youth's return to Youth Link. Agencies are encouraged to seek out other suitable OOH programs and indicate them in the TJCR;
- Transitional planning documents(s);
- Psychiatric, pediatric, psychological, and nursing assessments;
- Crisis plan.

### **Staffing Structure**

The following are the minimum requisite activities by staff title. It is the responsibility of the awardee to provide services in accordance with New Jersey State Licensure Board regulations. These guidelines are not to be interpreted as comprehensive of the total responsibilities each staff member will manage. Applicants agree that by accepting this RFP and applying for this funding that they shall during the term of the contract meet or exceed the following requirements. Applicants must demonstrate, through narrative, Annex B, and with necessary letters of affiliation, that guidelines below are achievable.

#### **A Board Certified Child Psychiatrist or Psychiatric Advance Practice Nurse (APN) in affiliation with a Board Certified Child Psychiatrist will provide:**

- *Provide .67 hours per week per child; 75% of which must be face-to-face time with youth and/or families;*
- Intake Psychiatric assessment and report within the first week of admission;
- Initial treatment and crisis plan within the first 48 hours of admission;
- Monthly medication management meetings;
- Monthly clinical visit with youth/family;
- Monthly attendance to treatment team meetings;
- 24/7 availability by contract.

**A Pediatric Advanced Practice Nurse (APN) or Pediatrician will provide:**

- Pediatric assessment and report within the first 48 hours of admission;
- 24/7 availability by contract.

**Direct Care staff - Bachelor's level practitioner(s) or a high school diploma practitioner with 3-5 years of experience providing direct care to youth in a behavioral health agency or institutional setting, will provide:**

- *44 hours per week per youth (represents multiple FTE's);*
- Youth orientation within the first 24 hours of admission;
- Daily milieu activities;
- Weekly community integration focused leisure/recreational activities;
- Daily direct youth supervision;
- Monthly attendance to treatment team meetings;
- Pre-Vocational skills training 5 hours weekly;
- Provision of Ansell-Casey or Botvin Life Skills training: a minimum of 3 hours weekly.

**Allied Therapy (music, art, movement, recreation, occupational, vocational, combination thereof) Professional(s) (licensed when applicable) will provide:**

- *6 hours per week per youth*
- Recreation/Leisure Assessment and report within the first week of admission;
- Allied activities should be developed based on the cognitive and emotional needs of the milieu;

**Bachelors level practitioner(s) with 3-5 years of relevant experience or an unlicensed Master's level practitioner with 1-year relevant experience will provide:**

- *5.5 hours per week per youth;*
- Family orientation in the first 24 hours;
- Review and signing of all required paperwork and consents within the first 48 hours of admission;
- As needed, on-site family psycho educational activities tied to comprehensive treatment and discharge plan monthly;
- Attend treatment team meeting monthly.

**Clinician(s) who is clinically licensed to practice in NJ or a Master's level practitioner who is two years or less from NJ clinical licensure and is practicing under the direct and on-site supervision of a clinician who is clinically licensed to practice in NJ will provide:**

- *6 hours per week per youth*
- Psychosocial assessment and report with the first week of admission;
- IMDS strengths and needs assessment within the first 24 hours of admission;
- Initial treatment and crisis plan development, documentation and consultation with the first 48 hours;
- Initial treatment and crisis plan family and youth debriefing within the first 48 hours of admission;
- Comprehensive treatment and discharge plan development, documentation and consultation in the first 7 days;
- Weekly individual trauma informed therapy;
- Weekly group therapy;
- Bi-monthly (and/or as needed) family therapy with family of origin or natural supports;
- Monthly IMDS assessment review and update;
- Monthly attendance and facilitation of treatment team meetings
- Monthly supervision of non-licensed Master's staff pending clinical licensure

**A Registered Nurse (RN) or Pediatric Nurse Practitioner:**

- 2 hours per week per youth;
- Nursing assessment and report within the first 24 hours of admission;
- Initial treatment and crisis plan consultation within the first 48 hours and then weekly;
- Daily medication dispensing;
- Weekly health/hygiene/sex education;
- Monthly medication education;
- Daily debriefing of youth status;
- Monthly attendance at treatment team meetings;

**Service/Program Director with a relevant Master's degree and three (3) years post Master's experience working with youth with emotional and behavioral challenges (at least one year of which shall be in a supervisory capacity) will:**

- Must be full-time, on-site;
- Monthly attendance to treatment team meetings;
- Oversee all QA/PI activities with particular attention to benchmarking activities for all direct care staff;
- Administer initial and follow-up Life Skills Assessments for each youth ages 18 to 21 admitted to the program

**Student Educational Program Planning Requirements:**

- The must describe how arrangements for or access to appropriate educational programs and services for both special education and general education students will be provided.
- The Applicant must provide a plan for collegial and proactive coordination and collaboration with educational providers (for both classified and non-classified youth).

**Student Educational Program Operations Requirements:**

Assessment of school performance is an essential component of treatment planning as is involvement with school personnel to monitor the ongoing impact of treatment and to facilitate constructive ways of working with the youth. The Department of Children and Families will not fund or provide on-site education programs and services for children/youth placed within an out-of-home treatment setting. Providers intending to propose RTC Services must demonstrate that arrangements have been confirmed for the provision of appropriate educational programs and services for both special education and general education students. A Department of Education (DOE) approved school must provide the educational program for students with disabilities. Educational programs must be provided for a minimum of four hours per day, five days per week. High school graduates must be provided with an alternate educational/vocational curriculum.

Applicant organizations that operate a DOE approved private school for students with disabilities, the applicant must demonstrate that arrangements have been made with the local school district to enroll and serve general education students.

After award, Applicant organizations that do not operate a DOE approved school must demonstrate that a commitment has been received from the local public school district in which the facility is located to register, enroll, and educationally serve all general and special education students placed in the RTC program. The school district may charge the individual student's parental District of Residence for the cost of the educational program and services.

All applicants must commit to providing accurate documentation to the local school district to facilitate the educational process for students in their care. Upon registration of each student, applicants must provide the local school district with an Agency Identification Letter, a funding commitment letter from each student's parental District of Residence, and evidence of student immunization. When necessary, applicants shall provide interim transportation services to expedite school placement.

Genuine and proactive coordination and collaboration between the grantee and educational providers is expected. Applicants must articulate:

- The strategies to be employed to coordinate clinical treatment with educational planning and service delivery;
- The daily before and after school communication strategies with school staff;
- The daily support of student homework, special projects, and study time;
- The specific strategies, including responsible staff and timelines, for including families-of-origin and/or natural supports available to the youth in educational update, progress, and planning;
- The availability of computers for student use to support homework and projects;
- Mechanisms to stay abreast of the educational progress of each student;
- Problem resolution strategies; and
- Ongoing participation in the educational program of each student.

All Applicants must also articulate a plan for:

- Immediate and therapeutic responses to problems that arise during the school day;
- The supervision of students who are unable to attend school due to illness or suspension;
- The supervision and programming for students who do not have a summer school curriculum
- Planned collaboration with all school personnel ensuring youth remain in school as appropriate;
- Adequate supervision, programming, and professional staff contact in support of home instruction as provided in accordance with educational regulation.

### **Outcome Evaluation:**

This RFP represents an outcomes approach to contracting for out-of-home treatment services. The outcome evaluation includes setting outcomes, establishing indicators, and changing behavior to achieve

desired results and outcomes.

CSOC makes use of the IMDS tools, service authorizations, and satisfaction surveys, in measuring the achievement of system partners and achieving the primary system goals of keeping youth in home, in school, and out of trouble. Additional considerations and areas of measurement are compliance with all reporting requirements, compliance with all requirements of record keeping, advocacy on behalf of youth and families, and collaborative activities that support youth and their families. Applicants are expected to consider and articulate where necessary plans:

- Use of the IMDS tools to inform treatment planning;
- Use of the IMDS tools to measure relative achievement and continued need;
- Mechanisms for maintaining compliance with addendum to Administrative Order 2:05;
- Risk management mechanisms and structures such that incidents inform changes to policy, practice, and treatment;
- On-going satisfaction surveys to youth, families, and other system partners;
- Means for identification and communication of system needs and areas of excellence to local partners and CSOC administration.

### **Quality Assurance and Performance Improvement (QA/PI) Activities:**

Data-driven performance and outcomes management is a central aspect of CSOCs' management of the system of care. The practice model is based on current best practices regarding out-of-home treatment for children and youth. In order to support sensitive and responsive management of these RTC services and to inform future practice, regulation, and "sizing", Applicants to this RFP are to give outcomes special consideration in their response. Applicants must articulate a robust quality assurance and performance improvement (QA/PI) plan that includes all members of the service: youth, families, and all levels of staff. QA/PI plans and data must be submitted quarterly to CSOC. Applicants should describe on-going QA/PI activities that reflect the capacity to make necessary course corrections with a plan and in responsive fashion.

Applicants must submit a QA/PI plan that:

- Measures the three foundation metrics of CSOC: in school, at home, and in the community.

- Demonstrates integration with overall organization/provider goals and monitoring activity.
- Demonstrates a multi-disciplinary approach that engages staff at all levels and discipline in the activities of QA/PI.
- Demonstrates strict compliance with addendum to AO 2:05 and DCF licensing standards at NJAC 10: 128.
- Demonstrates a commitment to approaching critical events as opportunities to improve care of youth, training, monitoring, and regulation of their service. QA/PI plans must articulate a meaningful and manageable process for responding to critical events that *minimally* collects, analyzes, and synthesizes information from:

Youth  
 Family  
 Natural supports  
 Direct care staff  
 “Professional staff”  
 Case management entity if applicable

Providers may use a “root cause analysis” model or something akin in responding to critical incidents.

- Incorporates “3-D” satisfaction surveying -- from youth, families, and other providers -- on a regular basis and articulates the dissemination of these data to stakeholders including CSOC.

#### **Youth Outcomes:**

- 80% of youth who complete the program will require less restrictive services at 3 and 6 month post discharge;
- 80% of all youth will have lengths of stay between 8 to 10 months
- 90% of all youth will not incur new legal charges or violate existing charges while in treatment;
- 90% of all youth will have a 90% attendance rate at school;
- 80% of all youth served will show improvement on identified strength and needs domains from the time of admission to discharge;
- 80% of all youth will demonstrate improved functioning (from the time of intake to time of discharge) as measured on independent, valid, and reliable measures;
- Life skills assessment including outcome measures for Ansell-Casey or Botvin Life Skills where applicable;



- 75% of all youth and families will demonstrate improved functioning (from time of intake to time of discharge) as measured on independent, valid, and reliable measures. Acceptable measures will be determined in collaboration with CSOC.

**Service Outcomes:**

- Service will maintain compliance with all CSOC reporting requirements and timeframes: Joint Care Reviews (JCR), Transitional Joint Care Reviews (TJCR), Discharge Joint Care Reviews (DJCR), addendum to AO 2:05, and contracting requirements
- Service will collect “3-D” satisfaction surveys from youth, family members, and other providers for 75% percent of all youth served at two points during the service period;
- Service will conduct quarterly “health checks” through satisfaction surveys, stakeholders meetings, and review of SNA data. Health checks will report status, progress, and needs to the service community and CSOC.

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.

**Specific Requirements for RTC Providers**

NJ Medicaid Enrollment:

Applicants must have the demonstrated ability, experience, and commitment to enroll in NJ Medicaid, and subsequently submit claims for reimbursement through NJ Medicaid and its established fiscal agent, Molina, within prescribed timelines.

Licensure:

Applicants must provide evidence of, or demonstrated ability to meet, all NJ Department of Children and Families and other applicable State and Federal Licensure standards. DCF Office of Licensing standards as specified in the Manual of Requirements for Children's Group Homes (N.J.A.C.10:128) can be accessed at: <http://www.nj.gov/dcf/providers/licensing/laws>.

Accreditation:

It is a preference of CSOC that Applicants to this RFP are Joint Commission, COA, or CARF accredited.

Provider Information Form:

The grantee will be required to complete a Provider Information Form (PIF) in collaboration with CSOC at the time of contracting. The PIF will reflect the obligations outlined in this RFP.

Site Visits:

CSOC, in partnership with the DCF Office of Licensing, will conduct site visits to monitor grantee progress and problems in accomplishing responsibilities and corresponding strategy for overcoming these problems. The grantee will receive a written report of the site visit findings and will be expected to submit a plan of correction, if necessary.

Contracted System Administrator (CSA):

Ability to conform with and provide services under protocols, including documentation and timeframes, established by CSOC and managed by the Contracted System Administrator. The CSA is the Division's single point of entry. The CSA facilitates service access, linkages, referral coordination, and monitoring of CSOC services across all child-serving systems.

The awardee will be required to utilize "Youth Link" the CSOC web-based out of home referral/bed tracking system process to manage admissions and discharge. Training will be provided for "Youth Link" and access requirements.

Organization/Agency Web site:

Publicly outlining the specific behavioral challenges exhibited by some of the children served by an agency may lead to confusion and misinformation.

Without the appropriate context, the general public may wrongly assume that all children served are dealing with those challenges. The grantee must ensure that the content of their organization's web site protects the confidentiality of and avoids misinformation about the youth served. The web site should also provide visitors with a mechanism for contacting upper administrative staff quickly and seamlessly.

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

An annualized amount of \$3,193,750 is subject to appropriation. Contracts may be renewed annually subject to appropriation and performance under the provisions of this RFP and the Contract.

The per diem rate per youth is \$350 and is reimbursed on a fee for service basis. Medicaid billing is the payment methodology for reimbursement. The per diem rate is all inclusive compensation and reimbursement for all services, activities, administrative and clinical to serve the youth. Reimbursement is based exclusively on occupancy. CSOC does not guarantee 100% occupancy.

Matching funds are not required.

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

Operational start-up costs of up to 5% of award are permitted. Applicants must provide a justification and detailed summary of all expenses that must be met in order to begin program operations-see See Budget Section.

Programs should be operational within 120 days of being awarded. Extensions will be available by way of written request to the CSOC Division Director. **Award is subject to be rescinded if not operationalized within six months of RFP award.**

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

#### **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. Applicants may not be suspended, terminated, or barred for deficiencies in performance of any award, and if applicable, all past issues must be resolved as demonstrated by written documentation.
4. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
5. Where appropriate, all applicants must hold current State licenses.
6. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
7. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
8. Applicants must have the ability to achieve full operational census within 120 days of contract execution. Further, where appropriate, applicants must execute sub-contracts with partnering entities within 45 days of contract execution.
9. 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.
10. 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)
11. 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.
12. 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.

**F. RFP Schedule:**

<b>October 8, 2014</b>	<b>Notice of Availability of Funds/RFP publication</b>
<b>October 8, 2014 to October 22, 2014 at 12:00 PM</b>	<b>Period for Email Questions sent to <a href="mailto:DCFASKRFP@dcf.state.nj.us">DCFASKRFP@dcf.state.nj.us</a></b>
<b>November 6, 2014</b>	<b>Deadline for Receipt of Proposals by 12:00PM</b>

Proposals received after November 6, 2014 at 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 08625-0717

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

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

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

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

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

## **I. Post Award Review:**

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

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

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 and Times New Roman or Arial font is preferred. There is a 25 page limitation for the narrative portion of the grant application. Pictures and brochures shall not be a part of the narrative but can be included as an Appendix item. The narrative is restricted to text only. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Five (5) points will be deducted for each missing document. If the deductions total 20 points or more, the proposal shall be rejected as non-responsive. The narrative must be organized appropriately and address the key concepts outlined in the RFP. Items included in the transmittal cover letter, Annex B budget pages, and attachments do not count towards the narrative page limit.

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

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

**1) Applicant Organization (15 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.

Describe the agency's background and experience in implementing the types of services relevant to residential treatment services for the target population,.

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. Supervisors 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. If your agency is able to provide services to bi-lingual and/or non-English speaking youth and families, please provide a clear description of what services will be provided and by whom.

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) Program Approach**

**(50 Points)**

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

### Service Description

- Agree to and demonstrate the capacity to meet minimum requirements listed in “Section I: C. Services to be Funded, Course and Structure of Treatment”;
- Demonstrate that youth will have a stable, familiar, consistent, and nurturing experience through staffing patterns, the management of youth cohorts, site design and utilization, community affiliation, and the type, scope and frequency of family/caregiver involvement;
- Describe how the Applicant will engage and sustain the involvement of family and/or natural supports;
- Articulate etiology and demonstrate the links between the intervention model, strategies and techniques;
- Demonstrate how the relationships with direct care staff (as supported through team structure, supervision, and staffing patterns) will help youth move from being “managed” to being engaged in treatment;
- Describe direct care staff’s supervision of youth and staff/youth ratios;
- Fully articulate the management and treatment models to be utilized, including the use of evidence-based, -informed, or -suggested interventions;
- Describe, policy and procedures for the following: documentation, mechanisms for communication, responsiveness, flexibility, & creativity of treatment teams;
- Describe how your organization shall provide for the integration of issues of trauma in youth and how it will be integrated it into the treatment plan;
- Include curricula table of contents or a 2 page summary of curricula for psycho-educational groups, including those focused on wellness and recovery;

- Identify and describe the geographic location(s) of the services;
- Applicant agrees by submitting this proposal to comply with CSOC Policy#4 – Referral for OOH Treatment Policy. With this policy in mind, describe client eligibility requirements, referral processes;
- Provide a feasible timeline for implementing the proposed services. Attach a separate Program Implementation Schedule. Provide a detailed week-by-week description of your action steps in preparing to provide this service. At a minimum, detail when and who will:
  - Secure and ready site
  - Secure licensing from OOL from staff and site
  - Recruit all necessary staff
  - Train all staff
  - Complete Medicaid application
  - Complete Provider Information File and meet with the CSA
  - Meet with the Local Education Authority to ensure coordinated care for youth
- Describe any fees for services, sliding fee schedules, and waivers;
- Include a description of client data to be recorded, the intended use of that data, and the means of maintaining confidentiality of client records;
- Describe how the proposed program will meet the needs of various and diverse cultures within the target community based on the Law Against Discrimination (N.J.S.A. 10:51 et seq.);
- Attach three (3) letters of support/affiliation from community-based organizations.

#### Program Planning Requirements for Student Education and Child Care

- Describe arrangements for or access to appropriate educational programs and services for special education and general education students.
- Describe plans for collegial and proactive coordination/collaboration with educational and child care providers.

#### Program Operation Requirements for Student Education

- Articulate and clearly describe:
  - Strategies to coordinate clinical treatment with educational planning and service delivery;

- Daily before & after-school communication strategies with school staff;
  - Daily support of student homework, special projects, and study time;
  - Specific strategies, including responsible staff and timelines, for including families-of-origin and/or natural supports in educational updates, progress monitoring and planning;
  - Availability of computers for student use to support schoolwork;
  - Mechanisms to monitor the educational progress of each student;
  - Problem resolution strategies;
  - Ongoing participation in the educational program of each student.
- Provide a detailed plan for:
    - Immediate and therapeutic responses to problems that arise during the school day;
    - Supervision of students who are unable to attend school due to illness or suspension;
    - Planned collaboration with all school personnel ensuring that youth remain in school when appropriate;
    - Adequate supervision, programming, and professional staff contact to support home instruction in accordance with educational requirements;
    - The supervision and programming for students who do not have a summer school curriculum;
    - Plan for supervision and programming for high school graduates.

### Governance and Staffing

- Indicate the number, qualifications, and skills of all staff, consultants, sub-grantees, and/or volunteers who will perform the proposed service activities. Attach, in the proposal Appendices, an organizational chart for the proposed program; job descriptions that include all educational and experiential requirements; and resumes of any existing staff who will perform the proposed services. Applicants must:
  - Identify the RTC administrator and describe the job responsibilities;
  - Proposed staffing by service component, include daily, weekly and monthly schedules for all staff positions;
  - Describe any consultants & their qualifications, include a consultant agreement if applicable;

- Describe the Applicants policy or procedures regarding: timelines, program operations, and responsible staff for admission, orientation, assessment, engagement, treatment planning, discharge planning, and transition;
- Describe a staff training model that includes all required training per DCF Office of Licensing regulations as well as all appropriate New Jersey System of Care trainings. Training for staff shall minimally include:
  - Creating and maintaining safe, therapeutic, and nurturing environments;
  - Verbal de-escalation and engagement skills;
  - Proactive intervention for maintaining safety and promoting change;
  - Post-crisis debriefing skills;
  - Treatment planning that is responsive and focused on change
  - Recommended (evidence based is preferred) treatment approaches;
  - Promoting positive peer culture;
  - Cultural Competence;
  - Information Management Decision Support Tools (IMDS);
  - Understanding and Using Continuous Quality Improvement.
- Describe the management & staff supervision methods that will be utilized

### **3) Outcome Evaluation**

**(10 Points)**

Describe the outcome measures that will be used to determine that the service goals and objectives of the program have been met. Provide a brief narrative and attach copies of any evaluation tools that will be used to determine the effectiveness of the program services.

### **4) Budget and Budget Narrative**

**(15 Points)**

The Department will consider the cost efficiency of the proposed budget as it relates to the anticipated level of services (LOS) at 100%. 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. Include Budget Narrative in the Appendices section. This will not be included as part of the 25 page limitation.

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

reflect a 12 month itemized operating schedule and include, in separate columns, total funds needed, the funds requested through this grant, and where necessary, funds secured from other sources. All costs associated with the completion of the project must be clearly delineated and the budget narrative must clearly articulate budget items, including a description of miscellaneous expenses or “other” items. The proposed budget should be based on 100% occupancy and may not exceed \$350 per diem per youth in funds provided under this grant. The facility must also assure a **generator** is installed and operational to address any power outages (to full agency capacity) that may occur. Purchase and installation of generators are acceptable as part of start up funds.

The completed budget narrative portion of the written proposal must also include a detailed summary of and justification for any one-time operational start-up costs within the narrative. It is not a preferred practice of CSOC to offer or provide start-up costs; subsequently, the inclusion of such costs may be a determining factor in the proposal selection process. CSOC intends to purchase as much direct clinical care service as funding allows. CSOC acknowledges that there may be organizations with sound clinical care models that may not have the fiscal resources to incur all related costs.

#### Start Up Costs

Thus, CSOC would be amenable to modest participation in “facility renovations” costs and will permit reasonable start-up under the following conditions:

- The need must be fully presented and explained
- Costs may not exceed 5% of the award (\$31,938 per home)
- All start-up costs are subject to contract negotiations
- Start-up cost funds will be released upon execution of finalized contract and are paid via Schedule of Estimated Claims (SEC) Start-up costs **must be** delineated on separate column in the proposed Annex B Budget and be described in the Budget Narrative, attached as an Appendix

#### Ramp Up Costs

Once the program is operational and to support a gradual ramp up of admissions to the program, additional funding above the 5% start-up indicated above for developing the services and personnel over the first 2 weeks will be available for a maximum funding level of up to \$9,800 per home as follows. Please note that this ramp up plan must be detailed in the Budget Narrative of proposal, and attached as a separate Appendix.

- Week 1: For admission of up to 2 youth, an additional \$7,350 will be provided (3 x 7 x \$350 per diem rate) per home
- Week 2: For admission of up to 4 youth, an additional \$2,450 will be provided (1 x 7 x \$350 per diem rate) per home

The maximum funding for this operational ramp up cannot exceed \$9,800 per home. The schedule above highlights an ideal ramp up plan given availability of youth eligible for the program and acknowledges the difficulties of ramping up a new program to full capacity in a planful way.

*Ramp-up costs must be documented in accordance with initial plan and are contingent upon actual admissions that take place the first two weeks of program implementation as verified through 1<sup>st</sup> quarter level of service reporting and Cyber census data. Ramp up is billed separately via Children's System of Care and does not increase total contract reimbursable ceiling.*

The grantee must adhere to all applicable State cost principles.

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

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

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

### **6) Response to Vignette (5 Points)**

Describe the mechanisms for managing and treating aggressive behavior. Agencies are encouraged to provide a clear plan of action that will reduce its (the agency's) utilization of restraints and seclusion. A viable plan must identify an evidence based clinical model. The Vignette is provided as an attachment and responses shall be submitted with RFP proposal as an Appendix.

## **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. Program Approach
  - c. Outcome Evaluation
  - d. Budget and Budget Narrative
  - e. Completeness of the Application
  - f. Response to Vignette

**Part II: Appendices**

1. Job descriptions and resumes of key personnel, Current and proposed agency organizational charts
2. Staffing patterns
3. Current/dated list of agency Board of Directors/Terms of Office
4. Copy of agency Code of Ethics and/or Conflict of Interest policy
5. Three letters of support/affiliation from community based organizations
6. Statement of Assurances\*
7. Certification regarding Debarment\*
8. Copy of IRS Determination Letter regarding applicant's charitable contribution or non-profit status (if appropriate)
9. Chapter 51 Certification Regarding Political Contributions\*\* (Required by for profit entities)
10. Source Disclosure Certification\*\*
11. 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\*\*
12. Copies of all applicable professional licenses/organization's licensure status
13. DCF Annex B Budget Forms\*
14. Budget Narrative
15. Start Up Costs (including Facility Renovations, if applicable-(See Budget Section)
16. Ramp Up Costs (See Budget Section)
17. 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>

18. Proposed Program Implementation Schedule
19. 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
20. Applicable Consulting Contracts, Memoranda of Agreement and other supporting documents. Provide letters of affiliation and proposed Student-School-Service Provider contracts if graduate students will be involved in the provision of care
21. Current Form 990 for non-profits
22. Current Single Audit Report for non-profits/ Current Audited Financial Statements for for-profit entities
23. Include curricula table of contents for psycho-educational groups, including those focused on wellness and recovery
24. Include policy regarding engaging and sustaining the involvement of family and/or natural supports
25. Signed Staff Outline Agreement (Exhibit C)
26. Attach copies of any evaluation tools that will be used to determine the effectiveness of the program services
28. Response to Vignette (Exhibit D)

\* 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.

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.

## **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](mailto:DCFASKRFP@dcf.state.nj.us) .

Question and Answer:

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

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

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

Written questions must be directly tied to the RFP. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page number and section number to which it relates.

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

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

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

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

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

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

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

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

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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

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

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically available at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance)).

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

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

*N.J. Stat. § 10:2-1 (2012)*

§ 10:2-1. Antidiscrimination provisions

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

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

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

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

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

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

**EXHIBIT C**

**Staff Outline Agreement**

The following are the minimum requisite hour per youth/per week by staff title. It is the responsibility of the awardee to provide services in accordance with New Jersey State Licensure Board regulations. These guidelines are not to be interpreted as comprehensive of the total responsibilities each staff member will manage. Applicants agree that by accepting this RFP and applying for this funding that they shall during the term of the contract meet or exceed the following requirements. Applicants must demonstrate, through narrative, Annex B, and with necessary letters of affiliation, that guidelines below are achievable. Please refer to pages 8 through 10 of the RFP for additional staffing requirements.

<b>Position</b>	<b># children served</b>	<b>Hours per child/week</b>
Psychiatrist BC/BE/APN	<b>5</b>	<b>.67</b>
NJ Licensed Therapist: LCSW/LPC/Licensed Psychologist <b>OR</b> Masters Level Practitioner who is two years or less from NJ clinical licensure and is practicing under the direct and on-site supervision of a clinician who is clinically licensed to practice in NJ	<b>5</b>	<b>6.00</b>
Allied Clinical Therapist/Licensed where applicable	<b>5</b>	<b>6.00</b>
Nurse/RN	<b>5</b>	<b>2.00</b>
Dietician/as needed	<b>5</b>	<b>.50 at intake</b>
Psychologist/as needed	<b>5</b>	<b>2.00 at intake</b>
Direct Care Staff/ BA or HS Diploma with 3-5 yrs experience	<b>5</b>	<b>44.00*</b>
BA with 3-5 yrs experience or unlicensed MA with 1 yr experience	<b>5</b>	<b>5.5</b>
Service/Program Director	<b>5</b>	<b>Full time</b>
APN/Pediatrician	<b>5</b>	<b>Pediatric Assessment and 24-7 availability</b>

**I understand and agree that if awarded our organization named below has the capacity and shall fulfill all the requirements of the RFP including the above.**

\_\_\_\_\_  
**Executive Director Signature**

\_\_\_\_\_  
**Type Name of Organization**

\_\_\_\_\_  
**Date**

**EXHIBIT D**  
**REQUEST FOR PROPOSALS**  
**FOR**  
**RESIDENTIAL TREATMENT CENTER (RTC)**  
**INTENSITY of SERVICES (IOS) –5 HOMES**

**Section II-A. – Application Instructions:** Proposal Requirements and Review Criteria

**6. Response to Vignette (page 32)**

Describe the interventions for managing and treating aggressive behavior. Agencies are encouraged to provide a clear plan of action that will reduce its (the agency's) utilization of restraints and seclusion. A viable plan must identify an evidence based clinical model. Responses shall 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 2 page limitation for the response to vignette portion of the grant application. Agencies may receive up to five (5) points for vignette responses. All responses shall be submitted with RFP proposal as an Appendix, listed in the Appendices of Supporting Documents (page 34).

**Vignette**

Sammy is a 15 year old male. He is in the custody of DCP&P due to his mother's substance abuse and neglect. He also has a CMO care manager. Sammy is diagnosed with ADHD, Oppositional Defiant Disorder and Child Neglect. He is educationally classified and attends some remedial classes. He is court ordered to attend and complete a residential program as a special condition of probation. His original charges include burglary and theft. Sammy has court ordered supervised visitation once a month with his mother and three siblings. The program just received a call from the DCP&P worker, cancelling the most recently scheduled visit. Sammy begins screaming, punching walls and trashing his room. After his roommate complains about the damage to their shared room, Sammy verbally threatens him.

Please provide a clear description of how your program might respond. Include any communication with the treatment amongst team members and about the chosen clinical interventions.