



REQUEST FOR PROPOSALS

FOR

Family Support Partners

**Peer Support for High Need Families
(with Youth Awaiting or At Risk of Out of Home Treatment)**

Funding of \$161,700 Available from the New Jersey Division of Mental Health and Addiction Services in the Department of Human Services (DHS) via a SAMHSA Grant: Emergency Grant to Address Mental and Substance Use Disorders During COVID-19 Grant Number 1H79FG000295-01.

Additional funding opportunities may become available in the future.

Totaling (\$53,900 per award for up to three (3) awards)

Eligible applicants include Family Support Organizations in the following counties: Bergen, Essex, Hudson, Passaic and Union.

CFDA # 93.665

There will be no Bidders Conference for this RFP.

Questions are due: April 7, 2021 by 12PM

Bids are due: April 28, 2021 by 12PM

**Christine Norbut Beyer, MSW
Commissioner**

March 22, 2021

TABLE OF CONTENTS

Section I - General Information

A. Purpose	Page 1
B. Background	Page 2
C. Target Population/Admission Criteria	Page 3
D. Staff Requirements	Page 3
E. Activities	Page 4
F. Outputs and Outcomes	Page 6
G. Funding Information	Page 7
H. Applicant Eligibility Requirements	Page 8
I. RFP Schedule	Page 9
J. Administration	Page 9
K. Appeals	Page 12
L. Post Award Review	Page 13
M. Post Award Requirements	Page 13

Section II - Application Instructions

A. Review Criteria	Page 14
B. Supporting Documents	Page 20
C. Requests for Information and Clarification	Page 22

Exhibit A–The State Affirmative Action Policy
Exhibit B–Anti-Discrimination Provisions
Exhibit C-Attestation
Exhibit D-Family Support Partner Logic Model
Exhibit E-CSOC Pre Award Documents Checklist
Exhibit F-CSOC Post Award Documents Checklist

Attachment 1-Federal Requirements

Funding Agency

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

There will be no Bidders Conference for this RFP. **Questions will be accepted** in advance of the proposal deadline by providing them via email to DCF.ASKRFP@dcf.nj.gov **until April 7, 2021 by 12PM**. Technical inquiries about forms and other documents may be requested at any time.

All proposals must be submitted electronically through our online system. Applicants are expected to submit proposals electronically. Only a registered Authorized Organization Representative (AOR) may submit proposals (See Section I). Only a registered AOR or the designated alternate is eligible to send in a submission by submitting an AOR form. The AOR form must be completed and sent to DCF.ASKRFP@dcf.nj.gov

Section I – General Information

A. Purpose:

The New Jersey Department of Children and Families (DCF), Division of the Children's System of Care (CSOC), is announcing a competitive request for proposal (RFP) to increase caregiver peer support through contracted Family Support Organizations (FSOs). FSOs are nonprofit, county-based organizations operated and staffed by families of youth with emotional, behavioral, developmental, intellectual and/or substance use challenges who receive services through youth serving systems, including the CSOC. This Request for Proposal (RFP) will award a total of \$161,700 through three awards of up to \$ 53,900 each for 12 months. Each award will support one **(1) (.8 FTE) Family Support Partners (FSPs), at each FSO awarded funding.**

CSOC examined COVID-19 prevalence and, death rates and the number of youth awaiting the highest intensities of Out of Home (OOH) treatment to determine the populations and regions with high needs for these peer support services and the agencies eligible to apply for this funding opportunity. The following FSO service area providers are eligible to apply: **Bergen, Essex, Hudson, Passaic, and Union Counties.** Additional funding opportunities may become available in the future.

FSOs will provide increased peer support for families enrolled with CSOC who have youth waiting for, or who are at risk of, placement in high intensity (OOH) treatment.

The objectives of this RFP are to increase services for youth and their caregivers impacted by COVID-19 as follows:

- a. Peer support services
- b. Concrete resources, services, and supports
- c. Engagement and preparation for youth's OOH treatment and transition planning
- d. Informal supportive social connections

The primary service delivery modality is face to face peer support. Other methods of intervention such as videoconference or teleconference, may be considered based on existing guidance related to the public health emergency, family choice, family, and staff safety.

The FSP will be required to work closely with the Care Management Organizations (CMOs) Child and Family Team (CFT), Intensive In-Community providers (IIC), Out of Home (OOH) Treatment programs, and other providers to support caregivers of youth waiting for OOH treatment.

Service delivery must align with the current New Jersey FSO Support Model, DCF values the Wraparound service model, and Nurtured Heart Approach (NHA). Applicants shall provide details regarding the implementation of family support services reflective of System of Care Values and Principles which are inherent in the current NJ FSO practice model.

B. Background:

DCF is a family and youth serving agency, working to assist NJ families in being or becoming safe, healthy, and connected.

The DCF CSOC serves children, youth, and young adults with emotional and behavioral health challenges, intellectual/developmental disabilities, and substance use challenges. CSOC is committed to providing these services based on the needs of the youth and family, in strength-based, family-focused, culturally competent, and community-based environments. CSOC understands that the family or caregiver plays a central role in the health and well-being of children, youth, and young adults. CSOC involves families/caregivers/guardians throughout the treatment process to promote youth and family voice and provides families with the tools and support needed to create successful and sustainable life experiences for their children, youth, and young adults.

The 2020 Emergency Grants to Address Mental and Substance Use Disorders During COVID-19 (Short Title: Emergency COVID-19) were issued by the Substance Abuse and Mental Health Services Administration (SAMHSA) on April 1, 2020. On April 17, 2020, a grant was awarded to the

Division of Mental Health and Addiction Services (DMHAS) with DCF as a subcontracted entity. DMHAS serves as the State Mental Health Authority and Single State Agency for Substance Abuse as designated by SAMHSA. The Division oversees New Jersey's adult system of community-based behavioral health services. This funding is subject to all terms and conditions of the SAMHSA grant and is managed by DCF/CSOC administration.

C. Target Population/Admission:

Fifteen FSOs based in each of the CSOC designated service areas serve over 14,000 families and youth annually. FSPs will identify caregivers with high need at the point of FSO referral, based on a consideration of the caregiver's circumstance, and results from the Family Assessment of Needs and Strengths (FANS) measurement. Additionally, FSPs will work with CMOs and CFTs to identify high need youth currently waiting for out of home services whose caregivers may benefit from peer support.

As of May 7, 2020, there were 190 youth awaiting admission to high intensity OOH treatment settings of Psychiatric Community Homes (PCH) and Specialty Care Programs (SPEC) across the state of New Jersey. Seventy-eight of these youth were from targeted counties. The youth on the waiting list ranged in age from age 6 through 20 with the majority identifying as White or Black/African American, and roughly 50% as Male. As of September 17, there were 120 youth awaiting admission to PCH and SPEC across the state of New Jersey. 46 of these youth were from targeted counties.

D. Staff Requirements:

FSPs must have experience as the primary parent(s)/legal guardian(s) of a child with emotional, behavioral, mental health challenges or dual intellectual and developmental disabilities, with an ability to advocate on the child's behalf. FSPs must obtain Peer Support Certification within one year of employment.

The FSP to caregiver ratio of support shall be no more than 1:20 at any point in time. It is anticipated the youth and their caregivers will require an intense level of support based on their needs. Typical support for a caregiver with intense support needs may range from 2-4 hours per week. It is expected that each FSP will serve approximately 40 caregivers over the course of the grant with an average length of involvement of 6 months.

E. Activities:

The Applicant must implement the following:

Activity 1: Recruit and hire Family Support Partners (FSPs).

This RFP will fund one part-time (.8) FSPs per each successful Family Support Organization. FSPs will deliver services at a no more than 1:20 ratio of part time FSP staff to target the youth and their caregivers.

Activity 2: Train FSPs.

The FSO's shall meet the following minimum training requirements for each FSP:

- Family Support training curriculum (see list in Organizational Supports section).
- Nurtured Heart Approach
- COVID-19 safety and prevention specific to face to face service delivery
- Telehealth service delivery
- Understanding and navigating CSOC and OOH treatment procedures
- Accessing resources, services, and supports available for the youth and their caregivers during COVID-19
- Strategies for increasing social connections for the youth and their caregivers during COVID-19

Activity 3: Implement face to face and remote peer support for youth, young adults, and their caregivers.

In light of the COVID-19 pandemic and the need to protect the health of youth, young adults, and their caregivers and service provider staff, in March 2020 DCF temporarily relaxed usual operating requirements to permit flexibility that preserved quality of service for clients while promoting the ability of both clients and providers to adhere to necessary social distancing standards. As New Jersey enters into less restrictive phases of the Governor's Restart and Recovery Plan, DCF is cautiously resuming in-person activities and services while putting in place necessary safeguards to protect the health of staff, providers and clients. Providers who continue to include remote service delivery during the transition to face to face work shall continue to adhere to the standards issued by the Department in the March 24, 2020 ***Guidance for Providers of Home and Community Based Services Operating***

Under Contract with the New Jersey Department of Children and Families.

Remote peer support interventions through technology must include, but are not limited to, the following activities: 1) Instructing youth and their caregivers in the utilization of remote peer support interventions for provider and Child Family Team appointments, 2) delivering peer support outreach and education to the youth and their caregivers in line with standards of practice, 3) conducting individual family peer support sessions and, 4) coordinating support group referrals and activities.

Family Support Partners shall:

- engage eligible youth, young adults and their caregivers with a focus on self-care, regulation and stress management strategies;
- participate in crisis planning with the CFT, as appropriate;
- deliver supports using the Wraparound Model and through telecommunication systems, if applicable and appropriate.

Activity 4: Provide opportunities to increase concrete supports to families impacted by COVID-19.

FSO's are required to provide the youth and their caregivers with information about supports and services that address basic needs such as housing, management of stressful conditions, health insurance, food insecurity, transportation, and employment resources as a result of losses from COVID-19. This information will be provided in coordination with the CFT planning efforts.

FSO's shall:

- provide support, education, resources and advocacy information to eligible youth, young adults and their caregivers;
- identify social determinants of health needs; and

Activity 5: Identify and engage the youth and their caregivers in opportunities to increase informal social connections; i.e. extended family, friends, neighbors, peer support group members, and other non-professionals in the community who care about what happens to the family and can provide emotional support as well as help with basic needs such as transportation, child care, etc.

FSO's are required to provide peer support activities for the youth and their caregivers and/or identify and engage the youth and their caregivers in other opportunities to build social connections through faith-based organizations, Al-Anon / Alateen, NA/AA, Parent's Inc., Family Success Centers, health and fitness forums, etc.

Peer Support Partners shall:

- coordinate and participate in service and support planning with the youth or young adult's Care Management Organization (CMO) and their Child Family Team (CFT), which CFT is set up through the CMO and engages in service planning;
- provide linkage to and engagement with FSO support groups and other resources.

F. Outputs and Outcomes:

In collaboration with CSOC, the - FSO must collect and report on the following program process and level of service output measures:

- The unduplicated # of:
 - (1) youth, young adults and their caregivers engaged with program services by each FSO
 - (2) youth, young adults and their caregivers who transitioned from peer support services
- # of individual family peer support sessions held via remote technology
- # of youth or caregiver support groups held via remote technology
- # of youth, young adults and their caregivers who attended 1 or more support group session
- # of referrals made to services that address basic needs by service type (housing, health insurance, food, transportation, employment resources)
- # of youth, young adults and their caregivers who have increased informal social connections; i.e. extended family, friends, neighbors, peer support group members, and other non-professionals in the community who care about what happens to the family and can provide emotional support as well as help with basic needs such as transportation, child care, etc.
- # of caregivers who were provided knowledge of process and principles to engage in and support their youth in the out of home treatment process
- # of caregivers educated in Nurtured Heart Approach to support their youth

In collaboration with CSOC, the FSO must collect, and report the following family outcome measures:

- Caregivers demonstrate connection with at least one additional informal or natural support as a result of FSP involvement
- Caregivers report knowledge and use of NHA
- Caregivers report improved preparation for their youth's OOH Treatment planning
- Caregivers with youth waiting for OOH services received support, referrals and services through remote technology Family Support Partner communication
- Youth, young adults and their caregivers access services to address basic needs as a result of loss during COVID 19
- Administer Pre and Post Test and Satisfaction Survey to families participating in services while youth are waiting for OOH treatment

G. Funding Information:

DCF reserves the right to award all or a portion of the requested amount. Awards are based on geographical regions, proposed project structure, and activities. All funding shall be subject to the appropriation of sufficient funds and the availability of sufficient resources.

The approximate funding for state fiscal year (SFY) 2020-21 is \$161,700 for 3 (.8) FTE positions totaling \$53,900 per award for up to three (3) awards for 12-months funding period pursuant to CFDA # 93.665. Additional funding opportunities may become available in the future. Matching funds are not required.

Additional funds are not available, so any proposed one-time expenses must be funded with **anticipated** contract accruals. Applicants must provide a justification and detailed summary of anticipated start-up costs, and the source of anticipated contract accruals, in order to begin program operations.

Operational start-up costs are limited to mobile phone for staff and computer cost allocation. Applicants must provide a justification and detailed summary of all expenses that must be met in order to begin program operations.

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.

H. Applicant Eligibility Requirements:

1. Current Family Support Organization contracted with the Department of Children and Families operating in the following service areas: **Bergen, Essex, Hudson, Passaic and Union.**
2. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
3. If Applicant is under a corrective action plan with DCF (inclusive of its Divisions and Offices) or any other New Jersey State agency or authority, the Applicant may not submit a proposal for this RFP if written notice of such limitation has been provided to the Agency or authority. Responses shall not be reviewed and considered by DCF until all deficiencies listed in the corrective action plan have been eliminated and progress maintained to the satisfaction of DCF for the period of time as required by the written notice.
4. Applicants shall 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.
5. Applicants must be in compliance with the terms and conditions of their contracts with DCF.
6. Where required, all applicants must hold current State licenses.
7. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
8. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
9. Applicants must have the ability to hire and be **operational for this specific population within 30 days of contract execution.** If additional time is needed/required, the applicant must request an extension from the Director of CSOC. Further, where appropriate, applicants must execute sub-contracts with partnering entities within 30 days of contract execution.
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: <http://fedgov.dnb.com/webform>
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.

I. RFP Schedule:

April 7, 2021 by 12PM	Deadline for Email Questions sent to DCF.ASKRFP@dcf.nj.gov
April 28, 2021 by 12PM	Deadline for Receipt of Proposals by 12:00PM

Proposals received after **12:00 PM on April 28, 2021** will **not** be considered.

All proposals must be delivered ONLINE:

Applicants must submit proposals electronically. Only a registered Authorized Organization Representative (AOR) or the designated alternate is eligible to send in a submission by submitting an AOR form. The AOR form must be completed and sent to DCF.ASKRFP@dcf.nj.gov.

- Registration for the Authorized Organization Representative (AOR) Form

We recommend not waiting until the due date to submit your proposal in case there are technical difficulties during your submission. Registered AOR forms may be received 5 business days prior to the date the bid is due.

Submission Requirement:

It is required that you submit your proposal as one PDF document. If the Appendices file is too large, it can be separated into more pdf parts, such as Part 3, Part 4, etc. Please do not upload separate documents.

J. 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.

*If a Bidders Conference is required, for a bid to be considered for award, at least one representative of the Bidder must have been present at the Bidders Conference, commencing at the time and in the place specified above. Failure to attend the Bidders Conference will result in automatic bid rejection.

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 Proposal Evaluation Committee. The 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.

3. Special Requirements

The successful Applicants shall maintain all documentation related to proof of services, products, transactions and payments 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.

The successful 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 as attached as **Exhibit A**.

The successful Applicants must comply with laws relating to Anti-Discrimination as attached as **Exhibit B**.

Exhibit C-Submit a signed Attestation as an appendix.

Exhibit D-Utilize the Family Support Partner Logic Model.

Applicants who receive an award letter after submitting a response to this RFP **thereafter** must submit as a condition of receiving a contract, all of the documents listed in **Exhibit F**: *CSOC Post-Award Documents Required to Be Submitted for Contract Formation if the Response to this RFP Results in an Award*. **Exhibit F**, therefore, provides notice to applicants who are successful in securing an award that the listed documents will be required to be submitted to your assigned contract administrator, or maintained on site as indicated, after notice of award as a condition of receiving a contract.

The successful Applicants must comply with the federal requirements of 2CFR 200.317. See **Attachment 1**.

The successful Applicants must comply with confidentiality rules and regulations related to the participants in this program including but not limited to:

1. Complying with 42 CFR Part 2 Confidentiality of Substance Use Disorder Patient Records.
2. Keeping client specific and patient personal health information (“PHI”) and other sensitive and confidential information confidential in accordance with all applicable New Jersey and federal laws and regulations including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”).
3. Recognizing and understanding that case information is mandated by N.J.S.A. 9:6-8.10a to be kept confidential and the release of any such information may be in violation of state law and may result in the conviction of individuals for a disorderly person’s level offense as well as possibly other disciplinary, civil or criminal actions pursuant to N.J.S.A. 9:6-8.10b.

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.

K. 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 ten (10) business days following receipt of the notification or by the deadline posted in this announcement.

L. 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: DCF.ASKRFP@dcf.nj.gov.

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

M. 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:

1. A copy of the Acknowledgement of Receipt of the NJ State Policy and Procedures returned to the DCF Office of the EEO/AA
2. Proof of Insurance naming DCF as additionally insured from agencies
3. Bonding Certificate
4. Notification of Licensed Public Accountant (NLPA) with a copy of Accountant's Certification
5. ACH-Credit Authorization for automatic deposit (for new agencies only)
6. If the successful Applicant does not have an EEO/AA certificate they will be required to submit Form AA-302.

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:

Applicants must submit a narrative that addresses the following criteria below.

In conjunction with DCF's review of the narrative descriptions you insert under each numbered subsection below, DCF will assess the documents you submitted with your response to this opportunity. DCF will determine the score for each section based on the quality, completeness, and accuracy of both the narrative descriptions and the documents it deems to be relevant.

The narrative portion of the proposal should be double-spaced with margins of 1 inch on the top and bottom and 1 inch on the left and right. The font shall be no smaller than 12 points in Arial or Times New Roman. There is a **5-page limitation** for the narrative portion of the proposal. A one 1-point reduction per page will be administered to proposals exceeding the page limit requirements.

If documents are missing from the proposal, DCF may provide an email notice to the Applicant after the bid is submitted. Applicants will have up to five (5) business days after notice from DCF to provide any potentially missing documentation without penalty. 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. Annex B budget pages, and attachments do not count towards the narrative page limit.

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

I. Community and Organizational Fit (10 Points)

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

- 1) Describe how this initiative is consistent with your mission and vision, and priorities.

- 2) Describe how this initiative fits with existing initiatives/programming in your organization.
- 3) Describe how this initiative is consistent with your organization's experience working with the target (or similar) populations required to be served by this initiative.
- 4) Describe how the requirements of this initiative will be met through your policies implementing trauma informed practices.
 - **Include written policies implementing trauma informed practices, if available.**
- 5) Describe how service delivery will align with the current New Jersey FSO Support Model, CSOC values and approach, including Wraparound, and Nurtured Heart Approach (NHA).
- 6) Describe how this initiative fits with family and community values in your community; including the values of culturally and linguistically specific populations.

II. Organizational Capacity (30 Points)

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

- 1) Describe how the organization's leadership is knowledgeable about and in support of this initiative. Include how the requirements of this initiative will be met through your governance and management structure, including the roles of senior executives and governing body (Board of Directors, Managing Partners, Board of Freeholders). Do leaders have the diverse skills and perspectives representative of the community being served?
 - **Include a Governing Body List as part of the appendix. A "governing body" is any of the following: Board or Directors - or- Managing Partners, if LLC/Partnership, -or- Board of Chosen Freeholders of Responsible Governing Body. List must be dated and include the following: names, titles, emails, phone numbers, addresses, and terms for all members of Governing Body.**
 - **Include a current Agency-Wide Organizational Chart.**
- 2) Does the staff have a cultural and language match with the population they serve, as well as relationships in the community? If so, describe.

- 3) Are there designated staff with capacity to collect and use data to inform ongoing monitoring and improvement of the program or practice?
If so, describe.
- 4) What administrative practices must be developed and/or refined to support the initiative/program/practice? What administrative policies and procedures must be adjusted to support the work of the staff and others to implement the program or practice?
- 5) Briefly describe the ways in which your Agency's operations (policies and/or practices) mirror the Prevent Child Abuse New Jersey's Safe Child standards.

The Standards are available at:
<https://nj.gov/dcf/providers/notices/nonprofit/>

- **Include a brief (no more than 2 pages double spaced) Safe-Child Standards Description demonstrating ways in which your agency's operations mirror the Standards as part of the appendix.**
- 6) Describe how the requirements of this initiative will be met through your plans for program accessibility that include, at a minimum, the following details: site description, safety considerations for face-to-face individual and group meetings, internet and/or a platform for virtual support and transportation options for clients served.
 - 7) Describe how the organization will Implement face to face and remote peer support for the youth, young adults and their caregivers and include the following activities: 1) Instructing the youth and young adults and their caregivers in the utilization of remote peer support interventions for provider and Child Family Team appointments, 2) delivering peer support outreach and education to young adults and their caregivers in line with standards of practice, 3) conducting individual family peer support sessions and, 4) coordinating support group referrals and activities.

III. Organizational Supports (20 Points)

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

- 1) Describe how your organization will recruit and hire Family Support Partners (FSPs).

2) Articulate a plan for meeting the following minimum training requirements for each FSP:

- **Include a Curricula Table of Contents for current and proposed training as part of the appendix.**

Training for staff shall be conducted within twelve (12) months of the date of hire and shall minimally include:

- Skill Building
- FANS Motivational Interviewing
- Action Planning,
- Culturally Competent Peer Support Services
- Wrap Around Model
- Child Family Team
- Orientation
- Safety in the Community
- Family Support Partner Certification
- Nurtured Heart Approach
- COVID safety and prevention guidelines for service providers

3) Describe how your organization will support this initiative with necessary coaching and supervision. Describe your organization's process to evaluate staff performance.

4) Describe how your organization will support this initiative by leveraging the resources of providers; communities; and other stake holders.

5) Describe how your organization will support the requirements of this initiative for collection, maintenance, and analysis of data. FSO shall be required to provide a sample of a Pre and Post Test and Satisfaction Survey to families participating in services while youth are waiting for OOH treatment. Will this require use of or changes to existing monitoring and reporting systems?

6) Describe how this initiative will be supported by your use of the data after it is analyzed and reported to assess program performance.

- **Include a summary of data collection and tracking tools that will be used to determine the effectiveness of the program services (Summary should be no more than 5 pages) as part of the appendix.**
- **Describe procedures that will be used to collect process and outcome measure data and ensure timely reporting.**

- 7) **Submit a signed Attestation (Exhibit C) as an appendix.**
- 8) Describe how this initiative will be supported by your quality assurance and performance improvement processes, including the meaningful role of those to be served.
- 9) Describe how this initiative will be supported by your willingness to engage in participatory, collaborative evaluation planning with DCF to improve and finalize process and outcome measures.

IV. Program Approach (30 Points)

Specify a program approach that includes an overview of the proposed services and their anticipated impact on the target population, including:

- 1) Describe how the requirements of this initiative will be met through your strategies for identifying and engaging the target population and for maintaining their participation in services in accordance with service recipients' need(s) and activities outlined in this RFP and the **Family Support Partner Logic Model (Exhibit D)**.
- 2) Include a description of how caregivers with youth waiting for or at risk of OOH treatment will receive support and services. Demonstrate how the relationships with Family Support Partners (as supported through team structure, supervision, and staffing patterns) will help the youth, young adults and their caregivers accomplish identified outcomes.
 - a. Include a description of how your organization will identify and address basic needs such as housing, management of stressful conditions, health insurance, food insecurity, transportation, personal protective equipment, and employment resources as a result of losses from COVID-19 through informal social connections.
 - b. Describe how your organization will engage the youth, young adults and their caregivers in opportunities to increase informal social connections; i.e. extended family, friends, neighbors, peer support group members, and other non-professionals in the community who care about what happens to the family and can provide emotional support as well as help with basic needs such as transportation, child care, etc.
- 3) Describe how the requirements of this initiative will be met through your existing collaborations, partnerships and collaborative efforts with other communities and systems. Provide a clear and detailed plan on how

robust collaboration with CMO and other system partners at the CFT and local system level will ensure identification of caregiver needs, strengths, strategies and informal and natural supports to accomplish a sustainable support plan. Include, how the requirements of this initiative will be met through your membership in professional advisory boards.

- **Include one letter of commitment from the County CMO that demonstrates commitment to the program and as a collaborative partner as part of the appendix (if relevant to your program). If not applicable, include a written statement.**
 - **Include one professional letter of support provided from community organizations that you already partner with as part of the appendix. Letters from any New Jersey State employees are prohibited.**
- 4) Describe your plans to ensure the needs of the target community will be met in a manner consistent with your commitment to cultural competency and diversity and the Law Against Discrimination (NJSA 10:51 seq.).
- 5) Provide a Proposed Program Implementation Plan, including a detailed timeline for implementing the proposed services as outlined in the RFP, Family Support Partner Logic Model (**Exhibit D**) or some other detailed weekly description of your action steps in preparing to provide the services of the RFP and to become fully operational within the time specified.
- **Include a Program Implementation Schedule attached as part of the appendix.**

V. Budget

(10 Points)

The Department will consider the cost efficiency of the proposed budget as it relates to the anticipated level of services (LOS). Therefore, applicants must clearly indicate how this funding will be used to meet the project goals and/or requirements. Provide a DCF Annex B line item budget and narrative for the proposed project/program. The narrative must be part of the proposal.

- **The Budget forms are to be attached as an appendix.**

The budget shall be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. The budget shall also reflect a 12-month operating schedule and must include, in separate columns, total

funds needed for each line item, the funds requested in this grant, and funds secured from other sources.

- **The budget must include a justification for each budgeted line item.**
- **Indirect costs are an allowable expense. If indirect costs are requested, an indirect cost letter is required to be included in the application.**
 - o **Allowable costs include personnel and fringe, educational materials, supplies and travel for outreach activity.**

All costs associated with the completion of the project must be clearly delineated and the budget narrative must clearly articulate budget items, including a description of miscellaneous expenses or “other” items.

The FSO must adhere to all applicable State cost principles.

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

<https://www.state.nj.us/dcf/providers/contracting/forms/> and a description of

General and Administrative Costs are available at

<https://www.nj.gov/dcf/providers/notices/requests/>

See *Standard Documents for RFPs* for forms.

B. Supporting Documents:

Applicants must submit with their responses to this RFP all of the documents listed in Exhibit E: CSOC Pre Award Documents Required to Be Submitted with a Response to this RFP.

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent. There is a **5-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.

If documents are missing from the proposal, DCF may provide an email notice to the Applicant after the bid is submitted. Applicants will have up to five (5) business days after notice from DCF to provide any potentially missing documentation without penalty. 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. Attachments do not count towards the narrative page limit.

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

Part I: Proposal	
1	<input type="checkbox"/> Proposal Cover Sheet – (signed and dated) Website: https://www.nj.gov/dcf/providers/notices/requests/#2 Form: https://www.nj.gov/dcf/providers/notices/Proposal.Cover.Sheet.doc
2	<input type="checkbox"/> Table of Contents – Please number and label with page numbers if possible in the order as stated in Part I & Part II Appendices
3	<input type="checkbox"/> Proposal Narrative in following order 5 Page Limitation I. Organizational Community & Fit II. Organizational Capacity III. Organizational Support IV. Program Approach V. Budget Narrative
Part II: Appendices	
4	<input type="checkbox"/> Written policies implementing trauma informed practices, if available. If not applicable, include a written statement.
5	<input type="checkbox"/> Current Agency-Wide Organization Chart
6	<input type="checkbox"/> Safe-Child Standards Description of your agency’s implementation of the standards (no more than 2 pages)
7	<input type="checkbox"/> One Letter of Commitment specific to a service or MOU to demonstrate commitment to the program (if relevant to your program). If not applicable, include a written statement.
8	<input type="checkbox"/> One Professional Letter of Support from community organizations that you already partner with. Letters from any New Jersey State employees are prohibited.
9	<input type="checkbox"/> Curricula Table of Contents for current and proposed training
10	<input type="checkbox"/> Summary of tracking tools that will be used to determine the effectiveness of the program services (no more than 5 pages)
11	<input type="checkbox"/> Signed Attestation-Exhibit C
12	<input type="checkbox"/> Agency’s Conflict of Interest policy
13	<input type="checkbox"/> Statement of Assurances – (Signed and dated) Website: https://www.nj.gov/dcf/providers/notices/requests/#2 Form: https://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc
14	<input type="checkbox"/> Exhibit E: CSOC Pre Award Documents

Standard forms for RFP’s are available at:
<https://www.nj.gov/dcf/providers/notices/requests/>
See *Standard Documents for RFPs* for forms.

Standard DCF Annex B (budget) forms are available at:
<https://www.state.nj.us/dcf/providers/contracting/forms/>

** Treasury required forms are available on the Department of the Treasury website at:

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

Click on Vendor Information and then on Forms.

Standard Language Document, and the Contract Reimbursement Manual and Information Manual may be reviewed via the Internet respectively

at: <https://www.nj.gov/dcf/providers/contracting/forms/> and www.nj.gov/dcf/providers/contracting/manuals

C: Requests for Information and Clarification:

There will be no Bidders Conference for this RFP.

Question and Answer:

DCF will provide potential applicants additional and/or clarifying information about this initiative and application procedures through a time-limited electronic Question and Answer Period. Inquiries will not be accepted after the closing date of the Question and Answer Period.

Questions must be submitted in writing via email to: DCF.ASKRFP@dcf.nj.gov.

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. All inquiries submitted to DCF.ASKRFP@dcf.nj.gov must identify, in the Subject heading, the specific RFP for which the question/clarification is being sought. Each question should begin by referencing the RFP page number and section number to which it relates.

Written inquiries will be answered and posted on the DCF website as a written addendum to the RFP at:

<https://www.nj.gov/dcf/providers/notices/requests/>

Technical inquiries about forms and other documents may be requested anytime through DCF.ASKRFP@dcf.nj.gov.

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

Family Support Partners

Providers are required to confirm their compliance with all of the RFP requirements. This completed document is attestation that you will be able to meet all of the compulsory requirements and able to provide services consistent with the scope of services delineated in the RFP.

By my signature below, I hereby certify that:

- I have the necessary authority to execute this agreement between my Agency and the Department of Children and Families (DCF).
- I have read, understand and will comply with all of the terms and conditions of providing the services described in this RFP.
- I have read, understand and will comply with all of the terms and conditions of providing services described in this RFP.
- If awarded the contract, I agree to provide all of the required services and to comply with all of the service implementation described throughout this RFP for **Family Supports Partners**. The information I have given in response to this RFP is correct and complete. Failure to abide by the terms of this attestation is a basis for DCF's withdrawal of my qualification to provide these services.
- Post award, I agree to comply with DCF Policies and Regulations governing the contract and service provision.
- I agree to submit to the DCF Contract Administrator Quarterly Financial Reports of Expenditures within ten (10) days of the end of each calendar quarter and any required supporting documentation.
- I agree to submit non-salary items purchased for \$1,000 or more to CSOC

CEO or Equivalent (please print): _____

Title: _____

Signature: _____ Date: _____

Exhibit D

Family Support Partner Logic Model

Inputs	Activities	Outputs	Outcomes
<ul style="list-style-type: none"> • Funding \$161,700 for CSOC to engage three Family Support Organizations, designated peer support services providers for youth, young adults, and their caregivers. DMHAS was awarded via an Emergency Grant to Address Mental and Substance Use Disorders During COVID-19 (the “Emergency COVID-19 grant”), Grant Number 1H79FG000295-01, from SAMHSA, which involves a commitment for collaboration and partnership between DMHAS and CSOC. The funds will be distributed by the Department of Children and Families. <ul style="list-style-type: none"> ○ Family Support Partner (FSP) commitment \$53,900 x 3 (.8) FTE, one in eligible counties) • Human Capital <ul style="list-style-type: none"> ○ Family Support Organizations ○ Family Support Partners ○ Children’s System of Care Family Support Organization Service Line Manager • Locations <ul style="list-style-type: none"> ○ 3 of 5 Counties eligible to apply based on COVID case and death rates as well as numbers of youth awaiting out of home treatment: Bergen, Essex, Hudson, Passaic, and Union Counties • Training/Resources/Equipment <ul style="list-style-type: none"> ○ Training of Family Support Partners – UBHC and FSO Alliance ○ Nurtured Heart Approach Training (NHA) 	<ul style="list-style-type: none"> • Recruit and hire Family Support Partners <ul style="list-style-type: none"> ○ Recruit 3 (.8) fulltime equivalent of Peer Support Partners to implement services in 3 of counties eligible to apply: Bergen, Essex, Hudson, Passaic, and Union Counties • Train FSPs <ul style="list-style-type: none"> ○ Family Support Training Curriculum ○ Nurtured Heart Approach ○ COVID-19 safety and prevention specific to face to face service delivery ○ Telehealth service delivery ○ Understanding and navigating CSOC and OOH treatment procedures ○ Accessing resources, services and supports available for the youth and their caregivers during COVID-19 ○ Strategies for increasing social connections for the youth and their caregivers during COVID-19. • Implement telehealth/Remote peer support for youth • Provide opportunities to increase concrete supports to families impacted by COVID-19 • Identify and engage families in opportunities to increase informal social connection • Assessment of Objectives <ul style="list-style-type: none"> ○ Administer Pre and Post Test and Satisfaction Survey to families participating in 	<ul style="list-style-type: none"> • The unduplicated # of: <ol style="list-style-type: none"> 1) youth, young adults and their caregivers engaged with program services by each FSO; 2) youth, young adults and their caregivers who transitioned from peer support services • # of individual family peer support sessions held via remote technology • # of youth or caregiver support groups held via remote technology • # of youth, young adults and their caregivers who attended 1 or more support group session • # of referrals made to services that address basic needs by service type (housing, health insurance, food, transportation, employment resources) • # of youth, young adults and their caregivers who have increased informal social connections; i.e. extended family, friends, neighbors, peer support group members, and other non-professionals in the community who care about what happens to the family and can provide emotional support as well as help with basic needs such as transportation, child care, etc. • # of caregivers who were provided knowledge of process and principles to engage in and support their youth in the out of home treatment process • # of caregivers educated in Nurtured Heart Approach to support their youth 	<ul style="list-style-type: none"> • Caregivers demonstrate connection with at least one additional informal or natural support as a result of FSP involvement • Caregivers report knowledge and use of NHA • Caregivers report improved preparation for their youth’s OOH Treatment planning • Families waiting for Out of Home services received support, referrals and services through remote technology Family Support Partner communication • Families access services to address basic needs as a result of loss during COVID 19

<ul style="list-style-type: none"> ○ Existing Family Support Organization training curriculum ○ Computer Cost for FSP ○ Mobile Phone Cost for FSP • Assessment of Objectives <ul style="list-style-type: none"> ○ Family NHA training Pre-Test/Post-Test and/or satisfaction survey outcomes (measures) 	<p>services while youth are waiting for OOH treatment</p>		
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EXHIBIT E

Rev. 6-23-2020

**CSOC Pre Award Documents
Required to Be Submitted with a Response to an RFP**

▶ CONTRACT DOCUMENTS TO BE SUBMITTED <u>ONCE</u> WITH THE RESPONSE:	
1	<input type="checkbox"/> Standard Language Document (SLD) (signed/dated) [Rev. 7-2-19] Form: https://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc
2	<input type="checkbox"/> Business Associate Agreement/HIPAA (signed/dated under Business Associate) [Rev. 8-2019] Form: https://www.nj.gov/dcf/providers/contracting/forms/HIPAA.docx
3	<input type="checkbox"/> Proposed Annex B Budget Form documenting anticipated budget (include signed cover sheet) Annex B: https://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls Note: Expense Summary Form is auto populated. Begin data input on Personnel Detail Tab.
4	<input type="checkbox"/> Dated List of Names, Titles, Emails, Phone Numbers, Addresses & Terms of Board of Directors -or- Managing Partners , if a LLC/Partnership -or- Chosen Freeholders of Responsible Governing Body
5	<input type="checkbox"/> Disclosure of Investigations and Other Actions Involving Bidder (signed/dated) [Rev. 3-15-19] Website: https://www.nj.gov/treasury/purchase/forms.shtml Form: https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestigations.pdf
6	<input type="checkbox"/> Disclosure of Investment Activities in Iran (signed/dated) [Version 6-19-17] Website: https://www.nj.gov/treasury/purchase/forms.shtml Form: https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf
7	<input type="checkbox"/> Subcontract/Consultant Agreements related to this response If not applicable, include a signed/dated note, on agency letterhead, stating your agency will not have any subcontract/consultant agreements and the requirement does not apply.
8	<input type="checkbox"/> Agency By Laws -or- Management Operating Agreement if LLC
9	<input type="checkbox"/> Proposed Organizational Chart for services required by this response – Ensure chart includes the agency name and current date

EXHIBIT F
CSOC Post-Award Documents
Required to be Submitted for Contract Formation

▶ CONTRACT DOCUMENTS TO BE SUBMITTED AFTER AWARD WITH THE INITIAL CONTRACT:	
1	<input type="checkbox"/> Annex A (Include: Summary, Agency Documents 1.1, 1.2, 1.3 & Program Component Documents 2.1, 2.2, 2.3, 2.4 & 2.5) -or- other CSOC Approved Form (signed/dated) Annex A: https://www.nj.gov/dcf/providers/contracting/forms CSOC Form: Provided by contract administrator if applicable (e.g. OOH Annex A Attestation, PSSR, Program Summary Form, Agency Data Sheet, Program Component Form)
2	<input type="checkbox"/> Annex A Addendum (for each program component) - submitted online in CYBER (signed/dated)
3	<input type="checkbox"/> <u>For Programs that Submitted a Proposed Annex B in Response to the RFP:</u> Updated Annex B Budget Form (signed/dated) Annex B: https://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls Note: Expense Summary Form is auto populated. Begin data input on Personnel Detail Tab.
4	<input type="checkbox"/> <u>For Fee for Service Contracts [other than those formed by an RFQ]</u> Annex B-2 (DCF.CRM 5.2 and 5.3) CSOC Form: Provided by contract administrator if applicable
5	<input type="checkbox"/> <u>For Cost Reimbursement Contract Components Including Startup:</u> Schedule of Estimated Claims (SEC) (signed/dated) CSOC Form: Provided by contract administrator, if applicable
6	<input type="checkbox"/> Acknowledgement of Receipt of NJ State Policy & Procedures returned to the DCF Office of EEO/AA (signed/dated) Form: https://www.nj.gov/dcf/documents/contract/forms/DiscriminationAcknowReceipt.pdf Policy: https://www.nj.gov/dcf/documents/contract/forms/AntiDiscriminationPolicy.pdf
7	<input type="checkbox"/> (FOR PROFIT) -Chapter 271/Vendor Certification and Political Contribution Disclosure Form (signed/dated) [Rev 7/10/17]- Website: https://www.nj.gov/treasury/purchase/forms.shtml Form: https://www.nj.gov/treasury/purchase/forms/CertandDisc2706.pdf
8	<input type="checkbox"/> <u>For Each Site Hosting Youth:</u> Current or Continued Certificate of Occupancy If not applicable, include a signed/dated note, on agency letterhead, stating you do not host youth onsite and a certificate of occupancy is not required.
9	<input type="checkbox"/> <u>For Each Site Hosting Youth:</u> Copy of Lease, Mortgage or Deed If not applicable, include a signed/dated note, on agency letterhead, stating you do not host youth onsite and a lease, mortgage or deed is not required.
10	<input type="checkbox"/> Document showing NJSTART Vendor ID Number (NJ's eProcurement system) Website: https://www.njstart.gov/ Help Desk: Call 609-341-3500 -or- Email njstart@treas.nj.gov

11	<input type="checkbox"/>	For Medicaid Paid Programs: Medicaid Provider Enrollment Application (signed/dated) Form: Provided by CSOC, if applicable
12	<input type="checkbox"/>	For Programs that Submitted a Proposed Program Staffing Summary Report (PSSR) in Response to the RFP: Updated PSSR Form Form: ProgramStaffingSummaryReport.xlsm Website: https://nj.gov/dcf/providers/contracting/forms/csoc.html
▶ CONTRACT DOCUMENTS TO BE SUBMITTED AFTER AWARD & <u>ANNUALLY</u> UPDATED THEREAFTER:		
13	<input type="checkbox"/>	Annual Report to Secretary of State Website: https://www.njportal.com/dor/annualreports
14	<input type="checkbox"/>	Employee Fidelity Bond Certificate (commercial blanket bond for crime/theft/dishonest acts) Refer to policy for Minimum Standards for Insurance: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_insurance.pdf Bond must be at least 15% of the full dollar amount of all State of NJ contracts for the current year when the combined dollar amount exceeds \$50,000. If not applicable, include a signed/dated note, on agency letterhead, stating the bond certificate is not required as your agency will not exceed \$50,000 in combined State of NJ contracts for the current year. <u>Note:</u> The \$50,000 threshold includes fee-for-service reimbursements made via Medicaid.
15	<input type="checkbox"/>	Equipment Inventory for items purchased with DCF Funds If not applicable, include a signed/dated note, on agency letterhead, stating you will not purchase any equipment with DCF funds and the requirement is not applicable. Policy: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p4_equipment.pdf
16	<input type="checkbox"/>	<u>For Each Site Hosting Youth:</u> Current Health/Fire Certificates If not applicable, include a signed/dated note, on agency letterhead, stating you do not host youth onsite and a health/fire certificate is not required.
17	<input type="checkbox"/>	Liability Insurance (Declaration Page/Malpractice Insurance) <u>Note:</u> Policy must show two items... 1. List DCF as the certificate holder - NJDCF, 50 East State St, Floor 3, POB 717, Trenton, NJ 08625 2. Contain language stating DCF is an additional insured Refer to policy for Minimum Standards for Insurance: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_insurance.pdf
18	<input type="checkbox"/>	DCF Notification of Licensed Public Accountant Form (NLPA) [Rev. 7-15-19] -and- copy of Non-Expired Accountant's Certification [Ensure DCF form is used and 2 signatures are provided] Form: https://www.nj.gov/dcf/providers/contracting/forms/NLPA.docx Not required for agencies expending under \$100,000 in combined federal/state awards or contracts. If not applicable, submit a signed/dated note, on agency letterhead, stating the NLPA form and accountant's certificate are not required as you will not exceed \$100,000 in combined federal/state awards or contracts. <u>Note:</u> The \$100,000 threshold includes fee-for-service reimbursements made via Medicaid. Also, the NLPA is a State of NJ form and need only list federal/state funds received via contracts with the State of NJ.
19	<input type="checkbox"/>	<u>For Each Site Hosting Youth:</u> Current DCF Office of Licensing (OOL) Certificate If not applicable, include a signed/dated note, on agency letterhead, stating you do not provide services to youth onsite and an OOL certificate is not required. Website: https://www.nj.gov/dcf/about/divisions/ol/

20	<input type="checkbox"/>	Most recent Audit -or- Financial Statement (certified by accountant or accounting firm) <u>Audit</u> : For agencies expending over \$100,000 in combined federal/state awards/contracts -or- <u>Financial Statement</u> : For agencies expending under \$100,000 Policy: https://www.state.nj.us/dcf/policy_manuals/CON-I-A-7-7.06.2007_issuance.shtml [Policy Rev.3-2-2020]
21	<input type="checkbox"/>	<u>For Cost Reimbursement Contract Components Including Startup: Report of Expenditures</u> (ROE) Annex B Interim (15 days of end of 6 th month) -and- Final (9 months after end of fiscal year) Form: https://nj.gov/dcf/providers/contracting/forms/ Submit To: ChildrensSystemofCare.BusinessOffice@dcf.state.nj.us
22	<input type="checkbox"/>	<u>For Each Site Hosting Youth - Copy of Accreditation {Joint Commission, COA, CARF} as applicable (required annually and as amended).</u> ▶ If not applicable, include a signed/dated written statement on agency letterhead stating you do not host youth onsite and the accreditation requirement is not applicable.
	<input type="checkbox"/>	CONTRACT DOCUMENTS TO BE MAINTAINED <u>ONSITE</u> BY PROVIDER:
23	<input type="checkbox"/>	Agency Organizational Chart
24	<input type="checkbox"/>	Copy of Most Recently Approved Board Minutes
25	<input type="checkbox"/>	Personnel Manual and Employee Handbook (include staff job descriptions)
26	<input type="checkbox"/>	Affirmative Action Policy/Plan
27	<input type="checkbox"/>	Conflict of Interest Policy and Attestation https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_conflict.pdf
28	<input type="checkbox"/>	Procurement Policy https://www.nj.gov/dcf/documents/contract/manuals/CRM2.pdf