



REQUEST FOR PROPOSALS

FOR

Prevention of Sexual Violence Curriculum: New Jersey Adaptation of Coaching Boys into Men

Funding in the amount of \$900,000

2 awards of \$450,000 (\$225,000 per year)

Applicants may only apply for one award

**Rape Prevention and Education Funding
CFDA #CDC-RFA-CE19-1902**

There will be no Bidders Conference for this RFP

Questions are due by December 15, 2021

Time: 12:00 pm

Bids are due: January 12, 2022

**Christine Norbut Beyer, MSW
Commissioner**

November 24, 2021

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Funding Agency

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

Special Notice:

There will be no Bidders Conference for this RFP. Questions will be accepted in advance by providing them via email to DCF.ASKRFP@dcf.nj.gov until **December 15, 2021 12PM**. Technical inquiries about forms and other documents may be requested anytime.

All bids must be submitted electronically through our online system. To submit online, applicant must submit an AOR form. The AOR form must be completed and sent to DCF.ASKRFP@dcf.nj.gov. (see Section I).

Section I – General Information

A. Purpose:

The New Jersey Department of Children and Families' (DCF) Division on Women (DCF-DOW) announces the availability of \$900,000 in total federal funding for the purpose of **implementing the New Jersey adaptation of *Coaching Boys Into Men (NJ-CBIM)* curriculum** for sexual violence prevention. DCF-DOW is seeking applicants to implement the curriculum by coaches, mentors, and other community leaders to boys and men between the ages of 10-24 in select marginalized communities described below. The funding will support the hiring of one or more advocates to oversee implementation and associated operational costs.

Funding is available up to **\$900,000** for up to **2** awards at **\$450,000 each (\$225,000 per year)**. Applicants may only apply for one \$450,000 grant. The grant period shall begin at the time of the award and will continue through **January 31, 2024**.

Sexual Violence Prevention

Sexual violence is a significant public health issue affecting the lives of millions of people in the United States. One in three women and one in six men have experienced some form of contact sexual violence in their lives. Sexual violence can lead to serious short and long-term health consequences. This can include physical injury, poor mental health, and chronic physical health problems, which contribute to a substantial public health burden.¹

¹ Smith, S.G., Zhang, X., Basile, K.C., Merrick, M.T., Wang, J., Kresnow, M., Chen, J. (2018). The National Intimate Partner and Sexual Violence Survey (NISVS): 2015 Data Brief – Updated Release. Atlanta, GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention.

Different forms of violence often share root causes and are connected. Addressing and preventing one form of violence may also prevent other forms of violence. Implementing strategies that address shared risk and protective factors with other forms of violence, particularly intimate partner violence and child abuse and neglect, can create more impactful change and reduce violence overall.

NJ Adaptation of Coaching Boys Into Men (NJ-CBIM)

Coaching Boys Into Men is an evidence-based curriculum developed by FUTURES Without Violence (FUTURES) that acknowledges the influential role athletic coaches play in the lives of young men on and off the field. Trained advocates recruit and provide coaches with the tools and resources to promote respectful behavior among their players and help prevent relationship abuse, harassment, and sexual assault. Over the course of 12 sessions, coaches are instructed to incorporate themes of teamwork, fair play, and non-violence into daily practice.

In 2019, DCF-DOW hosted a series of community conversations to identify needs and ensure it was choosing the most relevant and effective prevention strategy. During these community conversations, DCF-DOW discovered large percentages of boys and young men from marginalized and underserved/unserved communities who did not participate in sports and were not being reached through athletics. FUTURES and DCF-DOW partnered to develop the NJ Adaptation of Coaching Boys Into Men (NJ-CBIM). This adaptation acknowledges the existence of other influential individuals like mentors, pastors, volunteers, community leaders, and more that can help shape a boy or young man's life. This adaptation allows advocates and individuals to promote the same themes of respect and non-violence to populations often left on the margins like those residing in residential facilities, on probation/parole, and attending alternative schools.

Additionally, several risk factors for sexual violence relate to community disadvantage. These risk factors include poverty, lack of employment opportunity, and lack of institutional support from courts or law enforcement. DCF-DOW is committed to carrying out a comprehensive prevention strategy which touches upon all corners of the state, especially in the most underserved areas.

To pinpoint the most underserved and marginalized areas, DCF-DOW utilized the NJ Department of Community Affairs' Municipal Revitalization Index (MRI). The MRI is the state's official measure and ranking of municipal distress. It measures eight separate indicators like income, subsidized housing, and population change to evaluate the social, economic, and

physical conditions of the municipalities in the state.² Some of the most distressed municipalities include Camden City, Salem City, and Atlantic City.

Additionally, New Jersey has the fifth largest immigrant population in the U.S. with more than 2 million foreign born residents, many of whom speak a language other than English at home. In New Jersey, the top languages of those who speak English less than very well include Spanish, Chinese, Korean, Portuguese, Gujarati, Haitian, Arabic, Polish and Tagalog.³ Research has shown that linguistic access intersects with critical social determinants of health, such as economic stability, education, food and community support.⁴ It is critical that information and education is delivered in the preferred language of the community.

Spanish is the top language spoken at home other than English in New Jersey with 36.2% of the population speaking Spanish. This is also reflected in the top 10 most distressed municipalities. Large percentages of the population are of Hispanic and Latino origin and speak a language other than English at home. For example, in Passaic City, 76% of the population speaks a language other than English at home, and 75% of the population is of Hispanic or Latino origin. Paterson's population is 61% Hispanic or Latino, and in Camden City, 51% of the population is of Hispanic or Latino origin.⁵

B. Background:

The Department of Children and Families is a family and child serving agency, working to assist New Jersey residents in being or becoming safe, healthy and connected.

In 1974, the Division on Women was established as a pioneering state agency to create, promote and expand the rights and opportunities for all women throughout the state. Division on Women is housed within DCF and administers state and federal funding in the areas of gender-based violence and economic self-sufficiency. DCF-DOW collaborates with government and non-government agencies on federal, state and county levels to ensure quality service delivery, systems collaboration, and the compassionate treatment of all survivors. It also provides resources, support and technical assistance to agencies carrying out the work.

The Centers for Disease Control and Prevention (CDC) provides funding to all 50 states and territories for the primary prevention of sexual violence through

² NJ Department of Community Affairs, Municipal Revitalization Index 2020. Available at: <https://www.nj.gov/dca/home/MuniRevitIndex.html>

³ American Community Survey, U.S. Census Bureau, <https://www.census.gov/programs-surveys/acs/>

⁴ Bennet, N., Brown, M., Green, T., Hall, L., and Winkler, L. Addressing Social Determinants of Health (SDOH American Medical Association. 2018. Available at: <https://edhub.ama-assn.org/steps-forward/module/2702762>.

⁵ See American Community Survey above.

its Rape Prevention and Education (RPE) program. The RPE program was established by the Violence Against Women Act and allows the CDC to support this work through training, technical assistance, evaluation, tools and resources.

DCF-DOW receives RPE funding and works collaboratively with diverse stakeholders across the state to carry out prevention strategies that align with the CDC’s goals. DCF-DOW funds and supports primary prevention programs throughout the state and works alongside the community to create programming that is informed, innovative and accessible.

C. Target Population

The RPE funding will support agencies in overseeing the implementation of the 12-week NJ-CBIM curriculum. NJ-CBIM uses influential figures in boys and young men’s lives to teach and model respect and healthy relationships. Agencies are responsible for recruiting these influential figures and providing them with the training and support which they can then model to the target population.

The target population of the curriculum includes boys and young men between the ages of 10-24 who reside in underserved communities, including at least one of the top 20 most distressed communities in New Jersey as indicated by the MRI.

The top 20 most distressed communities include:

1. Camden City (Camden County)	11. Pine Valley Borough (Camden County)
2. Salem City (Salem County)	12. Newark City (Essex County)
3. Atlantic City (Atlantic County)	13. Seaside Heights Borough (Ocean County)
4. Penns Grove Borough (Salem County)	14. Pleasantville City (Atlantic County)
5. Bridgeton City (Cumberland County)	15. Woodlynne Borough (Camden County)
6. Trenton City (Mercer County)	16. Egg Harbor City (Atlantic County)
7. Woodbine Borough (Cape May County)	17. New Brunswick (Middlesex County)
8. Wildwood City (Cape May County)	18. Keansburg Borough (Monmouth County)
9. Paterson City (Passaic County)	19. Perth Amboy (Middlesex County)
10. Passaic City (Passaic County)	20. Paulsboro Borough (Gloucester County)

As stated above, DCF-DOW is committed to ensuring vital programming is available, accessible and relevant to all populations. Therefore, the NJ-CBIM curriculum will be made available in Spanish. Applicants are strongly encouraged to assess its community's linguistic needs and prioritize access and inclusion for Spanish-speaking communities.

Eligible applicants include local units of government and nonprofit organizations like faith-based, charitable, community-based, Tribal, or voluntary associations. Applicants shall take all community and individual characteristics of the target population into account when overseeing the implementation of the NJ-CBIM curriculum. This includes considering geographic location and transportation, racial and/or ethnic backgrounds, sexual orientation, language, and disability. Programs that receive funding must be accessible and delivered without discrimination on the basis of age, disability, gender, gender-identity, sexual orientation race, color, national origin, or religion. (42 U.S.C. §10406).

All individuals from the target population, regardless of citizenship, legal status, or tribal affiliation, are to have the same access to services without the need to produce documentation of residency/citizenship. Applicants must be able to assist participants with Limited English Proficiency (LEP), and Deaf or hard of hearing. Services are provided without charge to the boys and young men in the target population.

D. Activities

The successful applicant will oversee the implementation of the 12-week NJ-CBIM curriculum to boys and young men in underserved communities. After receiving introductory training from FUTURES, the advocate will conduct community assessments and develop community action plans. This will assist advocates in pinpointing needs and challenges of the target population, and help recruit influential figures within those community who will ultimately deliver the curriculum.

The advocate provides comprehensive training and support to the influential figures through a train the trainer model. The NJ-CBIM curriculum consists of a 12-week card series that contains a different theme each week. The influential figures shall deliver weekly sessions to the boys and young men. The card series contains talking points, questions for discussions and tips to help weave themes like personal responsibility and respectful language into their weekly interactions.

The advocates will continue to engage with the community and recruit influential figures throughout the course of the grant period. It is the expectation that the advocate will recruit and train approximately 90 influential

figures each year for a 2-year period in underserved communities. The advocate will provide ongoing support and assistance to the influential figures and oversee the collection of pre- and post-tests.

See below for a full list of the required program activities:

1. The Awardees must attend a multi-day advocate training provided by Futures Without Violence.
2. The Awardees must conduct community assessments on the intended communities to be served and develop a corresponding Community Action Plan for each area. At least one Community Action Plan must focus on at least one community from the top 20 MRI list above.
3. Engage and mobilize the communities to assist in implementation of the curriculum and begin recruiting **influential figures like athletic coaches, mentors, volunteers, pastors, and other community leaders.**
4. Advocates may host several clinics to train **90** unduplicated influential figures a year on the NJ-CBIM curriculum.
5. Providing ongoing training and technical assistance to assist influential figures in delivering and modeling the curriculum.
6. Oversee the administration and collection of pre- and post-evaluation surveys with the target population.
7. Collecting all relevant data and complete all reports and evaluations as required by DCF.
8. Meet regularly with FUTURES and DCF-DOW staff for technical assistance and program monitoring.
9. Participate in the New Jersey Coalition to End Domestic Violence's Men of Courage Network.

E. Resources

Geographic Area to Be Served

Successful applicants shall oversee the implementation of the NJ-CBIM curriculum in underserved communities throughout New Jersey. The underserved communities must include at least one municipality from the list below. However, the applicant may also recruit influential figures and oversee implementation of the curriculum in other underserved communities as well.

1. Camden City (Camden County)	11. Pine Valley Borough (Camden County)
2. Salem City (Salem County)	12. Newark City (Essex County)
3. Atlantic City (Atlantic County)	13. Seaside Heights Borough (Ocean County)
4. Penns Grove Borough (Salem County)	14. Pleasantville City (Atlantic County)
5. Bridgeton City (Cumberland County)	15. Woodlynne Borough (Camden County)
6. Trenton City (Mercer County)	16. Egg Harbor City (Atlantic County)
7. Woodbine Borough (Cape May County)	17. New Brunswick (Middlesex County)
8. Wildwood City (Cape May County)	18. Keansburg Borough (Monmouth County)
9. Paterson City (Passaic County)	19. Perth Amboy (Middlesex County)
10. Passaic City (Passaic County)	20. Paulsboro Borough (Gloucester County)

Staffing

Successful applicants shall hire at least one advocate and maintain proper staffing levels that meet the needs of program activities included in the proposal narrative and budget. Every effort must be made to hire and retain individuals with recognized expertise in the field of sexual violence prevention, as well as in community engagement and mobilization, especially with underserved populations. Staff shall reflect the language, race, and cultural backgrounds of the selected communities and target populations.

It is expected that the trainings conducted by the advocates will take place at times that are convenient and accessible to the influential figures and can be virtual until in-person work resumes. The successful applicant should address issues around program sustainability, as well as bridge the digital divide. Influential figures may not have access to devices, which is an integral component to facilitating virtual programming. Successful applicants may use

funds to provide devices to influential figures and purchase virtual platforms that are conducive for implementing the CBIM Train the Trainer sessions.

Training & Development

Prior to beginning its community assessment and engagement, advocates shall complete a multi-day training from FUTURES on the NJ-CBIM curriculum. Staff will also be provided with ongoing training and technical assistance from both DCF-DOW and FUTURES. Additionally, staff will receive support from the Men of Courage Network through the NJ Coalition to End Domestic Violence.

Volunteers

Influential figures are integral members in NJ-CBIM curriculum delivery and operate on a voluntary basis. To build a strong pool of volunteers, the applicant must commit to recruiting, training and developing those who want to volunteer from communities in the selected municipalities. Influential figures shall be provided with ongoing training and technical assistance by the advocate throughout the course of the grant period.

Below are links to various websites that may provide the applicant with additional information.

[Rape Prevention and Education \(RPE\) Program](#)

[The Principles of Prevention](#)

[Coaching Boys Into Men \(CBIM\) Curriculum](#)

[Social Ecological Model \(SEM\)](#)

[STOP Sexual Violence Technical Package](#)

Applicable Laws and Regulations

All DCF funded agencies must comply with:

- The Violence Against Women Act (42 U.S.C. 13701 et seq);
- Family Violence Prevention and Services Act (42 U.S.C. 10401 et seq);
- The Prevention of Domestic Violence Act (N.J.S.A. 2CL15-17 et seq);
- Survivor-Counselor Confidentiality Privilege (N.J.S.A. 2A:84A-22.13 et seq);
- The Sexual Assault Survivor Protection Act (N.J.S.A. 2C:14-13 et seq.);
- New Jersey Law Against Discrimination (N.J.S.A. 10:5-12); and
- Any other application state or federal laws.

The New Jersey Law Against Discrimination makes it unlawful to subject people to differential treatment based on race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, mental or physical disability, perceived disability, and AIDS and HIV status. The DCF-funded agency must prohibit discrimination in program admission and the provision of services, as well as agency hiring and promotional process.

Voluntary Participation Only

The applicant shall operate with the highest level of ethical practice and accountability to the community. The applicant or any volunteers delivering the curriculum shall not mandate boys or young men or volunteers to participate in the programming. All programming must be available on a voluntary basis.

Trauma-informed Approach

Additionally, DCF-DOW is looking for an entity that articulates a trauma-informed and culturally relevant approach to its program delivery. This approach acknowledges the different needs of volunteers and the target population. It requires entities to understand and respond with sensitivity to the culture, behaviors, attitudes and emotional needs of participants.⁶

Data Collection and Management

The successful applicant is required to collect data and submit to DCF-DOW in a timely fashion. Reporting tools and timelines are established in partnership with DCF's Research, Evaluation and Reporting unit. DCF-DOW only collects aggregate data that does not include any personally identifying information that could possibly identify individuals from the target population.

Continued Quality Improvement Standards

DCF engages in Continuous Quality Improvement (CQI) to identify and analyze strengths and areas needing improvement. DCF is committed to the process of ongoing evaluation as a vehicle to learn and develop solutions to improve the quality of services. In addition to collaborating with FUTURES and NJ Coalition to End Domestic Violence, it is expected that the awarded agency will engage in ongoing CQI to ensure NJ-CBIM is systematically and intentionally increasing positive outcomes for individuals and families they serve.

The successful applicant shall be required to submit quarterly reports that include qualitative and quantitative data part of the CQI process. The applicant will be required to collect and report pertinent client and program data, relative to service activities and measurable program outcomes.

The advocate shall administer training surveys to influential figures, as well as oversee the administration of the pre- and post-tests administered the boys and young men by the influential figures. This data will be submitted to DCF-DOW on a quarterly basis.

⁶ Phillips, Heather, MA, Eleanor Lyon, PhD, Mary Fabrisi, PsyD, and Carole Warshaw, MD. *Promising Practices and Model Programs: Trauma-Informed Approaches to Working with Survivors of Domestic and Sexual Violence and Other Trauma*. Center on Domestic Violence, Trauma and Mental Health, 2015.

F. Outputs:

Measurable outcomes are essential for determining the extent to which implemented approaches and activities achieve their intended effects. Successful applicants will be required to do the following:

- Complete a community assessment and Community Action Plan using data (publicly available or program data) in at least 1 of the top 20 MRI communities.
- Track and maintain recruited influential figures.
- Demonstrate the use of indicator data to track implementation and outcomes.
- Collect pre- and post-tests to the target population.

It will be the responsibility of the NJ-CBIM advocate to ensure that each boy and young man who receives NJ-CBIM completes the required pre- and post-test, as well as any additional evaluative data provided by DCF-RER and DCF-DOW. With this collected data, it is expected that the NJ-CBIM advocate or another staff member will complete all reports created by DCF-RER and DCF-DOW.

G. Funding Information:

All funding is subject to appropriation. DCF will make available up to **\$900,000 of the federal Rape Prevention and Education funds (CFDA # CDC-RFA-CE19-1902)**. DCF will make available up to **2** awards in the amount of \$450,000 each, that shall span over the course of the grant cycle. The grants shall be \$225,000 per grant funding period as described below.

DCF reserves the right to award all or a portion of the requested amount. It is anticipated that the continuation funding is contingent upon the availability of funds in future fiscal years. Universities are reminded that this is a competitive process and on notice that no annual increases will be considered as part of this contract to salaries, fringe or benefits for future negotiations or contracts, unless approved by the State legislature for all contracting entities.

Funding for this work will take place between **February 1, 2022 through January 31, 2024** contingent upon the availability of federal funds. It should be noted that the funding periods for this program are:

- Year 1- February 1, 2022 to January 31, 2023
- Year 2- February 1, 2023 to January 31, 2024

Matching funds **are not** required. Operational costs **are** permitted for items such as computers, desks and other expenses. Successful applicants will be required to purchase the NJ-CBIM coaches kit at \$25 per kit.

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.

H. Applicant Eligibility Requirements:

1. Eligible applicants include for profit or non-profit organizations, state agencies, county governments, Tribal, and/ or Universities that are duly registered to conduct business within the State of New Jersey.
2. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
3. 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 notice of such limitation has been provided by DCF 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 that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
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. 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>
10. 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:

December 15, 2021	Deadline for Email Questions sent to DCF.ASKRFP@dcf.nj.gov
January 12, 2022	Deadline for Receipt of Proposals by 12:00PM

Proposals received after 12:00 PM on January 12, 2022 will **not** be considered.

All proposals must be delivered ONLINE:

To submit online, applicant must submit 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

Once the AOR is submitted and the applicant is granted permission to proceed, instructions will be provided for submission of the proposal.

Only a registered Authorized Organization Representative (AOR) or the designated alternate is eligible to send in a submission by submitting an 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. 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.

For a bid to be considered for award, at least one representative of the Applicant must have been present at the Bidders Conference, if required, 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 Applicant 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 Applicant.

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 as attached as **Exhibit A.**

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

The successful Applicants must comply with the Notice of Standard Contract Requirements, Processes, and Policies as attached as **Exhibit C.**

Applicants must submit a signed Attestation-Public Law P.L. 2021, c.1 Attestation Form for Providers with DCF Contracts as attached as **Exhibit D.**

Applicants must comply with the federal requirements-Updated Rider for Purchases Funded by Federal Funds of 2CFR 200.317. See **Attachment 1.**

Applicants must comply with Notice of Executive Order 166. See **Attachment 2.**

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

1. Applicants must comply with 42 CFR Part 2 Confidentiality of Substance Use Disorder Patient Records.
2. Keep 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. Recognize and understand 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 offence 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)

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 **20-**

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. 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:

Proposal Narrative

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

I. Organizational History and Capacity (20 Points)

Describe the agency's history, mission and goals, and how this project aligns with those goals.

Describe the agency's background and experience working in the community. Describe existing collaborations, partnerships and collaborative efforts within the community and systems. Describe previous community engagement and mobilization efforts.

Describe any direct experience working with the target population, boys and young men ages 10-24 and/or partnering with community-based agencies that serve the target population.

Describe the agency's governance structure and its administrative, management. Note the existence of professional advisory boards that support the operations.

- **Attach a current organizational chart, as part of the Appendix.**

Provide an indication of the organization's demonstrated commitment to cultural inclusivity and diversity. Explain how the provider's policies, materials, environment, recruitment, hiring, promotion, training and Board membership reflect the community or the intended recipients of the services you provide.

Describe how the organization will provide resources and services in a way that is trauma-informed, culturally sensitive and relevant.

- **Include written policies implementing trauma informed practices, as part of the Appendix, if available.**

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.

- **Include a brief (no more than 1 page double spaced) Safe-Child Standards Description demonstrating ways in which your agency's operations mirror the Standards as part of the Appendix.**

The Standards are available at:

<https://nj.gov/dcf/providers/notices/nonprofit/>

and

<https://www.nj.gov/dcf/SafeChildStandards.pdf>

II. Need and Impact (15 Points)

Applicants should clearly describe the need or issue to be addressed, and its impact on the community. The application will be evaluated as to how effectively it:

- Describes the nature and scope of problem with relevant state and local level data as well as agency statistics.
- Discuss the target population to be served. Ensure this includes at least 1 municipality from the MRI (see chart in Section C above). The applicant should include population size and demographics as well as any relevant statistics to link the need for this project.
- A summary of existing services and community supports in the geographic location, including any barriers and gaps. Describe how your program will bridge identified gaps and overcome barriers to build relationships that will reach the target population.

III. Program Approach (25 Points)

Provide an overview of how your agency will carry out the program activities to the target population. Include the following:

- a. Describe the communities and geographic areas you will focus on, including at least 1 municipality from the MRI (listed above in Section C). Include demographic data, education, community information, and other local resources.

- b. Explain how you will engage and mobilize the community. How will you recruit influential figures like athletic coaches, pastors, mentors, and other volunteers to assist with these efforts?
- c. An explanation of how you assessed the linguistic and cultural needs of the communities to be served. How will the services be accessible and culturally and linguistically responsive?
- d. How will you ensure the influential figures have access to technology if the curriculum will be provided digitally/remotely?
- e. A description of any coordination, or collaborative efforts that will be used to carry out the proposed activities in the targeted communities and populations.

- **Attach any affiliation agreements, letters of commitment and/or Memoranda of Understanding, as part of the Appendix.**

IV. Staffing and Personnel (10 Points)

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 the following items:

- **job descriptions that include education, training, and experience that meets the requirements described in this RFP;**
- **a sample staff schedule for a month depicting staff shifts and hours; and**
- **resumes of any existing staff who will perform the proposed services.**
- **professional licenses** related to job responsibilities for this response, If not applicable, include a signed/dated written statement on agency letterhead

Describe how your agency will support this initiative with required/necessary training, coaching, supervision. Describe your agency's process to evaluate staff performance.

V. Program Implementation Schedule (10 Points)

Applicants must have the ability to hire advocate/s and begin planning and community engagement within **45** days of contract execution.

Provide a timeline for fully implementing the proposed services. **Attach a separate Program Implementation Schedule as part of the Appendix.**

Provide as part of the narrative how your organization will execute the Program Implementation Schedule and meet the requirements of the RFP.

- **Include any professional Letter(s) of Support from community organizations (no more than 3) that you already partner with as part of the Appendix. Letters from any New Jersey State employees are prohibited.**

VI. Outcome and Evaluation (10 Points)

Describe how your organization will support the requirements of this initiative for data collection, maintenance, and analysis. Describe any policies or procedures that will be used for data management and timely reporting.

Provide a brief narrative and **attach copies of any program management tools** that will be used to assist with community mobilization and recruiting of volunteers **as part of the Appendix.**

- **Include any evaluation tools that will be used to determine the effectiveness and quality of the program services, who will use the tools, and the frequency the tools will be used, as part of the Appendix.**

Describe how this initiative will be supported by your quality assurance and performance improvement processes, including the meaningful role of those to be served.

VII. 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.

The budget shall be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. 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. All funding including in-kind contributions shall be included in the budget. Please note that all training, technical assistance and other support to be provided to the successful applicant will be free of charge. Applicants should also include operational costs, including any necessary computers and devices to facilitate curriculum implementation, as well as the cost of the coaches kits.

Applicants must provide a separate Budget Narrative that describes Year 1 and Year 2 costs. The applicant shall attach both the Budget Narrative and the short budget forms to the Appendix. Budget forms shall be required for your proposal. Standard DCF Annex B (budget) forms will be required if your organization is awarded.

Forms are available at: <http://www.state.nj.us/dcf/providers/contracting/forms/>

A description of General and Administrative Costs are available at: <http://www.state.nj.us/dcf/providers/notices/>

B. Supporting Documents:

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent. There is a **20**-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.

A penalty of 5 points will be deducted for each missing document. 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 for paper copies, CD and electronic copies.
3	<input type="checkbox"/> Proposal Narrative in following order 20 Page Limitation <ul style="list-style-type: none"> I. Organization History and Capacity II. Need and Impact III. Program Approach

		IV. Staffing and Personnel V. Program Implementation Schedule VI. Outcome and Evaluation
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"/>	Professional Licenses related to job responsibilities for this response If not applicable, include a signed/dated written statement on agency letterhead
7	<input type="checkbox"/>	Job Descriptions that include education, training, and experience
8	<input type="checkbox"/>	Resumes of any existing staff who will perform the proposed services (please <u>do not</u> provide home addresses or personal phone numbers)
9	<input type="checkbox"/>	Sample staff schedule for a month depicting staff shifts and hours
10	<input type="checkbox"/>	Safe-Child Standards Description of your agency's implementation of the standards (no more than 2 pages)
11	<input type="checkbox"/>	Affiliation agreements, letters of commitment and/or Memoranda of Understanding (if relevant to your program). If not applicable, include a written statement.
12	<input type="checkbox"/>	3 Professional Letter(s) of Support from community organizations that you already partner with. Letters from any New Jersey State employees are prohibited.
13	<input type="checkbox"/>	Evaluation tools and program management tools
14	<input type="checkbox"/>	Signed Attestation Applicants must submit a signed Attestation-Public Law P.L. 2021, c.1 Attestation Form for Providers with DCF Contracts as attached as <u>Exhibit D.</u>
15	<input type="checkbox"/>	Proposed Program Implementation Schedule 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.
16	<input type="checkbox"/>	Proposed Short Budget Form for Year 1 and Year 2 documenting anticipated budget and Budget Narrative describing expenses.
17	<input type="checkbox"/>	Agency's Conflict of Interest policy

18	<input type="checkbox"/>	<p>Copies of any audits (not financial audit) or reviews (including corrective action plans) completed or in process by DCF (inclusive of DCF Licensing, Divisions and Offices) or other State entities within the last 2 years. If available, a corrective action plan should be provided and any other pertinent information that will explain or clarify the applicant's position. If not applicable, include a written statement.</p> <p>Applicants are on notice that DCF may consider all materials in our records concerning audits, reviews or corrective active plans as part of the review process.</p>
19	<input type="checkbox"/>	<p>Document showing Data Universal Numbering System (DUNS) Number [2006 Federal Accountability & Transparency Act (FFATA) Website: https://fedgov.dnb.com/webform Helpline: 1-866-705-5711</p>
20	<input type="checkbox"/>	<p>System for Award Management (SAM) printout showing "active" status (free of charge) Website: Go to SAM by typing www.sam.gov in your Internet browser address bar Helpline: 1-866-606-8220</p>
21	<input type="checkbox"/>	<p>Applicable Consulting Contracts, Affiliation Agreements related to this RFP. If not applicable, include a written statement</p>
22	<input type="checkbox"/>	<p>Business Associate Agreement/HIPAA (signed/dated under Business Associate) [Version: Rev. 8-2019] Form: https://www.nj.gov/dcf/providers/contracting/forms/HIPAA.docx</p>
23	<input type="checkbox"/>	<p>Affirmative Action Certificate --or-- Renewal Application [AA302] sent to Treasury Note: The AA302 is only applicable to new startup agencies and may only be submitted during Year 1. Any agency previously contracted through DCF is required to submit an Affirmative Action Certificate. Website: https://www.nj.gov/treasury/purchase/forms.shtml Form: https://www.nj.gov/treasury/purchase/forms/AA_%20Supplement.pdf</p>
24	<input type="checkbox"/>	<p>Certificate of Incorporation Website: https://www.nj.gov/treasury/revenue/filecerts.shtml</p>
25	<input type="checkbox"/>	<p>For Profit: NJ Business Registration Certificate with the Division of Revenue. See instructions for applicability to your organization. If not applicable, include a signed/dated written statement on agency letterhead. Website: https://www.nj.gov/njbusiness/registration/</p>

26	<input type="checkbox"/>	Agency By-laws or Management Operating Agreement if an LLC
27	<input type="checkbox"/>	Tax Exempt Organization Certificate (ST-5) -or- IRS Determination Letter 501(c)(3) If not applicable, include a signed/dated written statement on agency letterhead Website: https://www.nj.gov/treasury/taxation/exemptintro.shtml
28	<input type="checkbox"/>	Disclosure of Investigations and Other Actions Involving Bidder Form (PDF) (signed/dated) Website: https://www.nj.gov/treasury/purchase/forms.shtml [Version 3-15-19] Form: https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestigations.pdf
29	<input type="checkbox"/>	Disclosure of Investment Activities in Iran (PDF) (signed/dated) Website: https://www.nj.gov/treasury/purchase/forms.shtml [Version 6-19-17] Form: https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf
30	<input type="checkbox"/>	For Profit: Ownership Disclosure Form (PDF) (signed/dated) Website: https://www.nj.gov/treasury/purchase/forms.shtml [Version 6-8-18] Form: https://www.nj.gov/treasury/purchase/forms/OwnershipDisclosure.pdf See instructions for applicability to your organization. If not applicable, include a written statement.
31	<input type="checkbox"/>	For Profit: Chapter 51/Executive Order 117 Vendor Certification --and-- Disclosure of Political Contributions (signed/dated) [Version: Rev 4/1/19] See instructions for applicability to your organization. If not applicable, include a signed/dated written statement on agency letterhead. Website: https://www.nj.gov/treasury/purchase/forms.shtml Form: https://www.nj.gov/treasury/purchase/forms/eo134/Chapter51.pdf
32	<input type="checkbox"/>	Certification Regarding Debarment (signed/dated) Website: https://www.nj.gov/dcf/providers/notices/requests/#2 Form: https://www.nj.gov/dcf/documents/contract/forms/Cert.Debarment.pdf
33	<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

34	<input type="checkbox"/>	<p>Tax Forms: <u>Non Profit Form 990</u> Return of Organization Exempt from Income Tax or <u>For Profit Form 1120</u> US Corporation Income Tax Return or-LLC Applicable Tax Form and may delete or redact any SSN or personal information</p>
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* 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:

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

Notice of Standard Contract Requirements, Processes, and Policies

I. Instructions:

Please carefully read all the information on these page(s) and then sign, scan, and email this executed document to:
OfficeOf.ContractAdministration@DCF.NJ.Gov

II. Organizations awarded contracts are required to comply with:

- A. the terms and conditions of the Department of Children and Families' (DCF) contracting rules and regulations as set forth in the Standard Language Document (SLD), or the Individual Provider Agreement (IPA), or Department Agreement with a State Entity. Contractors may view these items on the internet at:
<https://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc>;
- B. the terms and conditions of the policies of the Contract Reimbursement Manual and the Contract Policy and Information Manual. Contractors may review these items on the internet at:
<https://www.nj.gov/dcf/providers/contracting/manuals>;
- C. all applicable State and Federal laws and statues, assurances, certifications, and regulations;
- D. the requirements of the State Affirmative Action Policy, N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27;
- E. the laws relating to Anti-Discrimination, including N.J.S.A 10:2-1, Discrimination in Employment on Public Works; and
- F. the confidentiality rules and regulations related to the recipients of contracted services including, but not limited to:
 - 1. Compliance with 42 CFR Part 2 Confidentiality of Substance Use Disorder Patient Records.

2. Maintenance of client specific and patient personal health information (PHI) and other sensitive and confidential information 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. Safeguarding of the confidentiality of case information as mandated by N.J.S.A 9:68.10a with the understanding that the release of any 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.
4. Ensuring the content of every contractor's web site protects the confidentiality of, and avoids misinformation about the youth served and provides visitors with a mechanism for contacting upper administrative staff quickly and seamlessly.

III. Organizations awarded contracts are advised:

- A. As noted in Section 5.12 of the SLD, or in Section 5.03 of the IPA, the initial provision of funding and the continuation of such funding under this contract is expressly dependent upon the availability to DCF of funds appropriated by the State Legislature and the availability of resources. Funds awarded under this contract program may not be used to supplant or duplicate existing funding. If any scheduled payments are authorized under this contract, they will be subject to revision based on any audit or audits required by Section 3.13 Audit of the Standard Language Document (SLD) and the contract close-out described in: [Contract Closeout - CON-I-A-7-7.01.2007 \(nj.gov\)](http://www.nj.gov/contract/CON-I-A-7-7.01.2007)
- B. All documentation related to products, transactions, proof of services and payments under this contract must be maintained for a period of five years from the date of final payment and shall be made available to the New Jersey Office of the State Comptroller upon request.
- C. Any software purchased in connection with the proposed project must receive prior approval from the New Jersey Office of Information Technology, and any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.

- D. Any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.
- E. Contractors shall maintain a financial management system consistent with all of the requirements of Section 3.12 of the SLD of the IPA.
- F. As defined in 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. §1320 b-8 to serve in this State.
- G. DCF endorsed the Prevent Child Abuse of New Jersey's (PCANJ) Sexual Abuse Safe-Child Standards (Standards) as a preventative tool for contractors working with youth and children to reference when implementing policies and procedures to minimize the risks of the occurrence of child sexual abuse. The Standards are available on the internet at: <https://www.nj.gov/dcf/SafeChildStandards.pdf>
- H. NJ Rev Stat § 9.6-8.10f (2017) requires the Department of Children and Families (DCF) to conduct a check of its child abuse registry for each person who is seeking employment in any facility or program that is licensed, contracted, regulated, or funded by DCF to determine if the person is included on the child abuse registry as a substantiated perpetrator of child abuse or neglect. Contractors are to utilize the Child Abuse Record Information (CARI) Online Application to set-up a facility account by visiting: <https://www.njportal.com/dcf/cari>
- I. DCF staff may conduct site visits to monitor the progress and problems of its contractors in conforming to all contract requirements and in accomplishing its responsibilities. The contractor may receive a written report of the site visit findings and may be expected to submit a plan of correction, if necessary, for overcoming any problems found. Corrective Action Plan (CAP) requirements, timeframes and consequences are explained on the internet at: https://www.nj.gov/dcf/policy_manuals/CON-I-A-8-8.03_issuance.shtml
- J. Contractors must have the ability to maintain the full operations census specified in the contract, and to submit timely service reports for

Contracted Level of Service (CLOS) utilization in the format and at the time DCF requests.

- K. Contractors awarded contracts must have the ability to achieve full operational census within the time DCF specifies. Extensions may be available by way of a written request to the Contract Administrator, copied to the DCF Director managing the contracted services.
- L. As noted in Section 4.01 of the SLD or the IPA, DCF or the contractor may terminate this contract upon 60 days written advance notice to the other party for any reason whatsoever.
- M. DCF will advise contractors of the documents and reports in support of this contract that they must either timely submit or retain on-site as readily available upon request. The contractor also shall submit all required programmatic and financial reports in the format and within the timeframes that DCF specifies as required by Section 3.02 of the SLD or IPA. Changes to the information in these documents and reports must be reported to DCF. Contractors are under a continuing obligation, through the completion of any contract with the State of NJ, to renew expired forms filed the NJ Department of Treasury and to notify Treasury in writing of any changes to the information initially entered on these forms. Failure to timely submit updated documentation and required reports may result in the suspension of payments and other remedies including termination.

IV. Organizations awarded contracts for the provision of certain types of services additionally shall be aware of the following:

- A. If services are provided at licensed sites, contractors must meet all NJ Department of Children and Families and other applicable Federal Licensure Standards.
- B. If services are paid with Medicaid funds, contractors must have the demonstrated ability, experience, and commitment to enroll in NJ Medicaid, and subsequently submit claims for reimbursement through NJ Medicaid and its established fiscal agent, within prescribed times.
- C. If services are paid with federal funds (including Medicaid funds), contractors must adhere to the provisions set forth in the Rider for Purchases funded in whole or in part, by federal funds.

<https://www.nj.gov/dcf/providers/contracting/forms/RIDER-For-Purchases-Funded-by-Federal-Funds-7.31.2020.pdf>

- D. If services are provided by programs licensed, contracted or regulated by DCF and provide services to individuals with developmental disabilities, contractors must comply with:
1. the Central Registry of Offenders against individuals with Developmental Disabilities law, N.K.S.A 30:6D-73 et seq (Individuals on the Central Registry are barred from working in DCF-funded programs for persons with developmental disabilities. If you are not registered to access the Central Registry, DCF will facilitate the qualified applicant’s registration into this system); and
 2. Danielle’s Law:
<https://www.state.nj.us/humanservices/dds/documents/fireprocurement/ddd/Danielle%27s%20Law.pdf>
- E. If services are to be administered by the Contracted System Administrator (CSA), contractors must conform with, and provide services under, protocols that include required documentation and timeframes established by DCF and managed by the CSA. The CSA is the single point of entry for these services and facilitates service access, linkages, referral coordination, and monitoring of CSOC services across all child-serving systems. Contractors of these services will be required to utilize “Youth Link”, the CSOC web-based out-of-home referral/bed tracking system process to manage admissions and discharge after being provided training.
- F. If services are to be provided to youth and families who have an open child welfare case due to allegations of abuse and neglect, then contractors shall deliver these services in a manner consistent with the DCF Case Practice Management Plan (CPM) and the requirements for Solution Based Casework (SBC), an evidence-based, family centered practice model that seeks to help the family team organize, prioritize, and document the steps they will take to enhance safety, improve well-being, and achieve permanency for their children. SBC provides a common conceptual map for child welfare case workers, supervisors, leadership, and treatment providers to focus their efforts on clear and agreed upon outcomes. DCF may require contractors to participate in DCF sponsored

SBC training, and to be involved in developing plans with the consensus of other participants, incorporating the elements of the plans into their treatment, participating in Family Team Meetings, and documenting progress and outcomes by race, age, identified gender, and other criteria DCF deems relevant and appropriate.

G. If services provided under a DCF contract are for mental health, behavioral health, or addictions services by a contractor with at least 10 regular full-time or regular part-time employees who principally work for the contractor to provide those services, then P.L. 2021,c.1 (C30:1-1.2b) requires the contractor to:

1. submit no later than 90 days after the effective date of the contract an attestation: (a) signed by a labor organization, stating that it has entered into a labor harmony agreement with such labor organization; or (b) stating that its employees are not currently represented by a labor organization and that no labor organization has sought to represent its employees during the 90-day period following the initiation or renewal of the contract; or (c) signed by a labor organization, stating that it has entered into an agreement or binding obligation to be maintained through the term of the contract that provides a commitment comparable to a labor harmony agreement, as defined in section 4 of P.L.2021, c.1 (C30:1-1.2c). The required attestation is submitted to ensure the uninterrupted delivery of services caused by labor-management disputes and is a condition of maintaining a DCF contract. The failure to submit it shall result in DCF's issuance of a financial recovery and a Corrective Action Plan (CAP). Should the contractor not adhere to the terms of the CAP, DCF shall cancel or not renew the contract upon obtaining a replacement contractor to assume the contract or otherwise provide the services. An extension of the 90-day deadline shall be warranted if a labor organization seeks to represent a contractor's employees after the contract is renewed or entered into, but within the 90-day period following the effective date of the contract. The Commissioner of DCF may review any interested person's report of a failure by the contractor to adhere to these requirements and upon finding that a covered contractor failed to adhere to the requirements shall take corrective action which may include a CAP, financial recovery and cost recoupment, and cancelling or declining to renew the contract. Should the covered

contractor fail to engage in or complete corrective action, the Commissioner of DCF shall cancel or decline to renew the contract; and

2. make good faith efforts to comply with COVID-19 minimum health and safety protocols issued by DCF to adequately ensure the safety of the contractors, employees, and service recipients as per Section 4 of P.L., c.1 (c.30:1-1.2b) until the 366th day following the end of the public health emergency and state of emergency declared by the Governor in Executive Order No. 103 of 2020. The Commissioner of DCF shall take into account, prior to awarding or renewing any contract, any prior failures reported by any interested party to demonstrate a good faith effort to contain, limit, or mitigate the spread of COVID-19 among the covered contractor's employees or service recipients and require at a minimum the submission of a CAP to contain, limit, or mitigate the spread of COVID-19 cases. Should the contractor fail to implement a plan or repeatedly fail to demonstrate good faith efforts to contain, limit, or mitigate the spread of COVID-19, the Commissioner shall take action, including financial penalties or cancellation or non-renewal of the contract.

- H. If the employees of a contractor or its subcontractor enter, work at, or provide services in any state agency location, then they are covered by with Executive Order No. 271 (EO 271), which was signed and went into effect on October 20, 2021. A covered contractor must have a policy in place: (1) that requires all covered workers to provide adequate proof, in accordance with EO 271, to the covered contractor that the covered worker has been fully vaccinated; or (2) that requires that unvaccinated covered workers submit to COVID-19 screening testing at minimum one to two times weekly until such time as the covered worker is fully vaccinated; and (3) that the covered contractor has a policy for tracking COVID-19 screening test results as required by EO 271 and must report the results to local public health departments. The requirements of EO 271 apply to all covered contractors and subcontractors, at any tier, providing services, construction, demolition, remediation, removal of hazardous substances, alteration, custom fabrication, repair work, or maintenance work, or a leasehold interest in real property through which covered workers have access to State property. EO 271 excludes financial assistance; contracts or sub-contracts whose value is less than the State bid Advertising threshold under N.J.S.A. 52:34-7; employees

who perform work outside of the State of New Jersey; or contracts solely for the provision of goods

By my signature below, I hereby confirm I am authorized to sign this document on behalf of my organization. I have read, understand, and have the authority to ensure my organization will comply with the terms and conditions of providing services under my contracts with DCF as described in the text and referenced documents above. The terms set forth in this document govern all executed contracts with DCF and contracts to be entered into with DCF in the future.

Signature _____ **Date:** _____

Printed Name: _____ **Title:** _____

Exhibit D

Public Law P.L. 2021, c.1 Attestation Form for Providers with DCF Contracts

ALL DCF Providers must sign, scan, and email this executed document to:
OfficeOf.ContractAdministration@Dcf.nj.us

By my signature below, I hereby confirm I am authorized to review and sign this document on behalf of my organization. I additionally confirm:

_____ (1) my organization **is not** an entity entering into or renewing a contract or contracts with the Department of Children and Families to provide mental health, behavioral health, or addiction services that employs more than 10 regular full-time or regular part-time employees who principally work for the organization to provide the contracted services as defined in Public Law P.L. 2021, c.1 [if you select this response, please return the signed form as noted above].; **OR**

_____ (2) my organization **is** such an entity and in compliance with Public Law P.L. 2021, c.1., I therefore must submit within the 90-day period following the initiation or renewal of our DCF contract(s) either:

A. An attestation:

_____ signed by a labor organization confirming entry into a labor harmony agreement with such labor organization; **or**

_____ stating that our employees are not currently represented by a labor organization and that no labor organization has sought to represent our employees during the 90-day period following the initiation or renewal of our DCF contract(s) after the effective date of this act and up to the time of submission; **or**

_____ signed by a labor organization, confirming entry into an agreement or binding obligation to be maintained through the term of the DCF contract that provides a commitment comparable to a labor harmony agreement, as defined in section 4 of P.L.2021, c.1 (C.30:1-1.2c); **or**

B. A notice:

_____ from a labor organization confirming it seeks to represent our employees after the expiration of the 90-day period following the effective date of our DCF contract, to be followed no later than 90 days after the date of notice stating that we have entered into:

- (1) a labor harmony agreement with the labor organization; or
- (2) an agreement or binding obligation to be maintained through the term of the contract that provides a commitment comparable to a labor harmony agreement, as defined in section 4 of P.L.2021, c.1 (C.30:1-1.2c); **and**

C. A COVID-19 health and safety commitment:

I ensure the organization will continue to make a good faith effort to comply with minimum health and safety protocols issued by DCF to adequately ensure the safety of the covered providers' employees, and service recipients at least through the 366th day following the end of the public health emergency and state of emergency declared by the Governor in Executive Order No. 103 of 2020. These efforts include our adherence to the measures service providers may take to prevent and mitigate exposure to, and spread of, the COVID-19 virus while delivering services, as explained by the DCF Commissioner's issuance of Guidance's published on the DCF website at: https://www.nj.gov/dcf/coronavirus_contractedproviders.html These Guidance's have amended and supplemented, and may continue to amend and supplement, our contract requirements. I additionally represent I am not aware of any prior failures to demonstrate a good faith effort to contain, limit, or mitigate the spread of COVID-19 among the covered provider's employees or service recipients.

Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

Organization Name: _____