



## **REQUEST FOR QUALIFICATIONS FOR HOUSING RELATED SUPPORT SERVICES**

**Questions are due by January 23, 2020**

**Responses will be accepted on a rolling basis from  
January 6, 2020 through February 7, 2020**

Christine Norbut Beyer, MSW

Commissioner

**January 6, 2020**

## TABLE OF CONTENTS

### Section I - General Information

A. Purpose	Page 3
B. Background	Page 3
C. Services to be Funded	Page 3
D. Funding Information	Page 6
E. History Record Checks	Page 7
F. Vendor Eligibility Requirements	Page 8
G. RFQ Schedule	Page 9
H. Administration	Page 10
I. Appeals	Page 11
J. Post Award Requirements	Page 11

### Section II - Application Instructions

A. Proposal Requirements	Page 12
B. Requests for Information and Clarification	Page 15

Exhibit A County Listing of Service Provision

Exhibit B–Price Quotes Cover Sheet

Exhibit C–Price Quotes

Exhibit D–Furniture Conformity Attestation

Exhibit E–Criminal Background Check Information

Exhibit F–Community Agency Head Certification

Exhibit G–Mandatory Equal Employment Opportunity Language

Exhibit H–Anti-Discrimination Provisions

**Funding Agency**

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

**Special Notice**

**Questions** will be accepted in advance by providing them via email to [DCF.ASKRFP@dcf.nj.gov](mailto:DCF.ASKRFP@dcf.nj.gov) until **January 23, 2020 12PM**. Technical inquiries about forms and other documents may be requested anytime.

**Section I – General Information**

**A. Purpose:**

The Department of Children and Families (DCF) is requesting qualifications from eligible vendors for the purchase, delivery, and assembly/set-up of household furnishings, bedding, appliances and related equipment on an as needed basis to maintain children safely in their current living situations or to facilitate reunification of children with their families. Vendors whose proposals are approved will be awarded a DCF contract for services with a contract term date of up to five (5) years. Pricing on items will remain fixed for the duration of the contract.

DCF MAKES NO REPRESENTATION REGARDING THE VOLUME OF ACTIVITY THAT IS TO BE EXPECTED WITH RESPECT TO THIS RFQ OR ANY RESULTING CONTRACT. A FORMAL CONTRACT WILL BE REQUIRED WHICH IS SUBJECT TO NEGOTIATION.

**B. Background:**

The Department is charged with serving and safeguarding the most vulnerable children and families in the State and our mission is to ensure New Jersey youth and their families are safe, healthy and connected.

DCF’s Child Protection and Permanency (CP&P) has 46 offices throughout New Jersey, with at least one in every county. These offices are known as “Local Offices” and house CP&P caseworkers, who work with children and families in their own homes and with children in out of home placements.

**C. Services to be Funded:**

DCF is seeking to approve vendors to provide household-related items throughout the State of New Jersey whose qualifications conform to this RFQ and are most advantageous to the State, price and other factors considered. All purchases will be authorized and requisitioned through DCF Local Offices on behalf of children and

families in need of such emergent support services. DCF's intention is to publish a list of approved suppliers by county.

**All vendors must submit a listing for which counties they will provide services (Exhibit A).**

Vendors whose qualifications are approved will be awarded a DCF contract for services with a contract term date of up to five (5) years. Bidders shall provide information that demonstrates their ability to meet the specified requirements listed in this RFQ.

Existing providers with current furniture contracts must respond to this RFQ and be deemed qualified to continue being a furniture vendor for DCF. Local Offices will not be able to continue purchasing services from current vendors unless they successfully complete the RFQ process and are awarded a new contract.

**Furniture Quality and Conformity:**

All items must be new and meet established warranty and safety standards. In particular and where appropriate, all items to be purchased must have a Juvenile Products Manufacturers Association (JPMA) certification seal (<https://www.jpma.org/page/certification>), indicating that they meet American Society for Testing and Materials (ASTM) standards ([https://www.astm.org/Standards/category\\_index.html](https://www.astm.org/Standards/category_index.html)). All appliances should have an Energy Star rating (<https://www.energystar.gov/products>).

All products shall be manufactured and packaged under modern sanitary conditions in accordance with federal and State laws and standard industry practices.

All products must conform in every aspect to the standards and regulations established by Federal and New Jersey State laws.

All vendors must guarantee delivery and assembly/set-up at the delivery site within 24-hours of requisition.

Itemized description of specific items/merchandise to be provided, including price quotes, manufacturer, model, and item number. Please note that DCF is a tax-exempt entity, therefore, price quotations may not include taxes.

**All vendors must submit one Price Quotes Cover Sheet (Exhibit B) and an individual Price Quote (Exhibit C) for each item they bid on.**

**Submit a Signed Attestation for Furniture Quality and Conformity (Exhibit D).**

For illustrative purposes, photos of items are welcomed. Please attach as part of the appendix.

Vendors may bid on all or any number of items noted below, consistent with the following.

Chart 1 – Special Approval Request (SAR)-Level Items	
Beds	
Mattress Only	Twin, Full, Queen
Box Spring Only	Twin, Full, Queen
Frame Only (Wood and Metal)	Twin, Full, Queen
Sets (Mattress, Box Spring, Frame in Wood and Metal)	Twin, Full, Queen
Captain’s Bed with Drawers Below	Twin, Full
Children’s Beds	
Toddler Beds	
Bunk Beds	Twin over Twin, Twin over Full
Cribs	
Crib Set	
Bassinet	
Convertible Crib	
Portable Crib/Pack and Play	
Bedding	
4-piece Twin Sheet Set with Comforter	
4-piece Toddler Sheet Set with Comforter	
4-piece Full Sheet Set with Comforter	
4-piece Queen Sheet Set with Comforter	
Crib Sheet Sets	
Bed Bug Mattress Cover	Twin, Full, Queen
Car Seats	
Infant Car Seat	
Convertible/Toddler Car Seat	
Child Booster Seat	
Child Safety Products	
High Chair	
Safety Gates	
Window Guards	
Radiator Covers	Various Sizes
Baby Monitor	
Appliances	
Air Conditioner	Various Sizes
Refrigerator with Freezer and no Ice-Maker	Various Sizes
Microwave	

Chart 2 – Local Office Manager-Level Approval Items	
Beds	
Extra Long Twin Set	Mattress, Box Spring, Frame
Bedding	
4-piece Extra Long Twin Sheet Set with Comforter	
Child Safety Products	
Video Baby Monitor	
Furniture	
Kitchen Sets	Table and 4 or 6 Chairs
Dressers	4, 6, or 8 Drawers
Dresser with Mirror	
Sofa	
3-piece Living Room Set	Sofa, Loveseat, Chair
Sofa Bed	
Child Desk and Chair	
Lamps	Table and Floor
Appliances	
Stove	Gas and Electric
Washer	
Dryer	Gas and Electric
Stackable Washer-Dryer	Gas and Electric
Heater	
Humidifier	

Only items listed in this RFQ in the charts above and for which the vendor requested approval for through the RFQ may be sold to CP&P. The vendor may not increase prices during the contract term. Items in Chart 1 require a signed Special Approval Request (SAR) signed by a Local Office Casework Supervisor in order to be purchased, while items in Chart 2 require the additional signature of the Local Office Manager on the SAR in order to be purchased.

Note: If the vendor must substitute a brand, the item shall be comparable to the item being substituted in quality and the same price as the original product.

**D. Funding Information:**

Fiscal/Billing requirements:

DCF will contract with approved vendors on a fee for service basis. Local Offices will initiate purchases via the CP&P Special Approval Request (SAR) Form 16-76. Additional Local Office Manager approval will be obtained when purchasing items from Chart 2. Upon completion of the contracted service, the vendor will submit the CP&P Form K-100 Billing Spreadsheet, through a DataMotion SecureContract account. If a

vendor does not already have such an account, instructions will be provided on how to set up an account when the contract is negotiated.

Contract Term:

Selected vendors will be awarded a contract. The contract term shall be up to five (5) years. Contract payments will be based on a supplier invoice submitted against an agreed upon fixed contract unit price (including delivery and set-up).

As part of the contract, selected vendors will be required to maintain a separate account receivable for all invoices processed against the contract.

Selected vendors 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.

Standard Language Document and the Contract Reimbursement Manual and the Contract Policy 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](http://www.nj.gov/dcf/providers/contracting/manuals)

All prospective vendors that are new to DCF are strongly encouraged to review these materials prior to submitting their qualifications.

Upon application, the vendor shall be contacted by the contracting group and all contract awards shall be subject to contract negotiation.

**E. History Record Checks:**

In accordance with N.J.A.C. 13:59-1 et seq., selected vendors shall conduct a criminal history background check on all personnel who may be assigned to deliver any merchandise purchased in connection with a contract or agreement resulting from this announcement. The contracted vendor shall review the results of that criminal history background check prior to assigning personnel to deliver such items **(See Exhibit E)**.

Individuals who have been convicted of a crime(s) enumerated in Exhibit E are prohibited from having direct contact with DCF clients, and as such, may not deliver any goods or items associated with this resulting contract. The contracted vendor shall obtain a release of information from all employees subject to this agreement, authorizing the vendor to release all the results of the criminal history background check to DCF.

A signed statement is required from the Executive Director/Community Agency Head certifying that s/he and all employees rendering services will have state and federal background checks with fingerprinting completed now and every two years thereafter.

**This statement is attached to the RFP as Exhibit F “Community Agency Head Certification” and must be signed and submitted at the time of application.**

In August 2017, existing State law (N.J.S.A. 9:6-8.10f) was changed and expanded the scope of individuals subject to CARI checks. Individuals included on the child abuse registry are prohibited from employment at DCF or in any facility or program that is licensed, contracted, regulated or funded by DCF. Pursuant to this law, DCF funded vendors shall submit a CARI check form for each of their employees working at a DCF funded, licensed, contracted, or regulated facility to DCF. Those employees found to be substantiated for child abuse/neglect may not be permitted to continue working on the DCF program.

**F. Vendor Eligibility Requirements:**

1. Vendors must be vendors that are duly registered to conduct business within the State of New Jersey.
2. Vendors must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
3. Vendors 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.
4. Vendors that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
5. Where required, all vendors must hold current State licenses.
6. Vendors must have the capability to uphold all administrative and operating standards as outlined in this document.
7. Vendors must have the ability to achieve full-service delivery within 24 hours of awarded contract.
8. Any fiscally viable entity that meets the specifications of this announcement may apply. [NOTE: Only upon request by DCF, and to provide the State with the ability to judge the vendor’s financial capacity and capabilities to undertake and successfully complete the contract, vendors may be requested to submit two years of certified financial statements, including a balance sheet, income statement and statement of cash flow, and all applicable notes for the most recent calendar year or the vendor’s most recent fiscal year. If certified financial statements are not available, the vendor may provide either a reviewed or compiled statement from an independent accountant setting forth the same information required for the certified financial statements, together with a certification from the Chief Executive Officer and the Chief Financial Officer, that the financial statements and other information included in the documents fairly present in all material respects, the financial condition, results of operations and cash flows of the vendor as of, and for the time periods, presented in the statements.]
9. All vendors 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: <https://fedgov.dnb.com/webform>



10. Any fiscally viable entity that meets the eligibility requirements, terms and conditions of the RFQ, 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.

**G. RFQ Schedule:**

<b>January 23, 2020</b>	<b>Period for Email Questions sent to DCF.ASKRFP@DCF.NJ.GOV</b>
<b>February 7, 2020</b>	<b>Deadline for Receipt of Proposals by 12:00PM</b>

All Requests for Qualifications proposals must be received **by 12:00 PM on or before February 7, 2020**. Proposals received after 12:00 PM on February 7, 2020 will **not** be considered. Vendors should submit one (1) signed original and one (1) CD ROM, including a signed cover letter or transmittal as indicated below.

Proposals must be delivered either:

**1) In person to:**

Catherine Schafer, Director of Grants, Integrity, and Accountability  
Department of Children and Families  
50 East State Street, 3rd floor  
Trenton, New Jersey 08625-0717

Vendors submitting proposals in person or by commercial carrier shall submit **one (1) signed original** and should submit **one (1) CD ROM** with all documents.

**2) Commercial Carrier (U.S. Postal Office, Federal Express or UPS) to:**

Catherine Schafer, Director of Grants, Integrity, and Accountability  
Department of Children and Families  
50 East State Street, 3rd floor  
Trenton, New Jersey 08625-0717

Vendors submitting proposals in person or by commercial carrier shall submit **one (1) signed original** and should submit **one (1) CD ROM** with all documents.

**3) Online:**

DCF offers the alternative for our bidders to submit proposals electronically. Only a registered Authorized Organization Representative (AOR) or the designated alternate is eligible to send in a submission by submitting an AOR form.

AOR Registration forms and online training are available on our website at: [www.nj.gov/dcf/providers/notices/](http://www.nj.gov/dcf/providers/notices/)

Forms are directly under the Notices Section-See Standard Documents for RFPs:

- Submitting Requests for Proposal Electronically PowerPoint (pdf)
- Registration for the Authorized Organization Representative (AOR) Form

We recommend that you do not wait until the date of delivery in case there are technical difficulties during your submission. Registered AOR forms may be received five (5) business days prior to the date the bid is due.

## **H. Administration:**

### **1. Screening for Eligibility, Conformity and Completeness**

DCF will screen applications for eligibility and conformity with the specifications set forth in this RFQ.

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

- a. The application was received prior to the stated due date;
- b. The application is signed and authorized by the vendor's Chief Executive Officer or equivalent;
- c. The application is complete in its entirety, including all required attachments and appendices; and
- d. The application conforms to the specifications set forth in the RFQ.

### **2. Proposal Review Process**

Vendors whose qualifications are approved will be eligible to provide services. Vendors shall provide information that demonstrates their ability to meet the specified requirements detailed in this RFQ.

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: The inability of the vendor to provide adequate services; the vendor's lack of good standing with the Department, and any indication, including solely an indication of misrepresentation of information and/or non-compliance with any State of New Jersey contracts, policies and procedures, or State and/or Federal laws and regulations.

As part of the contract award process, DCF reserves the right to conduct an on-sight review to inspect the subject merchandise and items to be purchased.

All vendors will be notified of the Department's intent to contract with the vendor.

### **3. Special Requirements**

The successful vendor shall maintain all documentation related to proof of services, products, transactions and payments under this contract for a period of five (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

Vendors must comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, the State Affirmative Action policy. A copy is attached as **Exhibit G**.

Vendors must comply with laws relating to Anti-Discrimination as attached as **Exhibit H**.

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

Vendors also are 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), vendors 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.

#### **I. 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. Vendors may appeal by submitting a written request to:

Office of Legal Affairs  
Contract Appeals  
50 East State Street, 4<sup>th</sup> Floor  
Trenton NJ 08625

no later than ten (10) business days following receipt of the notification or by the deadline posted in this announcement.

#### **J. Post Award Requirements:**

Selected vendors 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. Vendors may review these items via the Internet at [www.nj.gov/dcf/providers/contracting/manuals](http://www.nj.gov/dcf/providers/contracting/manuals).

Selected vendors 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 vendors 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. DCF Third Party Contract Reforms Attestation
3. Proof of Insurance naming DCF as additionally insured from agencies
4. Bonding Certificate
5. Notification of Licensed Public Accountant (NLPA) with a copy of Accountant's Certification
6. 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 vendor 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**

Vendors must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent and should submit a CD ROM containing all the documents in PDF or Word format.

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

<b>Supporting Documents-Proposal Checklist</b>	
1	<input type="checkbox"/> <b>Proposal Cover Sheet</b> – (signed and dated) Website: <a href="https://www.nj.gov/dcf/providers/notices/requests/#2">https://www.nj.gov/dcf/providers/notices/requests/#2</a> Form: <a href="https://www.nj.gov/dcf/providers/notices/Proposal.Cover.Sheet.doc">https://www.nj.gov/dcf/providers/notices/Proposal.Cover.Sheet.doc</a>
2	<input type="checkbox"/> <b>Table of Contents</b> – 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"/> Specification of the county(ies) you can provide the required service. <b>Exhibit A</b>
4	<input type="checkbox"/> Price Quotes Cover Sheet - <b>Exhibit B</b>
5	<input type="checkbox"/> Itemized description of specific items/merchandise to be provided, including; price quotes, manufacturer, model, and item number (see attached format in <b>Exhibit C</b> ). Please note that DCF is a tax-exempt entity therefore; price quotations may not include taxes.

6	<input type="checkbox"/>	Description of applicable warranty policies for each piece of furniture or equipment included in the vendor's proposed list of items/merchandise to be provided.
7	<input type="checkbox"/>	Description of the vendor's return policy and replacement policy.
8	<input type="checkbox"/>	For illustrative purposes, photos of items are welcomed.
9	<input type="checkbox"/>	Signed Attestation for Furniture Quality and Conformity <b>Exhibit D</b>
10	<input type="checkbox"/>	Signed Attestation Background Checks with Fingerprinting <b>Exhibit F</b>
11	<input type="checkbox"/>	Addendum to Individual Provider Contracts (Executive Order 189)*
12	<input type="checkbox"/>	<b>Affirmative Action Certificate --or-- Renewal Application</b> [AA302] sent to Treasury with payment. <b>Note:</b> The AA302 is only applicable to new startup agencies and may only be submitted during Year 1. Agencies previously contracted through DCF are required to submit an Affirmative Action Certificate. Website: <a href="https://www.nj.gov/treasury/purchase/forms.shtml">https://www.nj.gov/treasury/purchase/forms.shtml</a> Form: <a href="https://www.nj.gov/treasury/purchase/forms/AA_%20Supplement.pdf">https://www.nj.gov/treasury/purchase/forms/AA_%20Supplement.pdf</a>
13	<input type="checkbox"/>	<b>Certificate of Incorporation</b> Website: <a href="https://www.nj.gov/treasury/revenue/filecerts.shtml">https://www.nj.gov/treasury/revenue/filecerts.shtml</a>
14	<input type="checkbox"/>	<b>For Profit: NJ Business Registration</b> Certificate with the Division of Revenue See instructions for applicability to your organization. If not applicable, include a signed/dated note, on agency letterhead, stating a NJ Business Registration is not required and include a brief explanation as to why. Website: <a href="https://www.nj.gov/njbusiness/registration/">https://www.nj.gov/njbusiness/registration/</a>
15	<input type="checkbox"/>	<b>For Profit: Chapter 51/Executive Order 117</b> Vendor Certification and Disclosure of Political Contributions [Rev 4/1/19] See instructions for applicability to your organization. If not applicable, include a signed/dated note, on agency letterhead, stating a Chapter 51 form is not required and include a brief explanation as to why. Website: <a href="https://www.nj.gov/treasury/purchase/forms.shtml">https://www.nj.gov/treasury/purchase/forms.shtml</a> Form: <a href="https://www.nj.gov/treasury/purchase/forms/eo134/Chapter51.pdf">https://www.nj.gov/treasury/purchase/forms/eo134/Chapter51.pdf</a>
16	<input type="checkbox"/>	Certification Regarding <b>Debarment</b> (signed/dated) Website: <a href="https://www.nj.gov/dcf/providers/notices/requests/#2">https://www.nj.gov/dcf/providers/notices/requests/#2</a> Form: <a href="https://www.nj.gov/dcf/documents/contract/forms/Cert.Debarment.pdf">https://www.nj.gov/dcf/documents/contract/forms/Cert.Debarment.pdf</a>
17	<input type="checkbox"/>	<b>Statement of Assurances – (Signed and dated)</b> Website: <a href="https://www.nj.gov/dcf/providers/notices/requests/#2">https://www.nj.gov/dcf/providers/notices/requests/#2</a> Form: <a href="https://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc">https://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc</a>

18	<input type="checkbox"/>	<b>Standard Language Document (SLD)</b> (signed/dated) [Rev. 7-2-19] Form: <a href="https://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc">https://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc</a>
19	<input type="checkbox"/>	<b>Business Associate Agreement/HIPAA_</b> (signed/dated under Business Associate) [Rev. 8-2019] Form: <a href="https://www.nj.gov/dcf/providers/contracting/forms/HIPAA.docx">https://www.nj.gov/dcf/providers/contracting/forms/HIPAA.docx</a>
20	<input type="checkbox"/>	<b>Disclosure of Investigations and Other Actions Involving Bidder</b> (signed/dated) [Rev. 3-15-19] Website: <a href="https://www.nj.gov/treasury/purchase/forms.shtml">https://www.nj.gov/treasury/purchase/forms.shtml</a> Form: <a href="https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestigations.pdf">https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestigations.pdf</a>
21	<input type="checkbox"/>	<b>Disclosure of Investment Activities in Iran</b> (signed/dated) [Version 6-19-17] Website: <a href="https://www.nj.gov/treasury/purchase/forms.shtml">https://www.nj.gov/treasury/purchase/forms.shtml</a> Form: <a href="https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf">https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf</a>
22	<input type="checkbox"/>	<b>For Profit: Ownership Disclosure</b> (signed/dated) [Rev. 9-24-19] Website: <a href="https://www.nj.gov/treasury/purchase/forms.shtml">https://www.nj.gov/treasury/purchase/forms.shtml</a> Form: <a href="https://www.nj.gov/treasury/purchase/forms/OwnershipDisclosure.pdf">https://www.nj.gov/treasury/purchase/forms/OwnershipDisclosure.pdf</a>
23	<input type="checkbox"/>	Document showing <b>Data Universal Numbering System (DUNS)</b> Number [2006 Federal Accountability and Transparency Act (FFATA)] Website: <a href="https://fedgov.dnb.com/webform">https://fedgov.dnb.com/webform</a> Helpline: 1-866-705-5711
24	<input type="checkbox"/>	<b>System for Award Management (SAM)</b> printout showing active status and expiration date Note: Should be obtained free of charge Website: Go to SAM by typing <b>www.sam.gov</b> in your Internet browser address bar  Helpline: 1-866-606-8220
25	<input type="checkbox"/>	<b>Tax Forms:</b> <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 <u>LLC Applicable Tax Form</u> and may delete or redact any SSN or personal information

\* Standard forms for RFP's are available at:  
<http://www.nj.gov/dcf/providers/notices/requests/>

See *Standard Documents for RFPs* for forms.

\*\* Treasury required forms are available on the Department of the Treasury website at: <http://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 the Contract Policy 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](http://www.nj.gov/dcf/providers/contracting/manuals)

**B. Requests for Information and Clarification:**

DCF will provide eligible vendors 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 e-mail to: [DCF.ASKRFP@dcf.nj.gov](mailto:DCF.ASKRFP@dcf.nj.gov).

Written questions must be directly tied to the RFQ. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFQ. All inquiries submitted to [DCF.ASKRFP@dcf.nj.gov](mailto:DCF.ASKRFP@dcf.nj.gov) must identify, in the Subject heading, the specific RFQ for which the question/clarification is being sought. Each question should begin by referencing the RFQ 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 RFQ at:

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

Technical inquiries about forms and other documents may be requested anytime through [DCF.ASKRFP@dcf.nj.gov](mailto:DCF.ASKRFP@dcf.nj.gov).

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

**Exhibit A**  
**County Listing of Service Provision**

Please "X" all that apply	
	Statewide OR
	<b>If not covering the entire state, please specify each county to service below with an "X" in the column to the left:</b>
	Atlantic
	Bergen
	Burlington
	Camden
	Cape May
	Cumberland
	Essex
	Gloucester
	Hudson
	Hunterdon
	Mercer
	Middlesex
	Monmouth
	Morris
	Ocean
	Passaic
	Salem
	Somerset
	Sussex
	Union
	Warren



**Exhibit B**  
**Price Quotes Cover Sheet**

	Chart 1 – Special Approval Request (SAR)-Level Items	
Please “X” all that apply		
	Beds	
	Mattress Only	Twin
	Mattress Only	Full
	Mattress Only	Queen
	Box Spring Only	Twin
	Box Spring Only	Full
	Box Spring Only	Queen
	Frame Only - Wood	Twin
	Frame Only - Wood	Full
	Frame Only - Wood	Queen
	Frame Only - Metal	Twin
	Frame Only - Metal	Full
	Frame Only - Metal	Queen
	Sets (Mattress, Box Spring, Frame in Wood)	Twin
	Sets (Mattress, Box Spring, Frame in Wood)	Full
	Sets (Mattress, Box Spring, Frame in Wood)	Queen
	Sets (Mattress, Box Spring, Frame in Metal)	Twin
	Sets (Mattress, Box Spring, Frame in Metal)	Full
	Sets (Mattress, Box Spring, Frame in Metal)	Queen
	Captain’s Bed with Drawers Below	Twin
	Captain’s Bed with Drawers Below	Full
	Children’s Beds	
	Toddler Bed	
	Bunk Bed	Twin over Twin
	Bunk Bed	Twin over Full
	Cribs	
	Crib Set	
	Bassinet	
	Convertible Crib	
	Portable Crib/Pack and Play	
	Bedding	
	4-piece Twin Sheet Set with Comforter	
	4-piece Toddler Sheet Set with Comforter	
	4-piece Full Sheet Set with Comforter	
	4-piece Queen Sheet Set with Comforter	
	Crib Sheet Sets	

	Bed Bug Mattress Cover - Twin	
	Bed Bug Mattress Cover - Full	
	Bed Bug Mattress Cover - Queen	
	Car Seats	
	Infant Car Seat	
	Convertible/Toddler Car Seat	
	Child Booster Seat	
	Child Safety Products	
	High Chair	
	Safety Gates	
	Window Guards	
	Radiator Covers	Up to 18 inches
	Radiator Covers	19-24 inches
	Radiator Covers	25-30 inches
	Radiator Covers	31-36 inches
	Radiator Covers	37-42 inches
	Radiator Covers	43-48 inches
	Radiator Covers	49-54 inches
	Radiator Covers	55-60 inches
	Radiator Covers	61-65 inches
	Baby Monitor	
	Appliances	
	Air Conditioner	5,000 BTUs
	Air Conditioner	6,000 BTUs
	Air Conditioner	8,000 BTUs
	Air Conditioner	10,000 BTUs
	Refrigerator with Freezer and no Ice-Maker	3.5 Cubic Feet
	Refrigerator with Freezer and no Ice-Maker	10 Cubic Feet
	Refrigerator with Freezer and no Ice-Maker	12 Cubic Feet
	Refrigerator with Freezer and no Ice-Maker	15 Cubic Feet
	Refrigerator with Freezer and no Ice-Maker	18 Cubic Feet
	Microwave	

	Chart 2 – Local Office Manager-Level Approval Items	
Please “X” all that apply		
	Beds	
	Extra Long Twin Set	Mattress, Box Spring, Frame
	Bedding	
	4-piece Extra Long Twin Sheet Set with Comforter	
	Child Safety Products	

	Video Baby Monitor	
	Furniture	
	Kitchen Sets with 4 Chairs	
	Kitchen Sets with 6 Chairs	
	Dresser with 4 Drawers	
	Dresser with 6 Drawers	
	Dresser with 8 Drawers	
	Dresser with 4 Drawers and Mirror	
	Dresser with 6 Drawers and Mirror	
	Sofa	
	3-piece Living Room Set	Sofa, Loveseat, Chair
	Sofa Bed	
	Child Desk and Chair	
	Lamps – Table	
	Lamps - Floor	
	Appliances	
	Stove - Electric	
	Stove - Gas	
	Washer	
	Dryer – Electric	
	Dryer - Gas	
	Stackable Washer-Dryer - Gas	
	Stackable Washer-Dryer - Electric	
	Heater - Electric	
	Humidifier	

**Exhibit C**

**Price Quotes**

All vendors must submit price quotes for each item to be provided. Proposal price sheets are to be presented in the following format:

**MANUFACTURER: BRAND NAME, MODEL, ITEM #**

\_\_\_\_\_

**PRICE LIST NAME/NUMBER/DATE:** \_\_ \_\_\_\_\_

1. **FIXED DISCOUNT FROM PRICE LIST:** \_\_ \_\_\_\_\_

**WARRANTY PERIOD:** \_\_ \_\_\_\_\_

## **Exhibit D**

### **Attestation Regarding Furniture Quality and Conformity**

#### **ATTESTATION**

All items delivered under the contract with State of New Jersey Department of Children and Families shall be new and meet established warranty and safety standards. In particular, and where appropriate, all items to be purchased must have a Juvenile Products Manufacturers Association (JPMA) certification seal, indicating that they meet American Society for Testing and Materials (ASTM) standards. All appliances shall have an Energy Star rating.

All products shall be manufactured and packaged under modern sanitary conditions in accordance with federal and State law and standard industry practice.

All products shall conform in every aspect to the standards and regulations established by Federal and New Jersey State laws.

All items must be delivered, assembled/set-up at the delivery site within 24-hours of requisition.

If an item on the price list must be substituted, the item shall be comparable to the item being substituted in quality and the same price as the original product.

Only items listed in the RFQ and agreed to by CP&P may be sold to CP&P.

Items can only be sold to counties that were bid for.

Prices may not be increased during the contract term.

New items cannot be added to the price list during the contract term.

I shall comply with required background checks and release of information regarding my employees.

I shall submit a CARI check form for each of my employees working at a DCF funded, licensed, contracted, or regulated facility to DCF if granted a contract. I understand that those employees found to be substantiated for child abuse/neglect may not be permitted to continue working on the DCF program.

---

Signed by CEO or President of Bidder



## **Exhibit E**

### **BACKGROUND CHECK AND RELEASE OF INFORMATION HOUSING RELATED SUPPORT SERVICES**

An Agency/vendor shall ensure that any person who has been convicted of one or more of the crimes enumerated below will not be permitted to deliver merchandise or furniture purchased as part of this contract/agreement.

- A crime against a child, including endangering the welfare of a child and child pornography pursuant to N.J.S.A. 2C:24-4; or child abuse, neglect, or abandonment pursuant to N.J.S.A. 9:6-3
- Murder pursuant to N.J.S.A. 2C:11-3 or manslaughter pursuant to N.J.S.A. 2C:11-4;
- Aggravated assault which would constitute a crime of the second or third degree pursuant to subsection b. of N.J.S.A. 2C:12-1;
- Kidnapping and related offenses including criminal restraint; false imprisonment; interference with custody; criminal coercion; or enticing a child into a motor vehicle, structure, or isolated area pursuant to N.J.S.A. 2C:13-1 through 6;
- Sexual assault, criminal sexual contact or lewdness pursuant to N.J.S.A. 2C:14-2 through 4;
- An attempt or conspiracy to commit an offense listed above.

A conviction for one of the offenses enumerated above shall be determined to have occurred if the person has been convicted under the laws of this State or any other state or jurisdiction for an offense that is substantially equivalent to the offenses enumerated in this subsection.

The Agency/vendor shall submit to the New Jersey State Police Bureau of Information (SBI) an "application fingerprint card, a request for criminal history record information form (SBI-212B), and the appropriate fee for all personnel it may assign to work delivering furniture or merchandise on behalf of the Agency/vendor pursuant to this Agreement. The Agency/vendor shall submit Department-specified release of information forms for a local criminal history check for such an individual when requested by the Department. In the event that the individual appeals the determination that he/she cannot deliver furniture, the Agency/vendor shall reasonably consider the circumstances and provide a written determination to the individual of the reason for a waiver of this condition or the reasons for declining the individual's ability to deliver home furnishings under this contract. All documentation shall be available to the Department upon request. The contractor shall not permit any newly hired, re-hired or transferred personnel to work pursuant to this Agreement until the SBI has furnished the results of the criminal history background check to the Agency/vendor. The Agency/vendor shall review the results of the criminal history record background check prior to assigning personnel.

**Exhibit F**

**COMMUNITY AGENCY HEAD AND WORKER CERTIFICATION  
PERMISSION FOR BACKGROUND CHECK AND RELEASE OF INFORMATION**

I hereby agree to undergo a criminal history background check and I agree to be fingerprinted in order to complete the State and Federal background check process. I further authorize the release of all information regarding the results of my background check to the Department of Children and Families. Check one of the options listed below. If Option 2 is checked or the criminal background check reveals any conviction(s) for the offenses listed below, I understand that I may be subject to termination from employment.

Option 1 – I hereby certify under penalties of perjury, that I have not been convicted of any of the offenses listed below and no such record exists in the State Bureau of Identification in the Division of State Police or in the Federal Bureau of Investigation, Identification Division.

Option 2 – I hereby affirm that I have been convicted of the following offense listed below:

\_\_\_\_\_ on \_\_\_\_\_  
*Offense* *Date*

**FOR PROVISIONAL WORKER ONLY**

As a provisional worker, I further understand that I may be engaged by the agency for a period not to exceed six (6) months during which time a background check will be completed. I understand that I will work under the supervision of a superior where possible.

Offenses covered under P.L. 1999, c.358

In New Jersey, any crime or disorderly person offense:

--involving danger to the person as set forth in N.J.S.A. 2C:11-1 et seq. through 2C:15-1 et seq. including the following:

- |   |   |
|---|---|
| i. Murder                                 | viii. Kidnapping                          |
| ii. Manslaughter                          | ix. Interference with custody of children |
| iii. Death by auto                        | x. Sexual assault                         |
| iv. Simple assault                        | xi. Criminal sexual contact               |
| v. Aggravated assault                     | xii. Lewdness                             |
| vi. Recklessly endangering another person | xiii. Robbery                             |
| vii. Terroristic threats                  |   |

-- against the children or incompetents as set forth in N.J.S.A. 2C:24-1 et seq. including the following:

- |                                       |  |
|---------------------------------------|--|
| i. Endangering the welfare of a child | ii. Endangering the welfare of an incompetent person |
|---------------------------------------|--|

--a crime or offense involving the manufacture, transportation, sale, possession or habitual use of a controlled dangerous substance as defined in N.J.S.A. 2C:24-1 et seq.

--in any other state or jurisdiction, conduct which, if committed in New Jersey, would constitute any of the crimes or disorderly persons offenses described above.

**FOR COMMUNITY AGENCY HEAD ONLY:**

I understand the results of this background check will be reported to the President of the Board of my agency.

\_\_\_\_\_  
*Name of Board President*

\_\_\_\_\_  
*Address of Board President (Home or Business)*

**COMMUNITY AGENCY HEAD OR WORKER:**

**Name:** \_\_\_\_\_

**Signature**  
**:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**WITNESS:**

**Name:** \_\_\_\_\_

**Signature**  
**e:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## **EXHIBIT G**

### **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 vendor 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 vendors 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](http://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 H

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 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.*).