



STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES

REQUEST FOR PROPOSALS
FOR
Youth Advisory Boards

Funding of \$673,233 Available

There will be no Bidders Conference for this RFP.

Questions are due by May 20, 2013

Bids are due by June 6, 2013

by 12:00pm

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

Commissioner

Date: May 9, 2013

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Funding Agency

State of New Jersey
Department of Children and Families
50 East State Street, 5th Floor
Trenton, New Jersey 08625-0717

Special Notice: Questions will be accepted in advance via email to DCFASKRFP@dcf.state.nj.us until May 20, 2013. There will be no bidders conference for this Request for Proposal (RFP).

Section I – General Information

A. Purpose:

The New Jersey Department of Children and Families' (DCF) Office of Adolescent Services (OAS) announces the availability \$673,233 to fund one grant. Said funding is for the purpose of (1) establishing and coordinating fifteen (15) Youth Advisory Boards (YABs) across the state, (2) providing program support, technical assistance and oversight to the DCF Statewide Youth Advisory Council (YAC), (3) facilitation of the NYTD follow up surveys and (4) execution of a statewide networking conference.

DCF proposes the operation of fifteen (15) YABs and a DCF Statewide YAC designed to greatly improve youth experiences of Youth Advisory Board members while working towards improving programming and services throughout the state. Additionally, the purpose of the networking conference is to better equip youth and young adults with tools to help them to transition well into adulthood. It is an opportunity to learn first-hand from young people and professionals the needs and available resources for youth.

Target Population

YAB and YAC services are targeted for fourteen to twenty-three (14 to 23) year old adolescents and young adults that are currently receiving services or have previously received services through the Department of Children and Families (DCF), transitioning/aging out of DCF services, who are in housing programs, are homeless and runaways, and are being served by DCF and/or youth serving professionals in NJ. The networking conference targets youth-serving stakeholders, youth, young adults and other stakeholders.

Geographic Area to be Served

The fifteen (15) YABs will serve all 21 counties and will be organized in three regions serving the northern, central and southern areas of the

state. The provider shall delineate the three regions for the 15 YABs in their proposal. The YAC will consist of youth who represent various Divisions/Offices from DCF and will be statewide representatives. The annual networking conference will serve registrants throughout NJ.

B. Background:

DCF is charged with serving and safeguarding the most vulnerable children and families in the State and ensuring that service delivery is directed towards their safety, protection, permanency and well-being. Over the last three years, DCF has prioritized adolescent and youth case practice and services. Youth engagement and leadership in this process is critical for ensuring meaningful, comprehensive and sustainable change.

Youth Advisory Boards

Since 2001, DCF has supported Youth Advisory Boards (YABs) across the state representing seventeen counties. The primary function of the YABs is to provide input and feedback to the Department of Children and Families (DCF) regarding New Jersey's plan to provide services under the John Chafee Foster Care Independence Program, as required by the federal government. The Office of Adolescent Services (OAS) currently oversees YABs on behalf of DCF.

Youth between the ages of fourteen to twenty-three (14 to 23), from all demographics, who are/were homeless, runaways, transitioning out-of-care and/or Child Protection & Permanency (CP&P) involved have a safe haven and platform where they have a voice through their YAB involvement. YABs include and accept all young people regardless of race, ethnicity, gender expression, sexual orientation, socio-economic background, religion and ability. YAB members enhance their leadership, advocacy, and life skills through various activities including public speaking, developing government connections, providing feedback to the DCF system, planning community service and recreational events, all which promote the youth to successfully transition to inter-dependence and self-sufficiency.

Youth Advisory Council

Since DCF elevated, prioritized, and broadened scope of addressing adolescent and young adult needs that are served throughout DCF, the Department identified that a DCF Statewide Youth Advisory Council (YAC) needs to be created. This council will consist of representatives from current and proposed youth-lead advisory boards within the DCF Divisions and Offices. The objective of the YAC will be to create opportunities to engage a networked group of young people that are directly impacted by the services offered by and throughout DCF. It will also provide opportunities to leverage the human capital and activities of

the various youth-led boards by creating mechanisms for statewide interaction, cooperation, and broad-spectrum feedback.

A Youth Advisory Council (YAC), to consist of youth involved with DCF's Child Protection and Permanency (CP&P), Children's System of Care (CSOC), Family and Community Partnerships (F&CP), and the DCF Office of Education (OOE), will represent all youth involved with the Department of Children and Families. The YAC will provide opportunities for youth within DCF to offer input and provide feedback regarding Departmental policies, programming, practice and outcomes.

NJ Based Statewide Networking Conference

Since 1990, NJ has offered an annual networking conference opportunity ultimately to improve service delivery for youth being served through DCF. The conference provides workshops for youth-supporting adults and caregivers, educators, and staff from community-based agencies CP&P staff and youth. The conference also provides a forum to exchange information regarding resources and programming relevant for youth.

NYTD Follow-up Surveys

The agency will be required to complete NYTD follow-up surveys of nineteen and twenty-one year olds that participated in the original NYTD survey on or near their 17th birthday and when they were involved with CP&P. The agency will be responsible for completing the follow-up surveys when the CP&P case is closed. Survey topics cover six outcomes: financial self-sufficiency, experience with homelessness, educational attainment, positive connections with adults, high-risk behavior, and access to health insurance.

The provider will be responsible for locating and connecting with the youth, to administer the NYTD outcomes survey to the youth once they turn 19 years old and at age twenty-one. The completed survey will then be submitted to the Office of Adolescent Services for data entry. Refer to link for Federal Requirements.

<http://www.acf.hhs.gov/programs/cb/resource/nytd-guidance>

Objectives of the DCF program

The YABs and the newly established YAC will provide valuable input into changing and improving policy, practice, and programming for youth and young adults at state and local levels. They are great examples of programming that incorporates positive youth development. They allow for age-appropriate activities, while providing powerful feedback opportunities to DCF. This YAB program structure, additional YABs, establishment of a YAC and respective budget will improve the quantity and quality of the information that the Department will receive, create a

standardized youth advisory program structure statewide, and promote a positive youth experience that will build critical life skills for transitioning youth.

The networking conference will provide an opportunity for youth-supporting adults and caregivers, educators, and staff from community-based agencies CP&P staff and youth to share information, ideas and resources to improve service delivery to youth involved with and transitioning out of the DCF system of care.

C. Services to be Funded:

DCF will award one grant. The grantee for this program shall provide and coordinate an array of services, including all of the service components listed below:

Service Components

I. Hire and Maintain **one** Statewide Youth Advisory Coordinator

Note: Job functions for the *YAB Coordinator* are included in Exhibit 1.

II. Hire and Maintain **three** Regional Youth Advisory Coordinators (1 per region)

Note: Job functions for the *YAB Regional Youth Advisory Coordinator* are included in Exhibit 2.

III. Hire and Maintain **nine** Youth Advisory Interns (3 per region)

Note: Job functions for the *Youth Advisory Intern* are included in Exhibit 3.

IV. Establishment and Maintenance of Statewide DCF Statewide Youth Advisory Council – to consist of youth involved with Child Protection and Permanency, Children’s System of Care, Family and Community Partnerships, and the Office of Education. These youth will represent all youth involved with the Department of Children and Families. The YAC will provide opportunities for youth within DCF to offer input and provide feedback to DCF Liaisons, Program Leads and Local Office Managers regarding Departmental policies, programming, practice and outcomes. YACs will meet quarterly with other meetings to be scheduled as needed. These meetings will also create a formal mechanism to make recommendations for system change and provide face-to-face input to the DCF Commissioner and Executive Staff.

- V. Establishment and Maintenance of Youth Advisory Boards – establishment and operation of fifteen (15) Youth Advisory Boards in twenty-one counties organized into three regions – north, central and south.

YAB Meetings and Frequency (23 meetings) – the objective of these meetings is to establish a pattern of engagement for all YAB members. These twice monthly meetings are structured to plan and execute the regular activities of each YAB and provide youth an opportunity to enhance their leadership, advocacy and self-empowerment skills as outlined in positive youth development research.

Each YAB will have a four member Executive Board (e.g. President, Vice-President, Secretary and Treasurer) that will receive a stipend for their service. Specific roles, responsibilities and expectations of the board members should be fully outlined including how they are selected and/or nominated, the length of their term and their duties within each YAB. These local YAB meetings will be youth driven – facilitated by the Executive Board Officers and overseen by the agency-based Regional Youth Advisory Coordinator and youth advisory intern(s).

In addition to YAB meetings, YABs are encouraged to have joint meetings with other statewide YABs to promote networking and feedback, and share knowledge to members. These meetings will also create a formal mechanism to make recommendations for system change and provide face-to-face input to the DCF Commissioner and Executive Staff. YABs are also encouraged to make connections with the Children's System of Care Youth Partnerships and other youth-lead advocacy groups.

YAB Enrichment Events (up to 2) – in line with youth development principles, it is important to provide incentives and rewards for board participants. Enrichments events may include but are not limited to: tickets to an educational movie, a museum or a local learning center. These events will aid in improving group cohesion of each YAB. They will also provide pro-social outlets for participants. YAB enrichment events will allow youth the opportunity to represent youth involved with DCF, enhance social skills, recruit other YAB members, and provide an opportunity for building relationships with peers and networking.

Community Service Events (up to 2) – this program component is designed to create more opportunities and a mechanism for YAB participants to positively engage and connect with their communities and neighborhoods. Such activities include, but are not limited to: landscaping at local senior citizen facilities, hosting clothing/food drives, adopting-a-family during the holidays, and reading to youth and community elders.

Statewide Quarterly YAB Meetings and Trainings – All YABs statewide will meet quarterly to collaborate in order to encourage information sharing, activity participation, and increase knowledge. These meetings will also create a formal mechanism to make recommendations for system change and provide face-to-face input to the DCF Commissioner and Executive Staff.

Two of these Statewide Quarterly YAB Meetings will include the DCF Commissioner, or representative, and members of the DCF Executive Management Team. These forums will provide the YAB members an opportunity to provide feedback and recommendations regarding adolescent practice, policy, and programming.

All Statewide Quarterly YAB Meetings will include trainings and/or guest speakers that have been recommended by the YAB and address specific needs such as leadership, self-advocacy, finance, motivation, anti-bullying, public speaking, networking, community needs, project planning and implementation, etc.

Child Protection and Permanency (CP&P) Connections – YABs will build relationships with the staff in their local CP&P Offices. Each YAB will invite CP&P staff to YAB meetings. The presence of CP&P at the YAB meeting will assist to have questions answered, having recommendations and feedback heard, and generally promoting relationship building between the youth and CP&P staff. DCF- OAS will assist each YAB with coordinating CP&P staff attendance at these meetings.

YABs Collaborations Across DCF – YABs will build relationships and maintain connections to CSOC-Youth Partnerships, School Based Youth Services Programs and the Office of Education Regional Schools. These relationships and connections will assist with resource sharing, recruitment, networking and leadership development.

National Youth in Transition Database (NYTD) Data Management – The Federal Government mandates that all youth who meet the NYTD criteria must be surveyed despite not being involved with an agency such as DCF. The NYTD is a national study that tracks the independent living services that youth receive. The provider shall track these outputs on a monthly basis. The provider will provide this data in a timely manner and describe how they will collect the data.

- VI. National Youth in Transition Database (NYTD) Follow-up Surveys
The agency will be required to complete follow-up surveys of nineteen and twenty-one year olds that participated in the original NYTD survey on or near their 17th birthday whether they are still

receiving services from the state. Survey topics cover six outcomes: financial self-sufficiency, experience with homelessness, educational attainment, positive connections with adults, high-risk behavior, and access to health insurance.

The provider will be responsible for locating and connecting with the youth, and follow up with administering the outcomes survey to the youth once they turn nineteen years old and again at twenty-one. The completed survey will then be submitted to the Office of Adolescent Services for data entry. Refer to attachment for Federal Requirements.

VII. Statewide Networking Conference – a NJ-based annual conference designed to improve service delivery for youth being served through DCF. The conference provides workshops for youth-supporting adults and caregivers, educators, and staff from community-based agencies CP&P staff and youth. The conference also provides a forum to exchange information regarding resources and programming relevant for youth.

The provider must demonstrate experience and qualifications in conference and/or event planning in the proposal. Preference will be given to providers with experience in conference planning and execution for at least 300 participants. The provider shall be responsible for providing conference support and planning, coordination and implementation of all aspects related to the execution of an annual one-day statewide networking conference for DCF-involved youth, youth-serving staff and stakeholders. Public outreach and communication about the conference shall be the responsibility of the provider.

The provider will provide the facilities, coordinate and provide notice to stakeholders of the opportunity to present. In addition, the selected provider is required to provide speakers, subject to the approval of DCF. DCF shall provide final approval for all the presentations solicited by the provider.

The provider will also provide registration including on-line payment option, personnel to set up, monitoring attendance, coordination of event, provide recordkeeping, evaluation and all other matters involved with conference support and planning.

The conference should provide workshops geared towards youth and youth-serving staff and stakeholders that are being served throughout the DCF system of care. The conference should provide information and training on the necessary tools and resources to help youth to successfully transition into adulthood.

Workshops will assist the statewide-funded programs in coordinating and improving services for youth to include, but not be limited to: permanent housing, transitional living youth projects, sex education and abstinence education programs, local housing programs, adolescent development, trauma, engagement approaches with youth, programs for disabled youth and school to work programs offered by high school or local workforce agencies, as well as the juvenile justice system and national speakers.

Professional registrants that are non-state employees are expected to pay a registration fee that covers the cost of lunch. The registration fee for resource parents and youth is expected to be waived. DCF employees shall attend free of registration costs but may be required to pay for their lunch. All such payments shall offset the costs of the conference. It is not known how many State employees shall attend. The provider shall coordinate these activities which include a mechanism to collect the funds.

The Budget is already provided for this program and is listed below.

BUDGET

Direct Costs		Total	
Staffing		\$413,550	
Salaried Staff	Statewide Youth Advisory Coordinator (1)	\$60,000	
	Youth Advisory Regional Coordinator (3)	\$135,000	
	Fringe (29%)	\$56,550	
Non-Salaried Staff	Youth Advisory Intern (9)	\$162,000	
Service Activities		\$197,680	
		Annual Cost per YAB	Annual Total Cost for 15 YABs
	YAB Meeting Support	\$1,150	\$17,250
	Cultural Enrichment Events	\$500	\$7,500
	Community Service Event	\$500	\$7,500
	Quarterly and Statewide Meetings	\$300	\$4,500
	NYTD Regional Site Administration	\$1,500	\$4,500
	YAB Officer Stipend	\$3,680	\$55,200
	Transportation Coordination	\$682	\$10,230
	Space Usage/Rental	\$4,600	\$69,000
	NJ Based Statewide Networking Conference		\$22,000
		Quarterly Cost	Total Annual Cost
	YAC Meeting Support	\$200	\$800
Subtotal			\$ 612,030
Indirect Costs	Administrative Overhead		\$ 61,203
Grand Total			\$ 673,233

BUDGET NARRATIVE:

Staffing (\$413,550):

Statewide Youth Advisory Coordinator Responsibilities (up to \$60,000 per 1 FTE) – an elevation of the job responsibilities of the current Statewide YAB Coordinator to Statewide Youth Advisory Coordinator will include close monitoring of YAB outcomes and outputs, as well as supervision of the County YAB Coordinators. The Statewide Youth Advisory Coordinator (currently known as the Statewide YAB Coordinator) will continue to work closely with the YABs and once established will coordinate the DCF Statewide Youth Advisory Council.

Regional Youth Advisory Coordinator (up to \$45,000 per 1 FTE; 3 total) – These professionals will serve as the lead point person for the each YAB. They are responsible for overall coordination of YAB activities, as well as participation and reporting on strategic discussions with the Statewide Youth Advisory Coordinator.

Fringe (\$56,550) – This rate is calculated at twenty-nine (29%) percent of the salaried positions.

Youth Advisory Intern (up to \$18,000 per 1 FTE; 9 total; 3 per region) – This paraprofessional position will serve as the back-up point person for the YABs and the primary coordinator of student plans and activities. They will function as the resource liaison and peer-counselor for YAB participants. This cost rate was calculated at \$1,500 per month.

Service Activities (\$197,680):

YAB Meeting Support (\$17,250) – This allocation allows for refreshments and light snacks at \$50 per meeting to be served at each of the 23 regularly scheduled YAB meetings.

YAB Cultural Enrichment Events (\$7,500) – This allocation allows for up to two culturally enriching events at \$250 per event. Examples include but are not limited to: tickets to an educational movie, a museum or a local learning center.

Community Service Event (\$7,500) – This allocation will allow for up to two small community service activities at \$250 per event.

Statewide Quarterly YAB Meetings and Trainings (\$4,500) – All YABs will meet statewide quarterly to collaborate in order to encourage information sharing, activity participation, and increase knowledge.

NYTD Regional Site Administration (\$4,500) – This allocation allows for the ability to meet the federal obligation to collect and submit NYTD data.

YAB Officer Stipend (\$55,200) – This program provision allows for a \$50 per meeting honorarium to be paid to each of the four (4) YAB officers at each site. This payment is to be paid at the conclusion of the twice-monthly YAB meetings. There is an assumption of an 80% attendance rate.

Transportation Coordination (\$10,230) – This provision allows for 40 miles of travel for each of the twenty-three YAB meetings and forty miles each from the four (4) quarterly meeting and four (4) statewide YAB Coordinator's meetings. The rate is calculated at fifty-five (55) cents per mile – the federal reimbursement rate.

Space Usage/Rental (\$69,000) – This provision will allow for the rental of meeting space where necessary.

Networking Conference (\$22,000) – This conference will provide networking opportunities to improve service delivery for youth being served through DCF. The conference also provides a forum to exchange information regarding resources and programming relevant for youth.

YAC Meeting Support (\$800) – This allocation allows for refreshments and incentives, at \$200 per meeting to be served at each of the (4) YAC meetings.

Administrative Overhead (\$61,203) – This rate is calculated at 10% of the total base budget.

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

Applicants are also advised that any data collected or maintained through the implementation of the proposed program shall remain the property of DCF. Organ and Tissue Donation: As defined in section 2 of P.L. 2012, c. 4 (N.J.S.A.52:32-33), contractors are encouraged to notify their employees, through information and materials or through an organ and tissue awareness program, of organ donation options. The information provided to employees shall be prepared in collaboration with the organ procurement organizations designated pursuant to 42 U.S.C. §1320b-8 to serve in this State.

D. Funding Information:

For the purpose of this initiative, the Department will make available \$673,233 for Fiscal Year 2014 funding. It is anticipated that the resulting contract will contain approximately \$673,233. Continuation funding is contingent upon the availability of funds in future fiscal years and contingent on meeting the performance objectives of this RFP.

One proposal will be funded under this program.

The initial funding period for this program is: July 1, 2013 to June 30, 2014. Renewals shall be dependent upon performance.

Matching funds are not required.

Proposals that demonstrate the leveraging of other financial resources are encouraged.

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

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

E. Applicant Eligibility Requirements:

1. Applicants must be for profit, not for profit corporations or designated lead agencies that are duly registered to conduct business within the State of New Jersey. Only one applicant may be the lead agency.
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 appropriate, 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. Applicants must execute sub-contracts with partnering entities within 45 days of contract execution.

9. 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.
10. 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
11. Any fiscally viable entity that meets the eligibility requirements, terms and conditions of the RFP, and the contracting rules and regulations set forth in the DCF Contract Policy and Information Manual (N.J.A.C. 10:3) may submit an application.

F. RFP Schedule:

May 9, 2013	Notice of Availability of Funds/RFP publication
May 20, 2013	Period for Email Questions sent to DCFASKRFP@dcf.state.nj.us
June 6, 2013	Deadline for Receipt of Proposals by 12:00PM

All proposals must be received by 12:00 PM on or before **June 6, 2013**. Proposals received after 12:00 PM on **June 6, 2013** will **not** be considered. Applicants should submit **one (1) signed original** and **one CD ROM**, including a signed cover letter of transmittal as indicated below.

Proposals must be delivered either:

1) In person to:

Catherine Schafer, Director of Grants Management, Auditing and Records
 Department of Children and Families
 101 South Broad Street, 7th 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 Management, Auditing and Records
 Department of Children and Families
 101 South Broad Street, 7th 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.dhs.state.nj.us>

DCF offers the alternative for our bidders to submit proposals electronically to the web address above. Online training is available at the bidder's conference and on our website at: www.nj.gov/dcf/providers/notices/

We recommend that you do not wait until the date of delivery in case there are technical difficulties during your submission. Only a registered Authorized Organization Representative (AOR) or the designated alternate is eligible to send in a submission. Registration forms are available on our website. Registered AOR forms must be received 5 business days prior to the date the bid is due. You need to register only if you are submitting a proposal online.

G. Administration:

1. Screening for Eligibility, Conformity and Completeness

DCF will screen proposals for eligibility and conformity with the specifications set forth in this RFP. A preliminary review will be conducted to determine whether the application is eligible for evaluation or immediate rejection.

The following criteria will be considered, where applicable, as part of the preliminary screening process:

- a. The application was received prior to the stated deadline
- b. The application is signed and authorized by the applicant's Chief Executive Officer or equivalent
- c. The applicant attended the Bidders Conference (if required)
- d. The application is complete in its entirety, including all required attachments and appendices
- e. The application conforms to the specifications set forth in the RFP

Upon completion of the initial screening, proposals meeting the requirements of the RFP will be distributed to the Proposal Evaluation Committee for its review and recommendations. Failure to meet the criteria outlined above, or the submission of incomplete or non-responsive applications constitutes grounds for immediate rejection of

the proposal if such absence affects the ability of the committee to fairly judge the application.

2. Proposal Review Process

DCF will convene a Proposal Evaluation Committee in accordance with existing regulation and policy. The Committee will review each application in accordance with the established criteria outlined in Section II of this document. All reviewers, voting and advisory, will complete a conflict of interest form. Those individuals with conflicts or the appearance of a conflict will be disqualified from participation in the review process. The voting members of the Proposal Evaluation Committee will review proposals, deliberate as a group, and then independently score applications to determine the final funding decisions.

The Department reserves the right to request that applicants present their proposal in person for final scoring. In the event of a tie in the scoring by the Committee, the bidders that are the subject of the tie will provide a presentation of their proposal to the evaluation committee. The evaluation committee will request specific information and/or specific questions to be answered during a presentation by the provider and a brief time-constrained presentation. The presentation will be scored out of 50 possible points, based on the following criteria and the highest score will be recommended for approval as the winning bidder.

Requested information was covered – 10 Points

Approach to the contract and program design was thoroughly and clearly explained and was consistent 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 allegation, of misrepresentation of information and/or non-compliance

with any State of New Jersey contracts, policies and procedures, or State and/or Federal laws and regulations.

All applicants will be notified in writing of the Department's intent to award a contract.

H. Appeals:

An appeal of the selection process will be heard only if it is alleged that the Department has violated a statutory or regulatory provision in awarding the grant. An appeal will not be heard based upon a challenge to the evaluation of a proposal. Applicants may appeal by submitting a written request to

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

no later than five (5) calendar days following receipt of the notification or by the deadline posted in this announcement.

I. Post Award Review:

As a courtesy, DCF may offer unsuccessful applicants an opportunity to review the Evaluation Committee's rating of their individual proposals. All Post Award Reviews will be conducted by appointment.

Applicants may request a Post Award Review by contacting:
DCFASKRFP@dcf.state.nj.us

Post Award Reviews will not be conducted after six months from the date of issuance of this RFP.

J. Post Award Requirements:

Selected applicants will be required to comply with the terms and conditions of the Department of Children and Families' contracting rules and regulations as set forth in the Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information Manual. Applicants may review these items via the Internet at www.nj.gov/dcf/providers/contracting/manuals

Selected applicants will also be required to comply with all applicable State and Federal laws and statutes, assurances, certifications and regulations regarding funding.

Upon receipt of the award announcement, and where appropriate, selected applicants will be minimally required to submit one (1) copy of the following documents:

- Proof of Insurance naming the Department of Children and Families as an additional insured
- Board Resolution Validation
- DCF Standard Language Document and Signature Pages
- Current agency by-laws
- Copy of lease or mortgage (if applicable)
- Certificate of Incorporation
- Conflict of Interest policy
- Affirmative Action policy and certificate
- A copy of all applicable professional licenses
- Current single audit report
- Current IRS Form 990
- Copy of the agency's annual report to the Secretary of State
- Public Law 2005, Chapter 51, Contractor Certification and Disclosure of Political Contributions (not required for non-profit entities)]

The actual award of funds is contingent upon a successful Contract negotiation. If, during the negotiations, it is found that the selected Applicant is incapable of providing the services or has misrepresented any material fact or its ability to manage the program, the notice of intent to award may be rescinded.

Section II – Application Instructions

A. Proposal Requirements and Review Criteria:

All applications will be evaluated and scored in accordance with the following criteria:

The narrative portion of the proposal should be double-spaced with margins of 1 inch on the top and bottom and 1½ inches on the left and right. The font may be no smaller than 12 points. There is a 25 page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Five (5) points will be deducted for each missing document. If the deductions total 20 points or more, the proposal shall be rejected as non-responsive. The narrative must be organized appropriately and address the key concepts outlined in the RFP. Items

included in the transmittal cover letter and attachments do not count towards the narrative page limit.

Proposals may be bound or fastened by a heavy-duty binder clip. Do not submit proposals in loose-leaf binders, plastic sleeves or folders.

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

1) Applicant Organization (20 Points)

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

Describe the agency's governance structure and its administrative, management and organizational capacity to enter into a third party direct state services contract with the Department of Children and Families. Note the existence (if any) of professional advisory boards that support the operations. If applicable, indicate the relationship of the staff to the governing body. Attach a current organizational chart.

Describe how agency has effectively worked with youth and incorporates "youth voice" into your current program and hiring practices. Demonstrate how the agency promotes and accomplishes these activities.

Describe your qualification and experience in conference and/or event planning and coordination. Provide information on your agency's experience in running similar large-scale events and/or conferences, and the size of the event.

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.

2) Program Approach (60 Points overall – see below)
The program must be operational by October 1, 2013.
YAB (20 Points of 60)

The applicant shall describe plans to establish and coordinate fifteen (15) Youth Advisory Boards (YABs) covering all 21 NJ counties, providing program support, technical assistance and oversight. In this section, describe the program approach that includes an overview of all key components that are essential to the success of this initiative, and their anticipated impact on the target population (Youth between the ages of fourteen to twenty-three year olds (14 to 23), from all demographics, who are/were homeless, runaways, transitioning out-of-care and/or CP&P involved. Additional consideration and preference will be given if the Youth Advisory Interns are Alumni of DCF services. You must provide resumes of all proposed staff. The applicant shall describe plans to transition the membership of the current YAB participants into the new model.

YAC

(20 Points of 60)

The applicant shall describe plans to establish and coordinate DCF Statewide Youth Advisory Council (YAC).

For the above two categories a description of the services to be provided, including the specific goals and objectives of each service component identified on pages 6. Services to be Funded shall also include:

1. The establishment and operation of fifteen (15) Youth Advisory Boards serving all 21 NJ counties including:
 - YAB Meetings
 - YAB Enrichment Events
 - Community Service Events
 - Statewide Quarterly YAB Meetings and Trainings
 - Child Protection and Permanency (CP&P) Connections
 - NYTD Data Management
2. Youth Advisory Council
 - Staffing: Identify the plan for staffing. Please attach a refined version of the job description that includes the educational and experiential requirements; and salary range for employment with your agency.
 - A description of the service activities that program personnel will employ to achieve the service objectives;
 - An outline of appropriate and measurable outputs and outcomes for all service activities;
 - A description of any service coordination, recruitment, collaborative efforts or processes that will be used to provide the proposed services (attach any affiliation agreements or Memoranda of Understanding);

- Information on the accessibility of services, a description of transportation options available to youth and handicapped accessibility;

Indicate the number, qualifications and skills of all staff, consultants, sub-grantees and/or volunteers who will perform the proposed service activities. Attach, in the Appendices section of the application, an organizational chart for the proposed program operation; job descriptions that include all educational and experiential requirements; salary ranges; and resumes of any existing staff who will perform the proposed services.

Describe the management and supervision methods that will be utilized.

Provide a feasible timeline for implementing the proposed services. Attach a separate Program Implementation Schedule for to have all operations fully functioning no later than October 1, 2013.

Describe how the proposed program will meet the needs of various and diverse cultures within the target community based on the Law Against Discrimination (N.J.S.A. 10:51 et seq.).

NYTD Follow-up Surveys

(5 Points out of 60)

Describe the processes through which the agency will locate youth and complete follow-up surveys. Survey topics cover six outcomes: financial self-sufficiency, experience. Refer to overview on page 5.

Statewide Conference

(15 Points out of 60)

1. Location

Describe the venue you have available or a description of the venue proposed. Selecting a venue that is conducive to learning and conveniently located with access to major highways and public transportation in the State of New Jersey is critically important. In addition, the venue must be able to accommodate 300 persons in a general session. If you plan to have concurrent workshops, the venue should accommodate breakout rooms. Duties relative to location will include, but are not limited to:

- a. Procuring competitive quotes from venues available to host the conference. Soliciting estimates from potential venues in advance is strongly encouraged.
- b. Developing a list of available venues sorted by price and location in the State.

- c. Negotiation of contract terms subject to final approval of DCF.
- d. Ensuring that the facility is in compliance with ADA regulations.
- e. Maintaining consistent contact with banquet manager to discuss details of the event.
- f. Ensuring the adequacy of parking arrangements to ease congestion.
- g. Provide a feasible timeline for implementing the networking conference. Attach a separate Program Implementation Schedule to have the contract executed before June 30, 2014.

2. Registration of Attendees

Describe the registration process. Registration must be convenient, secure and user-friendly. In addition, it must coincide with any restrictions imposed by the location. For example, if the location has varying amounts of room capacity, then pre-registration will be required to avoid exceeding room capacities. Creativity and technological savvy is encouraged to link the registration with the monitoring of attendees and evaluation of workshops.

- a. Develop a registration brochure and database to be used to administer registration process. Use of online technology which provides the registrants an opportunity to register online is critical; however a mail-in and fax option must also be available.
- b. Provide the break out registration, if you plan to have concurrent workshops, process for attendees and how you will address issues of choice among sessions at the conference.
- c. Describe how same day registration is to be handled or, if not permitted, how this will be communicated.

3. Continuing Education

Describe the process for proving accreditation for the conference and the break out sessions included. Continuing education requirements will drive many of the activities of successfully planning, implementing and finalizing this conference. Submission **must** include evidence of a clear understanding of the requirements of continuing education for social workers and continuing legal education credits. Continuing education information for social workers is at:

<http://www.naswnj.org/displaycommon.cfm?an=1&subarticlenbr=158>

Duties relative to continuing education will be governed by the requirements as set forth above and will include the following:

a. Solicit and obtain continuing education credits for social workers, and mental health professionals. Therefore, inclusion of requirements of continuing education governing bodies must be contained in Call for Papers. Please keep in mind the conference is concentrated in child protection and social services. It is imperative that CLE credits are properly applied for.

b. Ensuring that attendee monitoring and sign-in sheets, certificates and evaluation procedures are closely monitored for compliance with regulations. Resolve all questions and any issues relating to the credits for a period of 8 weeks after the conference.

4. General Project Management

Describe how the development and operation of the conference will be managed. General project management will include superior organization and planning, consistent and clear communication, adhering to deadlines and budget. The following duties reflect elements of coordination and project management required:

a. Develop a timeline to establish key milestones and deadlines. Include how you will make every attempt to schedule the conference so that it does not conflict with a religious holiday.

b. Administer the Call for Papers to solicit proposal submission from experts in the field of child maltreatment, domestic violence, innovative investigative, intervention, treatment and prevention models, etc. (Sample call for papers and sample marketing handout should be attached).

c. Design, edit, produce and print all conference materials (i.e. registration brochure, handouts, name badges, signage, registrant packet, registrant bags, and other ancillary print materials required by DCF).

d. Coordinate with venue staff to arrange and schedule logistics such as meals, refreshment services, breaks, breakout rooms, general session room, AV needs such as overhead projectors, microphones, etc.

e. Coordinate with key DCF staff and volunteers to obtain approvals, communicate milestone achievements, frequent registration updates, conference calls and/or in person meetings etc.

5. On-Site Supervision and Coordination

Describe the support and activities the day of the conference including but not limited to the following elements:

- a. On-site registration support and personnel at the registration desk during the conference, including but not limited to parking logistics, break out session support and hospitality service coordination.
- b. Troubleshoot Audio Visual or computer needs and logistical issues that may arise.

6. Post Conference

Describe how specific post conference support will be achieved including but not limited to how your organization will:

- a. Provide post conference support such as a summary of evaluations, thank you letters to conference presenters, VIPs, etc.
- b. Provide specific documentation requirements as required by continuing education accrediting bodies (i.e. registration and attendance database reports including but not limited to phone and email contact for credits earned as part of the conference, electronic copies of certificates, etc.

3) Outcome Evaluation and Data Collection (15 Points)

Separately describe the data collection and outcome measures that will be used to determine that the service goals and objectives of the all program components and the conference have been met. Provide a brief narrative and attach copies of any evaluation tools that will be used to determine the effectiveness of the youth development program services. Also, provide examples of a survey tool to obtain feedback about conference speakers and workshops.

4) Leveraging (5 Points)

Identify the total amount and source of any additional financial resources that will be committed to the proposed project as a leveraging mechanism.

B. Supporting Documents:

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent and a CD ROM containing all the documents in PDF or Word format. Failure to submit any of the required documents

requested in this RFP will result in a loss of five (5) points per item from the total points awarded for the proposal.

All supporting documents submitted in response to this RFP must be organized in the following manner:

Part I: Proposal

1. Proposal Cover Sheet*
2. Table of Contents
3. Proposal Narrative (in following order)
 - a. Applicant Organization
 - b. Program Approach
 - c. Outcome Evaluation
 - d. Leveraging

Part II: Appendices

1. Job descriptions of key personnel, resumes if available for key personnel
2. Current and proposed agency organizational charts
3. Staffing patterns
4. Current/dated list of agency Board of Directors/Terms of Office
5. Copy of agency Code of Ethics and/or Conflict of Interest policy
6. Three (3) Program Implementation Schedules (one for each YAB, YAC and Conference)
7. Statement of Assurances*
8. Certification regarding Debarment*
9. Copy of IRS Determination Letter regarding applicant's charitable contribution or non-profit status (if appropriate)
10. All required Certification and Disclosure Forms in accordance with PL 2005, c.51 ("Chapter 51") and Executive Order 117 (2008), if appropriate**
Note: non-profit entities are exempt from Chapter 51 disclosure requirements).
11. Tax Clearance Certificate*** or evidence of Tax Agreement with Appropriate Tax Authority
Note: P.L. 2007, c. 101 requires that as a precondition to the award of business assistance or incentive or as a component of the application for business assistance or incentive, a person or business seeking a grant, loan, loan guarantee, or other monetary or financial benefit from a department or agency of State government shall obtain a Tax Clearance Certificate
12. Copies of all applicable licenses/organization's licensure status (if appropriate)
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 any audits or reviews completed or in process by DCF or other State entities from 2010 to the present. If available, a corrective action plan should be provided and any other pertinent information that will explain or clarify the applicant's position
15. Applicable Consulting Contracts, Memoranda of Agreement, Letters of Commitment and other supporting documents.
16. Current Form 990 for non-profits
17. Current Single Audit Report for non-profits/ Current Audited Financial Statements for for-profit entities

* Standard forms for RFP's are available at www.nj.gov/dcf/providers/notices/ Forms for RFP's are directly under the Notices section. 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/> (Note: non-profit entities are exempt from Chapter 51 disclosure requirements.). Click on Vendor Information and then on Forms.

*** Tax Clearance Certificate- You may apply for a Tax Clearance Certificate (Business Assistance and Incentives) by filling out the form at: <http://www.state.nj.us/treasury/taxation/pdf/busasstTaxClear.pdf>

C. Requests for Information and Clarification

Question and Answer:

DCF will provide eligible applicants additional and/or clarifying information about this initiative and application procedures through a time-limited electronic Question and Answer Period. Answers will be posted on the website at: <http://www.state.nj.us/dcf/providers/notices/>

Questions must be submitted in writing via email to: DCFASKRFP@dcf.state.nj.us. All inquiries submitted to this email address must identify, in the Subject heading, the specific RFP for which the question/clarification is being sought.

Written questions must be directly tied to the RFP. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page number and section number to which it relates.

All other types of inquiries will not be accepted. **Applicants may not contact the Department directly, in person, or by telephone,**

concerning this RFP. Inquiries should only be addressed for technical support through DCFASKRFP@dcf.state.nj.us. Inquiries will not be accepted after the closing date of the Question and Answer Period. Written inquiries will be answered and posted on the DCF website as a written addendum to the RFP.

Statewide Youth Advisory Coordinator Exhibit 1

Job Summary: Monitors YAB meeting outcomes and output, supervises the Regional YAB Coordinators; works closely with the County YAB's and coordinates the DCF Statewide Youth Advisory Council. Oversees mechanisms for statewide interaction, cooperation, and broad-spectrum feedback.

Specific responsibilities include:

- Build strong relationships and connections with youth, parents and CP&P staff from Local Offices
- Ensure youth member recruitment, investment and participation in the YAB and YAC, and/or related workgroups/activities
- Ensure the coordination of YAB meetings and Statewide quarterly YAB meetings and trainings
- Coordinate YAB enrichment events and community service events
- Establish a project timeline to ensure that key tasks are identified, assigned and addressed/completed. Provide regular status reports, updates and revisions, as needed
- Review and assess the progress of the YAB and YAC in obtaining feedback and participate in local activities
- Work with youth, parents and professionals to assess training needs to support the work of the YAB and YAC
- Coordinate and implement the NYTD data collection and follow-up surveys
- Spearhead the execution of the NJ Based Statewide Thriving Adolescent Conference
- Prepare reports and updates
- Communicate with designated state-level staff at DCF

Qualifications:

Education: Degree from an accredited college/university

Special Requirements

- Valid driver's license
- Excellent reading and writing skills
- Computer skills/use of basic software (MS Word, MS Excel)
- Critical thinking and problem solving skills
- Strong organizational skills
- Able to complete assignments independently; and work productively in collaborative situations

Communication and Interpersonal Skills

- Positive attitude -- friendly outgoing and caring
- Believes in, and committed to people; empathetic to the needs of youth
- Good listener – objective - open to new ideas
- Ability to bring diverse people together for the common goal - team builder
- Easily engages in conversation with people; comfortable in speaking in front of groups of people

Knowledge and Experience

- Experience in outreach or working with youth
- Experience working with children and families
- Experience in working across cultures
- Experience in running meetings or making presentations; or coordinating a community program

Regional Youth Advisory Coordinator Exhibit 2

Job Summary: Serves as the lead point person for YAB's in designated region, supervises the Youth Advisory Interns, coordinates YAB activities and reports on strategic discussions with the Statewide Youth Advisory Coordinator.

Specific responsibilities include:

- Build strong relationships with youth, parents and CP&P staff from Local Offices
- Ensure youth member investment and participation in the YAB and YAC, and/or related workgroups/activities
- Establish a project timeline to ensure that key tasks are identified, assigned and addressed/completed. Provide regular status reports, updates and revisions, as needed
- Review and assess the progress of the regional YABs and YAC in obtaining feedback and participate in local activities
- Work with youth, parents and professionals to assess training needs to support the work of the YAB and YAC
- Prepare reports and updates on YAB strategic discussion
- Communicate with Statewide Youth Advisory Coordinator

Qualifications:

Education: Degree from an accredited college/university

Special Requirements

- Valid driver's license
- Excellent reading and writing skills
- Computer skills/use of basic software (MS Word, MS Excel)
- Critical thinking and problem solving skills
- Strong organizational skills
- Able to complete assignments independently; and work productively in collaborative situations

Communication and Interpersonal Skills

- Positive attitude -- friendly outgoing and caring
- Believes in, and committed to people; empathetic to the needs of youth
- Good listener – objective - open to new ideas
- Ability to bring diverse people together for the common goal - team builder
- Easily engages in conversation with people; comfortable in speaking in front of groups of people
- Willing to learn and apply new concepts

Knowledge and Experience

- Experience in outreach or working with youth
- Experience working with children and families
- Experience in working across cultures
- Experience in running meetings or making presentations; or coordinating a community program

Youth Advisory Intern Exhibit 3

Job Summary: This paraprofessional position will serve as the back-up point person for the county-based YABs and the primary coordinator of YAB member plans and activities. They will function as the resource liaison and peer-counselor for YAB participants. This paraprofessional will be supervised by the Regional Coordinator. There should be clear guidelines regarding the role and expectations of the Intern position.

Specific responsibilities include:

- Build strong relationships with YAB participants
- Ensure youth member investment and participation in the YAB and/or related workgroups/activities
- Facilitate the coordination of YAB plans and activities
- Establish a project timeline to ensure that key tasks are identified, assigned and addressed/completed. Provide regular status reports, updates and revisions, as needed
- Work with youth in obtaining resources and provide support as needed
- Communicate with Statewide Youth Advisory Coordinator

Qualifications:

Education: Associates Degree from accredited college

Special Requirements

- Valid driver's license
- Excellent reading and writing skills
- Computer skills/use of basic software (MS Word, MS Excel)
- Critical thinking and problem solving skills
- Strong organizational skills
- Able to complete assignments independently; and work productively in collaborative situations

Communication and Interpersonal Skills

- Positive attitude -- friendly outgoing and caring
- Believes in, and committed to people; empathetic to the needs of youth
- Good listener – objective - open to new ideas
- Ability to bring diverse people together for the common goal - team builder
- Easily engages in conversation with people

Knowledge and Experience

- Experience in outreach or working with youth
- Experience working with children and families
- Experience in working across cultures