



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection & Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	1-4-2016
Subchapter:	1	Forms	
Issuance:	3.3	CP&P Form 3-3, Request for New Vendor Agreement	

Click here to view or print CP&P [Form 3-3](#), Request for New Vendor Agreement.

### PURPOSE AND USE

The purpose of the Request for New Open Purchase (Vendor) contract is to notify the DCF Business Office that a Local Office or other unit:

- needs a service for the benefit of CP&P client(s) and/or family member(s) under CP&P supervision; **and**
- is unable to provide the service through existing DCF contracts (open purchase “vendor” or cost reimbursement) or available community resources; **and**
- has located a social service provider interested in providing the service **and** the provider has agreed to accept DCF’s published rates (if applicable).

The DCF Business Manager reviews the request and his or her approval authorizes the DCF Business Office to proceed with contract negotiations. Services may not be arranged or purchased until a contract is finalized and signed.

### INSTRUCTIONS FOR COMPLETING THE FORM

The form is completed by staff who have identified a need for CP&P to purchase services from a social service provider for a Local Office or other unit. The CP&P Local Office Manager and the Area Director each must sign the form to indicate his or her approval of the request.

The form may be completed by hand or by typewriter. Each piece of information identified on the form is entered on the lines provided.

Once the CP&P Area Director approves the Request, it is forwarded to the DCF Business Manager for review. The DCF Business Manager either approves or disapproves the request. Services are not to be initiated prior to the DCF Business Manager's approval of the Request. However, in the event that services began prior to approval, include the justification for initiating services prior to approval and include copies of professional or program licenses (as applicable) with the Request.

## **DISTRIBUTION**

Original	-DCF Business Office
Copy	-CP&P Area Office and CP&P Local Office or other unit's files