



REQUEST FOR PROPOSALS

FOR

Pilot of Restructured Supportive Visitation Services

In Morris, Passaic, and Sussex Counties

Funding: Fee for Service at \$146.10 per Hour Visit

Bidders Conference: October 29, 2015

Time: 11:00 AM

Place: 201 Littleton Road, Lower Level, Morris Plains, NJ 07950

Bids are due: December 4, 2015

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

Commissioner

October 9, 2015

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Funding Agency

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

Special Notice: *Potential Bidders must attend a Mandatory Bidder’s Conference on October 29, 2015 at 11:00 AM at 201 Littleton Road, Lower Level, Morris Plains, NJ 07950. Questions will be accepted in advance of the Bidder’s Conference by providing them via email to DCFASKRFP@dcf.state.nj.us.*

Section I – General Information

A. Purpose:

The New Jersey Department of Children and Families’ (DCF) Division of Child Protection and Permanency (CP&P) announces the availability of funding for a pilot program for the purpose of providing supportive visitation services to CP&P-involved families with children in out-of-home placement in Morris, Passaic, and Sussex Counties. DCF is seeking proposals through a competitive bidding process from visitation providers interested in: developing and piloting a supportive visitation services model; and, aligning with DCF’s restructuring of the payment methodology which will transition the cost reimbursement contract(s) of selected provider(s) to a fee for service payment structure. DCF believes this effort will help the Department succeed in expanding access and capacity for high quality visitation services. *Only applicants with existing DCF cost reimbursement contracts for visitation are invited to apply for this opportunity.*

Bidders may propose to serve one or more of the following catchment areas:

1. Passaic County
2. Morris and Sussex County

Bidders who propose to serve both catchment areas – 1 and 2 – must submit a separate proposal for each catchment area.

B. Background:

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

DCF's Division of Child Protection and Permanency (CP&P) is charged with the responsibility of investigating allegations of child abuse and neglect. On average, CP&P receives 4,754 child protective services (CPS) reports state-wide each month.¹ Child abuse and neglect cases are often complex requiring a variety of supports to meet the specific needs of families. In some instances, children are unable to safely remain in their homes, and they are placed into out-of-home settings. Nationally, there were 402,378 children in foster care in 2013.² In New Jersey, there were 7,571 children in out-of-home placement in May 2015.³

Each child placed in an out-of-home placement should have the opportunity to visit with parents, siblings and/or interested relatives. Research indicates parent-child visitation leads to:

- Increased likelihood for reunification. Children were almost ten times more likely to reunify with regular visits, as recommended by the court.⁴
- Shorter lengths of stay in out-of-home placement. Children who do not visit with their family spend almost three times as much time in out-of-home placement.⁵
- Decreased likelihood that the child will re-enter care.⁶
- More secure attachments and being better adjusted.⁷

Furthermore, the visitation environment plays a crucial role in supporting positive family interactions.⁸ Research has shown that home-like and other supportive settings are preferable⁹, and DCF policy aligns with this thinking by calling for quality, weekly visitation in the least restrictive, most comfortable setting possible. In order to achieve this goal, DCF partners with a number of community providers.

The Department currently contracts separately for therapeutic and supervised visitation services. Therapeutic visitation refers to contact between noncustodial

¹ DCF Monthly Screening and Investigation Report, May 2015

² US Department of Health and Human Services, Administration for Children and Families, Numbers of Children In Foster Care on September 30th, by State, FY 2004–FY 2013
http://www.acf.hhs.gov/sites/default/files/cb/children_in_care_2013.pdf

³ DCF Commissioner's Data Dashboard, May 2015

⁴ Davis, I., Landsverk, J., Newton, R. and Ganger, W. (1996). Parental visiting and foster care reunification. *Children and Youth Services Review*, 18 (4/5), 363-382.

⁵ Mech, E. (1985). Parental visiting and foster placement. *Child Welfare*, 64 (1), 67-72.

⁶ Farmer, E. (2006). Family reunification with high-risk children: Lessons from research. *Children and Youth Services Review*, 18 (4/5), 287-305.

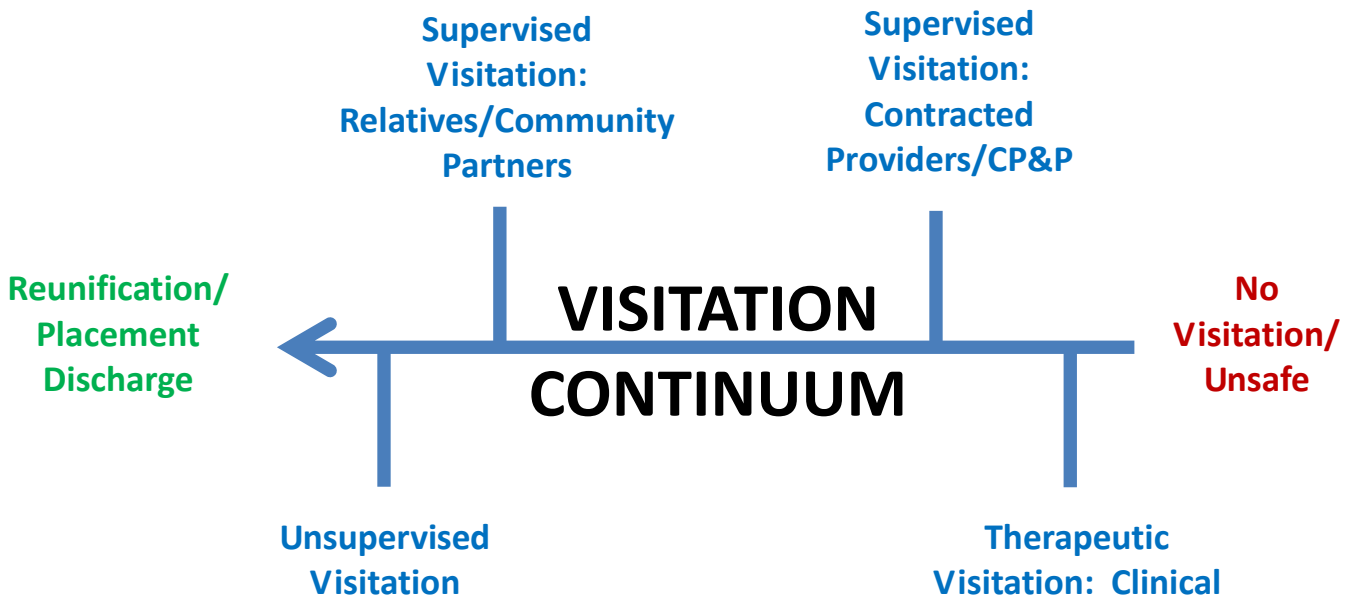
⁷ McWey, L. and Mullis, A. (2004). Improving the Lives of Children in Foster Care: The Impact of Supervised Visitation. *Family Relations*, 53 (3), 293-300

⁸ Haight, W., Black, J., Workman, C. and Tata, L. (2001). Parent-child interaction during foster care visits: Implications for practice. *Social Work*, 46 (4), 325-338.

⁹ Haight, W., Black, J., Mangelsdorf, S., Giorgio, G., Tata, L., Schoppe, S., and Szewczyk, M. (2001). Making visits better: The perspectives of parents, foster parents and child welfare workers. Children and Family Research Center, School of Social Work, University of Illinois at Urbana-Champaign.

parents and their children in the presence or under the supervision of a fully accredited therapist who is actively involved in promoting behavioral change in parent/child relationships. Supervised visitation refers to contact between parents and their children in out of home care while in the presence of a specially trained professional who is actively involved in promoting change in parent/child relationships.

Through this RFP, DCF is seeking to contract with a community provider(s) to implement a model of visitation that will offer supportive visitation services along a continuum. Many children and families experiencing out-of-home placements benefit from the clinical support and interventions embedded in a therapeutic visitation model. DCF also recognizes that a family’s needs are likely to change over time, and ideally, most families will require less frequent “hands on” therapeutic support and more frequent and longer unsupervised visits as they work toward reunification.



The awarded provider will be expected to partner with CP&P to assess each family’s needs on an ongoing basis and ensure the provided services and supports can and will adjust depending on the family’s needs at a given time.

C. Services to be Funded:

Successful applicants will develop a visitation program model which includes an initial family assessment, treatment planning process, collaborative visitation planning, supportive visitation services along a continuum, ongoing family reassessment, and post reunification services. The applicant will provide an

implementation plan to pilot the program model in the identified area(s) and will describe how they will engage in quality improvement practices including evaluation of the program model and implementation of services. The program should be delivered with a trauma-informed, family-centered approach.

Overview/Expectations

Successful proposals will reflect DCF's core values and Case Practice Model, including a strengths-based approach, individualized planning, and family engagement/teaming. Information on the Case Practice Model is available at: <http://www.state.nj.us/dcf/about/welfare/case/>.

A draft supportive visitation logic model has been attached as Exhibit A. It may be useful as a guide as you develop your program model and plan for implementation.

Target Population

The awarded program will serve active CP&P-involved families whose children are in an out-of-home placement. These families are culturally and economically diverse. Programs are expected to provide culturally competent services and have appropriate bilingual capability to provide services to families in their county.

All referrals shall come from CP&P or a related agency.

Visitation Program Model

The proposed visitation program model must include the following core activities:

- Initial Family Assessment - Successful proposals will include an initial assessment to determine an appropriate level of visitation services for the referred family. An evidence-informed assessment process shall be used. A description of the assessment process shall include what areas will be assessed and what tool(s), if any, will be utilized.
- Treatment Planning Process - Treatment plans should be used to provide specialized services and supports to address clinical issues endemic to children who have experienced abuse or neglect and removal from their parents or caregivers. Plans shall be individualized and integrate needed interventions. The services shall seek to maximize: children's safety and well-being; appropriate parent/child interactions; safe, timely reunification or other permanency outcome; and, no additional substantiations of abuse and neglect upon reunification/permanency.
- Collaborative Visitation Planning - The family, CP&P and other partners shall be actively involved with visitation planning. The visitation plan must be completed as soon as possible but no later than 14 business days of the referral and include the following:

- *Location of Visits* – Visits should take place in the least restrictive, most comfortable setting that maintains safety for the child, family and staff. Programs should have a range of options available to meet each family's need. When possible, the priority is to have visits occur at the parent's residence. If this location is not optimal, the use of family or friends' homes, resource homes and/or community settings (ex. public library, park, etc.) are encouraged. A partnership with family- and child-friendly locations in the community would be ideal. The program site may also be a viable option providing there is family- and child-friendly space designated specifically for visits. The CP&P office should be the last option for visits. The program location should be accessible and located in an area convenient to the population it serves.
- *Dates, Times, Length, Frequency of Visits and Locations* – Families are to be notified and aware of the dates, time, length, frequency, and location of visits. The first visit shall take place within 3 business days of a referral and may occur before the visitation assessment and planning processes have been finalized. Visitation times are to be convenient for families and children. Therefore, programs are expected to hold visits in the evening (after 5pm), on weekends and during holidays. A child (ren) should not miss school for visits. The developmental age of the child (ren) must be considered when determining duration of visits. More visits should be afforded to younger children, especially infants where bonding is crucial.
- *Who Participates in the Visits* – At minimum, the visit should include the child (ren) and guardian from whom he or she was removed. Siblings who are in placement, and those who remain home, should be involved and encouraged to participate. Extended family may also be included periodically as appropriate. CP&P will advise the agency of individuals who are not permitted to visit with the child(ren).
- *Who Provides Transportation* – The provider agency must have capacity to provide transportation for clients to ensure visits occur between children and families. The provider transports children to and from the visitation site. Transportation for parents may be provided and/or arranged as necessary. The program is to maintain accurate and current records including drivers' information and vehicle fleet information (e.g., copies of drivers' licenses; driver's abstract; vehicle insurance and inspection records).
- *Supervised Visitation by Relatives and/or Other Community Providers* – The visitation plan is to include a description of what, if any, visitation is occurring outside of the agency-provided supportive visitation. If safe and appropriate, utilization of family and/or community resources (including resource parents) as visit supervisors is encouraged in order to maximize family time.
- *Cancellation and Rescheduling Policy* – Proposals are to provide a clear policy regarding the cancellation and rescheduling of visits, including what each party (parent, CP&P, resource parent, provider agency) shall be expected to do in order to change or cancel a visit. The reason for cancellation must be documented and available for review. If a cancellation occurs, the service provider must establish a system to contact the CP&P

local offices in a timely manner in order to fill the vacancy, when possible. Applicants should also identify what methods or strategies will be employed to engage parents and reduce cancellation and no show rates.

- *Safety/Security Procedures* – Safety of visitation participants is paramount. Proposals shall provide clear procedures and protocols to ensure the safety of all visit participants, especially in very high risk cases. Procedures shall include safe exchanges and security during visits, if appropriate. Ground rules should be enforced and intervention may be necessary to protect against physical and/or emotional safety. Visitation and waiting areas should be child-proofed and free of potential safety hazards.

Supportive Visitation Services – A continuum of visitation services should be provided by the awarded program to meet the unique needs of each family. The continuum is to include a full range of visitation services from least restrictive and progressive supportive and therapeutic models to more controlled visits that must be conducted in a program setting for safety reasons.

Visitation staff should work with parents to provide age-appropriate activities; engage their children; help them understand and interpret their children's feelings, behaviors and developmental stage(s); teach them effective discipline; and to assist them with their own feelings. A brief meeting with the parent(s) or guardian(s) and program staff should occur before the visit to remind participants of the treatment goals and identify specific areas to focus on during the visit. Parents should be provided with timely, focused feedback after the visit.

The proposed visitation service model and approach to working with families should be grounded in research and/or evidence-informed frameworks, models, or curriculums.

Ongoing Family Reassessments – The grantee shall reassess the family at regular scheduled intervals (ex. 3, 6 months, etc.) or on an as needed basis to determine if the family's current treatment goals have been met and/or whether they require a different level of intervention/supervision. Visitation plans shall be updated.

The provider may conduct collateral contacts with resource parents or other custodial caregivers periodically in order to help reassess the child (ren)'s well-being and response to treatment.

Post Reunification Services – The service provider will continue to support the family for a period of six months post reunification to ensure a stable transition and reduce risk of future re-entry into care.

Plan for Implementation Supports

The successful proposal will include a well-developed plan that will support the implementation of the model. This plan should include:

Staffing Model – The proposal must include a well-developed staffing model. It should include a clinical lead or clinical team. Visitation must be provided or supervised by a licensed therapist. Visitation staff should have experience with and be trained in parenting/child development. The program shall have staff to accommodate transportation of children. Drivers must have a current, valid driver's license and be trained in appropriate safety procedures including the proper use of car seats. When possible, the provider should maintain staff continuity with the family. It is important, especially for children, to see a familiar face at each visit and during transport. If staff is changed, the provider should have a plan in place to ease the transition.

Training Plan – The successful proposal will include a well-developed training plan designed to support staff to have the knowledge and skills needed to begin using the visitation program model.

Coaching/Supervision – Necessary skills and knowledge shall be introduced in training and are also learned on the job with coaching/supervision to reinforce and support the visitation practice model. The proposal should include a plan for supporting staff with coaching/supervision.

Evaluation Plan/Reporting

The grantee is expected to engage in a process of participatory, collaborative evaluation planning with DCF to finalize outcome indicators that the grantee will be responsible for reporting on and that DCF will be monitoring. DCF has existing outcome measures (see Exhibit B) for supervised and therapeutic visitation programming including improved parental interaction skills, improved parental capacity/readiness, and achievement of permanency within 12 months of referral. These outcomes were developed through a collaborative process with the provider community and are currently applied to all visitation contracts. It is anticipated that outcomes for supportive visitation services will be the same or similar and will align with DCF's ultimate goals for increased child safety and well-being; appropriate parent/child interactions; safe, timely reunification or other permanency outcome; and no additional substantiations of abuse and neglect upon reunification/permanency. The awarded provider(s) must have the capacity to measure these outcomes and may also propose to articulate and monitor additional outcomes.

Quality Improvement Practices

The proposal must clearly describe the agency's plan for continuous quality improvement as it relates to the proposed visitation program. This description is to include how the individuals served will have a meaningful role in the performance improvement process.

Communication and Reporting

The service provider is expected to provide consistent and accurate documentation of observations from each visit in NJ SPIRIT, DCF's case reporting system, within

reasonable timeframes, not to exceed 5 business days. Training on the computer system can be provided to the grantee by DCF upon request.

The provider is expected to notify CP&P staff in a timely manner when any significant events occur or important information is learned by staff during a visit.

The provider may be asked and are expected to participate in CP&P teaming meetings—Family Team Meetings; individual client case conferences with CP&P case workers; and interdisciplinary meetings with Child Welfare Systems and/or Courts.

The service provider is expected at a minimum to keep records including the volume, type and location of visits, by family, for each reporting year. Data on missed and canceled visits should also be captured and reported. In addition, the grantee will be required to monthly, quarterly and/or annual reports to DCF including outcome indicators. The format of the reports will be determined following completion of the evaluation plan.

Other Project Requirements

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.

The service provider must ensure that any purchased electronic devices meet minimum security standards. The standards can be found online at [http://nj.gov/it/ps/11-01-S1-NJOIT Remote Access Standard.pdf](http://nj.gov/it/ps/11-01-S1-NJOIT_Remote_Access_Standard.pdf). The service provider must also adhere to the Remote Access Standard which can be found online at [http://nj.gov/it/ps/11-01-NJOIT Remote Access Policy.pdf](http://nj.gov/it/ps/11-01-NJOIT_Remote_Access_Policy.pdf).

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, funding will be provided to the awarded grantee(s) through a fee-for-service rate schedule. The awarded provider(s) will bill via K-100 at \$146.10 for each hour visit (in office or in person visit time) that the agency provides.

The rate is inclusive of direct and indirect costs that are required to deliver supportive visitation services and is based on an analysis of existing DCF contracts for supervised and therapeutic visitation along with other data (salary metrics). It is DCF's expectation that the awardee has capacity to deliver a continuum of services. DCF anticipates that not all families will need to use all services. For example, some families may not require transportation for every visit, and not every visit for every family will require hands on work with a therapist.

Upon review and approval of the provider's 12-month operational budget, DCF will negotiate a transition from the cost reimbursement contract to the fee-for-service model. DCF understands providers may need funds to transition the program model and contract from cost reimbursement to fee-for-service and will negotiate with the provider following the award of the contract. It is anticipated that contracts will transition to fee-for-service within six months or less of the award.

Providers shall construct their budget based on a one year proposed level of service. Providers can reference the data provided in Exhibit C to inform their budget and level of service capacity. The proposed level of service must exceed a provider's existing contracted level of service, and the applicant must give an estimation of what number of unduplicated families the provider would have capacity to work with on a weekly basis.

Continuation funding is contingent upon the availability of funds in future fiscal years and contract compliance.

Up to two proposals will be funded under this program: one to serve Passaic County and one to serve Sussex and Morris Counties.

Matching funds are not required.

Operational start-up costs are permitted and must be included as a separate budget page and as a separate Appendix item with a description of each of the proposed costs and an explanation of how the funding will be used. Applicants must provide a justification and detailed summary of all expenses that must be met in order to begin program operations. DCF will consider start-up costs needed to operationalize the new model, including items such as vehicles, furniture, car seats, or renovating space.

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

E. Applicant Eligibility Requirements:

1. Applicants must have an existing DCF cost reimbursement visitation contract.
2. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.

3. If Applicant is under a corrective action plan with DCF, or any other New Jersey State agency or authority, the Applicant may not submit a proposal for this RFP. Responses shall not be reviewed and considered by DCF until all deficiencies listed in the corrective action plan have been eliminated to the satisfaction of DCF for a period of 6 months.
4. Applicants may not be suspended, terminated or barred for deficiencies in performance of any award, and if applicable, all past issues must be resolved as demonstrated by written documentation.
5. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
6. Where required, all applicants must hold current State licenses.
7. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
8. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
9. Applicants must have the ability to achieve full operational census within 60 days of contract execution. Further, where appropriate, applicants must execute sub-contracts with partnering entities within 60 days of contract execution.
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.
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.

F. RFP Schedule:

October 9, 2015	Notice of Availability of Funds/RFP publication
October 28, 2015 by 12 noon	Deadline for Email Questions sent to DCFASKRFP@dcf.state.nj.us
October 29, 2015	Mandatory Bidders Conference
December 4, 2015	Deadline for Receipt of Proposals by 12:00PM

All proposals must be received by 12:00 PM on or before December 4, 2015. Proposals received after 12:00 PM on December 4, 2015 will **not** be considered. Applicants should submit **one (1) signed original** and **one CD ROM** as indicated below.

Proposals must be delivered either:

1) In person to:

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

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

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

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

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

3) Online-DCF offers the alternative for our bidders to submit proposals electronically. Only a registered Authorized Organization Representative (AOR) or the designated alternate is eligible to send in a submission by submitting an AOR form.

AOR Registration forms and online training are available on our website at: www.nj.gov/dcf/providers/notices/

Forms are directly under the Notices section-See Standard Documents for RFPs

- [Submitting Requests for Proposal Electronically PowerPoint \(pdf\)](#)
- [Registration for the Authorized Organization Representative \(AOR\) Form](#)

We recommend that you do not wait until the date of delivery in case there are technical difficulties during your submission. Registered AOR forms may be received 5 business days prior to the date the bid is due.

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
- 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 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 D.**

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

H. Appeals:

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

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

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

I. Post Award Review:

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

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

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

J. Post Award Requirements:

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

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

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

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

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

Section II – Application Instructions

A. Proposal Requirements and Review Criteria:

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

The narrative portion of the proposal should be double-spaced with margins of 1 inch on the top and bottom and 1½ inches on the left and right. The font shall be no smaller than 12 points in Arial or Times New Roman. There is a 25 page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Five (5) points will be deducted for each missing document. If the deductions total 20 points or more, the proposal shall be rejected as non-responsive. The narrative must be organized appropriately and address the key concepts outlined in the RFP. Annex B budget pages, and attachments do not count towards the narrative page limit.

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

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 background and experience in implementing visitation services or other services designed to support families with children in out-of-home placement. Indicate if interventions are trauma-informed or evidence-supported.

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.

Provide an indication of the organization's demonstrated commitment to cultural competency and diversity. 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.

Attach a current organizational chart as an appendix.

2) Program Approach

(50 Points)

Specify your proposed visitation program model including an overview of the continuum of services and family service planning process:

- Describe the continuum of visitation services that will be available, including services or interventions to support families' post-reunification.
 - Identify and describe the core components of each visitation service.
 - Briefly describe the literature or research the approach is grounded in. If you are using an evidence-based/evidence-informed/promising model and/or curriculum within your visitation services, identify the name of the model/curriculum and identify the research it is grounded in. Please provide citations were indicated.

- 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 Appendices, an organizational chart for the proposed staffing model; job descriptions that include all educational and experiential requirements; and resumes of any existing staff that will perform the proposed services.
 - Describe your agency's staff development and training policy/plan for all staff including clinical, transportation, and other program staff.
 - Describe the management, supervision, and coaching methods that will be utilized.
 - Describe your agency's strategy to deploy staff to help ensure that program participants experience staff continuity inclusive of transportation and clinical staff.
 - When transitions between program staff are required or necessary, describe how staff will ensure seamless transitions for children and families.

- Describe the intake process. Discuss how families will be engaged and how you will identify and address barriers to ensure participation in visitation services.

- Describe how families will be assessed and matched with an appropriate level of visitation service.
 - Provide a description of the process, what areas will be assessed, and any assessment tools that will be utilized to determine a family's visitation service plan and goals. Attach copies of assessment tools that will be utilized.
 - Discuss how the family and other partners will be included in the planning process.
 - Describe the process and frequency of reassessing a family's plan.

- Describe when and how a treatment plan will be developed for a family.
 - Provide an example of what you would anticipate a treatment plan to look like.

- Provide a description of any partnerships, collaborative efforts or processes that will be used to provide the proposed services or provide creative, in-community

locations for the services (attach any affiliation agreements or Memoranda of Understanding).

- Provide information on the accessibility of services including:
 - Hours and days that services will be available to clients
 - Geographic location(s) where services will be provided. Include a description of the space where services will be provided and how the space will be child- and family-friendly.
 - Transportation options available to clients. Indicate the number of vehicles and staff that will be available to transport clients. Awarded provider(s) will need to provide valid inspection and maintenance records for all vehicles, and current driver licenses and proof of applicable training for all proposed drivers.
 - Handicapped accessibility
- Provide a feasible timeline for implementing the proposed services. Attach a separate Program Implementation Schedule as part of the Appendix.
- Describe your plan for partnering and communicating with CP&P on an ongoing basis.
- Discuss your plan or procedure for cancellation and rescheduling of visits and what engagement strategies you will utilize with families to reduce the rate of cancellations and no shows.
- Describe your experience with the DCF/CP&P's NJSPIRIT computer system, if applicable. Discuss your approach to quality assurance to ensure consistent quality and accurate documentation of visits within a reasonable timeframe, not to exceed 5 business days.
- Provide a description of your procedures and protocols to ensure the safety of all visit participants.
- 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.).
- 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.

3) Evaluation, Reporting and Quality Improvement (20 Points)

DCF seeks to understand the provider's experience and existing capacity with evaluation planning and implementation of an evaluation, data collection and reporting.

- Describe how the organization collects, maintains and uses any data collected. Include in the narrative responses to the following questions:
 - Is there a database system in the organization?
 - If there is no existing database for the data, how do you track the data (i.e. excel spreadsheets)?
 - Who is responsible for collecting the data?
 - Who is responsible for data input?
 - Who analyzes and reports the data?
 - How is the data used once analyzed?
- Provide a description of the organizations existing visitation evaluation, if any. For existing visitation evaluation include:
 - Outcomes/indicators identified for visitation
 - Names of the measurement tools currently using to collect data about program effectiveness and/ or participants. These tools may be standardized tools. If you are using tools that are not standardized, please provide a copy of the tool in the attachment section of the RFP.
 - How the data is analyzed and reported.
 - Recent outcome data and information, either within the narrative or in the appendices.

- Specify how many unduplicated families your agency will have capacity to provide services to on a weekly basis. Your proposed level of service must exceed your current contracted level of service.
- Discuss how you will maintain records on the volume, type, and location of visits, as well as missed and cancelled visits, by family. Provide a description of how the provider will maintain confidentiality of client records.
- Describe how the agency will measure the outcomes listed in Exhibit B as well as any additional outcomes being proposed.
- Describe the agency's quality assurance and performance improvement processes and discuss how individuals served will have a meaningful role.

4) Budget Narrative

(20 Points)

The Department will consider the cost efficiency of the proposed budget as it relates to the anticipated level of services (LOS). Therefore, applicants must clearly indicate how this funding will be used to meet the project goals and/or requirements. Provide a line item budget and narrative for the proposed project/program. The narrative must be part of the 25 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. 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/>

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

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

Part I: Proposal

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

Part II: Appendices

1. Job descriptions of key personnel, resumes if available for key personnel (please do not provide home addresses or personal phone numbers)
2. Current Agency Organization Chart
3. Proposed Agency Organization Chart/Staffing Model
4. Proposed Program Implementation Schedule
5. Proposed visitation assessment and/or evaluation measurement tools, if applicable
6. Outcome data for existing visitation services, if applicable
7. Safe-Child Standards Description of your agency's implementation of the standards (no more than 2 pages)
8. DCF Annex B Budget Forms*
9. Start-up Budget Proposal
10. 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
11. Dated List of Names, Titles, Address of Current Board of Directors
12. Copies of Applicable Licenses-Licenses are not required but if you have licensed individuals you may provide them.

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

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

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

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

C. Requests for Information and Clarification

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

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

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

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.

Written inquiries will be answered and posted on the DCF website as a written addendum to the RFP.

**EXHIBIT A:
DCF SUPPORTIVE VISITATION LOGIC MODEL - DRAFT**

Vision: Each child placed by the Division of Child Protection and Permanency (CP&P) in out-of-home placement shall have the opportunity to visit with parents, siblings and interested relatives to maintain and strengthen familial interactions and work toward permanency.			
Name of Initiative: Supportive Visitation Services Continuum			
Target Population: CP&P involved families with children in out-of-home placement			
RESOURCES	ACTIVITIES	Outcome Indicators	LONGTERM OUTCOMES
<p>Counties:</p> <ul style="list-style-type: none"> • Passaic County and/or • Morris and Sussex County <p>Staffing:</p> <ul style="list-style-type: none"> • Clinical lead/team/ • Licensed Therapist • Visitation Staff • Transportation Staff <p>Visit Location: Home-like/family friendly environments:</p> <ul style="list-style-type: none"> ○ Parent residence ○ Family or friends residence ○ Resource home ○ Community settings ○ Agency <p>Collaborations Family CP&P Other partners</p>	<p align="center">Supportive Visitation Program</p> <p>Initial Family Assessment Assessment to determine an appropriate level of visitation service for the family.</p> <p>Treatment Planning Individualized plans to identify and integrate needed interventions, services and/or supports.</p> <p>Collaborative Visitation Planning Develop visitation plans with family, CP&P and other partners as indicated. Plan must include:</p> <ul style="list-style-type: none"> ○ Locations, dates, times, duration and frequency ○ Who will participate ○ Transportation ○ Cancellation and Rescheduling policy <p>Visitation Services Provide a continuum of visitation services to meet the unique needs of each family. Continuum to include:</p> <ul style="list-style-type: none"> ○ Therapeutic Visitations – clinical ○ Supervised Visitation: <ul style="list-style-type: none"> ○ Relatives/Community Partners ○ Contracted Providers/CP&P ○ Unsupervised Visitation 	<p>DCF will Engage in Participatory Evaluation Process with Awarded Grantees to Finalize Evaluation Plan - to include: Outcome Indicators, Measurement Tools and Reporting Requirements</p>	<p>Child Safety and Well-being</p> <p>Appropriate Parent/Child Interactions</p> <p>Safe, Timely Reunification or Other Permanency Outcome</p> <p>No additional Substantiations of Abuse and Neglect upon Reunification/Permanency</p>

<p>Database:</p> <ul style="list-style-type: none"> ○ NJ SPIRIT ○ Agency tracking system <p>Assessment and Evaluation:</p> <p>Assessment Tool Examples:</p> <ul style="list-style-type: none"> ○ Nurturing Parent ○ AAPI ○ NCFAS-R ○ BASIS24 ○ CBCL <p>Evaluation/ Tools To be Determined in Participatory Evaluation Process</p> <p>Continuous Quality Improvement Practices</p>	<p>Ongoing Family Reassessments Reassess at regular scheduled intervals to determine if current treatment goals have been met and/or whether they require a different level of intervention/supervision. Update visitation plan as needed.</p> <p>Post Reunification Services Support the family for a period of six months post reunification.</p> <p style="text-align: center;">Implementation Plan</p> <p>To support the quality execution of the supportive visitation model. Implementation plan includes Staffing model, Training plan and Coaching/Supervision plan.</p>		
<p>Assumption: Research indicates parent-child visitation leads to:</p> <ul style="list-style-type: none"> • Increased likelihood for reunification. Children were almost ten times more likely to reunify with regular visits, as recommended by the court.¹⁰ • Shorter lengths of stay in out-of-home placement. Children who do not visit with their family spend almost three times as much time in out-of-home placement.¹¹ • Decreased likelihood that the child will re-enter care.¹² • More secure attachments and being better adjusted.¹³ 			

¹⁰ Davis, I., Landsverk, J., Newton, R. and Ganger, W. (1996). Parental visiting and foster care reunification. *Children and Youth Services Review*, 18 (4/5), 363-382.

¹¹ Mech, E. (1985). Parental visiting and foster placement. *Child Welfare*, 64 (1), 67-72.

¹² Farmer, E. (2006). Family reunification with high-risk children: Lessons from research. *Children and Youth Services Review*, 18 (4/5), 287-305.

¹³ McWey, L. and Mullis, A. (2004). Improving the Lives of Children in Foster Care: The Impact of Supervised Visitation. *Family Relations*, 53 (3), 293-300

**EXHIBIT B:
DCF SERVICE OUTCOMES
SUPERVISED AND THERAPEUTIC VISITATION**

Contract Number: _____

Program Name: Supervised Visitation Programs

**Annex A
SERVICE OUTCOMES
Section 2.3**

GOALS	OBJECTIVES	SERVICE ACTIVITIES	OUTCOMES	REPORTING	SUPPORTING DOCUMENTATION
<p>To support families in attaining the permanency goals specified by DCP&P and the Family Court</p>	<p>To protect children from harm by ensuring child physical and emotional safety during visits</p> <p>To facilitate appropriate interaction between parents, children and, when appropriate, siblings</p> <p>To consistently offer services in accordance with the visitation schedule specified in the case plan</p> <p>To observe and objectively report on interactions in a timely manner</p>	<p>The goals and objectives of the program will be achieved through the availability and provision of services, including but not limited to:</p> <ul style="list-style-type: none"> - Scheduling and coordination of family visits - Direct observation & supervision during visits - Transportation for children; coordinate arrangements for family members - Parenting Instruction - Detailed Reporting to DCP&P and Family Court - Information/Referral and Community Linkages 	<p>In reunification cases, parents will demonstrate improved interaction skills:</p> <ul style="list-style-type: none"> - 50% of cases at 90 days post intake - 75% of cases at 6 months post intake - 75% or more of cases thereafter as measured at 90 day intervals 		<p>Contact Sheets Service Plan Reviews</p>

Contract Number: _____

Program Name: Therapeutic Visitation Programs

**Annex A
SERVICE OUTCOMES
Section 2.3**

GOALS	OBJECTIVES	SERVICE ACTIVITIES	OUTCOMES	REPORTING	SUPPORTING DOCUMENTATION
To support families in attaining the permanency goals specified by DCP&P and the Family Court	To offer services in accordance with established visitation schedules	<p>The goals and objectives of the program will be achieved through the availability and provision of services, including but not limited to:</p> <ul style="list-style-type: none"> - Scheduling and coordination of family visits - Direct observation & supervision during visits - Transportation for children; coordinate arrangements for family members - Counseling & therapeutic intervention (individual/Group/Family) - Parenting Instruction - Detailed Reporting to DCP&P and Family Court - Information/Referral and Community Linkages 	90% of parents will demonstrate improved readiness/parental capacity		<p>Contact Sheets Service Plan Reviews Visitation Reports Follow-up information</p>
	To protect children from harm by ensuring child physical and emotional safety during visits		85% of cases will achieve permanency within 12 months of referral to the agency		
To prevent the re-occurrence of child abuse and neglect in reunification cases	To facilitate appropriate interaction between parents, children and, when appropriate, siblings		95% of children reunified with family will have no new substantiations of abuse and neglect within 12 months of their return home		
	To strengthen family bonds & improve parental capacity				
	To ensure that permanency plans are informed by objective assessments & the best interests of children				

**EXHIBIT C:
VISITATION DATA**

CP&P Placement Children – All Parent/Child Visit Entries – FY2014

LOCAL OFFICE		JUL 2013	AUG 2013	SEP 2013	OCT 2013	NOV 2013	DEC 2013	JAN 2014	FEB 2014	MAR 2014	APR 2014	MAY 2014	JUN 2014	TOTAL
Morris East	Children in Placement	39	40	41	41	39	36	38	34	37	35	33	31	---
	Visits Occurred	53	51	70	83	78	67	75	56	67	66	53	60	779
	Visits by Provider	32	18	26	36	39	35	35	30	21	34	28	28	362
	% by Provider	60.4%	35.3%	37.1%	43.4%	50.0%	52.2%	46.7%	53.6%	31.3%	51.5%	52.8%	46.7%	46.5%
Morris West	Children in Placement	137	135	133	130	130	138	130	135	139	138	142	143	---
	Visits Occurred	197	244	237	303	209	205	212	252	281	248	252	256	2896
	Visits by Provider	59	61	62	115	92	63	58	70	79	82	91	95	927
	% by Provider	30.0%	25.0%	26.2%	38.0%	44.0%	30.7%	27.4%	27.8%	28.1%	33.1%	36.1%	37.1%	32.0%
Passaic Central	Children in Placement	131	132	117	118	113	117	126	125	126	121	119	119	---
	Visits Occurred	198	164	138	143	102	116	111	144	136	187	169	159	1767
	Visits by Provider	73	63	50	53	45	45	54	59	52	61	52	45	652
	% by Provider	36.9%	38.4%	36.2%	37.1%	44.1%	38.8%	48.7%	41.0%	38.2%	32.6%	30.8%	28.3%	36.9%
Passaic North	Children in Placement	222	210	218	211	196	190	193	195	191	196	193	189	---
	Visits Occurred	439	420	376	431	368	286	293	311	324	315	315	323	4201
	Visits by Provider	206	189	158	183	139	115	103	96	125	136	124	122	1696
	% by Provider	46.9%	45.0%	42.0%	42.5%	37.8%	40.2%	35.2%	30.9%	38.6%	43.2%	39.4%	37.8%	40.4%
Sussex	Children in Placement	85	86	95	95	91	91	99	94	92	89	91	87	---
	Visits Occurred	253	213	249	327	294	286	305	262	267	181	165	198	3000
	Visits by Provider	68	69	52	111	93	63	110	87	105	48	39	24	869
	% by Provider	26.9%	32.4%	20.9%	33.9%	31.6%	22.0%	36.1%	33.2%	39.3%	26.5%	23.6%	12.1%	29.0%

CP&P Placement Children – Visit Not Held/Parent Unavailable – FY2014

LOCAL OFFICE		JUL 2013	AUG 2013	SEP 2013	OCT 2013	NOV 2013	DEC 2013	JAN 2014	FEB 2014	MAR 2014	APR 2014	MAY 2014	JUN 2014	TOTAL
Morris East	Visit Did Not Occur – All	7	4	6	11	10	10	3	13	10	8	4	4	90
	Visit Did Not Occur – by Provider	0	4	3	3	2	6	3	2	3	3	2	2	33
	% of Visit Did Not Occur by Provider	0.0%	100.0%	50.0%	27.3%	20.0%	60.0%	100.0%	15.4%	30.0%	37.5%	50.0%	50.0%	36.7%
Morris West	Visit Did Not Occur – All	65	77	92	51	63	57	67	61	91	74	47	61	806
	Visit Did Not Occur – by Provider	8	10	5	0	6	10	7	9	12	7	8	2	84
	% of Visit Did Not Occur by Provider	12.3%	13.0%	5.4%	0.0%	9.5%	17.5%	10.5%	14.8%	13.2%	9.5%	17.0%	3.3%	10.4%
Passaic Central	Visit Did Not Occur – All	53	48	63	57	42	39	55	51	60	69	67	61	665
	Visit Did Not Occur – by Provider	0	3	5	9	2	6	4	2	10	3	14	15	73
	% of Visit Did Not Occur by Provider	0.0%	6.3%	7.9%	15.8%	4.8%	15.4%	7.3%	3.9%	16.7%	4.4%	20.9%	24.6%	11.0%
Passaic North	Visit Did Not Occur – All	130	130	122	139	140	191	156	130	99	137	126	136	1636
	Visit Did Not Occur – by Provider	22	34	23	41	36	61	62	35	17	28	29	27	415
	% of Visit Did Not Occur by Provider	16.9%	26.2%	18.9%	29.5%	25.7%	31.9%	39.7%	26.9%	17.2%	20.4%	23.0%	19.9%	25.4%
Sussex	Visit Did Not Occur – All	60	73	57	72	43	78	60	71	64	66	57	39	740
	Visit Did Not Occur – by Provider	0	0	0	0	0	6	1	3	2	2	1	0	15
	% of Visit Did Not Occur by Provider	0.0%	0.0%	0.0%	0.0%	0.0%	7.7%	1.7%	4.2%	3.1%	3.0%	1.8%	0.0%	2.0%

EXHIBIT D:
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 E:
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.*).