



REQUEST FOR PROPOSALS

For

**Children's Interagency Coordinating Council (CIACC) for
Atlantic County**

Publication Date: July 7, 2026

Questions Deadline: July 24, 2026

AOR Form Deadline: August 4, 2026

Response Deadline: August 11, 2026, by 12:00 P.M.

Funding of \$42,612.00 in state funds

**There will be a non-mandatory virtual conference on July 22, 2026, at
1:00 P.M.**

The link for the conference is: <https://www.zoomgov.com/j/1658292092>

**Joseph E. Ribsam Jr.
Acting Commissioner**

The Department of Children and Families (DCF) is the agency dedicated to ensuring all New Jersey residents are safe, healthy, and connected. To that end, DCF announces to potential respondents its intention to award a new contract.

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Section I - General Information

A. Summary Program Description:

The New Jersey Department of Children and Families (DCF) Children's System of Care (CSOC), announces its intent to award a contract for a Children's Interagency Coordinating Council (CIACC) in Atlantic County.

CSOC serves children, youth, and young adults up to and including age 21 with a wide range of challenges associated with emotional and behavioral health, intellectual/developmental disabilities, and substance use. CSOC is committed to providing these services based on the individualized need of each child and family within a system of care approach that is strength-based, individualized, youth and family-guided, culturally competent, family-centered, and in a community-based environment.

The CIACC will serve as the lead coordinating system partner for the county and is expected to support the statewide initiatives or priorities and to engage in work that serves the youth and families of the State of New Jersey or improves upon the CSOC.

B. Funding Information:

All funding is subject to appropriation. The continuation of funding is contingent upon the availability of funds and resources in future fiscal years.

Respondents are on notice that no annual increases will be considered as part of this contract to salaries, fringe, or benefits in future negotiations or contracts, unless approved by the State legislature for all contracting entities. Funds awarded under this program may not be used to supplant or duplicate existing funding.

Intended funding period: The intended funding period for the contract is twelve months: July 1, 2026, through June 30, 2027. The funds available are to be budgeted to cover the expenses incurred during the initial contract term. DCF will not reimburse expenses incurred prior to the effective date of the contract except for approved start-up costs.

Available funding: DCF will make available \$42,612.00 in fiscal year 2027 from state funding. The funds will subsidize the salaries the CIACC delegates to perform the work described in this RFP. DCF reserves the right to award all or a portion of these funds.

The funds support the first year or initial term of a contract subject to renewal. Funds awarded for this program may not be used to supplant or duplicate existing funding. Contract renewal is contingent on the availability of funds.

Start-up: Additional funding to pay for permitted start-up costs is **not** available.

Matching funds: Matching funds are **not** required. Responses that demonstrate the leveraging of other financial resources are encouraged.

C. Pre-Response Submission Information:

Virtual conference: There will be a non-mandatory virtual conference for all respondents held on **July 22, 2026, at 1:00 P.M.**

Join ZoomGov Meeting

<https://www.zoomgov.com/j/1658292092>

Meeting ID: 165 829 2092

One tap mobile

+16692545252,,1658292092# US (San Jose)

+16468287666,,1658292092# US (New York)

Dial by your location

- +1 669 254 5252 US (San Jose)
- +1 646 828 7666 US (New York)
- +1 646 964 1167 US (US Spanish Line)
- +1 551 285 1373 US (New Jersey)
- +1 669 216 1590 US (San Jose)
- +1 415 449 4000 US (US Spanish Line)

Meeting ID: 165 829 2092

Find your local number: <https://www.zoomgov.com/u/acXt9CcD6l>

Join by SIP

- 1658292092@sip.zoomgov.com

Join by H.323

- 166.108.98.42 (US West)
- 166.108.66.42 (US East)

Meeting ID: 165 829 2092

Questions

Respondents may not contact DCF in person or by telephone concerning this RFP. Questions must be submitted in writing via email to DCF.ASKRFP@dcf.nj.gov.

Questions about the content of the RFP must be emailed by July 24, 2026.

Technical inquiries about forms, documents, and format may be emailed at any time prior to the response deadline.

Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP and each question should reference the page number and section number to which it relates. All inquiries submitted should reference the program name appearing on the first page of this RFP.

Questions will be answered and posted on the DCF website as a written addendum to this RFP at: <https://nj.gov/dcf/providers/notices/requests/>

D. Response Submission Instructions:

All responses must be delivered **ONLINE by 12:00 NOON on August 11, 2026**. Responses received after this deadline will not be considered.

To submit online, respondent must first complete an Authorized Organization Representative (AOR) registration form found at [AOR.pdf \(nj.gov\)](#) and send it to DCF.ASKRFP@dcf.nj.gov no later than five business days before the response due date. AOR registration forms received after close of business on **August 4, 2026**, may not be processed in time for the response due date.

AOR registration forms must be signed and dated by the Chief Executive Officer or designated alternate and sent to DCF.ASKRFP@dcf.nj.gov. Only one AOR registration form is required, even if the respondent intends to file multiple responses. The respondent is required to enter each location to be served on the AOR registration form.

Upon receipt of the completed AOR registration form, DCF will grant the respondent permission to proceed and provide instructions for the submission of the response(s) electronically.

DCF recommends emailing your AOR registration forms as soon as you know you will be filing a response to allow time to report to DCF any technical difficulties you may encounter and resolve them.

E. Respondent Eligibility Requirements:

Respondents that have State or Federal grants or contracts must be compliant with all their terms and conditions and in good standing as grantees and contractors.

Respondents must not be suspended, terminated, or barred for deficiencies in the performance of any grant or contract award, and if applicable, all past issues must be resolved as demonstrated by written documentation.

DCF may disqualify and decline to forward for the review of the Evaluation Committee a response from those under a corrective action plan or performance improvement plan in process with DCF or any other New Jersey State agency or authority.

Respondents must be fiscally viable and be able to comply with the contracting rules and regulations set forth in the DCF Contract Policy and Information Manual ([CPIM](#)) found at: [DCF | Contracting Policy Manuals \(nj.gov\)](#).

Where required, all respondents must hold current State licenses.

Respondents must have a governing body that provides oversight as is legally required in accordance with how the entity was formed, such as a board of directors for corporations, or the managing partners of a Limited Liability Corporation (LLC)/Partnership, or the members of the responsible governing body of a county or municipality.

Respondents must have the capability to uphold all administrative and operating standards as outlined in this RFP.

Respondents must be business entities that are duly registered to conduct business within the State of New Jersey, for profit or non-profit corporations, partnerships, limited liability companies, etc. or institutions of higher education located within the State of New Jersey.

F. Required PDF Content of the Response:

In response to this RFP, you are required to submit separate PDF documents labeled as follows:

- **PDF 1:** *Section II - Required Performance and Staffing Deliverables* (ending with a Signed Statement of Acceptance)
- **PDF 2:** *Section III - Documents Requested to be Submitted with This Response, Subsection A. (Organizational Documents Prerequisite to a DCF Contract Award Requested to be Submitted with the Response)*
- **PDF 3:** *Section IV - Respondent's Narrative Responses, subsections ABC* (A. Community and Organizational Fit; B. Organizational Capacity; and C. Organizational Supports)

The required contents of these three PDFs are detailed in Sections II through IV of this RFP.

Section II - Required Performance and Staffing Deliverables

After reviewing the required deliverables listed below, respondents must sign the statement at the bottom of this Section II to signify acceptance of all of them.

Submit a complete copy of the content of Section II – Required Performance and Staffing Deliverables, starting with this page and ending with your signed Statement of Acceptance, as a single PDF document. This will be the first PDF submission in your response packet and is to be labeled as: **PDF 1**.

A. Subject Matter - The below describes the needs the awarded respondent must address in this program, the goals it must meet, and its prevention focus.

1) The need for this program as indicated by data regarding the health and human services issues and parent and community perceptions is:

DCF is a family and child serving agency, working to assist New Jersey families in becoming or remaining safe, healthy, and connected. To that end, DCF establishes and works with the coordinating council for each county to monitor and evaluate the needs of children and families, and the outcomes of community-based services that are implemented as part of an individualized and appropriate child and family driven care system.

2) The goals to be met by this program are to:

To connect New Jersey youth and families to vital services and supports, fostering community ties that drive better long-term outcomes. CIACCs will:

- a) Serve in an advisory capacity to County government, DCF, and CSOC.
- b) Foster relationships with school personnel to enhance access to CSOC services for youth.
- c) Attend to the evolving needs and concerns of special populations, such as youth with I/DD, substance use challenges, and youth involved with the justice system.
- d) Cultivate relationships and collaborate with local system partners, providers, stakeholders, family, and youth to collectively improve upon and maintain the local system of care.
- e) Participate in processes to identify quality improvement and trends in the local system of care.
- f) Engage with youth and family members and encourage their participation in CIACC meetings to learn from their experiences.

- 3) **The prevention focus of this program is:** Developmental disability, substance use, physical disability, family separation, incarceration, institutionalization, isolation, and Other (emotional wellness, family strengthening, social connection, suicide prevention, early detection and timely intervention, and wraparound support).

B. Target Population - The below describes the characteristics and demographics the awarded respondent must ensure the program serves.

- 1) **Age:** 0 up to and including 21
- 2) **Grade:** N/A
- 3) **Gender:** All
- 4) **Marital Status:** N/A
- 5) **Parenting Status:** N/A
- 6) **Will the program also serve the children of the primary service recipient?** N/A
- 7) **DCF CP&P Status:** N/A. CIACCs provide inclusive support to all New Jersey youth and families, regardless of whether they have current, prior, or no previous involvement with the Division of Child Protection and Permanency (CP&P).
- 8) **Descriptors of the primary service recipient:** CSOC serves all youth, ages 0 up to and including 21, residing in the State of New Jersey, who have needs related to behavioral or mental health, intellectual or developmental disability, and/or substance use. As CSOC is constantly improving upon and expanding its service array, there may be times when CSOC shifts or adjusts its focus to other subpopulations or to youth with needs not specifically referred to in this RFP.
- 9) **Descriptors of the Family Members / Care Givers / Custodians of the primary service recipients also required to be served:** N/A
- 10) **Other populations/descriptors targeted and served by this program:** N/A
- 11) **Does the program have income eligibility requirements?** No

C. Activities - The below describes the activities this program initiative requires of awarded respondents, inclusive of how the target population will be identified and served, the direct services and service modalities that will be

provided to the target population, and the professional development and training that will be required of, and provided to, those delivering the services.

1) Structural Requirements – The awarded respondent shall cultivate and convene a coordinating council with subcommittees to plan across systems and develop recommendations to the State.

Meeting requirements include:

- a) Agendas – Awarded respondent shall prepare and disseminate an agenda prior to each meeting. Special populations, including youth with intellectual/developmental disabilities, substance use challenges, and youth with juvenile justice involvement, and the activities of all subcommittees of the CIACC, shall be included on each agenda as a standing agenda item.
- b) Minutes – Awarded respondent shall ensure that minutes are taken and, upon approval by the CIACC, shall disseminate the minutes to meeting participants, and to the CSOC CIACC Program Lead and/or other designated CSOC staff person. Minutes shall include a record of meeting attendees.

2) Subcommittee Requirements:

- a) Educational Partnerships (EP) – Awarded respondent shall develop or maintain an EP as a subcommittee of the CIACC. The goal of the EP is to foster relationships with and provide, at a minimum, two trainings and/or presentations to local school personnel per calendar year, in order to enhance access to CSOC services for all youth. The work of the EP shall be reported on as a standing agenda item at each meeting of the full CIACC body; as the work of the EP shall be captured in the minutes of the full CIACC body, minutes for meetings of the EP are optional.
- b) Juvenile Justice Subcommittee – The awarded respondent shall develop or maintain a Juvenile Justice Subcommittee or participate in a pre-existing planning body that addresses needs related to youth involved with the juvenile justice system, e.g., Juvenile Detention Alternative Initiative (JDAI). If the awarded respondent chooses to develop or maintain a Juvenile Justice Subcommittee, that work shall be reported on as a standing agenda item at each meeting of the full CIACC body; as the work of the Juvenile Justice Subcommittee shall be captured in the minutes of the full CIACC body, minutes for meetings of the Juvenile Justice Subcommittee are optional. If the awarded respondent chooses to participate in a preexisting planning body, e.g., JDAI, the work of this body shall be reported on as a standing agenda item at each meeting of the full CIACC body.

- c) Intellectual / Developmental Disabilities Subcommittee – The awarded respondent shall develop or maintain an Intellectual / Developmental Disabilities (I/DD) Subcommittee or participate in a pre-existing planning body that addresses needs related to youth with I/DD challenges, e.g., SPAN Parent Advocacy Network or the Regional Family Support Planning Councils (RFSPC). If the awarded respondent chooses to develop or maintain an I/DD Subcommittee, that work shall be reported on as a standing agenda item at each meeting of the full CIACC body; as the work of the I/DD Subcommittee shall be captured in the minutes of the full CIACC body, minutes for meetings of the I/DD Subcommittee are optional. If the awarded respondent chooses to participate in a pre-existing planning body, e.g., SPAN or RFSPC, the work of this body shall be reported on as a standing agenda item at each meeting of the full CIACC body.
- d) Ad Hoc or Other Subcommittees – The awarded respondent shall develop or maintain ad hoc subcommittees as needed. The duration of these subcommittees may be on a standing basis or time limited as determined by the large CIACC body and/or subcommittee members and may be related to plans recorded in annual reports or related to Continuous Quality Improvement (CQI) activities. The work of these subcommittees shall be reported on as a standing agenda item at each meeting of the full CIACC body; as the work of these subcommittees shall be captured in the minutes of the full CIACC body, minutes for meetings of all subcommittees are optional.

3) Meeting Frequency:

- a) Large CIACC Body – The large CIACC body, consisting of all members and stakeholders, shall meet no fewer than eight (8) times in a calendar year. Meetings that include additional planning bodies, including other CIACCs or other bodies approved by CSOC, fulfill this requirement.
- b) Subcommittees – All required subcommittees of the CIACC, consisting of a subset of the members of the large CIACC body, shall meet no fewer than four (4) times in a calendar year. Participation in a pre-existing planning body that addresses needs related to subcommittee population would meet this requirement; that work shall be reported on as a standing agenda item at each meeting of the full CIACC body.
- c) Meeting Cancellation/Rescheduling – The awarded respondent shall make every effort to reschedule cancelled meetings. The awarded respondent shall notify all CIACC members and the CSOC CIACC Program Lead and/or other designated CSOC staff person of cancelled/rescheduled meetings prior to the cancellation/rescheduling of the meeting in question.

4) The membership of the CIACC shall reflect a partnership among county governments, community-based organizations, family and youth, informal supports, agencies providing services, and other stakeholders, if deemed appropriate, and considering:

- a) Recruitment and engagement of Youth/Family Members – The awarded respondent shall seek youth and family members to attend and participate routinely in CIACC meetings so that their perspectives may inform planning for local services. Youth/family members shall ideally be former service recipients.
- b) Retention of Youth/Family Members – The awarded respondent shall demonstrate efforts to retain youth and family who have joined the CIACC as members. Efforts may include development or revision of the onboarding process for new members, planning around and receiving feedback on the extent to which the CIACC meeting is meaningful to youth and family members, and collaboration with system partners and CSOC, including CSOC and Rutgers staff who support the system of care.
- c) Community – The CIACC membership shall reflect and represent the county population and service recipients based on the most recent U.S. Census data available. Per DCF policy for Ensuring Integrity and Fairness in Contracts: [DCF CON I A 3.03.2007 Ensuring Integrity and Fairness in Contracts](#), CIACCs must holistically reflect and serve the needs of the constituency while promoting access and accountability.

5) Maintenance of Written Policies and Procedures:

The awarded respondent shall maintain up-to-date written policies and procedures reflective of the goals and principles of CSOC and the CIACC contract deliverables.

- a) Written policies and procedures may be updated as needed but must be ratified by the full CIACC body on an annual basis. The CIACC Program Lead is available for consultation prior to the ratification of written policies and procedures, if desired.
- b) Ratified, updated written policies and procedures or notification of ratification of existing written policies and procedures shall be provided to the CIACC Program Lead or other designated CSOC staff person(s) on an annual basis.

6) Identification and Documentation of Trends and Recommendations:

- a) Trends highlight the strengths and deficiencies in service accessibility, identifying specific service gaps and social determinants of health. Special focus is given to racial and ethnic disparities in access. Based on these trends, recommendations are provided to bridge gaps and drive systemic improvements.
- b) The awarded respondent shall ensure that the CIACC routinely identifies and documents trends and recommendations via meeting minutes or annual plans. Additionally, in order to ensure a timely response to emerging needs, the awarded respondent shall inform CSOC via the CSOC CIACC Program Lead or other designated CSOC staff person(s) of any identified trends or recommendations in as expeditious a manner as possible. These ad hoc communications shall be sent via e-mail.
- c) Trends and recommendations reported to the CSOC CIACC Program Lead or other designated CSOC staff person(s), whether by transmission of minutes, annual plans, or ad hoc communications, shall include supporting documentation, evidence, and/or data.

D. Resources - The below describes the resources required of awarded respondents to ensure the service delivery area, management, and assessment of this program.

1) The program initiative's service site is required to be located in:

Atlantic County

2) The geographic area the program initiative is required to serve is:

Atlantic County

3) The staffing requirements for this program initiative, including the number of required FTEs, ratio of worker to youth, shift requirements, supervision requirements, education, content knowledge, credentials, and certifications:

The awarded respondent shall identify a CIACC coordinator for Atlantic County. Awarded respondent may use funds to subsidize the salaries of the staff who perform CIACC work, electing whether these will be full-time or part time.

4) The legislation and regulations relevant to this specific program, including any licensing regulations:

N.J.S.A. Section 30:4C-70 (Establishment of CART, CIACC). In the event that a county does not establish a CART or CIACC, the Department of Children and Families may establish a CART or CIACC for that county.

5) The Communication and Systems Collaboration this program initiative requires between the state and local levels:

- a) The awarded respondent shall utilize the CSOC CIACC Program Lead or other designated CSOC staff person as their point of contact with CSOC.
- b) The awarded respondent shall ensure that the CIACC Convener, Coordinator, and/or their designee shall attend the regular Statewide CIACC Conveners' Meeting and other statewide meetings as deemed appropriate by CSOC.

6) The Communication and Systems Collaboration this program requires between local entities or stakeholders:

- a) If the awarded respondent engages in local marketing or advertising activities, those activities shall align with the marketing or advertising activities initiated by DCF and/or CSOC. The CIACC Program Lead is available for consultation prior to the finalization of local marketing or advertising materials to assist the awarded respondent with ensuring alignment with DCF/CSOC initiated marketing or advertising activities.
- b) The awarded respondent shall ensure that any marketing, advertising, promotional, training, or educational materials include an acknowledgement of DCF/CSOC funding for CIACC activities, including the display of current DCF/CSOC branding and logos.
- c) The awarded respondent shall ensure that requests for presentations by local stakeholders are fulfilled in a timely manner. These requests may be received by the Contracted System Administrator (PerformCare), the Children's System of Care, or other stakeholders and then communicated to the CSOC CIACC Program Lead or other designated CSOC staff person and then forwarded to the appropriate county's CIACC Convener and/or Coordinator. The Convener and/or Coordinator shall consult with the larger CIACC body to determine the most appropriate member to fulfil these requests and confirm with CSOC the date, time, and place/platform of any presentation delivered or provide a rationale as to why a request was not fulfilled. Notification of progress shall be provided to the CSOC CIACC Program Lead or other designated CSOC staff person within two weeks of receiving the request, with updates to follow, as needed.

7) The required partnerships/collaborations with stakeholders that will contribute to the success of this initiative:

The membership of the CIACC shall reflect a partnership among county governments, community-based organizations, family and youth, informal supports, agencies providing services, and other stakeholders, if deemed appropriate. CSOC Core System Partners, including Care Management Organizations, Mobile Response Stabilization Services, and Family Support Organizations, are expected to be active CIACC members, and as such, the awarded respondent shall foster connection with and maintain open communication with the leaders of these organizations.

8) The Continuous Quality Improvement (CQI) data collection systems this program initiative requires:

- a) Statewide Activities or Processes – As directed by the Department of Children and Families (DCF), the DCF Office of Analytics and Systems Improvement, and/or CSOC, the awarded respondent shall participate in CQI processes to:
 - i. Identify initiatives, policies, or practices that are working well for the CIACC and the youth and families served by its members.
 - ii. Identify initiatives, policies, or practices that are proving challenging to the delivery of services to local youth and their families.
 - iii. Identify action steps to replicate what is going well or address what is a challenge.
 - iv. Identify desired outcomes and means of measurement of progress toward goals.
- b) Grant-Related Activities – CSOC engages in grant activities that not only benefit youth and families who receive services, but also service providers, by providing them with resources to enhance their ability to serve youth and families. The awarded respondent shall ensure CIACC engagement with any applicable grant-related activities.
- c) Locally Driven CQI Activities or Processes
 - i. Optional locally driven CQI activities or processes shall align with Statewide CQI activities or processes; alignment shall be determined in consultation with CSOC via the CIACC Program Lead or other designated CSOC staff person.

9) The assessment and evaluation tools this program initiative requires:

Assessment and evaluation tools may assist the CIACC to understand the strengths and needs of the community. The awarded respondent may engage in needs assessment activities as determined to be necessary by the full CIACC body. This assessment may take the form of a dedicated meeting, conduct interviews or focus groups, and/or collecting data via a survey. If the awarded respondent engages in assessment activities, the outcomes of such activities shall be shared with CSOC through the CIACC

Program Lead or other designated CSOC staff person. The CIACC Program Lead is also available for consultation prior to the implementation of any assessment activities, if desired.

E. Outcomes - The below describes the evaluations, outcomes, information technology, data collection, and reporting required of respondents for this program.

1) The outcomes required of this program initiative will be demonstrated by the minutes recorded at 100% of the following meetings:

- a) Convene a coordinating council to plan across systems and develop recommendations to the State regarding services for serving youth living with behavioral challenges, IDD, and SUD. Each fiscal year the large CIACC body will meet eight (8) times.
- b) Develop an Educational Partnership Subcommittee (EP) A subset of the large CIACC (EP Subcommittee) will meet at least four (4) times per fiscal year. At least two (2) trainings or presentations will be held for schools per fiscal year. CIACC will outreach to the County Superintendent of Schools Office, DCPD Resources Development Specialist, and School Resiliency Teams to develop a communication pathway with schools in order to disseminate information.
- c) The awarded respondent shall develop or maintain a Juvenile Justice Subcommittee that meets at least four (4) times per year OR a representative of the full CIACC will participate in a pre-existing Juvenile Justice planning body, such as JDAI/ YSC. At least four (4) times per year, a CIACC representative will attend the pre-existing planning body meetings and report to the CIACC for each population.
- d) The awarded respondent shall develop or maintain an Intellectual / Developmental Disabilities (I/DD) Subcommittee that meets at least four (4) times per year OR a representative of the full CIACC will participate in a pre-existing IDD planning body, such as RFSPC. At least four (4) times per year, a CIACC representative will attend the pre-existing planning body meetings and report to the CIACC for each population.

2) Required use of databases:

The awarded respondent shall ensure that the CIACC routinely reviews data pertinent to service provision. Data sources should include, at a minimum, the CIACC Dashboards and the Rutgers CSOC Data Hub and Portal.

3) Reporting requirements:

An annual report, reflective of the past year's activities, trends, and recommendations, as well as plans and priorities for the upcoming year, inclusive of the work of the full CIACC body and all subcommittees, shall be provided to the CSOC CIACC Program Lead or other designated CSOC staff person, using the template created by CSOC in collaboration with the CIACC coordinators for this purpose. The annual report shall be submitted to the CSOC CIACC Program Lead within thirty (30) days of the end of the calendar year.

F. Signature Statement of Acceptance:

By my signature below, I hereby certify that I have read, understand, accept, and will comply with all the terms and conditions of providing services described above as *Required Performance and Staffing Deliverables* and any referenced documents. I understand that the failure to abide by the terms of this statement is a basis for DCF's termination of my contract to provide these services. I have the necessary authority to execute this agreement between my organization and DCF.

Name:

Region to be served: Atlantic County

Signature:

Title:

Date:

Organization:

Federal ID No.:

Charitable Registration No.:

Unique Entity ID #:

Contact Person:

Title:

Phone:

Email:

Mailing Address:

Section III - Documents Requested to be Submitted with This Response

In addition to the Signature Statement of Acceptance of the Required Performance and Staffing Deliverables, DCF requests respondents to submit the following documents with each response. Respondents must organize the documents submitted in the same order as presented below. **This section must be submitted as a separate PDF, which would be the second (“PDF 2”) submissions in your response packet.**

A. Organizational Documents Prerequisite to a DCF Contract Award Requested to be Submitted with this Response:

Submit all the documents described in this Subsection as a single PDF. This will be the second PDF submission in your response and must be labeled: **PDF 2**.

- 1) A description of how your **Accounting System** has the capability to record financial transactions by funding source, to produce funding source documentation, authorization to support all expenditures, and timesheets which detail by funding source how the employee spent their time, invoices, etc.
- 2) **Affirmative Action Certificate**: Issued after the renewal form [AA302] is sent to Treasury with payment.
Note: The AA302 is only applicable to new startup agencies and may only be submitted during Year One (1). Agencies previously contracted through DCF are required to submit an Affirmative Action Certificate.
Website: https://www.state.nj.us/treasury/contract_compliance/
- 3) **Agency By-Laws -or- Management Operating Agreement** if a Limited Liability Corporation (LLC) or Partnership
- 4) **Statement of Assurances** signed and dated.
Website: <https://www.nj.gov/dcf/providers/notices/requests/#2>
Form: [Statement-of-Assurance-Form.doc](#)
- 5) Dated List of Names, Titles, Emails, Phone Numbers, Addresses and Terms of either the Board of Trustees of a nonprofit organization, **Board of Directors** of a corporation, the **Managing Partners** of a Limited Liability Corporation (LLC)/Partnership, or the **members** of the responsible governing body of a county or municipality. This is not applicable for sole proprietors.
- 6) For Profit: **NJ Business Registration Certificate** with the Division of Revenue (see instructions for applicability to your organization).
Website: <https://www.nj.gov/treasury/revenue/busregcert.shtml>

- 7) **Business Associate Agreement/HIPAA** - Sign and date as the Business Associate.
Form: [HIPAA Form 200-B](#)
- 8) **Your Organization's Conflict of Interest Policy** (not the DCF Conflict of Interest Policy).
- 9) **Corrective action plans, performance improvement plans, or reviews** in process or completed by DCF (inclusive of DCF Licensing, Divisions and Offices) or other State entities within the last two (2) years.

If applicable, a copy of the corrective action plan or performance improvement plan should be provided and any other pertinent information that will explain or clarify the respondent's current position under the corrective action plan and remedial measures implemented.

If not applicable, the respondent should complete, sign, date, and submit the Statement of Non-Applicability Regarding Corrective Action or Performance Improvement Plan.

Form: [Statement of Non-Applicability Regarding CAP or PIP](#)

DCF may consider all materials in our records concerning audits, reviews, performance improvement, or corrective active plans as part of the review process. DCF may disqualify and decline to forward for the review of the Evaluation Committee responses from those under corrective action plans in process with DCF or any other New Jersey state agency or authority.

- 10) **Certification Regarding Debarment**
Form: <https://www.nj.gov/dcf/documents/contract/forms/Cert.Debarment.pdf>
- 11) **Disclosure of Investigations & Other Actions Involving Respondent**
Form:
<https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestigations.pdf>
- 12) **Disclosure of Investment Activities in Iran**
Form:
<https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf>
- 13) **Ownership Disclosure Form**
* THIS FORM MUST BE SUBMITTED WITH THE RESPONSE. A RESPONSE SHALL BE DEEMED NON-RESPONSIVE UNLESS THIS FORM IS SUBMITTED WITH IT.
Form:
<https://www.nj.gov/treasury/purchase/forms/OwnershipDisclosure.pdf>
The Ownership Disclosure form must be completed and returned by non-profit and for-profit corporations, partnerships, and limited liability companies. The failure of a for-profit corporation, partnership, or limited liability company

to complete the form prior to submitting it with the response shall result in rejection of the response.

- 14) **Disclosure of Prohibited Activities in Russia and Belarus**
Form: <https://www.state.nj.us/treasury/administration/pdf/DisclosureofProhibitedActivitiesinRussiaBelarus.pdf>
- 15) **Source Disclosure Form** (Disclosure of Source Location of Services Performed Outside the United States)
Form: <http://www.state.nj.us/treasury/purchase/forms/SourceDisclosureCertification.pdf>
- 16) **System for Award Management (SAM)** - Submit a printout showing the Unique Entity Identification Number, active status, and the expiration date. Available free of charge.
Website: <https://sam.gov/content/home>
Helpline: 1-866-606-8220
- 17) **Certificate of Incorporation**
Website: <https://www.nj.gov/treasury/revenue>
- 18) **Notice of Standard Contract Requirements, Processes, and Policies** - Sign and date as the provider
Form: [Notice.of.Standard.Contract.Requirements.pdf \(nj.gov\)](#)
- 19) **Organizational Chart of Respondent** - Ensure chart includes the agency name, current date, and the allocation of personnel among each of the agency's DCF programs with their position titles and names.
- 20) **Chapter 271/Vendor Certification and Political Contribution Disclosure** [2006 Federal Accountability & Transparency Act (FFATA)]
Form: <https://www.nj.gov/treasury/purchase/forms/CertandDisc2706.pdf>
- 21) **Prevent Child Abuse New Jersey's (PCA-NJ) Safe-Child standards** - A brief description (no more than two (2) pages double spaced) of the ways in which respondent's operations (policies and/or practices) mirror these standards. The document should include the agency name & current date. The Standards are available at: ["Sexual Abuse Safe-Child Standards" \(state.nj.us\)](#)
- 22) **Standard Language Document (SLD)** (or Individual Provider Agreement or Department Agreement with another State Entity as designated by DCF.)
Sign and date as the provider.
SLD Form: [DCF Standard Language Document](#)

Individual Provider Agreement: [DCF Individual Provider Agreement for Services](#)

State Entity Agreement: [DCF Agreement with a Contracted State Entity](#)

23) **Tax Exempt Organization Certificate (ST-5) -or- IRS Determination Letter 501(c)(3)**

Website: <https://www.nj.gov/treasury/taxation/exemptintro.shtml>

24) **Tax Forms:** Submit a copy of the most recent full tax return.

- **Non-Profit:** Form 990 Return of Organization Exempt from Income Tax - or-
- **For Profit:** Form 1120 US Corporation Income Tax Return -or-
- **LLCs:** Applicable Tax Form and must delete/redact any SSN or personal identifying information

Note: Store subsequent tax returns on site for submission to DCF upon request.

25) **Trauma Informed and Cultural Inclusivity Practices** - Submit written policies describing the incorporation of these practices into your provision of services.

Section IV - Respondent's Narrative Responses

Respondents who sign the above Statement of Acceptance to provide services in accordance with the *Required Performance and Staffing Deliverables* additionally must submit a narrative response to every question below. A response will be evaluated and scored as indicated on each of the following three Narrative Sections: A. Community and Organizational Fit; B. Organizational Capacity; and C. Organizational Supports. Respondents must organize the Narrative Response sections submitted in the same order as presented below and under each of the three corresponding title headings.

There is a 15 -page limitation for the combined three (3) narrative sections of the response. The narrative should be double-spaced with margins of one (1) inch on the top and bottom and one (1) inch on the left and right. Narrative Sections of the responses should be double-spaced with margins of one (1) inch on the top and bottom and one (1) inch on the left and right. The font shall be no smaller than twelve (12) points in Arial or Times New Roman.

Submit responses to all the questions described in this Subsection as a single PDF within the prescribed page limit. This will be the third PDF submission in your response and must be labeled as: **PDF 3**.

A. Community and Organizational Fit (40 Points)

Community and Organizational fit refers to respondent's alignment with the specified community and state priorities, family and community values, social norms and history, and other interventions and initiatives.

- 1) Describe how this initiative is consistent with your organization's mission, vision, and priorities.
- 2) Describe how this initiative fits with existing initiatives/programming in your organization.
- 3) Describe how this initiative is consistent with your organization's experience working with the target (or similar) populations required to be served by this initiative.
- 4) Describe how you will meet the geographic area requirements of this program initiative.

B. Organizational Capacity (40 Points)

Organizational Capacity refers to the respondent's ability to meet and sustain the specified minimum requirements financially and structurally.

- 1) Describe how the organization's leadership is knowledgeable about and in support of this initiative. Include how the requirements of this initiative will be met through your governance and management structure, including the roles of senior executives and governing body (Board of Directors, Managing Partners, or the members of the responsible governing body of a county or municipality). Do leaders have the wide-ranging skills and perspectives representative of the community being served?
- 2) Does the organization currently employ or have access to staff that meet the staffing requirements for this initiative as described and certified to in the Resources/Staff Requirements section of the *Required Performance and Staffing Deliverables* of this RFP. If so, describe.
- 3) Does staff have a language match with the population they serve, as well as relationships in the community? If so, describe.
- 4) Are there designated staff with capacity to collect and use data to inform ongoing monitoring and improvement of the program or practice? If so, describe.
- 5) What administrative practices must be developed and/or refined to support the initiative/program/practice? What administrative policies and procedures must be adjusted to support the work of the staff and others to implement the program or practice?

- 6) Describe how the requirements of this initiative will be met through your existing collaborations, partnerships and collaborative efforts with other communities and systems.
- 7) Describe how the requirements of this initiative will be met through your membership in professional advisory boards.

C. Organizational Supports (20 Points)

Organizational Supports refers to the respondent's access to Expert Assistance, Staffing, Training, Coaching & Supervision.

- 1) Describe how your organization will support the staff implementing this initiative by leveraging the resources of providers; communities; and other stake holders.
- 2) Describe how your organization will support the requirements of this initiative for collection, maintenance, and analysis of data. Will this require use of or changes to existing monitoring and reporting systems?
- 3) Describe how this initiative will be supported by your use of the data after it is analyzed and reported to evaluate program performance.
- 4) Describe how this initiative will be supported by your willingness to engage in participatory, collaborative evaluation planning with DCF to improve and finalize outcome indicators.

Section V - Response Screening and Review Process

A. Response Screening for Eligibility, Conformity, and Completeness:

DCF will conduct a preliminary review of each response to determine whether it is eligible for evaluation or immediate rejection in accordance with the following criteria:

- 1) The response was received prior to the stated deadline.
- 2) The Statement of Acceptance is signed by the person with the necessary authority to execute the agreement.
- 3) The response is complete in its entirety, including all documents requested to be submitted in support of the response listed in Section III. A. and the organizational documents prerequisite to a contract award listed in Section III. B. If any of these documents are missing from the response, DCF may provide an email notice to the respondent after the response is submitted. Respondents will have up to five (5) business days after notice from DCF to provide the missing documentation, except those documents, such as the Ownership

Disclosure Form, required by the applicable law to be submitted with the response. If the documents are not then timely submitted in response to that notice, the response may be rejected as non-responsive.

- 4) The response conforms to the specifications set forth in the RFP/RFQ.

Failure to meet the criteria outlined above, constitutes grounds for rejection of the response.

Responses meeting the initial screening requirements of the RFP will be distributed to the Evaluation Committee for its review and recommendations.

B. Response Review Process

DCF convenes an Evaluation Committee in accordance with existing policy to review all responses. All voting and advisory reviewers complete a conflict-of-interest form. Those individuals with conflicts or with the appearance of a conflict are disqualified from participation in the review process. The voting members of the Evaluation Committee will review responses, deliberate as a group, and recommend final funding decisions.

DCF reserves the right to reject any response when circumstances indicate that it is in its best interest to do so. DCF's best interests in this context include, but are not limited to, the State's loss of funding, inability of the respondent to provide adequate services, applicant's lack of good standing with a State Department, and an indication or allegation of misrepresentation of information or non-compliance with any State contracts, policies and procedures, or State or Federal laws and regulations.

A response to an RFP may result in a contract award if the Evaluation Committee concludes the respondent will comply with all requirements as demonstrated by submitting the specified documentation and signing the Statement of Acceptance. All respondents are required to provide all the requested documentation, to confirm their ability to meet or exceed all the compulsory requirements, to provide services consistent with the scope of services delineated, and to comply with the service implementation and payment processes described. In addition, a response to an RFP will be evaluated and scored by the Evaluation Committee based on the quality, completeness, and accuracy of each of the three Narrative Sections: A. Community and Organizational Fit; B. Organizational Capacity; and C. Organizational Supports. A response earning the highest score may result in a contract award. The narrative must be organized appropriately and address the key concepts outlined in the RFP. The quality and completeness of the required documents may impact the score of the Narrative Sections to which they relate.

All respondents will be notified in writing of DCF's intent to award a contract.

C. Appeals

An appeal of a determination to reject a response as incomplete or unresponsive may be considered only to dispute whether the facts of a particular case are sufficient to meet the requirements for rejection and not to dispute the existence of any of the requirements.

An appeal of a determination not to award contract funding may be considered only if it is alleged that DCF has violated a statutory or regulatory provision in its review and evaluation process.

Pursuant to DCF policy P1.08, such appeals must be submitted in writing within ten (10) business days following the date on the Notice of Disqualification or Notice of Regret letter by emailing it to DCF.AHUAppeals@dcf.nj.gov and/or mailing it to:

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

Section VI - Post Award Requirements

A. General Conditions of Contract Execution:

Respondents who receive notice of DCF's intent to award them a contract will be referred to the DCF Office of Contract Administration (OCA). As a condition of executing a contract, awarded respondents must resolve with OCA any issues raised in the award letter or otherwise found to be need of clarification. If DCF finds after sending a notice of intent to award that the awarded respondent is incapable of providing the services or has misrepresented any material fact or its ability to manage the program, the award may not proceed to contract execution. DCF determines the effective date of any contract, which is the date compensable services may begin.

An awarded respondent shall be required to comply with the terms and conditions of DCFs' contracting rules, regulations, and policies as set forth in the Standard Language Document, the Notice of Standard DCF Contract Requirements, the Contract Reimbursement Manual, and the Contract Policy and Information Manual. Awarded respondents may review these items via the Internet at:

www.nj.gov/dcf/providers/contracting/manuals

<https://www.state.nj.us/dcf/providers/contracting/forms/>.

Awarded respondents also shall comply with all applicable State and Federal laws and statutes, assurances, certifications, and regulations regarding funding.

B. Organizational Documents Prerequisite to Contract Execution to be Submitted After Notice of Award:

The contract administrator assigned to initiate and administer an awarded respondent's contract will require the awarded respondent to submit the following documents prior to finalizing the contract for funding:

Post-Award Documents Prerequisite to the Execution of All Contracts

- 1) **Acknowledgement of Receipt** of NJ State Policy and Procedures: Return the receipt to DCF Office of EEO/AA.

Form: [Acknowledgement of Receipt Form](#)

Policy: [NJ State Policy and Procedures](#)

- 2) **Annual Report to Secretary of State** proof of filing.

Website: <https://www.njportal.com/dor/annualreports>

- 3) **Attestation Form for N.J.S.A. 30:1-1.2b** - Complete, sign and date as the provider.

Form: <https://www.nj.gov/dcf/providers/contracting/forms/Attestation-of-DCF-Contractors-Required-by-N.J.S.A.-301-1.2b.pdf>

Note: Read each statement carefully and do not check all options. Pay attention to the 'or-either-and' statements. A signature and date are required.

- 4) **Employee Fidelity Bond Certificate** (commercial blanket bond - crime/theft/dishonest acts)

Bond must be at least 15% of the full dollar amount of all NJ State contracts for the current year when the combined dollar amount exceeds \$50,000. The \$50,000 threshold includes fee-for-service reimbursements made via NJ FamilyCare/Medicaid. If not applicable, respondent must submit a signed/dated written statement on agency letterhead stating they will not exceed \$50,000 in combined NJ State contracts for the current year.

Email To: OfficeOfContractAdministration@dcf.nj.gov and copy your contract administrator

Policy: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_insurance.pdf

- 5) **Liability Insurance** (Declaration Page/Malpractice Insurance/Automobile Liability Insurance)

Important: Policy must show:

- a. DCF as the certificate holder – NJDCF 50 E State Street, Floor 3, P.O. Box 717, Trenton, NJ 08625
- b. Language Stating DCF is "an additional insured"
- c. Commercial Liability Minimum Limits of \$1,000,000 an occurrence, \$3,000,000 aggregate
- d. Commercial Automobile Liability Insurance written to cover cars, vans or trucks, limits of liability for bodily injury and property damage should not

be less than \$2,000,000/occurrence.

Email To: OfficeOfContractAdministration@dcf.nj.gov and copy your contract administrator

Policy: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_insurance.pdf

- 6) Document showing **NJSTART Vendor ID Number** (NJ's eProcurement System) Website: <https://www.njstart.gov/> Helpline: 609-341-3500 or - njstart@treas.nj.gov
- 7) **Standardized Board Resolution Form**
Form: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p1_board.pdf
- 8) **Program Organizational Chart**
Should include agency name & current date

Post-Award Documents Prerequisite to the Execution of This Specific Contract

- 1) **Annex B Budget Form** – Include Signed Cover Sheet
Form: <https://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls>
Note: The Annex B Expense Summary Form is auto populated. Begin data input on Personnel Detail Tab.
Website: <https://www.nj.gov/dcf/providers/contracting/forms>
- 2) **Certification Regarding Exemptions**
Website: <https://www.nj.gov/dcf/providers/contracting/forms>
- 3) **Certification Regarding Reporting**
Website: <https://www.nj.gov/dcf/providers/contracting/forms>
- 4) **Schedule of Estimated Claims (SEC)** - signed
Form: Provided by contract administrator when applicable.
- 5) **Professional Licenses and/or Certificates** currently effective related to job responsibilities.
- 6) **Subcontracts/Consultant Agreements/ Memorandum of Understanding** related to this contract for DCF review and approval.

C. Reporting Requirements for Awarded Respondents

Awarded respondents are required to produce the following reports in accordance with the criteria set forth below, in addition to the reporting requirements specified above in this RFP related to the delivery and success of the program services.

- 1) **Audit or Financial Statement** (Certified by accountant or accounting firm.)
A copy of the Audit must be submitted to DCF by all agencies expending over \$100,000 in combined federal/state awards/contracts if cognizant with any department of the State of NJ. As noted in the Audit DCF Policy CON -I-A-7-7.6.2007 Audit Requirements, section 3.13 of the Standard Language Document, DCF also may request at any time in its sole discretion an audit/financial statement from agencies expending under \$100,000 that are not cognizant with any department of the State of NJ. Note: Document should include copies of worksheets used to reconcile the department's Report of Expenditures (ROE) to the audited financial statements. (DCF Policy CON -I-A-7-7.6.2007 Audit Requirements)

Awarded respondents are to submit the most recent audit or financial statement with the initial contract and then each subsequent one within 9 months of the end of each fiscal year.

Policy:

https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_audit.pdf

- 2) **Reports of Expenditures (ROE):**

A. Scheduled Payments Contract Component: A quarterly ROE is to be submitted during the contract year 15 calendar days after the end of each fiscal quarter, and a Final ROE is to be submitted 120 calendar days after the end of the fiscal year. Alternatively, an ROE is to be submitted in accordance with any separate DCF directive to file ROEs at other intervals for specific contracted programs.

The format for the ROE must match that of the Annex B budget form.

Form: <https://nj.gov/dcf/providers/contracting/forms/>

Note: An ROE must be prepared in accordance with the governing cost principles set forth in the DCF Contract Reimbursement Manual (CRM Section 6). [Microsoft Word - SECTION 6 - Expenditure Reporting.doc \(nj.gov\)](#)

B. Fee for Service Contract Component: Not Required.

- 3) **Level of Service (LOS) Reports**

Enter the cited DCF Standard Template Form for each month the number of youth, adults, and families served and ages of those receiving services, and the hours/days, county locations, etc. of those services, or record this data into another form, survey, or database that DCF agrees can serve to track LOS for the contracted program.

Website: <https://www.nj.gov/dcf/providers/contracting/forms/>

- 4) **Significant Events Reporting:**

Timely reports as events occur to include, but not be limited to, changes to: (1) Organizational Structure or Name [DCF.P1.09-2007]; (2) Executive and/or Program Leadership; (3) Names, titles, terms and addresses, of the Board of

Directors; (4) Clinical Staff; (5) Subcontract/consultant agreements and the development or execution of new ones; (6) a FEIN; (7) Corporate Address; (8) Program Closures; (9) Program Site locations; (10) Site Accreditations (TJC,COA,CARF); (11) the contents of the submitted Standard Board Resolution Form; (12) Debarment and SAM status; and (13) the existence and status of Corrective Action Plans, Audits or Reviews by DCF (inclusive of DCF Licensing, Divisions and Offices) or other State entities.

Note: Awarded respondents are under a continuing obligation, through the completion of any contract with the State of NJ, to renew expired forms filed with the NJ Department of the Treasury and to notify Treasury in writing of any changes to the information initially entered on these forms regarding: Investment Activities in Iran as per P.L. 2012, C.25; Investment Activities in Russia or Belarus as per P.L. P.L.2022, c.3; Disclosures of Investigations of the Vendor; Ownership Disclosure if for profit; Service Location Source Disclosure as per P. L. 2005, C.92; Political Contribution Disclosure as per P.L. 2005, C.271; and Report of Charitable Organizations.

Policy:

https://nj.gov/dcf/documents/contract/manuals/CPIM_p1_events.pdf

Website:

<https://www.state.nj.us/treasury/purchase/forms.shtml>

D. Requirements for Awarded Respondents to Store Their Own Organizational Documents on Site to be Submitted to DCF Only Upon Request

- 1) Affirmative Action Policy/Plan
- 2) Copy of Most Recently Approved Board Minutes
- 3) Books, documents, papers, and records which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions, and to be produced for DCF upon request.
- 4) Personnel Manual & Employee Handbook (include staff job descriptions)
- 5) Awarded Respondent's Procurement Policy