



Q&A

QUESTIONS AND ANSWERS

Request for Proposals (RFP)

Children's System of Care (CSOC)

2026 Stabilization and Assessment Services 5-Bed Program Serving Youth with Mental/Behavioral Health Challenges Statewide (STAS)

Written questions related to the *content* of this RFP were due on **Friday, May 15, 2026**.

A mandatory/non-mandatory conference was held on **Tuesday, May 12, 2026**.

Written *technical* questions about forms, documents, and format may be emailed at any time up to the due date to dcf.askrfp@dcf.nj.gov.

All responses must be submitted ONLINE.

To submit online, respondent must **first** complete and submit an Authorized Representative (AOR) registration form.

Click here for the AOR form: [AOR Form](#)

AOR Registration forms must be received by **Tuesday, May 26, 2026**.

All responses must be received by **Tuesday, June 6, 2026** (by 12:00 NOON)

QUESTIONS

1. Will all answered questions be posted as an addendum?

Answer: After the RFP question and answer (Q&A) period has ended, DCF will compile the answers. DCF will post a document with all the questions and answers on DCF's public website in the 3rd column section, "Related Information".

2. Are addendums to be included with bid submission?

Answer: This Q&A document, once published, is considered an addendum to the RFP, but there is no need to include it with your submission. You are required to submit the four PDFs requested in the RFP. Please see pages 6-7 of the RFP for details.

3. Can DCF provide copies of presentation materials and any additional information including questions/answers provided during the presentation.

Answer: Yes, the conference slides are available here: [STAS Conference Slides](#). All questions asked during the conference have been included in this Q&A document.

4. If links do not work will there be an extension of the deadline for submission of a response?

Answer: No. The deadline is 12:00 NOON on June 2, 2026. If you have trouble with any link, please reach out directly to dcf.askrfp@dcf.nj.gov any time before the deadline. More information about links may be found below, beginning with question 26.

5. How many kids in New Jersey fit this population served?

Answer: There is no waitlist for this program. However, there are approximately eight to ten youth in need of a Stabilization and Assessment Program bed at any given time.

6. I have reviewed the RFP for the Stabilization and Assessment 5-Bed Program, but I didn't see the vignette. Is there a vignette that must be submitted with the RFP? If so, where can I find it?

Please clarify word usage for the term "vignette".

Answer: Narrative response section D, question 4, requests a "vignette." The vignette is a case example to be created by you. Your vignette should present a case example of a youth who meets clinical criteria for STAS services. Your vignette should use this case example to describe your approach and proposed intervention to meet the youth's needs within the outlined STAS deliverables.

7. Can the state please provide the average length of stay for other STAS programs?

Answer: The average length of stay for other STAS programs is 45 to 90 days.

8. Can the state please provide the average level of service (bed occupancy) for other STAS programs?

Answer: CSOC funded STAS programs have an occupancy of five youth.

9. Will the state allow for security features such as delays release locks (security features similar to what is used in IRTS programs)?

Answer: Delayed egress locking systems, similar to those utilized in some Intensive Residential Treatment Service settings, would require review and approval by the local construction and fire officials under the applicable provisions of the New Jersey Uniform Construction Code, New Jersey Uniform Fire Code, and International Building Code classifications. Any such system would also need to be evaluated by DCF to ensure full compliance with the applicable licensing requirements related to youth rights, supervision, emergency egress, and the prohibition against the use of seclusion within residential programs licensed by the Office of Youth Residential Licensing.

10. Page 27 RN/LPN Required Hours: is the 15 hours per youth/month a typo? Should this be 12 hours per youth/month?

Answer: Yes. RNs and LPNs are required to deliver three hours per youth/week or 12 hours/youth/month.

11. Pg 2 Available Funding: Can you clarify which one-time expenses are eligible for the up to \$81,073 RFP operating start-up expenses?

Answer: All start-up costs are considered “cost-related” and are subject to contract negotiations and DCF approval. You may refer to the DCF Contract Reimbursement Manual for guidance on allowable costs. [Contract Reimbursement Manual](#).

Funds for approved start-up costs will be released upon the execution of a finalized contract and are paid via Scheduled Payments.

Examples of start-up costs may include materials and supplies, including computers, furniture, cell phones; hiring personnel, such as costs for job postings; or other one-time costs to launch the program.

12. What is the reimbursement process for startup costs — are funds advanced or reimbursed after expenditure? Can startup funds be

used for property-related costs such as security deposits, first month's rent, or facility modifications?

Answer: Funds for approved one-time startup costs are not paid in advance. They will be released upon the execution of a finalized contract and will be paid via a Scheduled Payment. First month's rent and/or facility modifications are considered allowable startup costs; however, security deposits are not.

13. Does DCF provide any assistance or guidance regarding the budget portion of the proposal?

Answer: You should submit one proposed budget for the twelve-month period beginning July 1, 2026, through June 30, 2027. The budget should demonstrate how you propose spending up to \$81,703 on one-time start-up expenses and up to \$1,634,068 on operating expenses to implement and maintain a 5-bed home that meets the STAS deliverables. The total DCF funding request may equal up to \$1,715,771. Please be sure that your budget, budget narrative, and implementation plan align with each other, and reflect the STAS deliverables. The proposed budget form can be found here: [Proposed.Budget.Form.NJ.DCF.xlsx](#). Be sure to review the tab titled "DCF Budget Instructions" before you complete the form.

14. Page 10 - C.2) The frequency of these increments to be tracked. If a client requires a longer stay, what is the maximum allowed past 90 days?

Answer: Youth remain in the program until they can successfully transition back to the community with services or another out of home treatment level of care.

15. Page 15 – C.9) Other practice service modalities. Can you provide examples of types of significant medical issues and procedures?

Answer: Examples of significant medical issues include, but are not limited to, communicable diseases, nasal suctioning, intravenous medications, tube feeding, dialysis monitoring, or catheterization.

16. Page 18 – Staff Training: Aside from the training being provided from your agency, can our staff become certified trainers to train the other staff on the contractual requirements within this contract?

Answer: Yes, staff can become trainers for specific trainings such as the Nurtured Heart Approach.

17. Page 25 - Staffing credentials: Can staff serve 2 roles? For example: Can APN also serve as an allied therapist?

Answer: Staff can serve in two roles contingent upon them meeting the requirements for each role. However, they cannot serve in two roles at the same time per Medicaid regulations (e.g., direct service personnel working within the required staffing ratio while also delivering an allied service).

18. Page 39 – 13: The data collection systems this program initiative requires: Is there a fee to utilize CYBER? If so, how much does it cost?

Answer: There is no fee associated with using CYBER.

19. Can point of contact initially stated be updated at any point during the contract?

Answer: Changing the contact for the contract can be coordinated with the DCF Office of Contract Administration Business Office.

20. Are we allowed to outsource HR and the hiring on-boarding process?

Answer: Yes. If this is part of your proposal, it may be included in the budget, the implementation plan, and the proposed subcontracts/agreements.

21. Is an executed lease or property deed required at time of submission, or will a Letter of Intent from a landlord be accepted, or can the property be secured after award?

Answer: Executed leases, mortgages, or deeds will only be required post award. A proposed location and/or letter of intent may be submitted with the response.

22. D. Resources, 3); Pages 22-23: This section states that based homelike settings with a preference for five (5) separate bedrooms and a minimum of four (4) separate bedrooms. If only four separate bedrooms exist, will one bedroom be shared? Please confirm.

Answer: Yes. In this scenario, there may be three youth in individual bedrooms, and two youth in one shared bedroom.

23.D. Resources, 4); Page 23 references the hours, days of week, and months of year this program initiative is required to operate, but did not indicate months.

How many months will be required per year?

Answer: STAS programs are required to operate 24 hours/day, 7 days/week, 12 months/year.

24.D. Resources, 5); Page 23

This section indicates that item 11 provides additional procedures for on-call staff. Item 11 addresses the availability for electronic, telephone, or in-person conferencing this program initiative. Please provide correct reference.

Answer: The respondent will need to submit a plan to ensure 24/7 coverage. The needs of the youth will dictate the coverage plan and whether or not this coverage needs to be provided in person, by telephone, or virtually.

25.D. Resources, 3) page 22-23: The requirement is that each home must be ADA compliant. Does this mean day one the home would need to be ADA compliant? or is there a timeframe the vendor would have to get their home ADA compliant.

Answer: The program cannot be operational until the awarded agency demonstrates compliance with ADA regulations.

RFP Link Related Questions

26.If in the event required links are inaccessible will there be an extension?

Answer: No. The deadline for responses is 12:00 NOON on June 2, 2026. If you have trouble with any link, please reach out directly to dcf.askrfp@dcf.nj.gov any time before the deadline.

27. The link to the Authorized Organization Representative (AOR) on Page 5 does not work. Please provide valid link in sufficient time to permit submission of the registration form by May 26.

Answer: [AOR Form](#)

28. The link for Activities, Item 9, on Page 14 for the Six Core Strategies for Reducing Seclusion and Restraint Use does not work. Please provide valid link.

Answer: [Six Core Strategies Snapshot](#)

29. The link to Activities, Item 9 for SAMHSA's Concept of Trauma and Guidance for a Trauma-Informed Approach on Page 15 does not work. Please provide valid link.

Answer: [Healing Centered Engagement | Pathways to Learning | Healing & Resilient NJ](#)

30. In the staff training table on page 19, both the 2004 DHS-Administrative Order 2:05 and the 2005 Addendum links do not work. Please provide valid links.

The link to the Administrative Order 2:05 on Pages 38, 39 and 40 does not work. Please provide valid link.

Answer:

2004 DHS Administrative Order 2:05 [2004 DHS Administrative Order 2:05](#)

2005 Addendum: [Administrative Order 205 ADDENDUM](#)

31. The link to the Organizational Documents Prerequisite to a DCF Contract Award Requested to be Submitted with this Response, 4) Statement of Assurances on Page 42 does not work. Please provide valid link.

Answer: [Statement-of-Assurance-Form.doc](#)

32. The link to the Organizational Documents Prerequisite to a DCF Contract Award Requested to be Submitted with this Response, 7) Business Associate Agreement/HIPAA on Page 42 does not work. Please provide valid link.

Answer: [HIPAA Form 200-B](#)

33. The link to the Organizational Documents Prerequisite to a DCF Contract Award Requested to be Submitted with this Response: 18) Notice of Standard Contract Requirements, Processes, and Policies on page 44 does not work. Please provide valid link.

Answer: [Notice.of.Standard.Contract.Requirements.pdf](#)

34. The links to the Organizational Documents Prerequisite to a DCF Contract Award Requested to be Submitted with this Response, 21) Prevent Child Abuse New Jersey's (PCA-NJ) Safe-Child standards on page 44 does not work. Please provide valid link.

Answer: ["Sexual Abuse Safe-Child Standards"](#)

35. The links to the Organizational Documents Prerequisite to a DCF Contract Award Requested to be Submitted with this Response, 22) Standard Language Documents on page 44 do not work. Please provide valid links.

Answer: Note: only one of the following three standard agreements is required. If you are not sure which agreement applies to you, please reach out to dcf.askrfp@dcf.nj.gov.

- **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](#)

36. The link to the Additional Documents Requested to be Submitted in Support of This Response, 3) An Implementation Plan on page 45, the link to CSOC OOH Implementation Form does not work. Please provide valid link.

Answer: [Program Implementation Status Update Report 6 29 16.xlsx](#)

37. The link to the Proposed Program Staffing Summary Report (PSSR) form on page 45 does not work. Please provide valid link.

Answer: [ProgramStaffingSummaryReport.xlsm](#)

38. The link to the Organizational Documents Prerequisite to Contract Execution to be Submitted After Notice of Award, 3) Attestation Form for N.J.S.A. 30:1-1.2b.pdf on page 53 does not work. Please provide valid link.

Answer: [Attestation-of-DCF-Contractors-Required-by-N.J.S.A.-301-1.2b.pdf](#)

39. The link to the Post-Award Documents Prerequisite to the Execution of This Specific Contract, 11) CSOC Only: Program Staffing Summary Report (PSSR) on Page 54 does not work. Please provide valid link.

Answer: [ProgramStaffingSummaryReport.xlsm](#)