



**REQUEST FOR PROPOSALS
FOR**

**Sexual Violence Direct Services and Primary Prevention
In Union County**

Publication Date: October 7, 2025

**Non-Mandatory Virtual Conference: Thursday, October 16, 2025
at 11:00 A.M.**

Virtual Conference Link: <https://www.zoomgov.com/j/1617541575>

Questions Due: Friday, October 17, 2025

AOR Forms Due: Thursday, October 30, 2025

Response Deadline: by 12:00 NOON Thursday, November 6, 2025

Funding of \$305,645 in state funds in FY 2026

Funding of \$511,287 in state funds in FY 2027 contingent on availability

**Christine Norbut Beyer, MSW
Commissioner**

The Department of Children and Families (DCF) is the agency dedicated to ensuring all New Jersey residents are safe, healthy, and connected. To that end, DCF announces to potential respondents its intention to award a new contract.

TABLE OF CONTENTS

Section I - General Information

A. Summary Program Description	Page 1
B. Funding Information	Page 2
C. Pre-Response Submission Information	Page 4
D. Response Submission Instructions	Page 5
E. Required PDF Content of the Response	Page 6
F. Respondent Eligibility Requirements	Page 6

Section II A - Required Performance and Staffing Deliverables for Sexual Violence Direct Services

A. Subject Matter	Page 7
B. Target Population	Page 8
C. Activities	Page 9
D. Resources	Page 12
E. Outcomes	Page 15
F. Signature Statement of Acceptance	Page 16

Section II B - Required Performance and Staffing Deliverables for Primary Prevention of Sexual Violence

A. Subject Matter	Page 17
B. Target Population	Page 18
C. Activities	Page 19
D. Resources	Page 21
E. Outcomes	Page 23
F. Signature Statement of Acceptance	Page 24

Section III –Documents Requested to be Submitted with This Response

A. Organizational Documents Prerequisite to a DCF Contract Award Requested to be Submitted with This Response	Page 25
B. Additional Documents Requested to be Submitted in Support of This Response	Page 29

Section IV - Respondent's Narrative Responses (exclude from an RFQ)

A. Community and Organizational Fit	Page 31
B. Organizational Capacity	Page 31
C. Organizational Supports	Page 33

Section V - Response Screening and Review Process

A. Response Screening for Eligibility, Conformity and Completeness	Page 33
B. Response Review Process	Page 34
C. Appeals	Page 35

Section VI - Post Award Requirements

A. General Conditions of Contract Execution	Page 35
B. Organizational Documents Prerequisite to Contract Execution to be Submitted After Notice of Award:	
Post-Award Documents Prerequisite to the Execution of All Contracts	Page 36
Post-Award Documents Prerequisite to the Execution of This Specific Contract	Page 37
C. Reporting Requirements for Awarded Respondents	Page 38
D. Requirements for Awarded Respondents to Store Their Own Organizational Documents on Site to be Submitted to DCF Only Upon Request	Page 40

Section I - General Information

A. Summary Program Description:

The New Jersey Department of Children and Families' (DCF) Division on Women (DOW) announces its intent to issue one award for the provision of Sexual Violence Core Services (hereafter Sexual Violence) in Union County, which shall consist of two contracted programs: 1) Sexual Violence Direct Service; and 2) Primary Prevention of Sexual Violence.

DCF is a family and child serving agency, working to assist New Jersey residents in being or becoming safe, healthy, and connected. In 1974, DOW was established as a pioneering state agency to create, promote, and expand the rights and opportunities for all women throughout the state. DOW is housed within DCF and administers state and federal domestic violence and sexual violence contracts with agencies in every county in New Jersey. DOW collaborates with government and non-government agencies on federal, state and county levels to ensure the compassionate treatment of all survivors, and provides resources, support and technical assistance to agencies carrying out the work.

Sexual Violence funding shall support direct services, crisis intervention, counseling, victim advocacy, prevention, and related assistance to victims/survivors of sexual assault in Union County.

DOW funds a network of sexual violence providers throughout New Jersey. DOW ensures that there is a minimum of one DCF contracted provider in each county whose mission is to provide a comprehensive array of sexual violence services to survivors and their families. The contracted provider shall provide crisis intervention, counseling, victim advocacy, prevention, and other supportive services for victims and survivors of sexual violence and their families. Services shall be trauma-informed, responsive to the community served, and strive to meet each survivor's holistic needs.

Sexual Violence Direct Service (SVDS) includes but is not limited to the following:

- 24-hour/ 7-day Hotline and Information/Referral
- Crisis Intervention
- Counseling
- Victim Advocacy
- Legal Advocacy
- Medical Accompaniment
- Transportation
- Services for Children
- Prevention Activities
- Community Education and Partnerships

Primary Prevention of Sexual Violence (PPSV) focuses on preventing acts of sexual violence before they occur. This involves addressing the root causes and social norms that contribute to perpetration of sexual violence. DCF-DOW employs a public health approach utilizing the Socio-Ecological Model (SEM) championed by the Centers for Disease Control and Prevention (CDC) as a prevention framework. The SEM identifies four levels that influence sexual violence: (1) individual – attitudes beliefs and behaviors of individuals; (2) relationship – dynamics with friendships, intimate partners, and peers; (3) community – social norms, community resources and access to services; and (4) society – local norms, policies and laws.

Recognizing that these 4 levels are connected, this funding focuses primarily on level 3, the community-level. These primary prevention strategies focus on the characteristics of community settings (e.g., schools, workplaces, and neighborhoods) that increase the risk (risk factors) of or protect people (protective factors) from the likelihood of experiencing and/or perpetrating sexual violence, particularly social, economic, and environmental characteristics.

B. Funding Information:

All funding is subject to appropriation. The continuation of funding is contingent upon the availability of funds and resources in future fiscal years.

Respondents are on notice that no annual increases will be considered as part of this contract to salaries, fringe, or benefits in future negotiations or contracts, unless approved by the State legislature for all contracting entities. Funds awarded under this program may not be used to supplant or duplicate existing funding.

DCF will make available funding as follows in FY2026:

Sexual Violence Direct Services (SVDS): up to \$164,695 in state funding is available for operating expenses for six (6) months. DCF reserves the right to award all or a portion of these funds.

Primary Prevention of Sexual Violence (PPSV): up to \$90,950 in state funding is available for operating expenses for six (6) months. DCF reserves the right to award all or a portion of these funds.

Start-up: Additional funding to pay for permitted start-up costs is available. DCF may reimburse start-up expenses for these initial contracts. Up to a total of \$50,000 for start-up expenses may be requested for one program or divided across both programs. Expenditures proposed to begin program operations must be entered into the appropriate Start-up Funding column of the Proposed Budget Forms. All start-up costs are subject to contract negotiations and DCF approval. Funds for approved start-up cost funds will be released upon the execution of a finalized contract and are paid via Scheduled Payments.

The funds support the first year or initial term of contracts subject to renewal.

The intended funding period for both initial contracts is January 1, 2026, through June 30, 2026. The funds available are to be budgeted to cover the expenses incurred during the initial contract term to implement the program and operate program services for six (6) months.

FY2027: The twelve (12) month funding award for the contract period beginning July 1, 2026, through June 30, 2027, is anticipated to be up to \$329,389 for SVDS and up to \$181,898 for PPSV. Contract renewal is contingent on the availability of funds.

Proposed budgets: Note: two (2) separate proposed budgets are required with this RFP response for each program for each fiscal year, for a total of four (4) proposed budgets.

Two (2) proposed budgets are required for the initial six (6) month term beginning January 1, 2026, through June 30, 2026, for up to \$164,695 for SVDS, up to \$90,950 for PPSV, and up to \$50,000 for start-up that can be requested for one program or divided across both programs.

Two (2) proposed budgets are required for the twelve (12) month term beginning July 1, 2026, for up to \$329,389 for SVDS and up to \$181,898 for PPSV.

The anticipated costs required for program operations must be submitted using the Proposed Budget Form found at:

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

Budget narratives: A justification and detailed summary of the costs must be provided in Proposed Budget Narratives for each of the four (4) proposed budgets.

The Proposed Budget Form(s) and the Proposed Budget Narrative(s) must be submitted as documents included in PDF 3: Section III - *Documents to be Submitted with This Response, Subsection B. Additional Documents Requested to be Submitted in Support of This Response.*

Matching funds: Matching funds are **not** required.

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

NOTE: The Proposed Budgets submitted with a response are not the actual budgets an awarded respondent will submit for DCF approval as part of the contract. If awarded a contract, the awarded respondent then shall submit their

budget information again using the more detailed Annex B Budget Form found at: <https://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls>.

The awarded respondent shall prepare and submit an annual budget each fiscal year. DCF will issue payments to the provider on a scheduled basis up to the contract's approved budget amount.

Each budget will require Reports of Expenditures and be subject to the DCF contract close out process following the end of the contract term in accordance with the DCF Contract Close Out policy at:

https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_closeout.pdf

DCF will compare the actual approved expenditures appearing on the final report of expenditures and the independent audit with the total contract revenue realized through the receipt of scheduled payments and may recoup as an overpayment the funds that exceeded the actual allowable contract expenditures of the approved budget.

Once awarded a contract, the awarded respondent shall submit for approval its first Annex B Budgets for the period of January 1, 2026 through June 30, 2026. In addition to these first six (6) months of operating costs, all start-up costs also must be included in this Annex B Budget.

C. Pre-Response Submission Information:

Virtual Conference

There will be a Non-mandatory Virtual Conference for all respondents held on Thursday, October 16, 2025 at 11:00 A.M.. Respondents may not contact DCF in person or by telephone concerning this RFP. Questions may be sent in advance of the response deadline via email to DCF.ASKRFP@dcf.nj.gov.

Join ZoomGov Meeting: <https://www.zoomgov.com/j/1617541575>

Meeting ID: 161 754 1575

One tap mobile

+16692545252,,1617541575# US (San Jose)

+16469641167,,1617541575# US (US Spanish Line)

Dial by your location

• +1 669 254 5252 US (San Jose)

• +1 646 964 1167 US (US Spanish Line)

• +1 646 828 7666 US (New York)

• +1 415 449 4000 US (US Spanish Line)

• +1 551 285 1373 US (New Jersey)

• +1 669 216 1590 US (San Jose)

Meeting ID: 161 754 1575

Find your local number: <https://www.zoomgov.com/join/1617541575>

Join by SIP

- 1617541575@sip.zoomgov.com

Join by H.323

- 161.199.138.10 (US West)
- 161.199.136.10 (US East)

Meeting ID: 161 754 1575

Questions

Technical inquiries about forms, documents, and format may be requested at any time prior to the response deadline, but **questions about the content of the RFP must be requested by 12 P.M. Friday, October 17, 2025.**

Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP and each question should reference the page number and section number to which it relates. All inquiries submitted should reference the program name appearing on the first page of this RFP.

Written inquiries will be answered and posted on the DCF website as a written addendum to this RFP at: <https://nj.gov/dcf/providers/notices/requests/>

D. Response Submission Instructions:

All responses must be delivered ONLINE by 12:00 P.M. Thursday, November 6, 2025. Responses received after this deadline will not be considered.

To submit online, respondent must first complete an Authorized Organization Representative (AOR) registration form found at [AOR.pdf \(nj.gov\)](https://www.nj.gov/dcf/providers/aor.pdf) and send it to DCF.ASKRFP@dcf.nj.gov no later than five (5) business days before the response due date. **AOR registration forms received after close of business Thursday, October 30, 2025, may not be processed in time for the response due date.**

The completed AOR registration form must be signed and dated by the Chief Executive Officer or designated alternate and sent to DCF.ASKRFP@dcf.nj.gov. Only one (1) AOR registration form is required, even if the respondent intends to file multiple responses. The respondent is required to enter each location to be served on the AOR registration form.

Upon receipt of the completed AOR registration form, DCF will grant the respondent permission to proceed and provide instructions for the submission of the response(s) electronically. DCF recommends emailing your AOR registration

forms as soon as you know you will be filing a response to allow time to report to DCF any technical difficulties you may encounter and to timely resolve them.

E. Required PDF Content of the Response:

Submit in response to this RFP four (4) separate PDF documents labeled as follows:

Acceptance of Deliverables (two sets required-one for each service type)

PDF 1: RFP Sections II-A and II-B – **two (2) sets** of *Required Performance and Staffing Deliverables* ending with **two (2) Signed Statements** of Acceptance

Required Documents (only one set required to support both service types)

PDF 2: RFP Section III-A – *Documents Requested to be Submitted with This Response, (Organizational Documents Prerequisite to a DCF Contract Award Requested to be Submitted with the Response)*

Required Documents (two sets may be required for some of these documents to support both service types please review carefully)

PDF 3: RFP Section III-B – *Documents Requested to be Submitted with This Response. (Additional Documents Requested to be Submitted in Support of This Response)*

Narrative Response (one narrative response should include both service types)

PDF 4: RFP Section IV – *Respondent's Narrative Responses, subsections ABC (A. Community and Organizational Fit; B. Organizational Capacity; and C. Organizational Supports)*

F. Respondent Eligibility Requirements:

Respondents that have State or Federal grants or contracts must be compliant with all their terms and conditions and in good standing as grantees and contractors.

Respondents must not be suspended, terminated, or barred for deficiencies in the performance of any grant or contract award, and if applicable, all past issues must be resolved as demonstrated by written documentation.

DCF may disqualify and decline to forward for the review of the Evaluation Committee a response from those under a corrective action plan or performance improvement plan in process with DCF or any other New Jersey State agency or authority.

Respondents must be fiscally viable and be able to comply with the contracting rules and regulations set forth in the DCF Contract Policy and Information Manual (CPIM) found at: [DCF | Contracting Policy Manuals \(nj.gov\)](https://www.nj.gov/dcf/contracting-policy-manuals/).

Where required, all respondents must hold current State licenses.

Respondents must have a governing body that provides oversight as is legally required in accordance with how the entity was formed, such as a board of directors for corporations, or the managing partners of a Limited Liability Corporation (LLC)/Partnership, or the members of the responsible governing body of a county or municipality.

Respondents must have the capability to uphold all administrative and operating standards as outlined in this RFP.

Respondents must be business entities that are duly registered to conduct business within the State of New Jersey, for profit or non-profit corporations, partnerships, limited liability companies, etc. or institutions of higher education located within the State of New Jersey.

Respondents awarded a contract should ensure their program is operational within sixty (60) days of contract award or the award may be rescinded. Extensions may be available by way of written request to DCF. The contracted program shall be fully staffed to meet the needs of the maximum census of youth within sixty (60) days of being awarded.

Section II - Required Performance and Staffing Deliverables

NOTE: After reviewing the required deliverables listed below, **respondents must sign the statements** at the bottom of Sections II-A, and II-B to signify acceptance of all of them. **Submit a complete copy of the content of Sections II-A and II-B, including the signed statements of acceptance at the end of each section, as a single PDF document.** This will be the first PDF submission in your response packet and is to be labeled as “PDF 1-Section II-Acceptance of Deliverables”.

Section II-A – Required Performance and Staffing Deliverables for Sexual Violence Direct Services

A. Subject Matter - The below describes the needs the awarded respondent must address in this program, the goals it must meet, and its prevention focus.

- 1) The need for this program as indicated by data regarding the health and human services issues and parent and community perceptions is:**

Sexual violence is defined as any sexual act that is perpetrated against someone's will and encompasses a range of offenses including:

completed and attempted nonconsensual sex act; unwanted sexual contact; and non-contact sexual abuse. (See N.J.S.A. 2C:14-1). According to the National Sexual Violence Resource Center, one in five women in the United States experienced completed or attempted rape in their lifetimes, while nearly 25% of men nationally have experienced unwanted or unsolicited sexual contact. It is important to note that more than 50% of both female and male victims are assaulted by someone they know (<https://www.nsvrc.org/statistics>).

Individuals of any age and from any background may experience sexual violence. However, some individuals are disproportionately affected by lack of access to resources and other risk factors. These risk factors make them more vulnerable to victimization and may create barriers in connecting with services.

2) The goals to be met by this program are:

Sexual violence direct services aim to improve the safety, stability, and well-being of survivors. Research has shown that trauma-informed victim-centered services lessen the harm caused by sexual violence. Supportive services like crisis intervention, counseling, legal and medical assistance, victim advocacy, and information and referral can improve outcomes and reduce long-term effects. Studies have also shown that survivors find such services to be helpful and decrease distress when provided in a safe and healing environment and in a way that meets their individual needs.

3) The prevention focus of this program is:

Sexual Abuse

B. Target Population - The below describes the characteristics and demographics the awarded respondent must ensure the program serves.

The target population for this program includes all victims/survivors of sexual violence as defined by N.J.S.A. 2C:14-1 as well as those collaterally affected.

The sexual violence program shall be designed to meet the needs of all communities within Union County and especially individuals that lack accessible, relevant services due to geographic location, background, or other risk factors or specific needs.

All victims of sexual violence are to have the same access to services. The awarded respondent must abide by Federal and New Jersey Laws against

Discrimination that prohibit discrimination in program admission and the provision of services.

- 1) **Age:** Adult survivors and children
- 2) **Grade:** N/A
- 3) **Gender:** All
- 4) **Marital Status:** N/A
- 5) **Parenting Status:** N/A
- 6) **Will the program also serve the children of the primary service recipient?** Yes, from age 13 up to and including age 17.
- 7) **DCF CP&P Status:** N/A
- 8) **Descriptors of the primary service recipient:** N/A
- 9) **Descriptors of the Family Members / Care Givers / Custodians of the primary service recipients also required to be served:** N/A
- 10) **Other populations/descriptors targeted and served by this program:** N/A
- 11) **Does the program have income eligibility requirements?** No

C. Activities- The below describes the activities this program initiative requires of awarded respondents, inclusive of how the target population will be identified and served, the direct services and service modalities that will be provided to the target population, and the professional development and training that will be required of, and provided to, those delivering the services.

- 1) **The level of service increments for this program initiative:**
24 Hour Hotline; Other services provided during flexible business hours.
- 2) **The frequency of these increments to be tracked:** Monthly.
- 3) **Estimated Unduplicated Service Recipients:** N/A
- 4) **Estimated Unduplicated Families:** N/A
- 5) **Is there a required referral process?** No.

- 6) **The referral process for enabling the target population to obtain the services of this program initiative:** N/A
- 7) **The rejection and termination parameters required for this program initiative:**

The denial of sexual violence services to a survivor can have serious and lasting safety implications. Decisions about discontinuing services shall not be based on a survivor's personality, immigration status, mental health, substance abuse history, age of survivor's children or their decision to return to the abuser. The only viable reason for denial is that the individual is not a victim of sexual violence.

No client shall be denied services due to language needs. Contractors shall make the necessary accommodations to meet the language needs of any client. This includes providing language services, both written and verbal, through staff or translation services.

- 8) **The direct services and activities required for this program initiative:**

Awarded Respondents of Sexual Violence Direct Services are required to provide the following services and activities:

- a) **24-hour Hotline Services** shall include a free and confidential 24-hour, seven-day a week communication capability. The hotline shall connect victims and survivors to immediate crisis intervention, support, and assistance. Language assistance shall be available in real time in the language or modality needed by the victim. Additionally, hotlines shall ensure ASL capabilities for Deaf and hard of hearing survivors.
- b) **Accompaniment and Advocacy** In-person support and accompaniment to various medical, criminal justice and social support systems, including but not limited to medical facilities, police and court proceedings.
- c) **Crisis Intervention and Individual and Group Services** Emergency, short-term and ongoing emotional and psycho-educational support shall be provided to victims and their families by trained counselors. Services include individual counseling sessions and support groups for survivors to assist one another in a healing and empowering environment.
- d) **Comprehensive Service Coordination and Supervision** The awarded respondent shall provide advocacy and coordination to help victims navigate systems and connect them with resources to meet their individualized needs.
- e) **Information and Referral** Available options, resources and contact information imparted to primary, non-offending family

members and other secondary victims of sexual violence either in person or via the hotline.

- f) **Outreach and Materials** Outreach activities to ensure all populations, especially the historically marginalized, are aware of the services. Development and distribution of materials on issues related to the services described above.
- g) **Prevention Activities** Awarded respondents shall carry out prevention activities aimed at decreasing risk factors that lead to sexual violence and increasing protective factors.
- h) **Transportation** Funding shall be utilized to provide transportation assistance to facilitate clients' attendance to counseling or other support services as well as to access community supports like court appearances and medical appointments. An organization may utilize its own vehicle or assist indirectly through bus passes, vouchers, sub-contractors, or other arrangements (e.g., Uber).

9) **The service modalities required for this program initiative are:**

- a) **Evidence Based Practice (EBP) modalities:** N/A
- b) **DCF Program Service Names:** Sexual Violence Direct Service
- c) **Other/Non-evidence-based practice service modalities:** N/A

10) **The type of treatment sessions required for this program initiative are:** Complete intake assessment, Individual (45-minute session), Group, Family, Face to Face, One to One, In Community

Awarded respondents shall conduct an assessment to determine survivor needs. This initial assessment may be conducted on the hotline. Upon completion of assessment, the provider may offer:

- a) Individual therapy
- b) Group supportive counseling
- c) Advocacy with various systems like the courts, social services, or medical appointments; and
- d) Services in person, via video telehealth, in-office or in community.

11) **The frequency of the treatment sessions and prevention services required for this program initiative are:** As needed for sexual violence service.

12) **Awarded respondents are required to communicate with Parent/Family/Youth Advisory Councils, or to incorporate the participation of the communities the providers serve in some other manner:** Yes.

- 13) **The professional development through training, supervision, technical assistance meetings, continuing education, professional board participation, and site visits, required for this program initiative are:** Prior to interacting with clients or providing direct services, all staff and volunteers shall complete a minimum 40 hours of training in the field of sexual violence in order to preserve client-counselor privilege as specified by N.J.S.A. 2A:84A-22.15.

Note: Domestic Violence and Sexual Violence – If a respondent is a dual service provider serving both domestic violence and sexual violence survivors: all staff and volunteers shall complete a minimum of 60 hours of training covering both domestic and sexual violence.

The curriculum and original source documentation verifying each individual's successful completion of the training program shall be retained on file and available for inspection.

- 14) **The court testimony activities, which may address an individual's compliance with treatment plan(s); attendance at program(s), participation in counseling sessions, required for this program initiative are:** N/A
- 15) **The student educational program planning required to serve youth in this program:** N/A

D. Resources - The below describes the resources required to ensure the service delivery area, management, and assessment of this program.

- 1) **The program initiative's service site is required to be located in:** Union County. Program sites shall be centrally located and accessible to families.
- 2) **The geographic area the program initiative is required to serve is:** The awarded respondent in Union County shall serve anyone from the target population described above who elects to receive services in their county. No individual shall be refused services if their last known physical address was not within their county.
- 3) **The program initiative's required service delivery setting is:** On site in Union County.
- 4) **The hours, days of week, and months of year this program initiative is required to operate:**
a) Hotline-24 hours/365 days per year

b) Other services provided during business hours. Business hours shall be flexible to meet survivors' needs

- 5) **Additional procedures for on-call staff to meet the needs of those served twenty-four (24) hours a day, seven (7) days a week?** Yes. There must be a supervisor on call at all times to support and back up the 24/7 staff answering the hotline.
- 6) **Additional flexible hours, inclusive of non-traditional and weekend hours, to meet the needs of those served?** Flexible business hours shall meet the needs of survivors and their families. This may include after-work and/or weekend hours.
- 7) **The language services (if other than English) this program initiative is required to provide:** The awarded respondent must ensure meaningful access to services for individuals with limited English proficiency (LEP) and those who are Deaf and hard of hearing. They must provide interpretation and translation services through staff or a language service. They must translate vital documents (e.g., safety plans) into the languages most commonly spoken by the target population.
- 8) **The transportation this program initiative is required to provide:** Provide transportation assistance to facilitate attendance to counseling or other support services as well as access to community supports like court appearances and medical appointments.
- 9) **The staffing requirements for this program initiative, including the number of any required FTEs, ratio of worker to youth, shift requirements, supervision requirements, education, content knowledge, credentials, and certifications:**

The awarded respondent shall allocate and maintain staffing levels that meet the needs of program activities.

- a) **Staff and Volunteer Retention** - Every effort must be made to hire and retain individuals with recognized expertise in the field of sexual and/or violence, as well as experience with mental health and trauma, substance abuse, social services, and systems advocacy. The awarded respondent shall ensure staff and volunteers reflect the language, race, and cultural backgrounds of the survivors it serves.
- b) **New Staff Training & Development** - Prior to interacting with clients or providing direct services, all staff and volunteers shall

complete a minimum 40 hours of training in the field of domestic violence or sexual violence for agencies providing one of the services.

- c) **Intern/Volunteer Program** - Volunteers are valuable to sexual violence programs. To build a strong pool of interns and volunteers, the awarded respondent must commit to recruiting, training, and developing those who want to volunteer. Volunteers shall go through the same screening, orientation, and training protocols as staff.
- d) **Supervision** - The awarded respondent shall ensure that trauma informed supervision is in place to oversee all direct service staff and case management activities. Supervision is provided by qualified individuals who meet established professional standards and documented in agency or case records.
- e) **CARI Check Requirement** - 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.
<https://www.njportal.com/dcf/cari>
- f) **Culturally Responsive** - Culture plays a profound role in how victimization is experienced and can drastically affect a survivor's healing journey. Research shows that survivors have better outcomes when services are tailored to meet their unique cultural and linguistic needs. Programs must consider the unique assets and barriers of survivors from culturally specific communities, taking into account race, ethnicity, gender, religion, ability/disability, language, socioeconomic status, age, and more.

Required staff competencies

- a) **Clinical Positions** – Strong clinical, communications, problem solving, advocacy, networking and collaboration skills. LSW or Licensed Clinical Social Worker (LCSW). LAC or Licensed Professional Counselor (LPC)
- b) **Advocate/Case Manager Positions** – problem solving, networking, advocacy, case management, strongly preferred staff competency.

Preferred staff competencies

- a) **All Positions** – some bilingual/bicultural staff strongly preferred in order to meet the needs of the community.
- 10) **The legislation and regulations relevant to this specific program, including any licensing regulations:**
 - a) The Violence Against Women Act (42 U.S.C. 13701 et seq);
 - b) Survivor-Counselor Confidentiality Privilege (N.J.S.A. 2A:84A-22.13 et seq);
 - c) Victim’s Assistance and Survivor Protection Act (N.J.S.A. 2C:14-13 et seq.);
 - d) New Jersey Law Against Discrimination (N.J.S.A. 10:5-12).
 - e) Sexual Assault. NJ Rev Stat § 2C:14-2 (2024)
- 11) **The availability for electronic, telephone, or in-person conferencing this program initiative requires:** N/A
- 12) **The required partnerships/collaborations with stakeholders that will contribute to the success of this initiative:** Awarded respondents shall partner with community organizations to ensure that program participants receive the levels of care appropriate to their needs. Further, referrals are to be provided as needed and facilitated as “warm hand offs”. A “warm hand off” indicates advocacy, calling the receiving provider or entity ahead of time to ensure availability of services and capacity, supporting the survivor in the transition rather than simply providing the survivor with a list of referrals that the survivor would have to call on their own.
- 13) **The data collection systems this program initiative requires:**
Survey Monkey
- 14) **The assessment and evaluation tools this program initiative requires:** 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. The awarded respondent shall engage in ongoing CQI to ensure programs are systematically and intentionally increasing positive outcomes for individuals and families they serve.

E. Outcomes - The below describes the evaluations, outcomes, information technology, data collection, and reporting required for this program.

- 1) **The evaluations required for this program initiative:** N/A

- 2) **The outcomes required of this program initiative:**
- **Short term outcomes:**
 - Decrease effects of trauma from assault
 - Increase ability to develop safety plans
 - Decrease isolation resulting from assault
 - **Mid/Long Term outcomes:**
 - Increase knowledge of and engagement with community resources
 - Improved overall emotional stability resulting from addressing traumatic events
- 3) **Required use of databases:**
- **Data Collection:** The awarded respondent is required to collect data and submit to DOW in a timely fashion. Reporting tools and timelines will be established in partnership with DCF. DOW only collects aggregate data that does not include any personally identifying information that could possibly identify a victim sexual violence or their children
- 4) **Reporting requirements**
- 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. The awarded respondent shall engage in ongoing CQI to ensure programs are systematically and intentionally increasing positive outcomes for individuals and families they serve.
 - The awarded respondent shall submit monthly reports of demographics and service data as part of the CQI process. The awarded respondent will be required to collect and report pertinent client and program data, relative to service activities and measurable program outcomes.
 - Financial reports, including expenditure reports are due to the DCF Business Office administering the contract and the DCF-DOW assigned Program Lead by the tenth (10th) day of the month following the end of the quarter.

F. Signature Statement of Acceptance:

By my signature below, I hereby certify that I have read, understand, accept, and will comply with all the terms and conditions of providing services described

above as Section II-A *Required Performance and Staffing Deliverables for Sexual Violence Direct Services* and any referenced documents. I understand that the failure to abide by the terms of this statement is a basis for DCF's termination of my contract to provide these services. I have the necessary authority to execute this agreement between my organization and DCF.

County to be served: Union County

Program Name: Sexual Violence Direct Service

Name:

Signature:

Title:

Date:

Organization:

Federal ID No.:

Charitable Registration No.:

Unique Entity ID #:

Contact Person:

Title:

Phone:

Email:

Mailing Address:

Section II-B – Required Performance and Staffing Deliverables for Primary Prevention of Sexual Violence (PPSV)

- A. Subject Matter - The below describes the needs the awarded respondent must address in this program, the goals it must meet, and its prevention focus.**

Funds for Primary Prevention of Sexual Violence (PPSV) shall be used to implement community-level primary prevention strategies, utilizing the public health approach. Community-level primary prevention strategies focus on the third level of the social ecological model (SEM). These strategies focus on the characteristics of community settings (e.g., schools, workplaces, and neighborhoods) that increase the risk (risk factors) of or protect people (protective factors) from the likelihood of experiencing and/or perpetrating sexual violence, particularly social, economic, and environmental characteristics.

The funds shall be used for expenses including:

- salary and fringe benefits for a full-time prevention coordinator; and
- activities related to community engagement/mobilization and/or the community action plan

If funds remain available after satisfying the two requirements above funds may also be used for:

- salaries and fringe benefits for staff responsible for submitting primary prevention reports via DCF Connex/SalesForce
- materials, supplies, equipment
- giveaways/incentives needed to engage/mobilize communities and/or the County Prevention Coalition
- facilities/rental space/office space
- all costs associated with primary prevention staff to attend the annual National Sexual Assault Conference (NSAC)

B. Target Population - The below describes the characteristics and demographics the awarded respondent must ensure the program serves.

All residents of Union County. Sexual violence can affect anyone regardless of age, race, gender, religion, sexual orientation, or other socio-economic factors. Community level prevention involves everyone in that community. Efforts should be made to involve individuals who reflect the makeup of Union County.

- 1) **Age:** N/A
- 2) **Grade:** N/A
- 3) **Gender:** N/A
- 4) **Marital Status:** N/A
- 5) **Parenting Status:** N/A

- 6) **Will the program also serve the children of the primary service recipient? N/A**
- 7) **DCF CP&P Status: N/A**
- 8) **Descriptors of the primary service recipient: N/A**
- 9) **Descriptors of the Family Members / Care Givers / Custodians of the primary service recipients also required to be served: N/A**
- 10) **Other populations/descriptors targeted and served by this program: N/A**
- 11) **Does the program have income eligibility requirements? No**

C. Activities – Primary Prevention Sexual Violence (SSPV) - The below describes the activities this program initiative requires of awarded respondents, inclusive of how the target population will be identified and served, the direct services and service modalities that will be provided to the target population, and the professional development and training that will be required of, and provided to, those delivering the services.

- 1) **The level of service increments for this program initiative: N/A**
- 2) **The frequency of these increments to be tracked: N/A**
- 3) **Estimated Unduplicated Service Recipients: N/A**
- 4) **Estimated Unduplicated Families: N/A**
- 5) **Is there a required referral process? No.**
- 6) **The referral process for enabling the target population to obtain the services of this program initiative: N/A**
- 7) **The rejection and termination parameters required for this program initiative: N/A**
- 8) **The activities required for this program initiative:**

Awarded respondents for PPSV shall implement the following community level primary prevention strategies:

- a) Develop and submit to DOW either one (1) community action activity or one (1) policy change activity. Either activity must:

- a. Focus on “Community Connectedness” as the community-level protective factor to be addressed and/or improved via the Community Action Plan (CAP) activity.
 - b. Using data, select a target community to implement the CAP. The selected target community must be included in planning.
 - b) Facilitate or participate in a County Prevention Coalition.
 - c) Participate in monthly NJCASA prevention meetings.
 - d) Participate in NJDCF-DOW training opportunities and site visits.
- 9) **The service modalities required for this program initiative are:**
This community level primary prevention strategy is in alignment with the Centers for Disease Control and Prevention (CDC) approved Rape Prevention and Education (RPE) strategies
- **Evidence Based Practice (EBP) modalities:** N/A
 - **DCF Program Service Names:** Primary Prevention of Sexual Violence (PPSV)
 - **Other/Non-evidence-based practice service modalities:** N/A
- 10) **The type of treatment sessions required for this program initiative are:** N/A
- 11) **The frequency of the treatment sessions or prevention services required for this program initiative are:** N/A
- 12) **Awarded respondents are required to communicate with Parent/Family/Youth Advisory Councils, or to incorporate the participation of the communities the providers serve in some other manner:** Yes.
- 13) **The professional development through training, supervision, technical assistance meetings, continuing education, professional board participation, and site visits, required for this program initiative are:** The Principles of Prevention, Prevention 101, Health Equity, CDC Veto Violence, Socio-ecological model (SEM), Social Determinants of Health (SDoH), ACES, 40hr CSVA, Cultural Humility, and all relevant trainings and technical assistance provided/offered by NJCASA and the DOW
- 14) **The court testimony activities, which may address an individual's compliance with treatment plan(s); attendance at program(s), participation in counseling sessions, required for this program initiative are:** N/A

- 15) **The student educational program planning required to serve youth in this program:** N/A

D. Resources - The below describes the resources required of awarded respondents to ensure the service delivery area, management, and assessment of this program.

- 1) **The program initiative's service site is required to be located in:**
Union County. Program sites shall be centrally located and accessible to families.

- 2) **The geographic area the program initiative is required to serve is:**
All members of Union County communities can participate.

- 3) **The program initiative's required service delivery setting is:**
On site in Union County, NJ.

- 4) **The hours, days of week, and months of year this program initiative is required to operate:**
As determined by the DCF-DOW approved activities and community action plan

- 5) **Additional procedures for on call staff to meet the needs of those served twenty-four (24) hours a day, seven (7) days a week?** N/A

- 6) **Additional flexible hours, inclusive of non-traditional and weekend hours, to meet the needs of those served?** N/A

- 7) **The language services (if other than English) this program initiative is required to provide:**
The awarded respondent must ensure individuals with limited English proficiency (LEP) and those who are Deaf and hard of hearing are able to participate. They must provide interpretation and translation services into the languages most spoken by the target population.

- 8) **The transportation this program initiative is required to provide:**
N/A

- 9) **The staffing requirements for this program initiative, including the number of any required FTEs, ratio of worker to youth, shift requirements, supervision requirements, education, content knowledge, credentials, and certifications:**

At a minimum, the awarded respondent shall hire a full-time prevention coordinator.

- a) **Staff and Volunteer Retention** – Every effort must be made to hire and retain individuals with recognized expertise in the field of sexual violence, as well as experience with mental health and trauma, substance abuse, social services, and systems advocacy. The awarded respondent shall ensure staff and volunteers have the capacity to serve all survivors regardless of ethnic or cultural background.
- b) **New Staff Training & Development** – The Principles of Prevention, Prevention 101, Health Equity, CDC Veto Violence, Socio-ecological model (SEM), Social Determinants of Health (SDoH), ACES, 40hr CSVA, Cultural Humility, and all relevant trainings and technical assistance provided/offered by NJCASA and the DOW
- c) **Intern/Volunteer Program** N/A
- d) **Supervision** – N/A
- e) **CARI Check Requirement** – 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. <https://www.njportal.com/dcf/cari>
- f) **Culturally Responsive** – Culture plays a profound role in how victimization is experienced and can drastically affect a survivor's healing journey. Research shows that survivors have better outcomes when services are tailored to meet their unique cultural and linguistic needs. Programs must consider the unique assets and barriers of survivors from culturally specific communities, taking into account race, ethnicity, gender, religion, ability/disability, language, socioeconomic status, age, and more.

10) **The legislation and regulations relevant to this specific program, including any licensing regulations:**

- a) The Violence Against Women Act (42 U.S.C. 13701 et seq);
- b) Survivor-Counselor Confidentiality Privilege (N.J.S.A. 2A:84A-22.13 et seq);
- c) Victim's Assistance and Survivor Protection Act (N.J.S.A. 2C:14-13 et seq.);
- d) New Jersey Law Against Discrimination (N.J.S.A. 10:5-12).
- e) Sexual Assault. NJ Rev Stat § 2C:14-2 (2024)

11) **The availability for electronic, telephone, or in-person conferencing this program initiative requires:** N/A

- 12) **The required partnerships/collaborations with stakeholders that will contribute to the success of this initiative:**

The selection of required stakeholders to contribute to the success of PPSV initiatives are based on the data collected by the awarded respondent. At a minimum, local community members and leaders must be represented at the county-based prevention coalition, as well as for the planning for the community action plan/policy change activity. Additionally, the targeted population identified for the community action plan/policy change activity must be included in all planning activities.

- 13) **The data collection systems this program initiative requires:**

DCF Connex (Salesforce)

- 14) **The assessment and evaluation tools this program initiative requires:**

- a monthly report,
- the Community Connectedness Survey, and
- the Community Action Plan Quarterly Progress Report.

E. Outcomes - The below describes the evaluations, outcomes, information technology, data collection, and reporting required of respondents for this program.

- 1) **The evaluations required for this program initiative:** N/A

- 2) **The outcomes required of this program initiative:**

a) Short Term/Mid Term Outcomes:

- Establish safe and inclusive statewide communities that prioritize violence prevention and promote collective action.

b) Long Term Outcomes:

- Decrease rates of first-time perpetration and victimization of sexual violence

- 3) **Required use of databases:** DCF Connex (Salesforce)

- 4) **Reporting requirements:**

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. The awarded respondent shall engage in ongoing CQI to ensure programs are systematically

and intentionally increasing positive outcomes for individuals and families they serve.

The awarded respondent shall submit monthly reports of demographics and service data as part of the CQI process. The awarded respondent will be required to collect and report pertinent client and program data, relative to service activities and measurable program outcomes.

Financial reports, including expenditure reports are due to the DCF Business Office administering the contract and the DCF-DOW assigned Program Lead by the tenth (10th) day of the month following the end of the quarter.

Report	Due Date	Frequency	Notes
Monthly Report	15th of each month	Monthly	Report covers the previous month. (e.g., January report is due February 15th)
Community Connectedness Survey	N/A	Twice per grant year	Completed by the Community Action Plan (CAP) planning committee. Must include individuals from the selected target population. • 1st survey: Completed during the first CAP planning meeting. • 2nd survey: Completed after CAP implementation/completion.
Community Action Plan Quarterly Progress Report	Oct 15, Jan 15, Apr 15, Jul 15	Quarterly	Reporting periods and due dates: • 07/01 – 09/30 → due October 15 • 10/01 – 12/31 → due January 15 • 01/01 – 03/31 → due April 15 • 04/01 – 06/30 → due July 15

F. Signature Statement of Acceptance:

By my signature below, I hereby certify that I have read, understand, accept, and will comply with all the terms and conditions of providing services described above as *Section II-B Required Performance and Staffing Deliverables for **Primary Prevention Sexual Violence (PPSV)*** and any referenced documents. I understand that the failure to abide by the terms of this statement is a basis for DCF's termination of my contract to provide these services. I have the necessary authority to execute this agreement between my organization and DCF.

County to be served: Union

Program: Primary Prevention Sexual Violence (PPSV)

Name:

Signature:

Title:

Date:

Organization:

Federal ID No.:

Charitable Registration No.:

Unique Entity ID #:

Contact Person:

Title:

Phone:

Email:

Mailing Address:

Section III - Documents Requested to be Submitted with This Response (one set required to support both programs)

In addition to the Signature Statement of Acceptance of the Required Performance and Staffing Deliverables, DCF requests respondents to submit the following documents with each response. Respondents must organize the documents submitted in the same order as presented below under one (1) of the two (2) corresponding title headings: A. *Organizational Documents Prerequisite to a DCF Contract Award Requested to be Submitted with This Response*, and B. *Additional Documents Requested to be Submitted in Support of This Response*. **Each of these two (2) sections must be submitted as a separate PDF, which would be the second and third PDF submission in your response packet.**

A. Organizational Documents Prerequisite to a DCF Contract Award Requested to be Submitted with this Response:

THIS WILL BE THE SECOND PDF SUBMISSION IN YOUR RESPONSE PACKET AND IS TO BE LABELED AS: *PDF 2: SECTION III - DOCUMENTS REQUESTED TO BE SUBMITTED WITH THIS RESPONSE, SUBSECTION A.*

(ORGANIZATIONAL DOCUMENTS PREREQUISITE TO A DCF CONTRACT AWARD REQUESTED TO BE SUBMITTED WITH THIS RESPONSE.)

- 1) A description of how your **Accounting System** has the capability to record financial transactions by funding source, to produce funding source documentation, authorization to support all expenditures, and timesheets which detail by funding source how the employee spent their time, invoices, etc.
- 2) **Affirmative Action Certificate**: Issued after the renewal form [AA302] is sent to Treasury with payment.
Note: The AA302 is only applicable to new startup agencies and may only be submitted during Year One (1). Agencies previously contracted through DCF are required to submit an Affirmative Action Certificate.
Website: https://www.state.nj.us/treasury/contract_compliance/
- 3) **Agency By-Laws -or- Management Operating Agreement** if a Limited Liability Corporation (LLC) or Partnership
- 4) **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>
- 5) Dated List of Names, Titles, Emails, Phone Numbers, Addresses and Terms of either the Board of Trustees of a nonprofit organization, **Board of Directors** of a corporation, the **Managing Partners** of a Limited Liability Corporation (LLC)/Partnership, or the **members** of the responsible governing body of a county or municipality. This is not applicable for sole proprietors.
- 6) For Profit: **NJ Business Registration Certificate** with the Division of Revenue (see instructions for applicability to your organization).
Website: <https://www.nj.gov/treasury/revenue/busregcert.shtml>
- 7) **Business Associate Agreement/HIPAA** - Sign and date as the Business Associate.
Form: [HIPAA Form 200-B](#)
- 8) **Your Organization's Conflict of Interest Policy** (not the DCF Conflict of Interest Policy).
- 9) **Corrective action plans, performance improvement plans, or reviews** in process or completed by DCF (inclusive of DCF Licensing, Divisions and Offices) or other State entities within the last two (2) years.

If applicable, a copy of the corrective action plan or performance improvement plan should be provided and any other pertinent information that will explain or clarify the respondent's current position under the corrective action plan and remedial measures implemented.

If not applicable, the respondent should complete, sign, date, and submit the Statement of Non-Applicability Regarding Corrective Action or Performance Improvement Plan. Form:

<https://www.nj.gov/dcf/providers/notices/requests/Statement-of-Non-Applicability-Regarding-Corrective-Action.pdf>

Note: DCF may consider all materials in our records concerning audits, reviews, performance improvement, or corrective active plans as part of the review process. DCF may disqualify and decline to forward for the review of the Evaluation Committee responses from those under corrective action plans in process with DCF or any other New Jersey state agency or authority.

10) Certification Regarding Debarment

Form: <https://www.nj.gov/dcf/documents/contract/forms/Cert.Debarment.pdf>

11) Disclosure of Investigations & Other Actions Involving Respondent

Form:

<https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestigations.pdf>

12) Disclosure of Investment Activities in Iran

Form:

<https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf>

13) Ownership Disclosure Form

* THIS FORM MUST BE SUBMITTED WITH THE RESPONSE. A RESPONSE SHALL BE DEEMED NON-RESPONSIVE UNLESS THIS FORM IS SUBMITTED WITH IT.

Form:

<https://www.nj.gov/treasury/purchase/forms/OwnershipDisclosure.pdf>

The Ownership Disclosure form must be completed and returned by non-profit and for-profit corporations, partnerships, and limited liability companies. The failure of a for-profit corporation, partnership, or limited liability company to complete the form prior to submitting it with the response shall result in rejection of the response.

- 14) **Disclosure of Prohibited Activities in Russia and Belarus**
Form:
<https://www.state.nj.us/treasury/administration/pdf/DisclosureofProhibitedActivitesinRussiaBelarus.pdf>
- 15) **Source Disclosure Form** (Disclosure of Source Location of Services Performed Outside the United States)
Form:
<http://www.state.nj.us/treasury/purchase/forms/SourceDisclosureCertification.pdf>
- 16) **System for Award Management (SAM)** - Submit a printout showing the Unique Entity Identification Number, active status, and the expiration date. Available free of charge.
Website: <https://sam.gov/content/home>
Helpline: 1-866-606-8220
- 17) **Certificate of Incorporation**
Website: <https://www.nj.gov/treasury/revenue>
- 18) **Notice of Standard Contract Requirements, Processes, and Policies**
- Sign and date as the provider
Form: [Notice.of.Standard.Contract.Requirements.pdf \(nj.gov\)](#)
- 19) **Organizational Chart of Respondent** - Ensure chart includes the agency name, current date, and the allocation of personnel among each of the agency's DCF programs with their position titles and names.
- 20) **Chapter 271/Vendor Certification and Political Contribution Disclosure**
[2006 Federal Accountability & Transparency Act (FFATA)]
Form: <https://www.nj.gov/treasury/purchase/forms/CertandDisc2706.pdf>
- 21) **Prevent Child Abuse New Jersey's (PCA-NJ) Safe-Child standards** - A brief description (no more than two (2) pages double spaced) of the ways in which respondent's operations (policies and/or practices) mirror these standards. The document should include the agency name & current date. The Standards are available at: ["Sexual Abuse Safe-Child Standards" \(state.nj.us\)](#)
- 22) **Standard Language Document (SLD)** (or Individual Provider Agreement or Department Agreement with another State Entity as designated by DCF.)
Sign and date as the provider
SLD Form:
<https://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc>

Individual Provider Agreement:

<https://www.nj.gov/dcf/providers/contracting/forms/Individual.Provider.Agreement.pdf>

State Entity Agreement:

<https://www.nj.gov/dcf/providers/contracting/forms/DCF.Departmental.Agreement.with.Another.State.Entity.pdf>

23) Tax Exempt Organization Certificate (ST-5) -or- IRS Determination Letter 501(c)(3)

Website: <https://www.nj.gov/treasury/taxation/exemptintro.shtml>

24) Tax Forms: Submit a copy of the most recent full tax return.

- **Non-Profit:** Form 990 Return of Organization Exempt from Income Tax -or-
- **For Profit:** Form 1120 US Corporation Income Tax Return -or-
- **LLCs:** Applicable Tax Form and must delete/redact any SSN or personal identifying information

Note: Store subsequent tax returns on site for submission to DCF upon request.

25) Trauma Informed and Cultural Inclusivity Practices - Submit written policies describing the incorporation of these practices into your provision of services.

B. Additional Documents Requested to be Submitted in Support of This Response (two proposed budgets and one set of the remaining documents required to support both programs)

(THIS WILL BE THE THIRD PDF SUBMISSION IN YOUR RESPONSE PACKET AND IS TO BE LABELED AS: PDF 3: SECTION III – DOCUMENTS REQUESTED TO BE SUBMITTED WITH THIS RESPONSE, SUBSECTION B. ADDITIONAL DOCUMENTS REQUESTED TO BE SUBMITTED IN SUPPORT OF THIS RESPONSE.)

- 1) Four (4) **Proposed Budget Forms** documenting all costs associated with operating each program for six (6) months in FY2026 and twelve (12) months in FY2027. **Any proposed start-up costs must be entered separately** in the appropriate column of the Proposed Budget Form. This form is found at:
<https://www.nj.gov/dcf/providers/contracting/forms/>
- 2) Four (4) corresponding **Budget Narratives** for the proposed programs that:
a) clearly articulate budget items, including a description of miscellaneous expenses or “other” items; b) describe how funding will be used to meet the

project goals, responsibilities, and requirements; and c) reference the costs associated with the completion of the project as entered in the Proposed Budget Form. When DCF allows funding requests for start-up costs, include a detailed summary of, and justification for, any one-time costs that were entered in the final start-up column of the Proposed Budget Form.

- 3) An **Implementation Plan** for the programs that includes a detailed timeline for implementing the proposed services, or some other detailed weekly description of your action steps in preparing to provide the services and to become fully operational.
- 4) Two (2) **Letter(s) of Collaboration** disclosing informal partnerships or cooperative agreements relevant to your provision of contract services.
- 5) Two (2) **Letter(s) of Support** from community organizations with which you already partner. Letters from any New Jersey State employees are prohibited.
- 6) **Proposed Respondent Organizational Chart** for the program services required by this response that includes the respondent's name and the date created.
- 7) **Proposed Subcontracts/ Consultant Agreements/ Memorandum of Understanding**, or a **Letter of Commitment** to demonstrate the intent to enter into a Subcontract/ Consultant Agreement/ Memorandum of Understanding upon award, specific to leasing a building or an option to purchase facilities, if available.
- 8) A **Training Curricula Table of Contents** for the current and proposed staff consistent with the requirements described and certified to in the Activities Requirements of the Required Performance and Staffing Deliverables of this RFP.

Section IV - Respondent's Narrative Responses (one narrative response required to support both programs)

Respondents who sign the above Statements of Acceptance to provide services in accordance with the *Required Performance and Staffing Deliverables* additionally must submit a narrative response to every question below. A response will be evaluated and scored as indicated on each of the following three Narrative Sections: A. Community and Organizational Fit; B. Organizational Capacity; and C. Organizational Supports. Respondents must organize the Narrative Response sections submitted in the same order as presented below and under each of the three corresponding title headings.

There is a 10-page limitation for each of the three (3) narrative sections of the response for a total of no more than 30-pages. The narrative should be double-spaced with margins of one (1) inch on the top and bottom and one (1) inch on the left and right. Narrative Sections of the responses should be double-spaced with margins of one (1) inch on the top and bottom and one (1) inch on the left and right. The font shall be no smaller than twelve (12) points in Arial or Times New Roman.

(ALL THREE (3) OF THESE SECTIONS MUST BE SUBMITTED AS A SINGLE PDF DOCUMENT, WHICH WOULD BE THE FOURTH PDF SUBMISSION IN YOUR RESPONSE PACKET AND IS TO BE LABELED AS: PDF 4 – SECTION IV: RESPONDENT’S NARRATIVE RESPONSES, SUBSECTIONS A. COMMUNITY AND ORGANIZATIONAL FIT; B. ORGANIZATIONAL CAPACITY; AND C. ORGANIZATIONAL SUPPORTS.)

A. Community and Organizational Fit (30 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 organization’s mission, vision, and priorities.
- 2) Describe how this initiative fits with existing initiatives/programming in your organization.
- 3) Describe any existing services and programs that are categorized as well supported, supported, or promising as per the California Evidence-Based Clearinghouse for Child Welfare definition(s) (CEBC).
<https://www.cebc4cw.org/>
- 4) 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.
- 5) Describe how you will meet the geographic area requirements of this program initiative.

B. Organizational Capacity (50 Points)

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

- 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, or the members of the responsible governing body of a county or municipality). Do leaders have the skills and perspectives representative of the community being served?

- 2) Does the organization currently employ or have access to staff that meet the staffing requirements for this initiative as described and certified to in the Resources/Staff Requirements section of the *Required Performance and Staffing Deliverables* of this RFP. If so, describe.
- 3) Does staff have a cultural and language match with the population they serve, as well as relationships in the community? If so, describe.
- 4) Describe how your Agency plans to fulfill staffing requirements not currently in place by hiring staff, consultants, sub-grantees and/or volunteers who will perform the proposed service activities.
- 5) 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.
- 6) 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?
- 7) Describe how the requirements of this initiative will be met through your existing collaborations, partnerships and collaborative efforts with other communities and systems.
- 8) Describe how the requirements of this initiative will be met through your membership in professional advisory boards.
- 9) Describe how the requirements of this initiative will be implemented through the existing or anticipated community partners listed and certified to in the resources section and the collaborative activities listed and certified to in the activities section of the *Required Performance and Staffing Deliverables* of this RFP.
- 10) 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, and transportation options for those served.
- 11) 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).

C. Organizational Supports (20 Points)

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

- 1) Describe how your organization will support this initiative with required/ necessary training, coaching, supervision. Describe your organization's process to evaluate staff performance.
- 2) Describe how your organization will support the staff implementing this initiative by leveraging the resources of providers; communities; and other stake holders.
- 3) Describe how your organization will support the requirements of this initiative for collection, maintenance, and analysis of data. Will this require use of or changes to existing monitoring and reporting systems?
- 4) Describe how this initiative will be supported by your use of the data after it is analyzed and reported to evaluate program performance.
- 5) Describe how this initiative will be supported by your quality assurance and performance improvement processes, including the meaningful role of those to be served.
- 6) Describe how this initiative will be supported by your willingness to engage in participatory, collaborative evaluation planning with DCF to improve and finalize outcome indicators.

Section V - Response Screening and Review Process

A. Response Screening for Eligibility, Conformity, and Completeness:

DCF will conduct a preliminary review of each response to determine whether it is eligible for evaluation or immediate rejection in accordance with the following criteria:

- 1) The response was received prior to the stated deadline.
- 2) The Statement of Acceptance is signed by the person with the necessary authority to execute the agreement.

- 3) The response is complete in its entirety, including all documents requested to be submitted in support of the response listed in Section III. A. and the organizational documents prerequisite to a contract award listed in Section III. B. If any of these documents are missing from the response, DCF may provide an email notice to the respondent after the response is submitted. Respondents will have up to five (5) business days after notice from DCF to provide the missing documentation, except those documents, such as the Ownership Disclosure Form, required by the applicable law to be submitted with the response. If the documents are not then timely submitted in response to that notice, the response may be rejected as non-responsive.
- 4) The response conforms to the specifications set forth in the RFP/RFQ.

Failure to meet the criteria outlined above, constitutes grounds for rejection of the response.

Responses meeting the initial screening requirements of the RFP will be distributed to the Evaluation Committee for its review and recommendations.

B. Response Review Process

DCF convenes an Evaluation Committee in accordance with existing policy to review all responses. All voting and advisory reviewers complete a conflict-of-interest form. Those individuals with conflicts or with the appearance of a conflict are disqualified from participation in the review process. The voting members of the Evaluation Committee will review responses, deliberate as a group, and recommend final funding decisions.

DCF reserves the right to reject any response when circumstances indicate that it is in its best interest to do so. DCF's best interests in this context include, but are not limited to, the State's loss of funding, inability of the respondent to provide adequate services, applicant's lack of good standing with a State Department, and an indication or allegation of misrepresentation of information or non-compliance with any State contracts, policies and procedures, or State or Federal laws and regulations.

A response to an RFP may result in a contract award if the Evaluation Committee concludes the respondent will comply with all requirements as demonstrated by submitting the specified documentation and signing the Statement of Acceptance. All respondents are required to provide all the requested documentation, to confirm their ability to meet or exceed all the compulsory requirements, to provide services consistent with the scope of services delineated, and to comply with the service implementation and payment processes described. In addition, a response to an RFP will be evaluated and scored by the Evaluation Committee based on the quality, completeness, and accuracy of each of the three Narrative Sections: A. Community and

Organizational Fit; B. Organizational Capacity; and C. Organizational Supports. A response earning the highest score may result in a contract award. The narrative must be organized appropriately and address the key concepts outlined in the RFP. The quality and completeness of the required documents may impact the score of the Narrative Sections to which they relate.

All respondents will be notified in writing of DCF's intent to award a contract.

C. Appeals

An appeal of a determination to reject a response as incomplete or unresponsive may be considered only to dispute whether the facts of a particular case are sufficient to meet the requirements for rejection and not to dispute the existence of any of the requirements.

An appeal of a determination not to award contract funding may be considered only if it is alleged that DCF has violated a statutory or regulatory provision in its review and evaluation process.

Pursuant to DCF policy P1.08, such appeals must be submitted in writing within ten (10) business days following the date on the Notice of Disqualification or Notice of Regret letter by emailing it to DCF.AHUAppeals@dcf.nj.gov and/or mailing it to:

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

Section VI - Post Award Requirements

A. General Conditions of Contract Execution:

Respondents who receive notice of DCF's intent to award them a contract will be referred to the DCF Office of Contract Administration (OCA). As a condition of executing a contract, awarded respondents must resolve with OCA any issues raised in the award letter or otherwise found to be need of clarification. If DCF finds after sending a notice of intent to award that the awarded respondent is incapable of providing the services or has misrepresented any material fact or its ability to manage the program, the award may not proceed to contract execution. DCF determines the effective date of any contract, which is the date compensable services may begin.

An awarded respondent shall be required to comply with the terms and conditions of DCFs' contracting rules, regulations, and policies as set forth in the Standard Language Document, the Notice of Standard DCF Contract Requirements, the Contract Reimbursement Manual, and the Contract Policy and Information Manual. Awarded respondents may review these items via the Internet at: www.nj.gov/dcf/providers/contracting/manuals <https://www.state.nj.us/dcf/providers/contracting/forms/>.

Awarded respondents also shall comply with all applicable State and Federal laws and statutes, assurances, certifications, and regulations regarding funding.

B. Organizational Documents Prerequisite to Contract Execution to be Submitted After Notice of Award:

The contract administrator assigned to initiate and administer an awarded respondent's contract will require the awarded respondent to submit the following documents prior to finalizing the contract for funding:

Post-Award Documents Prerequisite to the Execution of All Contracts

- 1) **Acknowledgement of Receipt** of NJ State Policy and Procedures:
Return the receipt to DCF Office of EEO/AA.
Form: <https://www.nj.gov/dcf/documents/contract/forms/DiscriminationAcknowReceipt.pdf>
Policy: <https://www.nj.gov/dcf/documents/contract/forms/AntiDiscriminationPolicy.pdf>
- 2) **Annual Report to Secretary of State** proof of filing.
Website: <https://www.njportal.com/dor/annualreports>
- 3) **Attestation Form for N.J.S.A. 30:1-1.2b** - Complete, sign and date as the provider.
Form: <https://www.nj.gov/dcf/providers/contracting/forms/Attestation-of-DCF-Contractors-Required-by-N.J.S.A.-301-1.2b.pdf>
Note: Read each statement carefully and do not check all options. Pay attention to the 'or-either-and' statements. A signature and date are required.
- 4) **Employee Fidelity Bond Certificate** (commercial blanket bond - crime/theft/dishonest acts)

Bond must be at least 15% of the full dollar amount of all NJ State contracts for the current year when the combined dollar amount exceeds \$50,000. The \$50,000 threshold includes fee-for-service reimbursements made via NJ FamilyCare/Medicaid. If not applicable, respondent must submit a signed/dated written statement on agency letterhead stating they will not

exceed \$50,000 in combined NJ State contracts for the current year.

Email To: OfficeOfContractAdministration@dcf.nj.gov and copy your contract administrator

Policy: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_insurance.pdf

5) **Liability Insurance** (Declaration Page/Malpractice Insurance/Automobile Liability Insurance)

Important: Policy must show:

- a. DCF as the certificate holder – NJDCF 50 E State Street, Floor 3, P.O. Box 717, Trenton, NJ 08625
- b. Language Stating DCF is “an additional insured”
- c. Commercial Liability Minimum Limits of \$1,000,000 an occurrence, \$3,000,000 aggregate
- d. Commercial Automobile Liability Insurance written to cover cars, vans or trucks, limits of liability for bodily injury and property damage should not be less than \$2,000,000/occurrence.

Email To: OfficeOfContractAdministration@dcf.nj.gov and copy your contract administrator

Policy: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_insurance.pdf

6) Document showing **NJSTART Vendor ID Number** (NJ's eProcurement System) Website: <https://www.njstart.gov/> Helpline: 609-341-3500 or - njstart@treas.nj.gov

7) **Standardized Board Resolution Form**

Form: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p1_board.pdf

8) **Program Organizational Chart**

Should include agency name & current date

Post-Award Documents Prerequisite to the Execution of This Specific Contract

- 1) **Annex A** – Sections 1.1, 1.3 (& 2.4 if not a CSOC OOH Contract).
Note: Contract Administrators will provide any Annex A forms customized for programs when they are not available on the DCF public website.
Website: <https://www.nj.gov/dcf/providers/contracting/forms>
- 2) **Annex B Budget Form** – Include Signed Cover Sheet
Form: <https://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls>
Note: The Annex B Expense Summary Form is auto populated. Begin data input on Personnel Detail Tab.

Website: <https://www.nj.gov/dcf/providers/contracting/forms>

- 3) **Equipment Inventory** (of items purchased with DCF funds) Policy: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p4_equipment.pdf
- 4) **Schedule of Estimated Claims (SEC)** - signed
Form: Provided by contract administrator when applicable.
- 5) **Professional Licenses and/or Certificates** currently effective related to job responsibilities.
- 6) **Subcontracts/Consultant Agreements/ Memorandum of Understanding** related to this contract for DCF review and approval.

C. Reporting Requirements for Awarded Respondents

Awarded respondents are required to produce the following reports in accordance with the criteria set forth below, in addition to the reporting requirements specified above in this RFP related to the delivery and success of the program services.

- 1) **Audit or Financial Statement** (Certified by accountant or accounting firm.)
A copy of the Audit must be submitted to DCF by all agencies expending over \$100,000 in combined federal/state awards/contracts if cognizant with any department of the State of NJ. As noted in the Audit DCF Policy CON -I-A-7-7.6.2007 Audit Requirements, section 3.13 of the Standard Language Document, DCF also may request at any time in its sole discretion an audit/financial statement from agencies expending under \$100,000 that are not cognizant with any department of the State of NJ. Note: Document should include copies of worksheets used to reconcile the department's Report of Expenditures (ROE) to the audited financial statements. (DCF Policy CON -I-A-7-7.6.2007 Audit Requirements)

Awarded respondents are to submit the most recent audit or financial statement with the initial contract and then each subsequent one within 9 months of the end of each fiscal year.

Policy:

https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_audit.pdf

- 2) Photocopies of Licensed Public Accountant firm's **license to practice**, and most recent **external quality control review** to be submitted with the NPLA.
- 3) **Reports of Expenditures (ROE):**

A. Scheduled Payments Contract Component: A quarterly ROE is to be submitted during the contract year 15 calendar days after the end of each fiscal quarter, and a Final ROE is to be submitted 120 calendar days after the end of the fiscal year. Alternatively, an ROE is to be submitted in accordance with any separate DCF directive to file ROEs at other intervals for specific contracted programs.

The format for the ROE must match that of the Annex B budget form.

Form: <https://nj.gov/dcf/providers/contracting/forms/>

Note: An ROE must be prepared in accordance with the governing cost principles set forth in the DCF Contract Reimbursement Manual (CRM Section 6). [Microsoft Word - SECTION 6 - Expenditure Reporting.doc \(nj.gov\)](#)

B. Fee for Service Contract Component: Not Required.

4) Level of Service (LOS) Reports

Enter the cited DCF Standard Template Form for each month the number of youth, adults, and families served and ages of those receiving services, and the hours/days, county locations, etc. of those services, or record this data into another form, survey, or database that DCF agrees can serve to track LOS for the contracted program.

Website: <https://www.nj.gov/dcf/providers/contracting/forms/>

5) Significant Events Reporting:

Timely reports as events occur to include, but not be limited to, changes to: (1) Organizational Structure or Name [DCF.P1.09-2007]; (2) Executive and/or Program Leadership; (3) Names, titles, terms and addresses, of the Board of Directors; (4) Clinical Staff; (5) Subcontract/consultant agreements and the development or execution of new ones; (6) a FEIN; (7) Corporate Address; (8) Program Closures; (9) Program Site locations; (10) Site Accreditations (TJC,COA,CARF); (11) the contents of the submitted Standard Board Resolution Form; (12) Debarment and SAM status; and (13) the existence and status of Corrective Action Plans, Audits or Reviews by DCF (inclusive of DCF Licensing, Divisions and Offices) or other State entities.

Note: Awarded respondents are under a continuing obligation, through the completion of any contract with the State of NJ, to renew expired forms filed with the NJ Department of the Treasury and to notify Treasury in writing of any changes to the information initially entered on these forms regarding: Investment Activities in Iran as per P.L. 2012, C.25; Investment Activities in Russia or Belarus as per P.L. P.L.2022, c.3; Disclosures of Investigations of the Vendor; Ownership Disclosure if for profit; Service Location Source Disclosure as per P. L. 2005, C.92; Political Contribution Disclosure as per P.L. 2005, C.271; and Report of Charitable Organizations.

Policy:

https://nj.gov/dcf/documents/contract/manuals/CPIM_p1_events.pdf

Website:

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

D. Requirements for Awarded Respondents to Store Their Own Organizational Documents on Site to be Submitted to DCF Only Upon Request

- 1) Affirmative Action Policy/Plan
- 2) Copy of Most Recently Approved Board Minutes
- 3) Books, documents, papers, and records which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions, and to be produced for DCF upon request.
- 4) Personnel Manual & Employee Handbook (include staff job descriptions)
- 5) Awarded Respondent's Procurement Policy