



STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES

REQUEST FOR PROPOSALS

FOR

NJ Project LAUNCH – Essex County

***Implementing Evidence-Based Practices (EBPs)
for Young Children -- Ages Birth to Age 8***

Total Annual Funding of \$400,000 Available

Mandatory Bidders Conference: 5/19/14

Time: 10:30am

Place: Newark Public Library (Auditorium)

5 Washington Street Newark, Essex County - NJ 07102

Deadline for Receipt of Proposals: 6/16/14

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

Commissioner

May 13, 2014

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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 5/19/14 at the Newark Public Library (Auditorium), Newark NJ 07102. 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 Family and Community Partnerships (FCP) announce the availability of funding from the US Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA) for the Project LAUNCH (Linking Actions for Unmet Needs in Children's Health) grant targeting Essex County. Funding for this RFP will total up to \$400,000 per year for the remaining four years of the federal grant—through August 31, 2018. Oversight of these grants will be in the FCP Office of Early Childhood Services. A minimum of two (2) programs shall be funded.

New Jersey Project LAUNCH (NJPL) grant funds are allocated to develop and implement prevention services that utilize evidence-based practices (EBP) and models for the Essex LAUNCH component. Specific target populations for this initiative encompass young children (birth to age eight) and their parents/families living in urban Essex County—with a primary focus on Newark, Irvington, East Orange and Orange.

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.

To this end, DCF has successfully secured Project LAUNCH funds to strengthen the network of prevention services for infants, young children, and their families. The purpose of Project LAUNCH is to improve health and wellness outcomes—addressing the physical, social, emotional,

cognitive and behavioral aspects of well-being for infants/young children and their families and communities; and promote their healthy growth and development into adolescence and adulthood. NJPL will work with Essex County partners to improve and expand service coordination across all programs to identify and address the health needs of the population. This will be accomplished in Essex LAUNCH through a prevention-oriented system of care (prenatal to age 8) that improves access to and use of evidence-based practices and services.

Achievement of the overall goals of Project LAUNCH goals will produce meaningful and relevant results for our work with young children. NJPL will promote protective factors and address children's social, emotional, physical and behavioral wellness to include:

- Healthy pregnancies and improved birth outcomes.
- Improved infant and child health outcomes.
- Reductions in racial/ethnic disparities in child wellness.
- Strong and nurturing parent/child relationships.
- Safety and security of infants, children and families.
- Improved early literacy and school readiness.
- Prevention of child maltreatment, abuse and neglect.

NJPL will build upon the foundation of a central intake, or single point of entry, that links with existing/expanding maternal and child health (MCH), pediatric primary care/medical home, home visiting (HV), Head Start, child care, early childhood education, family support, early intervention, special child health services, child behavioral health, special education, and child welfare sectors at the state and local level. The Essex Pregnancy and Parenting Connection (EPPC) serves as the central intake in Essex County. EPPC (a program of Prevent Child Abuse NJ) has an important role at the local level ensuring that pregnant women, parents/families and providers have easy access and linkage to needed resource information and services. All grantees will be required to collaborate with EPPC for central intake and participate on the advisory board for Essex County.

C. Services to be Funded:

The grantees for this program are expected to provide evidence-based services and model programs that meet the priorities of Project LAUNCH:

- Address healthy development of infants/young children, with a special focus on positive parent-child interaction, and social-emotional wellness
- Promote family strengthening, and parenting education and support
- Enhance parent engagement, and leadership development

- Reduce risk factors for depression/mental illness, substance abuse, and family violence
- Strengthen partnerships between health and mental health, and other early childhood sectors in local communities
- Reduce health disparities among racial and ethnic subgroups

Important Note: This funding may NOT be used to expand any existing evidence-based home visiting programs—i.e. Nurse-Family Partnership, Healthy Families or Parents As Teachers.

Grantees shall demonstrate that selected evidence-based models align with the *NJ Standards for Prevention* and build protective factors within individuals, families and communities (see Exhibit C of this RFP).

Community collaboration and linkage is essential to the success of this initiative. Grantees will be expected to be active participants in central intake and the local Essex County advisory council.

Applicants are encouraged to develop proposals that partner EBPs with local initiatives and service providers, such as Family Success Centers, child care centers, family child care providers, etc. For example*:

- Strengthening Families Program (SFP) for children and families (ages 3-5 and 6-12) <http://www.strengtheningfamiliesprogram.org/about.html>
- Incredible Years <http://incredibleyears.com/>
- Al's Pals - <http://www.wingspanworks.com/>
- Zippy's Friends - <http://www.partnershipforchildren.org.uk/zippy-s-friends.html>

DCF will also consider applications from local providers that want to transition existing generic child welfare and family support programs to evidence-based practice models to enhance their work with high risk families. Examples* of EBP that target higher-risk families include:

- Safe Care - <http://safecare.publichealth.gsu.edu/>
- Child First - <http://www.childfirst.com/>
- Attachment and Biobehavioral Catch-Up (ABC) Intervention <http://abcintervention.com/index.html>

These are *examples* of nationally known EBPs. Applicants may propose alternate models, as appropriate to the target population(s)—as long as they have a documented evidence base. Applicants are advised to closely examine model requirements to determine implementation requirements, feasibility, and relevance in meeting the criteria established in this guidance.

The following on-line resources may help in identifying EBPs:

Evidence-Based Practice Registries (<http://cfcrights.org/wp-content/uploads/2011/10/EBP-Registry-Doc-FINAL.pdf>) compiled by the Larry King Center for Building Children's Futures (2011) provides information on twelve EBP registries with online links. A few of these are listed here:

- **National Registry of Evidence-based Programs and Practices (NREPP)** - SAMHSA sponsors this searchable online database - <http://www.nrepp.samhsa.gov/Index.aspx>
- **Office of Juvenile Justice and Delinquency Prevention (OJJDP) - Model Programs Guide** - <http://www.ojjdp.gov/mpg/>
- **Coalition for Evidence-Based Policy** <http://evidencebasedprograms.org/wordpress>
- **California Evidence-Based Clearinghouse (CEBC)** (<http://www.cebc4cw.org>)
- **Promising Practices Network (PPN)** (<http://www.promisingpractices.net/programs.asp>)
- **Child Trends** - http://www.childtrends.org/docdisp_page.cfm?LID=12147DD0-0FBE-4741-8FF095140FC97836
- **HomVEE (Home Visiting Evidence of Effectiveness)** - http://homvee.acf.hhs.gov/HomVEE_Executive_Summary.pdf
- **Washington Institute for Public Policy** - <http://www.wsipp.wa.gov/rptfiles/04-07-3901.pdf>

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

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

Organ and Tissue Donation: As defined in section 2 of P.L. 2012, c. 4 (N.J.S.A.52:32-33), contractors are encouraged to notify their employees, through information and materials or through an organ and tissue awareness program, of organ donation options. The information provided to employees shall be prepared in collaboration with the organ

procurement organizations designated pursuant to 42 U.S.C. §1320b-8 to serve in this State.

D. Funding Information:

For the purpose of this initiative, the Department will make available a total of up to \$400,000 annually for direct services. It is our intention that the grant will begin 7/1/2014 and be renewed annually on July 1 of each year until the federal funds expire in 2018. In the first and the last year of funding, amounts are expected to be prorated.

DCF will fund a minimum of two evidence-based programs, but we also encourage proposals for smaller grants with the condition that the proposal meets the EBP requirement. DCF will issue these grants as one-time funds for each 12-month period. Continuation funding is contingent upon the availability of federal funds in future fiscal years and compliance with contract and grant conditions.

Matching funds are not required.

Operational start-up cost proposals are permitted and all applicants must provide a written justification as well as a separate column in the Annex B. Applicants must provide a detailed summary of all expenses that must be met in order to begin program operations.

Proposals that demonstrate the leveraging of other financial resources are encouraged and will receive additional consideration in the proposal review process.

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

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

E. Applicant Eligibility Requirements:

1. Applicants must be for profit or not for profit corporations that are duly registered to conduct business within the State of New Jersey.
2. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.

3. Applicants may not be suspended, terminated or barred for deficiencies in performance of any award, and if applicable, all past issues must be resolved as demonstrated by written documentation.
4. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
5. Where required, all applicants must hold current State licenses.
6. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
7. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
8. 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
9. 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:

Monday, 5/13/14	Notice of Availability of Funds/RFP publication
5/13/14 – 5/19/14	Period for Email Questions sent to DCFASKRFP@dcf.state.nj.us
Monday, 5/19/14 10:30am	Mandatory Bidders Conference Newark Public Library
Wednesday, 6/16/14	Deadline for Receipt of Proposals by 12:00PM

All proposals must be received by **12:00 PM on or before 6/16/14**. Proposals received after **12:00 PM on 6/16/14** 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	20 Points

with the RFP requirements-

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 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.

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

1) Applicant Organization (15 Points)

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

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

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 as Appendix 4 that shows the placement of the proposed program within the organizational structure.

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

2) Need Justification (10 Points)

Provide documentation describing the local need for the EBP and service model being proposed, including:

- Demonstrate an understanding of the problem, the target population (including sub-populations) you plan to serve, and the need in the community for this program model;
- Provide a summary of existing services, including identified gaps in the current provision and availability of those services; and
- 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)

This section should give a clear picture of which model, strategies and collaborations you will utilize to ensure a successful program. It should also indicate the administrative and staffing supports that will ensure an effective and efficient program. Please be sure to address the following items in your narrative for this section:

- Description of the Proposed EBP: Identify the evidence-based practice model selected. *Please provide a link to the national model developer's website.* Identify the core strategy area(s) addressed by the model, and describe core activities/methods for implementation. Provide a clear rationale for selection of this EBP model and describe how the program will address the Project LAUNCH priorities described above and support young child wellness.
- Population of Focus: Clearly identify the target populations and sub-populations, and any particular needs related to implementation of this model. Be sure to identify and address the cultural and linguistic needs of individuals, families and communities defined in terms of racial, ethnic and linguistic groups, as well as geographical, religious and spiritual, biological and sociological characteristics. [The National Culturally and Linguistically Appropriate Services (CLAS) Standards are available at the Think Cultural Health website (www.ThinkCulturalHealth.hhs.gov).]
- Level of Service (LOS): Explain how participants will be identified and recruited for services. Specify the intended LOS in terms that match the model (i.e. individual caseload, group/class participants, etc.) Define the service unit (e.g. child, parent, family) and the expected duration of the service. Provide an annual estimated LOS (unduplicated count by sub-population).
- Proposed Setting(s) and Access: Describe the settings where services will take place (in-home, office, centers, school, etc.). Identify the hours and days that services will be available to clients, and the geographic location(s) where services will be provided.
- Service Model Coordination: If this is collaboration, describe partners and relationships that will support the success of the program; and processes that will be used to provide the proposed services (attach any relevant affiliation agreements or Memoranda of Understanding as Appendix 8).
- Program Oversight and Staffing: Describe how this model fits into your organization and who will be responsible for program management. Outline staffing needs (i.e. number and qualifications of staff, use of consultants and/or volunteers). Attach job descriptions (as Appendix 1), that include educational and experiential requirements, and salary

ranges for key positions; and resumes (as Appendix 2) of existing staff that may be assigned to EBP project management or service delivery.

- EBP Training: Identify the model developer's expectations for core and supplemental trainings. *Please address model specific start-up and training costs in the Budget Narrative - Section 5.*
- Evidence of Effectiveness: Summarize the literature with citations about the source for the selected EBP. Provide ratings as per the cited source and attach *relevant* supplemental materials—i.e. summary from the model developer or registry website, outline of curriculum content or Table of Contents (NOT the entire curriculum), samples or a listing of core assessment/evaluation tools (NOT the entire program manual).
- Local Factors Affecting Fidelity: Describe what fidelity to the model will look like and briefly analyze how your agency will successfully implement this EBP. Identify anticipated challenges and/or barriers to fidelity, and steps needed to overcome barriers.
- Timeline – Please provide a feasible timeline for implementing the proposed services and attach (as Appendix 5). Use a one-page timeline format to outline the essential steps for planning and model implementation for Year 1 of the program.

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.).

Applicants must complete Exhibit C of this RFP to demonstrate how your proposed model will integrate the key concepts of the Protective Factors and Standards for Prevention Program frameworks. The completed form should be attached to the proposal as Appendix 7.

4) Outcome Evaluation (10 Points)

Each applicant should set realistic process and outcome objectives based on your model and target population. Describe the specific goals and objectives for the proposed program model.

Describe measures for process (e.g. participant referral, enrollment, retention and service completion) and outcome (e.g. knowledge attainment and behavior change) objectives that will be used to determine that the service goals of the selected EBP have been met. Provide a brief narrative and attach copies of any evaluation tools that will be used to determine the effectiveness of the program services.

Indicate how you will verify that those benchmarks have been achieved. Identify indicators/changes to be measured through the use of

measurement tools. Measurement tools are instruments used to collect data to measure whether or not you are meeting your indicators. Data collected for the proposed program should reflect the model-specific objectives as well as address core Project LAUNCH priorities.

5) Budget (15 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 budget narrative must be part of the 20 page proposal. For this application, use the one-page operational Budget Spreadsheet Template provided in Exhibit D in place of the Annex B forms. Then, attach the Budget Spreadsheet as Appendix 6.

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.

NOTE: G &A costs for this federal funding may not exceed 10% of the award amount.

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 as a separate column in the Budget Spreadsheet (Exhibit D attached).

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

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

6) Leveraging (5 Points)

Please indicate if leveraged funding is an element of your proposal. If so, identify the total amount and source of any additional financial resources that will be committed to the proposed project as a leveraging mechanism. And specify if the funds will be allocated for direct services, or ancillary support of the program.

7) Completeness of the Application – no narrative required. (5 Points)

Please be advised that as a part of the proposal review and scoring process, the Department will also consider the completeness of the application and the clarity of statements within the proposal, including the availability and accuracy of all supporting documentation.

B. Supporting Documents:

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent and a CD ROM containing all the documents in PDF or Word format. 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)
 - 1) Applicant Organization
 - 2) Needs Justification
 - 3) Program Approach
 - 4) Outcome Evaluation
 - 5) Budget Narrative
 - 6) Leveraging
 - 7) Completeness

Part II: Appendices

1. Job Descriptions for Key Personnel that include educational and experiential requirements, and salary ranges for key positions
2. Resumes for Program Manager/Key Personnel, if appropriate
3. Current/dated list of agency Board of Directors/Terms of Office
4. Proposed agency organizational chart showing placement of EBP within the agency
5. Proposed Program Implementation Timeline (one-page limit)
6. One-page Operational Budget (use Excel spreadsheet in Exhibit D)
7. Protective Factors/Standards for Prevention Worksheet (see Exhibit C)

8. Applicable Letters of Commitment, Consulting Contracts, Memoranda of Understanding, Business Affiliation Agreements and other supporting documents.
9. 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.
10. Statement of Assurances*
11. Certification regarding Debarment*
12. Chapter 51 Certification Regarding Political Contributions** (Required by **For-Profit** entities)
13. Source Disclosure Certification**
14. 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**
15. Copy of IRS Determination Letter regarding applicant's charitable contribution or non-profit status (if appropriate)
16. 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>
17. Current Single Audit Report for non-profits/ Current Audited Financial Statements for for-profit entities
18. Signed Standard Terms and Conditions*

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

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

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

C. Requests for Information and Clarification

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

Conference. Questions may be emailed in advance of the Bidders Conference to DCFASKRFP@dcf.state.nj.us.

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

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

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

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

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

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

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

Conceptual Standards	
Family Centered:	
Community Based:	
Culturally Sensitive & Competent:	
Early Start:	
Developmentally Appropriate:	
Participatory:	
Strengths-Based:	
Practice Standards	
Flexible and Responsive:	
Partnership Approaches:	
Informal & Formal Supports:	
Universally Available & Voluntary:	
Comprehensive & Integrated:	
Easily Accessible:	
Duration & Intensity:	
Administrative Standards	
Sound Program Structure, Design & Practices:	
Committed & Caring Staff:	
Data Collection & Documentation:	
Measures Outcomes & Conducts Evaluation:	
Adequate Funding & Long Range Plan:	
Participants & Community as Collaborators:	

Exhibit D – Budget Spreadsheet

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

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

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