



REQUEST FOR PROPOSALS
FOR
NJ SCHOOL BASED YOUTH SERVICES PROGRAM
Salem County

Funding of \$278,182 Available

There will be no Bidders Conference for this RFP.

Questions are due by September 18, 2014

Time: 12pm

Bids are Due: October 8, 2014

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

Commissioner

September 2, 2014

TABLE OF CONTENTS

Section I - General Information

A. Purpose	Page 1
B. Background	Page 1
C. Services to be Funded	Page 3
D. Funding Information	Page 14
E. Applicant Eligibility Requirements	Page 15
F. RFP Schedule	Page 16
G. Administration	Page 17
H. Appeals	Page 19
I. Post Award Review	Page 20
J. Post Award Requirements	Page 20

Section II - Application Instructions

A. Review Criteria	Page 21
B. Supporting Documents	Page 28
C. Requests for Information and Clarification	Page 29

Exhibit A

Exhibit B

Exhibit C Outcome Evaluation

Funding Agency

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

Section I – General Information

A. Purpose:

The New Jersey Department of Children and Families' (DCF) Division of Family and Community Partnerships (FCP), Office of School Linked Services (OSLS) announces the availability of \$278,182 in annual state and federal funding to develop and operate a NJ School Based Youth Services Program (SBYSP).

DCF is seeking to award one (1) grant to develop and implement the SBYSP in one (1) Salem County high school.

B. Background:

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

The New Jersey School Based Youth Services Program (NJ SBYSP) operates under the auspices of the DCF Division of Family and Community Partnerships, Office of School Linked Services. The NJ SBYSP was initiated by the New Jersey Department of Human Services (DHS) in 1987 to help young people navigate the adolescent years, finish their education, obtain skills leading to employment or continuing education, and graduate healthy and drug free. The SBYSP was the first state-wide initiative in the country to integrate a range of services for youth on site in their schools. The SBYSP is now available in 91 public schools across the state of New Jersey and one can be found in every county.

The NJ SBYSP model utilizes a youth development and mental health approach to strengthen youth as they move toward adulthood. In doing so, the SBYSP operates 12 months a year with the overarching goal that youth involved in the program will graduate healthy, drug-free and capable of securing employment and/or continuing their education.

A three-year evaluation of the SBYSP funded by the Anne E. Casey Foundation and conducted by the Academy for Educational Development (AED) indicates that participating youth demonstrated:

- Increased educational aspirations and higher accumulation of credits toward graduation
- Diminished feelings of unhappiness, sadness, depression and suicidal thoughts
- Improved sleep habits and less worrying
- Less destructive behavior and feelings of anger
- Decreased use of tobacco and alcohol
- More and improved interaction with families and friends
- Better use of contraceptives to prevent pregnancy and sexually transmitted diseases

The model requires true partnership between a school district and its community. The community based organization that chooses to apply must do so in a joint effort with the school district. The resulting contract must be signed by both entities. The NJ SBYSP model incorporates the establishment of a Community Liaison Boards (CLB) to provide a forum for information to flow to and from the school, community and the SBYSP. The CLB includes representatives from the school community, youth, parents, and local community organizations as active participants.

The grantee is responsible for providing the services outlined in the NJ SBYSP model in the school building or in an annex of the main building on school grounds. The grantee is also responsible for the effective and efficient administration of the program including all fiscal and program reports, contract management, staffing, employment, and oversight.

The successful applicant will be capable of implementing the NJ SBYSP program with fidelity through the established model outlined in this proposal. In order to do so, applicants must have:

- Knowledge of the youth population to be served, taking into consideration the socio-economic, racial, ethnic, sexual orientations, and cultural characteristics of the population; and how the SBYSP will be able to provide a comprehensive set of services to address the promotion of protective factors and reduction of risk factors faced by youth in the target community.
- Knowledge of the NJ SBYSP model, including the effective delivery of all the services described in this RFP.

The SBYSP does not supplant any services or programs that the school district provides, but rather, adds social and community based services to youth and families. With this in mind, applicants are expected to develop a program strategy which recognizes that youth are multi-faceted and may require a range of services on many levels, including, but not limited to: conflict resolution, various prevention services, assistance with learning and decision making, etc. The program must integrate and coordinate services both in and out of the school setting, utilizing outside supports such as foundation grants, local public funds, Workforce Investment Boards (WIB), AmeriCorps, and 21st Century Community Learning Center grants, thereby helping to guarantee that the sum of the services offered in the proposed SBYSP are greater than the parts presently offered separately in the school and the community.

C. Services to be Funded:

The grantee for this program is expected to provide, initiate and/or coordinate an array of services in accordance with the established NJ SBYSP service model below:

Program Overview

The goal of the NJ SBYSP is to enable youth to develop a mentally and physically healthy life style, complete their education, and prepare to pursue additional education and/or obtain skills that will lead to employment. The initiative targets young people enrolled in the school and embraces the process of healthy youth development through assistance by caring adults in meeting their basic needs and building their individual assets. The SBYSP offers accessible non-stigmatizing services to meet the needs of youth in public schools throughout the State.

Target Population

For the purposes of this RFP, the proposed program must serve high school students enrolled in the identified Salem County high school.

Program Goals

The following goals are achieved through the integration of health promotion, competence building, positive youth development, and various preventative and supportive strategies to reduce risks and enhance protective factors for participating students.

Goal 1	Youth will attain a high school diploma or equivalency.
Outcome 1A	80% of participating students will demonstrate academic success by remaining in school, advancing to the next grade, graduating or attaining a GED.

Goal 2	Youth will attain the skills needed to maintain or achieve health and well-being.
Outcome 2A	80% of participating students will demonstrate knowledge about issues that impede emotional, academic or physical development and healthy lifestyles.
Outcome 2B	80% of students participating in counseling will demonstrate improved emotional, behavioral and social well-being.

All **SBYSPs in high schools** assess the impact of individual counseling through the administration of the DCF required Self-Efficacy Assessment Tool developed by Prothrow-Stith (1987), augmented by DeJong, Spiro, Brewer-Wilson, et al. (1992). Additional augmentation and approval for DCF high school SBYSPs July 2013.

All **SBYSPs in high schools** assess the satisfaction students have with their services and well-being gained as a result of participation through the administration of the DCF required High School Impact Evaluation.

Program Approach

The framework for the delivery of all SBYSP services is grounded in the Department of Children and Families' Core Values, the *New Jersey Standards for Prevention Programs: Building Success through Family Support*, and the nationally recognized *Strengthening Families Program*. All applicants are expected to integrate these elements into their direct service operations as appropriate:

New Jersey Standards for Prevention Programs

The *New Jersey Standards for Prevention Programs: Building Success through Family Support* articulates the Department's approach to child abuse prevention and intervention:

Standards for Prevention Programs: Building Success through Family Support		
Conceptual Standards	Practice Standards	Administrative Standards
Family centered	Flexible and responsive	Sound program structure & practices
Community based	Partnership approach	Committed caring staff
Culturally sensitive & competent	Links with informal and formal supports	Data collection & documentation
Early Start	Universally available and voluntary	Measurable outcomes & program evaluations
Developmentally appropriate		

Participants as partners	Comprehensive & integrated	Adequate funding and long range plans
Empowerment and strength based approaches	Easily accessible	Participant and community collaboration
	Long term and adequate intensity	

Strengthening Families

The Strengthening Families Program (SFP) is a parenting and family strengthening strategy to enhance child development; reduce child abuse/neglect, problem behaviors, delinquency, and substance abuse; and improve social competencies and school performance. It focuses on building five Protective Factors to increase the health and well-being of children and families:

Protective Factors for Strengthening Families
Parental Resilience: A parent's ability to manage all types of challenges & find ways to solve problems, builds and sustains trusting relationships including relationships with their children
Social Connections: Friends, family & community provide emotional support, help solve problems, offer parenting advice and give concrete assistance to parents
Knowledge of parenting & child development: Information about child development and appropriate expectations for children's behavior help parents see children in a positive light and promotes healthy development
Concrete Support in times of need: Meeting basic needs like food, shelter, clothing and health care is essential. Adequate services & supports must be in place to provide stability, treatment and help for families in crisis
Social & Emotional Competence of children: A child's ability to interact positively with others, self-regulate behavior and effectively communicate feelings has a positive impact on their relationships with family, other adults, and peers

SBYSP Services

All programs are encouraged to utilize evidence based/informed curricula, assessments and/or best practice strategies.

SBYSP services include: Mental Health, Employment and Substance Abuse Counseling; Preventive Health Awareness; Primary Medical Linkages; Learning Support; Healthy Youth Development; Recreation; and Information/Referral.

Many sites offer additional service options depending on available resources and the needs of students in the geographic area served. Whenever possible and appropriate, all programs are expected to incorporate evidence-based practices into the delivery of services.

- **Mental Health Counseling:** Individual, family and group counseling services are offered to all students. School-based mental health counseling is intended to treat, prevent and educate students and families about issues that impede emotional, academic or physical development; prevent long-term problems; and improve academic performance and personal relationships. Counseling is directed toward contemporary issues that confront youth in the host school. Emphasis is placed on crisis counseling; situational adjustment counseling; bullying and other forms of peer victimization; anger management; depression; suicide; and violence prevention.

Pursuant to New Jersey statute, Administrative Code, and established practice, all counseling services are provided by licensed clinicians or other professionals under the direct supervision of a licensed clinician. Such supervision is readily apparent and documented in each youth's SBYSP record.

Note: The SBYSP counseling service is distinct from Outpatient Mental Health Services which address mental health symptoms and associated functional impairment or psycho-social adjustments. Students and/or families requiring this level of support are to be referred out for appropriate care.

All SBYSP sites must provide adequate space to conduct private counseling sessions.

Students preparing for graduation participate in the development of appropriate discharge planning to ensure a seamless transition to independence or community-based support services once they leave the SBYSP host school.

- **Employment Counseling:** Job readiness is an essential life skill for all youth, particularly high school students. SBYSP programs offer a variety of related services, including: employment counseling and training; job development and placement; life skills training; summer and part-time employment opportunities; and connections to programs and services provided by the Department of Labor and Workforce Investment Board.
- **Substance Abuse Counseling & Education/Prevention:** Substance abuse education and support services promote healthy lifestyles. Preventive education strategies focus on: relevant information about drugs, alcohol, tobacco and addictions; refusal skills; goal setting; assertiveness; communication; coping skills; and self-control. Students with active addictions are linked to local

school Substance Abuse Counselors (SAC) and community-based treatment/recovery services.

- **Preventive Health Services:** SBYSP programs focus on the early identification and elimination of risk factors that impact or compromise student health. Workshops, classes, small groups and multi-media presentations regarding relevant health-related topics are provided. Topics may include, but are not limited to pregnancy prevention, violence, HIV/AIDS and other sexually transmitted diseases.
- **Primary Medical Health Services:** Programs ensure and facilitate access to appropriate medical services within the community, including physical examinations, immunizations, hearing, dental, vision, family planning, health assessments, etc. Workshops, classes, small groups and multi-media presentations related to the prevention of pregnancy, substance abuse (including alcohol, tobacco and other drugs), HIV/AIDS and other sexually transmitted infections are also provided.
- **Learning Support:** Learning or academic support is central to the program goal of enhancing student competence and reducing drop-out rates. Activities include: various enrichment and literacy programs; homework assistance; tutoring; life skills; exposure to higher education opportunities; and addressing the needs of incoming students.
- **Healthy Youth Development:** The underlying philosophy of healthy youth development is holistic, preventative and positive. The focus is on providing asset and skill development activities that support youth in developing a sense of competence, usefulness, belonging and empowerment. Activities also promote healthy lifestyles and positive social interaction and may include: sports; fine arts; vocational education; and service learning.
- **Information/Referral:** All programs maintain an up to date information and referral directory of available local, county and state supported services and resources. SBYSP staff follow-up on referrals to ensure that services are accessible, appropriate and responsive to the needs of the student population at the host school.

Programs also ensure that promotional and access information regarding New Jersey's *Youth Helpline 2nd Floor* is readily available to all students.

- **Recreation:** Recreational activities promote physical health and positive youth development, and typically include games; sports; and cultural, seasonal and educational field trips to foster positive peer relationships and healthy social skills development.

SBYSP Program Space

All sites have a clearly defined SBYSP identity. Signs in or around the host school are readily visible to assist students in locating and accessing the program. The SBYSP space is designed and organized with the input of students and families. The atmosphere and décor is professional, youth appropriate, fun, welcoming and non-stigmatizing. All sites provide sufficient space to accommodate the provision of SBYSP services. Such accommodations minimally include:

- Reception area
- Designated area for confidential or private counseling
- Recreational/Group meeting space
- Work stations for program staff

The SBYSP must operate before, during and after school hours 12 months per year.

SBYSP Service Delivery

The SBYSP provides and promotes services that are safe, non-stigmatizing, culturally sensitive, supportive, and appropriate

- Student feedback and input are incorporated into the overall program and service delivery
- Parental consent is required for student participation in the program. Signed release of information consent forms are valid for one (1) year and must be renewed upon expiration. All forms are retained in each student's SBYSP record.
- All programs adhere to strict guidelines regarding confidentiality. Students and families are informed verbally and in writing prior to the disclosure of confidential information, about legal and ethical circumstances that will permit or require the release of such information without consent, including N.J.S.A. 9:6-8.40 which states that every citizen is mandated to report any suspected or actual incidence of child abuse or neglect. All such forms are valid for one (1) year and retained in the student's SBYSP record.
- Individual student records are confidential and maintained in a secure location within the SBYSP space. Progress notes and attendance logs are maintained to document student development and participation throughout the program

- Only students who are currently enrolled in the host school may participate in SBYSP programs. Students are able to access services before, during and after school hours and throughout the summer. Participation is voluntary and students may withdraw at any time. However, every effort is made to engage youth and maintain their involvement in the program.
- Referrals may be received from parents/guardians, peers, or school staff and students may self-refer. Families may participate in counseling sessions when appropriate or at the student's request. DCF also promotes the engagement of fathers in the lives of their children.
- High School students may be seen once without parental consent if they are in crisis. Signed authorization from a parent/guardian is required in order to continue services.
- The SBYSP supports and upholds the code of conduct and behavioral expectations of the host school. Students who are suspended or expelled from school may not participate in program activities without the consent of school administrators.
- Emergency procedures for all sites are aligned with the procedures established by each local school district. In addition, all programs must maintain an answering service with alternative emergency phone numbers, procedures and contact information in languages appropriate to the student population. Copies of all emergency procedures are retained on file at the SBYSP site.
- Programs utilize an array of outreach, program marketing and resource connection strategies to inform and educate the school community about SBYSP services:
 - Programs coordinate and integrate services with host school activities whenever possible
 - All programs develop sustainable collaborative relationships with diverse community groups, organizations and government agencies that promote positive youth development and provide relevant services to youth and families
 - All promotional materials, including brochures, posters and advertisements, are labeled *“New Jersey Department of Children and Families Funded Program”*

- SBYSP provides an annual program orientation to relevant school administrators and faculty (Superintendent, Principal, Director of Student Services, etc.)
- Each SBYSP has a Community Liaison Board (CLB) comprised of volunteer members who meet on a consistent basis to advise, assist, support and advocate for the program. CLB members represent a cross-section of county systems including students; parents; school board members; teachers; and community partners. CLB documentation, including membership listings, meeting minutes and attendance records are retained on file.

Staff Requirements

SBYSP services are delivered by qualified staff to provide a combination of counseling, support and concrete services depending on each student's unique needs. Though staffing patterns may vary by site, the following are REQUIRED full-time (minimum of 35 hours/week) positions for each site with 100% of their time allotted to the NJ SBYSP and salary paid by grant funds:

Program Director/Coordinator

- Full-time 12 month position
- Qualifications: Master's Degree with 2 years supervisory experience. The Program Director must also have previous experience working in collaboration with the community and youth.
- Responsibilities:
 - Ensure that the services delineated in this announcement are provided effectively to students and families and provide reports and information as required by DCF.
 - Structure the site's program, provide leadership, supervise staff, maintain collaboration; direct community education and information activities, manage staff appointments.
 - Market the SBYSP and activities to the school community, parents and surrounding community partners.
 - Ensure the collection of parent consent forms and monthly, level of service and outcomes data
 - Write grant proposals that will add to services and strengthen the SBYSP.
 - Serve as a liaison to the school and to the community collaborating with state, community and volunteer agencies that provide services related to youth and families.
 - Be entrepreneurial and seek out other grants and collaborations that will add services and strengthen the SBYSP.

Mental Health Practitioner

- Full-time 12 month position
- Qualifications: MSW, BSW (undergraduate degree is permissible ONLY when the Director is LCSW); MS, MA in a related field (e.g. counseling, psychology, etc.); and experience with youth and families. Mental health service providers that do not have a LCSW or doctorate degree in Psychology must be clinically supervised by someone who does. Clinical supervision may be provided by the Managing Agency, a contracted agency, through a consultant agreement or by a clinically licensed SBYSP staff member
- Responsibilities:
 - Short-term mental health counseling to address, prevent and educate students and families about contemporary issues that impede social, emotional, academic or physical development. Addressing these issues early prevent long-term problems, improve academic performance and personal relationships. The common forms of counseling provided are: crisis, situational adjustment, bullying, anger management, bereavement, depression, suicide prevention and violence prevention.
 - Mental health counseling is available as individual and/or group counseling for students actively enrolled in the school.
 - Family counseling is available *as needed* to support the goals and objectives of the student.
 - NJ SBYSP does not administer psychological assessments
 - Mental health counseling services are available before, during and/or after school by appointment and/or walk in services.
 - NJ SBYSP Mental Health Counseling Services operate with the following best practice approaches:
 - Services identify and build on strengths of the student, and as applicable, the family
 - Services support students in their development of skills to manage situational change
 - Services access appropriate community resources to support the student
 - Services help students improve their daily functioning at school, home, work, and in the community

Youth Development Specialist

- Full -time 12 month position
- Qualifications: Bachelor's Degree in a related field (Associate's Degree accepted with documentation of at least 3 years of full-time work experience as a youth service worker)
- Responsibilities:
 - Develop programming that build youth capacity, connectedness to school, community and caring adults.
 - Develop and provide opportunities for youth to contribute, by assuming meaningful roles in their school and community.
 - Create opportunities for youth to participate in challenging and interesting learning experiences, providing leadership opportunities for youth, and building social and academic competencies.
 - Provide guidance/non-clinical counseling to youth on a variety of life skills/healthy youth development topics. .
 - Identify or conduct appropriate job training programs for youth, assist in job readiness and search, develop and maintain a list or database of local employment opportunities.
 - Coordinate with employment programs including those provided by the school system and the Workforce Investment Board (WIB).

The Office of School-Linked Services and DCF Contract Administrator must be notified of all personnel changes within the SBYSP program.

Reporting Requirements

All programmatic and service reports are submitted electronically by the chief program administrator or other authorized personnel in accordance with the guidelines specified below:

Monthly Service Reports

Monthly service reports are available by the fifteenth day of each month for the preceding month in which services were provided. All data is entered on the web-based Management Information System (MIS) and submitted in the specific format prescribed by the Division.

Quarterly Service Reports

NJ SBYSP Quarterly Reports are completed in the format prescribed by the Division and submitted to the Office of School-Linked Services and Contract Administrator 15 days after the close of each quarter.

DCF contracts with Cityspan, LLC to operate the SBYSP management and information system and accurately collect and report level of service and performance outcome data on a monthly basis. As such, all programs are required to

- Establish an internet connection and enter data into the Management Information System.
- Have a functional e-mail account
- Up-date e-mail addresses for the SBSYP staff and Managing Agency Contact (Note: DCF e-mails will be added to a safe-sender's list to avoid spam and timely electronic communication)

Ultimate system design and data ownership remain with DCF.

Communications

All programs must maintain open lines of communication with the DCF Office of School-Linked Services, the student population and the community. To that end, all programs must have a multi-function voice mail system and internet connection with the capability to access emergency phone numbers and provide information in all languages as appropriate.

All SBYSP Directors/Coordinators (and where appropriate, Managing Agency Chief Program Administrators) must have fully functioning email and telephonic voice mail accounts. The Office of School-Linked Services is notified of any changes in email addresses or telephone numbers.

SBYSP administrators are also required to attend periodic meetings convened by FCP.

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 pro-rated funds \$162,273 in federal and state funds December 1, 2014-June 30, 2015. It is anticipated that the resulting contract will contain approximately \$278,182 on an annual basis. Continuation funding is contingent upon the availability of funds in future fiscal years.

One (1) proposal will be funded under this program.

The funding period for this program is July 1, 2014-June 30, 2015.

Matching funds are required.

- The matching share is 25% of the total amount of the award in cash and/or in-kind funds.
- Applicants must identify the source of their matching funds
- Private entities are limited to cash donations only (in-kind match is not permitted)
- All such funds must be clearly reflected in the agency budget. The leveraging of funds is also encouraged as a means of maximizing available resources.
- The matching share may not include any other Federal funds.

Operational start-up costs of no more than \$69,545 are permitted for the first year of the contract ONLY. Applicants must provide a justification and detailed summary of all expenses that must be met in order to begin program operations and will be applied to the start-up expenses see pg. # 27

Grant Funds May Be Used To:

- Support the costs of staff, materials, supplies and equipment;
- Renovate space within a school building;
- Purchase equipment and supplies for the site;
- Sub-contract with other community-based organizations for the provision of needed services;
- Cover administrative costs (up to a maximum of 10% of the grant funding);
- Cover the cost for the installation of a multi-function voice mail system with the ability to access emergency phone numbers, provide information in other languages, as appropriate, etc.;
- Cover costs associated with establishing an Internet connection, if the school is not connected at the time the proposal is submitted; and
- Purchase evidence based/evidence informed curricula/assessment tools.

Grant Funds May Not Be Used To:

- Construct a new facility;
- Renovate and/or purchase a modular unit;
- Purchase a vehicle, contraceptives or abortion services;
- Supplant or duplicate currently existing services or programs; and/or
- Pay for costs associated with the planning or preparation of a proposal submitted in response to this RFP.

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.

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 a public school district or for profit/ non-profit agency duly registered to conduct business within the State of New Jersey.
2. Applicants may not submit a proposal for a school site that currently has a NJ SBYSP.
3. Applicant must have the capability to operate the SBYSP in or on the school grounds of a Salem County high school.
4. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
5. 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.
6. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
7. Where required, all applicants must hold current State licenses.
8. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
9. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
10. Applicants must have the ability to achieve full operational census by December 1, 2014. Further, where appropriate, applicants must execute sub-contracts with partnering entities within 60 days of contract execution.
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 1-800-705-5711 or inquire on-line at: <http://www.dnb.com>.

12. Any fiscally viable entity that meets the eligibility requirements, terms and conditions of the RFP, and the contracting rules and regulations set forth in the DCF Contract Policy and Information Manual (N.J.A.C. 10:3) may submit an application.

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.

F. RFP Schedule:

September 2, 2014	Notice of Availability of Funds/RFP publication
September 18, 2014	Deadline for Email Questions sent to DCFASKRFP@dcf.state.nj.us
October 8, 2014	Deadline for Receipt of Proposals by 12:00PM

All proposals must be received by 12:00 PM on or before October 8 2014. Proposals received after 12:00 PM on October 8, 2014 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/

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

The Department also reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. The

Department's best interests in this context include, but are not limited to: State loss of funding for the contract; the inability of the applicant to provide adequate services; the applicant's lack of good standing with the Department, and any indication, including solely an allegation, of misrepresentation of information and/or non-compliance with any State of New Jersey contracts, policies and procedures, or State and/or Federal laws and regulations.

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

3. Special Requirements

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

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

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

H. Appeals:

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

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

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

I. Post Award Review:

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

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

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

J. Post Award Requirements:

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

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

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

- Proof of Insurance naming the Department of Children and Families as an additional insured
- 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. There is a 20 page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Five (5) points will be deducted for each missing document. If the deductions total 20 points or more, the proposal shall be rejected as non-responsive. The narrative must be organized appropriately and address the key concepts outlined in the RFP. Items included in the transmittal cover letter, Annex B budget pages, and attachments do not count towards the narrative page limit.

All documents must be submitted electronically in one of the following acceptable formats:

For Single File the following formats are acceptable:

- Adobe PDF-Portable Document format (.pdf)
- Microsoft Word (.doc or docx)
- Microsoft Excel (.xls orxlsx)

For Compressed File:

- ZIP only

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

1) Applicant Organization (10 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. Provide outcomes or data when available.

Note: Applicants are not required to be a currently contracted DCF SBYSP provider. Proposals submitted by currently contracted

SBYSP providers must specify their FCP Contract Number, the full name of the Managing Agency, and the SBYSP Site.

Describe the agency's background and experience in implementing the school based services described in the RFP. Provide outcomes or data when available.

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 and youth serving systems. Explain how the provider is working toward a cultural competency plan that describes actions your agency will take to insure that policies, materials, environment, recruitment, hiring, promotion, training and Board membership reflect the community or the intended recipients of the services you provide and promote the cultural competency of the organization and that resources and services will be provided in a way that is culturally sensitive and relevant.

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

Provide an indication of the agency's demonstrated capability to provide services that are consistent with the Department's goals and objectives for the program to be funded. Include information on current programs managed by the agency, the funding sources and if available, any evaluation or outcome data.

2) Need Justification

(10 Points)

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

- Provide a profile of the student population at the identified school where the NJ SBYSP will operate and the community at large including race, ethnicity, languages spoken, graduation rates, etc.

- Describe any existing services and/or programs currently offered at, by in partnership with the school district for the student population, and describe where there remains a gap and how the NJ SBYSP will fill that gap.
- Statements that demonstrate an understanding of the strength, challenges and the needs of the target population;
- Citations of relevant statistics and discussions of studies that reflect the prevalence of the problem and the unmet needs of the target population

3) Program Approach

(40 Points)

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.).

Describe how families will be incorporated into the NJ SBYSP.

Describe the high school graduation transition plan for students and identify all partners that will be in collaborated in this effort to support a successful transition.

Describe how Healthy Youth Development will be incorporated the program.

Describe the information and referral process will be incorporated into the program.

Describe the membership and how the program will incorporate or develop the Community Liaison Board (CLB) requirement of the NJ SBYSP model.

Proposals must demonstrate fidelity to the NJ SBYSP Model and how it will be implemented by detailing the provision and delivery of each SBYSP service set forth in the “Services to be Funded” section of this RFP.

- Mental Health Counseling
- Employment Counseling
- Substance Abuse Counseling & Education/Prevention
- Preventive Health Services
- Primary Medical Health Services
- Learning Support

- Healthy Youth Development
- Information/Referral
- Recreation

When describing NJ SBYSP service provisions, include:

- Indication that the SBYSP is made available to any student in the school at no cost to that student and/or family.
- Any additional evidence based, evidence informed or best-practice curriculum/assessment tools that will be utilized by the program and indicate the applicant's experience with its implementation.
- An indication of how students will access medical services (i.e. Info/Referral Only; Transport; Bus Pass/Voucher; Mobile Health Unit; Services Provided on Site)
- A description of any ancillary services that will be provided in excess of the SBYSP Services. The provision of these services may reflect the unique needs of students enrolled in the SBYSP
- The NJ SBYSP is available before, during and after school 12 months per year. Provide information on the accessibility of services, including the hours and days that services will be available to the students.
- The specific location within the school building or school grounds of the SBYSP site to be funded. Indicate the school name; address; where the program will be housed (i.e. in the school facility or elsewhere on the school campus), and any ancillary services that will be provided in that location. Applicants that do not have control of the site may submit a Memorandum Of Agreement or Letter of Intent designating physical space for the proposed SBYSP
 - a. Include photos of the designated SBYSP space. .
 - b. As applicable, proposals must include floor plans for pre-determined space that will require renovation in order to conduct program operations.
 - c. As applicable, proposals must also include pictures of pre-determined program space that will not require renovation.
- A description of the strategy that will be used to recruit, engage, and retain youth in the unique services that will be made available to them through this program.

- A clear description of the staffing plan for this program. Include in the answer the method used for supervisory oversight:
 - a. Indicate the number, qualifications and skills of all staff, consultants, sub-grantees and/or volunteers with experience in children and adolescent field who will perform the proposed service activities.
 - b. Attach, in the Appendices section of the application, an organizational chart for the proposed program operation; job descriptions that include all educational and experiential requirements; salary ranges; and resumes of any existing staff who will perform the proposed services.
 - c. Indicate the entity that will be responsible for the in-kind social worker/case manager positions and provide a description of the lines of supervision for persons.
 - d. Describe the management and supervision methods that will be utilized.

- A description of community partnerships/collaboration that will be used to complement the SBYSP
 - a. Provide a Memorandum of Agreement/Understanding (MOA/MOU) that demonstrates school officials including the superintendent, school boards, and principal are supportive and committed to the implementation of the program.
 - b. Explain how services will be coordinated with any partners to create a comprehensive system of care and include any established MOU/MOA or letters of support as evidence.
 - c. Describe how the SBYSP will work with the established school administration to avoid duplication of Services and/or service confusion to ensure the teens can benefit from the entire system of care available.
 - d. Describe the process for identifying the collaborators on this grant. Clearly identify the relationships between collaborators before the writing of the grant.

NJ SBYSPs in High Schools are expected to support a minimum of 300 unduplicated youth. At the same time, depending on the school population this LOS may or may not be attainable. Submit a clearly delineated process that includes the number of students within the school and the expected unduplicated number of students that will be supported on an annual basis through this program.

- Provide a flow chart and descriptive overview of the SBYSP referral process. In addition, describe the referral process for additional resources and formal and informal support services not available via SBYSP.

- A description of client data to be recorded, the intended use of that data and the means of maintaining confidentiality of client records.

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

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

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

4) Outcome Evaluation (25 Points)

Describe the activities that will be implemented to achieve the NJ SBYSP outcome measures on Exhibit C. Provide a brief narrative and attach copies of any additional assessment and/or evaluation tools that will be used to determine the effectiveness of the program services.

Exhibit C: DCF goals and objectives

5) Budget (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 20 page proposal. The Budget forms are to be attached as an Appendix.

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. 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 completed budget proposal must also include a detailed summary of and justification

for any one-time operational start-up costs. These costs should be reflected on a separate schedule.

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

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

- 6) Implementation Schedule (5 points)**
Applicants must submit a detailed timeline demonstrating that the program will be fully operational no later than December 1, 2014.

Attach a separate Program Implementation Schedule as part of the Appendix.

- 7) Accreditation (additional 5 Points)**
Evidence of accreditation for behavioral health care services from a nationally recognized accrediting body will result in the addition of five (5) points awarded for the total proposal. (Current certificate copies required).

Note: The Applicant must incorporate all the requirements set forth in the section "Services to be funded".

- 8) Leveraging (additional 5 Points)**
The SBYSP requires an match of 25% (cash and/or in-kind supports). Additional points are available for applicants that submit additional resources above and beyond the minimum 25% match requirement.

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

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. Needs Justification
 - c. Program Approach
 - d. Outcome Evaluation
 - e. Budget Narrative
 - f. Implementation Schedule
 - g. Accreditation
 - h. Leveraging

Part II: Appendices

1. Job descriptions of key personnel, resumes if available for key personnel
2. Proposed agency organizational charts
3. Staffing patterns
4. Current/dated list of agency Board of Directors/Terms of Office
5. Statement of Assurances*
6. Certification regarding Debarment*
7. DCF Annex B Budget Forms*
8. Chapter 51 Certification Regarding Political Contributions** (Required by for profit entities)
9. Source Disclosure Certification**
10. 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**
11. Copy of IRS Determination Letter regarding applicant's charitable contribution or non-profit status (if appropriate)
12. Copies of all applicable licenses/organization's licensure status (if appropriate)
13. 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>
14. Copies of any audits or reviews completed or in process by DCF or other State entities from 2014 to the present. If available, a corrective

- action plan should be provided and any other pertinent information that will explain or clarify the applicant's position
15. Applicable Consulting Contracts, Affiliation Agreements/Memoranda of Understanding, Letters of Commitment and other supporting documents.
 16. Current Form 990 for non-profits
 17. Current Single Audit Report for non-profits/ Current Audited Financial Statements for for-profit entities
 18. Proposed Program Implementation Schedule (if appropriate)
 19. Signed Standard Language Document
 20. Safe-Child Standards Description of your agency's implementation of the standards (no more than 2 pages)
 21. Copy of agency's Conflict of Interest policy

* 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

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).

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 GOALS, OBJECTIVES AND INDICATORS

2014-2015

Instructions: Providers are required to adopt the state mandated goals and objectives. Each provider must create one or more intervention specific performance indicators for each of the mandated goals and objectives. Performance indicators are quantifiable performance measurements used to define success factors and measure progress toward the achievement of your intervention’s goal and are directly correlated to the implementation activities created in the project activity plan. Applicant responses to this section must be submitted in the **Goals, Objectives & Indicator section**.

Goal 1: Youth will attain a high school diploma or equivalency.

Objective 1a: At minimum 80% of participating students will demonstrate academic success by remaining in school, advancing to the next grade, graduating or attaining a GED.

Activity 1a:

--	--

Goal 2: Youth will attain the skills needed to maintain or achieve health and well-being.

Objective 2a: 80% of participating youth will demonstrate knowledge about issues that impede emotional, academic or physical development and healthy lifestyles.

Activity 2a:

--	--

Objective 2b: 80% of youth participating in counseling will demonstrate improved emotional, behavioral and social well-being.

Activity 2b:

--	--