



**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

REQUEST FOR PROPOSALS

FOR

Sandy Recovery Life Skills

Summer Camp for Youth Ages 13-17

Funding of \$90,000 Available for one award

For Colleges, Universities and Non-Profit

Capped at \$90,000 per program

Proposals Due December 20, 2013 at 12:00PM

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

October 30, 2013

TABLE OF CONTENTS

Section I - General Information

A. Purpose	Page 2
B. Background	Page 3
C. Services to be Funded	Page 4

Section II - Funding Availability

A. Program Funding	Page 9
B. Funding Information	Page 9
C. Applicant Eligibility Requirements	Page 10
D. RFP Schedule	Page 10
E. Administration	Page 12
F. Appeals	Page 14
G. Post Award Review	Page 14
H. Post Award Requirements	Page 14

Section III - Application Instructions

A. Proposal Requirements and Review Criteria	Page 15
B. Required Supporting Documentation	Page 20
C. Requests for Information and Clarification	Page 21

Exhibit A	
Exhibit B	
Exhibit C	

Funding Agency

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

Special Notices:

Questions will be accepted via email to:

DCFASKRFP@dcf.state.nj.us

This funding is available from funds applied for under a Social Services Block Grant (SSBG) and the awards shall be contingent upon receipt of such funds for this purpose and compliance with all requirements for SSBG funding.

Section I – General Information

A. Purpose:

The New Jersey Department of Children and Families (DCF), Office of Adolescent Services (OAS) announces the availability of up to \$90,000 in Social Service Block Grant (SSBG) funding for the purpose of creating a summer intensive Sandy Recovery Life Skills camp. DCF invites eligible providers to submit proposals for the purpose of awarding funds, through an open competitive process, to a public or private college, university, or not-for-profit agency incorporated as a 501 (c) 3, to contract with DCF for the provision of a summer intensive life skills camp for eligible youth with a specific component dedicated to coping with the after effects of Hurricane Sandy and enhancing youths' ability to respond and cope with natural disasters.

The intent of this RFP is to provide a summer life skills experience to youth between the ages of 13-17 who are currently residing or have resided in a Superstorm Sandy impacted county. The impacted areas include Atlantic, Bergen, Cape May, Cumberland, Essex, Hudson, Middlesex, Monmouth, Ocean and Union counties. The camp site can be located anywhere within the state of New Jersey. However transportation to the site must be arranged by the awarded provider. The summer life skills programming will assist the youth to develop or further enhance life skills, preparing them for independence and self-sufficiency. The additional life skills component will enhance youths' ability to prepare, respond and cope with natural disasters.

DCF will award one (1) grant in the amount of \$90,000. The grantee is expected to deliver three, consecutive two-week sessions of an overnight camp experience. The sessions must begin after June 27, 2014 and culminate prior to August 31, 2014. Each session should accommodate a

minimum of 24 youth. Sessions may serve any combination of male and female youth as described in Section C. I of this RFP.

The camp will be funded by the federal Social Services Block Grant (SSBG) and must be utilized to assist youth who were impacted or reside in counties that were impacted by Superstorm Sandy. Youth should receive disaster coping mechanisms, preparedness and life skills training including, dealing with the after effects of Sandy, mental resiliency, preparation and response to natural disasters, education and related services; preparation for obtaining employment, for entering post-secondary training and educational institutions; career preparation, financial literacy, food and menu preparation, pregnancy health care concerns/education, and other appropriate support and services for youth up to the age of 17.

B. Background:

The New Jersey Department of Children and Families (DCF) is the state's agency dedicated to ensuring the safety, well-being and success of children, youth, families and communities. DCF's vision is to ensure a better today and even a greater tomorrow for every individual we serve.

In late October 2012, Superstorm Sandy pummeled the eastern seaboard of the United States, resulting in unprecedented levels of property damage and service disruption, as well as loss of life. The State of New Jersey took a direct hit from the massive storm, with the storm's force and devastation experienced statewide.

Throughout and following the storm, DCF remained committed to ensuring the safety of the state's children and families. Hampered by power outages and fuel shortages, DCF staff worked diligently to respond to children and families' needs.

As the initial response phase transitions into a long-term recovery phase, DCF conducted a risk and needs assessment that included the review of data, research and past experiences. As a result, the assessment clearly indicated that children and families experience many negative psychological and social impacts following disasters.

These negative impacts include mental health, domestic violence, child abuse, and an overall erosion of family life due to the stress associated with recovery. With a goal of keeping families strong, preventing the potential negative impacts of the disaster on children and families, and providing swift support and intervention, DCF has identified the following three (3) targeted areas of focus:

1. Strengthening Families and Preventing Instances of Child Abuse

Exacerbated by Superstorm Sandy's Impact

2. Preventing Violence and Exploitation Exacerbated by Superstorm Sandy's Impact
3. Building Resiliency and Supporting Recovery

This planning avoids the duplication of the work of other State working groups or departments. The individual assistance, public assistance, employment, healthcare initiatives, adult mental health and substance abuse interventions, Head Start, child care centers, and housing needs are all critical to the success of New Jersey's families and DCF has provided input and insight into many of these ongoing efforts. However, these areas are primarily managed by other State departments. DCF has primarily focused on the mental health and social impacts on New Jersey's children (from birth to age 21) and families. As such, DCF strongly encourages community collaboration with existing programs to address the full array of the needs.

Disasters are often unpredictable and can happen at any time and to anyone. They can be natural, man-made, or both. Disasters are defined by the Federal Emergency Management Agency (FEMA) as an occurrence that has resulted in property damage, deaths, and/or injuries to a community, and may include floods, hurricanes, earthquakes, tornados, fires, illnesses, chemical or radiation emergencies, and terrorist or bioterrorist attacks, among others.

Research suggests that youth, specifically school-age youth, tend to be more severely affected by disasters than adults and may experience disasters differently due to age and other factors.

Life skills programming is a service that can assist to promote positive outcomes for youth through identifying and sustaining stable employment and/or education, securing adequate housing, teaching activities of daily living, and other necessary developmental and emotional tasks to assist the affected youth in transitioning to self-sufficiency, especially following the impact of Superstorm Sandy. DCF promotes the utilization of Casey Life Skills for the assessment and teaching of life skills services. Applicants can refer to the following website to obtain more information on the life skills programming.

<http://www.caseylifeskills.org>

C. Services to be Funded:

The grantee for this program is expected to provide, initiate and/or coordinate the following program outlined below;

1. Applicants Target Population

The target population includes ANY youth impacted by Superstorm Sandy or residing in a county impacted by the Superstorm who is:

- a New Jersey resident,
- male or female,
- between the ages of 13 and 17,
- able to provide proof of residency in a Hurricane impacted county or proof that the youth resided in an impacted county at the time of Hurricane Sandy and
- completes the form of Attestation attached as Exhibit C with the assistance of the successful Applicant.

2. Referrals and Collaboration with DCF

Referrals for youth can be accepted from anyone in the community, including but not limited to families/parents, child welfare organizations, not-for profits, community agencies, and faith-based organizations. The awarded agency will be responsible for the recruitment of youth as well as the development of a referral and application process. Office of Adolescent Services (OAS) will provide programmatic support.

3. Evaluation and Outcome Measures

In order to determine the success of the model and/or design of the funded program, the grantee will be expected to submit programmatic outcomes as well as a comprehensive plan to evaluate the program. Successful outcomes should, at a minimum, include:

- Youth served will improve their life skills.
- Youth will increase their knowledge and skills as it relates to coping with, preparing for and responding to disasters.

Applicants must document the strategies that will be employed to accomplish these outcomes within their proposal.

4. Camp Model

The Sandy Recovery Life Skills Summer Camp is a sleep-over residential camp. This RFP will fund one (1) grantee, which will serve a minimum of 72 youth during the 2014 summer months. The grantee will provide three, two week camp sessions serving 24 youth ages 13-17 at each session. Each two week session will run consecutively for 14 days (13 nights). Camps must serve both male and female, and successfully describe the mechanisms to assure proper 24-hour supervision of the youth. The grantee should describe how they will ensure transportation of all youth in need to and from the camp site.

Neither the youth participants nor their parents shall incur any costs for the camp experience aside from camp supplies. The grantee shall discuss how they will address providing camp supplies (i.e. bug spray, sleeping bags, etc.) to youth and families who cannot afford to purchase these items.

The life skills curriculum will be based on the Casey Life Skills (CLS). Casey Life Skills is a tool that assesses the behaviors and competencies youth need to achieve their long term goals. It aims to set youth on their way toward developing healthy, productive lives. Examples of the life skills CLS helps youth self-evaluate include:

- Maintaining healthy relationships
- Work and study habits
- Planning and goal-setting
- Using community resources
- Daily living activities
- Budgeting and paying bills
- Computer literacy
- Their permanent connections to caring adults

CLS is designed to be used in a collaborative conversation between an educator, mentor, caseworker, or other service provider and the youth. To preview the Casey Life Skills visit the following site.

http://lifskills.casey.org/clsa_homepage

The disaster preparedness education and training materials must be best practice and/or nationally recognized. Some youth may require more time and one-on-one instruction to master a certain skill, where another youth may have already mastered that same skill prior to coming to the program. There may be intensive classroom instruction at certain times of the day, employing different daily instructors/presenters, text books, binders, other relevant educational information and supplies, and experiential activities. The youth should be able to build their own “library” of resources and training information from all the daily lessons, which they take with them at the conclusion of camp. Lessons may be put into practice during creatively designed recreational activities.

Recreational activities should also be incorporated into the curriculum to enrich the program experience, expose youth to different situations, and add fun. Typical camp experiences such as campfires, swimming, fishing, and or boating may be included. Additionally, field trips in the community that further support these life skills and lessons are encouraged (i.e. banks, restaurants, government offices, police station, and fire station). A program’s design should incorporate a goal of not only providing a safe, suitable temporary living environment but to also provide education and experiential learning delivered in a fun and relaxing atmosphere that fosters skill development designed to promote independence, self-sufficiency, and preparedness. The program will assist the youth in developing:

- Employment skills which can include resume writing, mock interviewing skills, professional dress, and workplace etiquette;
- Age appropriate educational opportunities and supports for youth, such as supplemental education programs, tutoring, and college preparatory programs;
- Soft skills such as respectful communication, negotiation, setting appropriate limits, leadership, teamwork, and interpersonal skills;
- Health information including preventative health services and pregnancy health care concerns/education;
- Financial literacy including budgeting, opening savings/checking account and asset building skills;
- Activities of daily living such as cooking, cleaning, and doing laundry;
- Knowledge of how to develop an emergency preparedness kit;

- Developing an emergency response plan;
- Taking steps to address the factors that contribute to disasters; and
- Addressing emotional responses to disasters.

Additionally, programs will incorporate a philosophy of Positive Youth Development into their program and will demonstrate within their proposal how this will be accomplished. Positive Youth Development requires that adults, who work with youth, give them a voice, involve them in the development of services and policies that will impact their life, and work from a strength based approach. Some examples of positive youth development might include creating meaningful youth leadership opportunities within the camp and, having the youth develop their own camp rules.

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.

All 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.

5. Site Control for Summer 2014

Applicants shall have control of a camp site in New Jersey through deed ownership or documented evidence of a lease at the time the proposal is submitted. Applicants must demonstrate that they will be able to meet the time frame between June 28, 2014 and culmination of camp by August 31, 2014

SECTION II - Funding Availability

A total of \$90,000 is available to fund one (1) program through this RFP for a Life Skills Camp for youth ages 13-17 through federal funding. The Grantee shall receive no more than \$90,000 total for all three, two-week camp

sessions. Grants awarded through this RFP will not continue in subsequent state fiscal years.

A. Program Funding:

Agencies shall submit budget proposals that distinguish requests for camp operations and educational/recreational services operations. Funds awarded to the selected provider represents a maximum allocation, contingent upon the provider's compliance with federal and state rules and regulations and the quality and level of services provided, as measured by DCF. Proposals shall clearly state the amount of funds being requested through this RFP. Documentation of proposed costs for all services must be provided in the application:

1. The obligation of DCF to implement the terms of this RFP and the resulting contracts is contingent upon the availability of appropriated funds from which payment for contract services can be made. No legal responsibility on the part of DCF for payment shall be made unless and until funds are made available to DCF from the Legislature or Federal Government and incorporated into the DCF budget for this purpose. DCF reserves the right to request agencies to clarify components of their proposals and may request agencies to make modifications to their proposals regarding the amount of funding and the level of services to be provided.
2. The Department of Children and Families assumes no responsibility or liability for the costs incurred by an applicant for planning or preparing a proposal in response to this announcement.
3. If applicants propose to add capacity to existing programs, the proposal and budget documents will clearly delineate the expansion.

B. Funding Information:

For the purpose of this initiative, the Department will make available \$90,000. Applicants need to submit a detailed spending plan.

Matching funds are not required.

Operational start-up costs are not permitted.

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

Funds awarded under this program may not be used to duplicate existing funded summer programs or other State funded contracts.

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

C. Applicant Eligibility Requirements:

1. Applicants must be a public or private college or university, or not-for profit 501(c) 3 organization that is 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.
10. The applicant must have a youth camp certification pursuant to N.J.A.C.8:25.

D. RFP Schedule:

10 /30/13	Notice of Availability of Funds/RFP publication
11/20/13	Deadline for Email Questions Sent to DCFASKRFP@dcf.state.nj.us will close at 4PM
12/20/13	Deadline for Receipt of Proposals by 12:00PM

All proposals must be received by 12:00 PM on or before 12/20/13. Proposals received after 12:00 PM will **not** be considered. Proposals must be delivered either:

1. In person to:

Catherine Schafer, Director of Grants
Department of Children and Families
50 East State Street, 3rd Floor
Trenton, New Jersey 08625

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
Department of Children and Families
50 East State Street, 3rd floor
Trenton, New Jersey 08625

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.

E. Administration:

1. Screening for Eligibility, Conformity and Completeness

DCF staff 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 subject to immediate rejection.

The following criteria will be considered, where applicable, as part of the preliminary review 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 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.

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 Evaluation team, 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 with the RFP requirements	20 Points
Background of organization and staffing explained	10 Points
Speakers were knowledgeable about topic	5 Points
Speakers responded well to questions	5 Points

The Department also reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so.

The Department's best interests in this context include, but are not limited to: State loss of funding for the contract; the inability of the applicant to provide adequate services; the applicant's lack of good standing with the Department, and any indication, including solely an indication 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.**

F. 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.

G. 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 dcfaskrpf@dcf.state.nj.us.

Post Award Reviews will not be conducted after December 31, 2012.

H. 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.

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 III – Application Instructions

A. Proposal Requirements and Review Criteria:

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 this section of the application. A point reduction of one point per page will be administered to proposals exceeding the total number of pages. The narrative must be organized appropriately and address the key concepts outlined in the RFP. Items included in the transmittal cover letter, the Appendix including the Annex B budget pages, and attachments do not count towards the narrative page limit.

Do not submit proposals in loose-leaf binders, plastic sleeves or folders. Additionally, include one (1) electronic copy of the proposal on CD-ROM.

Applications are expected to include concrete performance measures to document outcomes relating to demonstration of life skills. In addition the following are the areas that are to be addressed in the proposal and the point value assigned to each section.

Each proposal must contain the following items organized by heading:

1. Agency Capacity (5 points maximum)

Describe the history of the agency. A general description of the agency must be provided. The description should include: the organization's mission, vision, purpose and goals as they relate to the delivery of services for the adolescent population in this RFP. The agency's approach to services, the table of organization, and any relevant guiding principles must also be included.

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. If the grantee chooses to target a specific

population (i.e. at-risk youth who were affected by Superstorm Sandy), they should ensure that staff have experience with trauma-informed treatment and be culturally responsive in serving that particular population.

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.

2. Program Narrative (45 points maximum)

The narrative should demonstrate the applicant's ability to provide a camp for the aforementioned population. The camp must have a Youth Camp Certification pursuant to N.J.A.C. 8:25 at the time of the proposal. Please refer to link:

http://www.state.nj.us/health/eoh/phss/documents/youth_camp.pdf

The camp need not be licensed by DCF, but such accreditations and/or licensure, which clearly demonstrates a certain level of quality or minimum standards met, will have an advantage in the scoring of proposals. The applicant must provide a program description that includes the following:

- Comprehensive description of target population and total number of youth to be served.
- Location of the project.
- Description of the campers' daily schedule including the way the applicant will address the necessary education in life skills and disaster training and response. The camp should be operational seven days per week during each session. (Note: this may be attached as an Appendix).
- Description of the recreational activities and how they will be used to support the life skills and/or disaster education.
- Demonstration of the expertise, experience, and/or the capability to operate and deliver the camp.
- Concrete performance measures to document outcomes relating to life skills and education of the campers (Note: this may be attached as an Appendix).

- The organizational structure that will be utilized.
- Evidence of experience with direct services to adolescent youth shall be included.
- Specific admission, exclusion, and discharge criteria and planning process; including how the grantee will prioritize/select youth for the camps.
- Specific exclusion criteria such as no children or family members of staff members must be delineated.
- Evidence of experiential learning opportunities and/or how life skills will be coordinated with any community resources, and/or agencies.
- Specific plan and budget for collaboration with DCF and other referring parties regarding the arrangement and provision of transportation of the youth to and from the camp (this shall also be included as a line item in the budget).
- Any issues and/or barriers that will need to be addressed in order to meet the time frames of camp completion by August 31, 2014.
- A demonstration of how the principals of Positive Youth Development (C.4. on page 6 of this RFP) will be integrated into the camp experience.
- A description of each life skill is to be addressed during the camp including the specific purpose and goals of each. This should include the types of life skill to be addressed, how it will be addressed, and level/qualifications of staff that will be providing the services. Utilization of disaster education and training materials that incorporates preparedness, prevention, response and recovery.
 - Employment skills which can include resume writing, mock interviewing skills, professional dress, and workplace etiquette;
 - Age appropriate educational opportunities and supports for youth, such as supplemental education programs, tutoring, and college preparatory programs;
 - Soft skills such as respectful communication, negotiation, setting appropriate limits, leadership, teamwork, and interpersonal skills;
 - Health information including preventative health services and pregnancy health care concerns/education;
 - Financial literacy including budgeting, opening savings/checking account and asset building skills;
 - Activities of daily living such as cooking, cleaning, and doing laundry;

- Knowledge of how to develop an emergency preparedness kit;
 - Developing an emergency response plan;
 - Taking steps to prevent and/or address the factors that contribute to disasters and
 - Addressing emotional responses to disasters.
- A demonstration that a youth's trauma history will be considered in the program model, such examples might include:
 - Addressing/acknowledging the impact of transitioning to a new environment (camp setting)
 - Addressing/acknowledging importance of connections outside of camp (monitoring and/or limiting yet not restricting cell phone and phone use)

3. Supervision and Staffing (Maximum 10 points)

A proposed staffing pattern must be supplied including job descriptions. All staff should be at least 25 years of age and demonstrate experience working with teenagers. The camp director should also have at least one year of supervisory experience and/or experience leading/facilitating youth related groups. High school education is a minimum requirement for all direct service camp staff.

Camps must serve both male and female, and successfully describe the mechanisms to assure proper 24-hour supervision of the youth. There must be at least 1 staff member for each 5 campers. The camp should have counselors of each gender to appropriately supervise the youth.

In addition, the proposal should demonstrate the ability to appropriately service youth who have medical or mental needs and/or require distribution of medications.

The proposal should highlight any partnerships with organizations or other stakeholders that will be providing services and/or learning opportunities to the target population. (Letters from partnership organizations and stakeholders must be attached and indicate the scope of services or support to be provided).

The proposal should demonstrate reasonableness of the proposed services budget considering the needs of the population, the anticipated outcomes, the scope of services to be provided and the ratio of costs (total vs. administrative) and should reflect evidence of the existence of adequate resources.

4. Budget (Maximum 10 points)

A completed annualized budget proposal (Annex B) Budget Information Summary (See DCF Contract Policy PI.04) must be included.

The proposal should demonstrate how other funding sources will be leveraged to be used for the development and operation of the program. Description of other funding sources obtained or applied for by the applicant that will leverage the state funding to implement and support the project is encouraged. If other funding sources are being used, the applicant will certify that use of both funding sources may be used simultaneously. There should be no service charge to the youth or parents for youth participation in the camp. The grantee should demonstrate how they will compensate for youth and families that may need assistance obtaining camp supplies (i.e. bug spray, sleeping bags, etc.).

5. Facility Plan (Maximum 5 points)

Strong proposals will demonstrate the following:

- Evidence of site control, e.g. property deed or lease.
- A property suitable for the camp.

6. Program Implementation Plan (Maximum 25 points)

The Implementation Plan should include objectives, timeframes, and milestones. Included in this section should be a narrative demonstrating how camp will become operational and be completed before August 31, 2014.

The implementation plan and objectives should address both the services and residential/housing components of the proposal. The implementation plan must include a timetable for implementing the camp including the number of sessions to be offered, the length of the sessions and the number and gender of youth to be served in each session as well as selection/prioritization criteria for chosen youth. If this is addressed elsewhere in the proposal, cross reference to that section is sufficient.

B. Required 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 and Requirements-see Section III above (in following order)
 - A. Agency Capacity
 - B. Supervision and Staffing
 - C. Budget Narrative *Note this is separate from the Budget form required Below in the Appendix)
 - D. Facility Plan
 - E. Program Implementation Plan

Part II: Appendices

1. Job descriptions of key personnel, resumes if available for key personnel
2. Current and proposed agency organizational charts
3. Current/dated list of agency Board of Directors /Terms of Office
4. Copy of agency code of ethics and/or conflict of interest policy
5. Letters of Commitment/Affiliation Agreements
6. Statement of Assurances*
7. Certification of Debarment*
8. Copy of IRS Determination Letter regarding applicant's charitable contribution or non-profit status (if appropriate)
9. All required Certification and Disclosure Forms in accordance with PL 2005, c.51 ("Chapter 51") and Executive Order 117 (2008), if appropriate**
10. Copies of all other applicable licenses. For Example – if there is a pool a NJ Department of Health license or permit may be required.
11. DCF Annex B Budget Forms* A completed annualized budget proposal (Annex B) Budget Information Summary (PI.04 Attachment C) must be

- included. Separate budget sheets should be used for any start-up, facility, or housing costs. These budget costs should be noted on a separate budget sheet from the operational and service related costs.
12. Copy of Youth Camp Certification pursuant to N.J.A.C. 8:25.
 13. 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>
 14. Copies of the most recent audited financial statements by your accounting firm. If none, provide the reason why an audit has not been conducted.
 15. Evidence of site control, e.g. property deed or lease.
 16. Written description of camper's daily schedule including the way the applicant will address the necessary education in Sandy recovery life skills and disaster preparedness.
 17. Performance measures in a form to document outcomes relating to Sandy recovery life skills and education of the campers.

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

* Standard DCF Annex B (budget) forms are available at:

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

Forms for Budget are available at:

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

** Chapter 51 forms are available on the Department of the Treasury website at <http://www.state.nj.us/treasury/purchase/> .

<http://www.state.nj.us/treasury/purchase/> (Note: non-profit entities are exempt from Chapter 51 disclosure requirements.). Click on Vendor Information and then on Forms.)

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:

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/notices/index.html>. <http://www.state.nj.us/dcf/providers/notices/>

Questions must be submitted in writing via email to: DCFASKRFP@dcf.state.nj.us: 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. 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

**Attestation Form for Residents in Superstorm Sandy Impacted Areas
Social Services Block Grant (SSBG)
Services include: Camp for Children**

CONFIDENTIAL CLIENT REQUEST FORM

Referred by:

Staff Representative: _____ Title: _____

Agency: _____
Telephone: _____ Fax: _____
Email: _____

Client Information:

First Name: _____

Last Name: _____

Home Address (Street, State, and Zip Code): Apt #: _____

Municipality: _____

County: _____

Indicate Previous Address (Street, State, and Zip Code) if re-located from a county impacted by Superstorm Sandy (Atlantic, Bergen, Cape May, Essex, Hudson, Middlesex, Union, Monmouth, Ocean and Cumberland) since October 2012.

Previous Address (Street, State, and Zip Code): Apt #: _____

Municipality:

County:

Attestation:

I understand that statements on this attestation and the penalties for hiding or giving false information, including but not limited to, criminal penalties for false swearing pursuant to NJSA 2C:28-2, and civil penalties under 45 C.F.R. 79.3 for program fraud. I certify, under penalty of perjury, that information I have given is correct and complete to the best of my knowledge. I also authorize the release of any information necessary to determine the correctness of my certification.

_____ I have a lawful presence in the United States am a U.S. citizen or I am an eligible alien.

➤ Documentation provided: _____

_____ I am a resident of New Jersey.

➤ Documentation provided: _____

_____ I live at the above home address and /or I lived at the previous address listed at the time of Superstorm Sandy in October 2012.

_____ My household is in need of assistance as a result of Superstorm Sandy and I have not received funding from other state or federal agency, private insurance or charitable organization for items/services requested.

SIGNATURE (signing below will certify that the information given is correct and complete):

Date

Please fill out the following information at the time of payment:

Date of check: _____ Check #: _____

Name of Payee: _____

Payment was for: