



REQUEST FOR PROPOSALS

FOR

New Jersey Child Assault Prevention Training / Technical Assistance Program

Publication Date: Friday, September 5, 2025

Questions Due: Thursday, September 18, 2025

AOR Forms Due: Wednesday, October 1, 2025

Response Deadline: by 12:00 P.M., Wednesday, October 8, 2025

Funding of \$184,238 Available in state funds

**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.

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Section I - General Information

A. Summary Program Description:

The New Jersey Department of Children and Families (DCF) Division of Family and Community Partnerships (FCP), Office of Family Support Services (FSS), announces its intent to award one (1) contract for the New Jersey Child Assault Prevention (NJCAP) Training/Technical Assistance Program. (NJCAP Training/TA Program). The awardee will work in close collaboration with DCF's fifteen (15) contracted New Jersey Statewide Student Support Services (NJ4S) providers.

The NJCAP Training/TA Program includes the following requirements:

- Implementing a Train-the-Trainer model to develop NJCAP certified trainers within each of DCF's (fifteen) 15 contracted NJ4S Hubs;
- Implementing a process for recertifying NJ4S trainers every three (3) years;
- Providing technical assistance, coaching, and fidelity monitoring to NJ4S Certified Trainers to ensure consistent program delivery.
- Collecting, tracking, and reporting certification status, training data, and reach across the statewide NJ4S network.
- Coordinating with the NJ4S Hubs to strategically deliver NJCAP in high-need districts, supporting equity in access and coverage.

NJ4S Summary

In 2023, DCF awarded fifteen (15) contracts, one for each of the **15 regional NJ4S hubs**. **NJ4S is a state-wide model, and each** hub serves as a prevention and support center for the schools in its region, offering three (3) Tiers of services:

- **Tier 1: Universal prevention services** (assemblies, workshops, webinars, trainings) delivered in schools and community-based organizations, available to all youth and families without an application.
- **Tier 2: Targeted prevention and brief intervention services** for schools that apply, including consultation with school faculty and direct supports to students, parents, and caregivers.
- **Tier 3: Specialized prevention resources** tailored to community needs, offered at no cost to districts and families.

NJ4S provides schools with access to both universal prevention and more tailored supports. The NJCAP curricula fits within NJ4S' Tier 1 as it is a universal prevention service and the NJCAP curricula aligns with NJ4S's overall mission of strengthening protective factors, reducing risks, and promoting positive youth development across New Jersey schools.

NJCAP Summary

The NJCAP curricula is focused on reducing children's vulnerability to verbal, physical, and sexual assault through a threefold approach that engages **students, parents/caregivers, and school staff**. NJCAP trainings are available to all New Jersey public and non-public schools, from Pre-K through grade 12. The program builds children's safety skills, resilience, and confidence while equipping adults to reinforce these lessons at home and in school. DCF will provide the awardee with the NJCAP training materials and curricula upon contract award.

Curricula Highlights:

- **Preschool (ages 3½–5):** 45 minutes/day for three days; two facilitators.
- **Kindergarten:** Two sessions, 60 minutes each over two days; three facilitators.
- **Elementary (Grades 1–6):** 1.5-hour classroom session; three facilitators.
- **Teen (Grades 7–12):** Three class periods, 40–45 minutes each.
- **Special Needs:** Adapted curriculum for children with developmental disabilities.

Facilitator Certification Requirements:

- Initial three-day training.
- Eight hours of rehearsal/practical application.
- One-day review training.
- Two in-class observations with evaluation.
- Recertification every three years through supplemental training.

All facilitators undergo fingerprinting, background checks, and evaluation prior to certification. Certification records and renewals will be tracked by the awarded provider and reported to DCF.

This RFP focuses on selecting an agency to provide the Training/TA function to NJCAP facilitators operating out of the hubs—ensuring the NJ4S network is fully trained, certified, and supported to implement NJCAP strategically and equitably across New Jersey.

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 is making available \$184,238 in fiscal year 2026 from state funds for operating expenses for six (6) months. DCF reserves the right to award all or a portion of these funds.

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

The intended funding period for the contract 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. It is anticipated that available funding for Fiscal Year 2027 will be \$368,477 for a twelve (12) month contract. Contract renewal is contingent on the availability of funds.

The anticipated costs required for program operations must be entered for the initial term of this contract into a proposed budget for fiscal year 2026 and submitted with this response using the Proposed Budget Form found at: <https://www.nj.gov/dcf/providers/contracting/forms/>. A justification and detailed summary of the costs must be provided in a Proposed Budget Narrative. The Proposed Budget Form and the Proposed Budget Narrative 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.*

The Proposed Budget Form shall detail anticipated expenditures of up to \$184,238 from the date the contract is effective January 1, 2026, through June 30, 2026. In the initial term, up to \$20,000 from anticipated accruals of the awarded amount may be proposed as one-time startup expenses. The anticipated costs required to hire staff and begin program operations must be entered into the appropriate Start-up Funding column of the proposed budget form and detailed in the proposed budget narrative.

NOTE: The Proposed Budget submitted with a response is not the actual budget 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 Budget for the period of January 1, 2026, through June 30, 2026.

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

C. Pre-Response Submission Information:

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.

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. on September 18, 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. on Wednesday, October 8, 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 \(nj.gov\)](#) 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 Wednesday, October 1, 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 separate PDF documents labeled as follows:

PDF 1: *Section II - Required Performance and Staffing Deliverables* (ending with a Signed Statement of Acceptance)

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 the Response)*

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

PDF 4: *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 \(nj.gov\)](http://DCF | Contracting Policy Manuals (nj.gov)).

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.

Respondents must submit with their response for review and approval the proposed sub-contracts/memorandum of agreements with vendors, consultants, or agencies they will execute if awarded a contract (if applicable).

Section II - Required Performance and Staffing Deliverables

NOTE: After reviewing the required deliverables listed below, respondents must sign the statement at the bottom of this Section II to signify acceptance of all of them.

(SUBMIT A COMPLETE COPY OF THE CONTENT OF SECTION II, ENDING WITH YOUR SIGNED STATEMENT OF ACCEPTANCE, 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 - REQUIRED PERFORMANCE AND STAFFING DELIVERABLES.*)

- 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:**

Nearly two million children lived in New Jersey in 2024, and close to 99,000 were reported to the State Central Registry for concerns of maltreatment. Of those, about three percent—2,641 children—were found to have been abused or neglected (including both established and substantiated findings). These numbers point to why prevention work matters. DCF uses the School District Needs Index ([DCF | School District Needs](#)) as part of the NJ4S initiative to guide where prevention resources are most needed and to ensure services reach districts facing the greatest challenges.

The NJCAP curricula fits into this prevention continuum by providing primary prevention—age-appropriate, school-based education that helps children build safety skills, resilience, and confidence before harm occurs. By developing and maintaining a network of NJCAP certified trainers within DCF’s contracted NJ4S hubs, schools and families gain consistent access to trainings and support across the state, with a focus on the highest-need areas.

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

The NJCAP Training/TA program shall create and maintain a network of certified credentialed NJCAP facilitators through the provision of a comprehensive train the trainer model, ongoing support, and technical assistance statewide to NJCAP certified facilitators employed at each NJ4S hub.

- 3) **The prevention focus of this program is:**

Primary prevention of emotional abuse/neglect, physical abuse, sexual abuse, and sexual violence.

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

- 1) **Age:** N/A
- 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?** No
- 7) **DCF CP&P Status:** N/A
- 8) **Descriptors of the primary service recipient:** New Jersey Statewide Student Support Services (NJ4S) staff (inclusive of contracted facilitators and/or NJ4S employees) from all fifteen hubs.
- 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:**

The table below outlines the required level of service activities the NJCAP Trainer/TA program will **directly provide** grouped by category. From contract award through June 30, 2028, , the awarded provider is to manage baseline data collection, to help establish future targets for this initiative.

Category	Level of Service	Definition
Facilitator Training & Certification	<ul style="list-style-type: none"> • Unduplicated number of NJ4S hub facilitators trained (initial) • Unduplicated number of NJ4S hub facilitators recertified (target collected in future) 	<ul style="list-style-type: none"> • Unique count of facilitators completing initial NJCAP certification • Unique count of facilitators completing 3-year recertification
Continuous Quality Improvement	<ul style="list-style-type: none"> • Number of classroom observations completed 	<ul style="list-style-type: none"> • Includes fidelity checks and post-observation feedback sessions

Data & Reporting	<ul style="list-style-type: none"> • NJ4S hub completed trainings report submitted to DCF • CAPA event submission report collected from NJ4S hubs 	<ul style="list-style-type: none"> • Reports include required training data, participant counts, grades served, and schools served. • Annual collection of April CAPA events
Program Coordination	<ul style="list-style-type: none"> • Number of quarterly facilitator meetings held • Annual SCR review training conducted 	<ul style="list-style-type: none"> • Standing meeting to share updates, challenges, and curriculum guidance • Count of annual State Central Registry (SCR) trainings delivered

2) **The frequency of these increments to be tracked:**

Level of Service Increment	Reporting Frequency
Number of NJ4S hub facilitators trained (initial, trainers with a certification expiring in 2029)	Quarterly
Number of NJ4S hub facilitators recertified	Annually (submit with Q4 report)
Number of classroom observations completed	Quarterly
Number of quarterly Completed Trainings reports submitted to DCF	Quarterly
Number of quarterly facilitator meetings held	Bi-annually
Annual SCR review training conducted	Annually (submit with Q4 report)
Number of CAPA event submissions collected from hubs	Annually (submit with Q2 report)

3) **Estimated Unduplicated Service Recipients:** N/A

4) **Estimated Unduplicated Families:** N/A

5) **Is there a required referral process?**

Yes, there is a process for NJCAP certified NJ4S facilitators to request technical assistance (coaching or other support) from the NJCAP Trainer/TA program.

6) **The referral process for enabling the target population to obtain the services of this program initiative:**

Requests from NJ4S Hub to Awardee for Technical Assistance (TA)

1. TA Request Received – NJ4S Hub coordinator submits request to awardee via designated email or TA form
 2. Categorization – Awardee Classifies TA request in tracking log (curriculum, fidelity, scheduling, data/reporting, materials, etc.)
 3. Response or Scheduling – Awardee replies to TA request via telephone or email within 48 hours.
 4. Documentation – Awardee logs request and resolution in TA tracking system
 5. Follow-Up – Awardee checks with NJ4S hub within 30 business days to ensure resolution
- 7) **The rejection and termination parameters required for this program initiative: N/A**
- 8) **The direct services and activities required for this program initiative:**

The NJCAP Training/TA Program provides comprehensive training, coaching, and support to NJCAP facilitators at each of the NJ4S hubs, ensuring the consistent and effective delivery of the NJCAP curriculum statewide. The awardee will be responsible for:

Comprehensive Training

- Deliver NJCAP training to facilitators in all NJ4S hubs to create a network of credentialed trainers with proficiency in all NJCAP program areas including:
 - Pre-K
 - Elementary (K–6)
 - Grades 7–12
 - K–8 Bullying Prevention
 - Pre-K through 12 Neurodivergent/Special Needs
 - Adults
- Develop, update, and distribute necessary NJCAP applications, forms, guides, handouts, and facilitator badges to trained NJ4S staff.
- Facilitate the renewal of NJCAP training certifications every three (3) years in accordance with program requirements.

NJ4S Program Application Management

Awarded provider is responsible for managing and routing requests from school districts to hubs to schedule a NJCAP training. NJCAP trainings are available to all New Jersey public and non-public schools, Pre-K through 12, as a Tier 1 (universal) service within the NJ4S model. Schools may apply by accessing the NJCAP application at [DCF | NJ Statewide Student Support Services \(NJ4S\)](#). Applications are considered on a rolling basis. The NJCAP Trainer/TA Program will also convene facilitator meetings with NJ4S hub staff to review the School Needs Index. This ensures that high-need or previously unserved districts are identified, prioritized, and strategically supported. See referral procedure below:

School Submits Application Requesting NJCAP training:

- The NJCAP Trainer/TA Program receives and process NJCAP applications submitted by schools.
- Route applications to the appropriate NJ4S hub for follow-up and scheduling
- Tracking and update information in application log. Capturing school, hub, program type, grades, status, etc.

Data Management

- Maintain a statewide list of schools that have received NJCAP training, including the specific programs delivered.
- Identify service gaps and target outreach to schools that have not yet participated in NJCAP programming.
- Maintain a list of NJ4S hub staff that have received training, including expiration dates of certifications.

Reporting and Analysis

- Collect and analyze hub-reported training data, including:
 - Type of training provided
 - Number of students, staff, and parents trained
 - Pre- and post-knowledge scores
 - Success stories and qualitative feedback
- Submit quarterly NJ4S completed trainings reports and other required data to DCF.
- Meet quarterly with DCF for continuous quality improvement discussions.

Prevention Awareness Promotion

- Collect information on all Child Assault Prevention Awareness (CAPA) events from trained facilitators from every hub and submit to OFSS for inclusion in the April CAPA calendar.

Documentation and Distribution

- Retain curriculum -- the NJCAP Trainer/TA Program awardee distributes and retains complete copies of each curriculum.

Facilitator Coordination

- Organize and lead bi-annual meetings with NJ4S facilitators to provide program updates, share best practices, and address implementation challenges.
- Collaborate with NJ4S hub staff to ensure coverage across school districts, grade levels and geographic areas.
- Coordinate and schedule annual State Central Registry (SCR) review training for all NJ4S-trained staff.

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

a) **Evidence Based Practice (EBP) modalities:** N/A

b) **DCF Program Service Names:** NJ Child Assault Prevention (NJCAP) Training/Technical Assistance Program ('NJCAP Training/TA Program')

c) **Other/Non-evidence-based practice service modalities:** N/A

10) **The types of services required for this program initiative are:**
Professional development, technical assistance

11) **The frequency of the services required for this program initiative are:**

Professional Development – Initial NJCAP curriculum training for all NJ4S hub facilitators upon onboarding; recertification training every three (3) years; supplemental training sessions provided as needed based on curriculum updates or identified needs.

Technical Assistance – Ongoing, provided on an as-needed basis in response to hub requests, with facilitator meetings and annual SCR training for all NJ4S-trained staff.

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:** No

- 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 awardee shall ensure that trainers:

- Participate in professional development offered by DCF, including curriculum updates, trauma-informed practices, Positive Adverse Childhood Experiences (PACES), Connections Matter and prevention science.
- Attend and represent NJCAP at relevant state coalitions and task force groups, such as the New Jersey Task Force on Child Abuse and Neglect and the New Jersey Education Association (NJEA).
- Conduct site visits to NJ4S hubs and respond to technical assistance requests to support fidelity, coaching, and problem-solving.
- Participate in ongoing learning opportunities such as conferences, webinars, and continuing education relevant to child assault prevention.

- 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: .**
- 2) **The geographic area the program initiative is required to serve: Statewide/all 15 NJ4S Hubs**
- 3) **The program initiative's required service delivery setting is:**
NJCAP Training/TA Programs may deliver trainings and facilitate meetings in various locations throughout the state, , DCF sites, community sites, or virtual platforms.

The Awardee must have:

- **Setting** – Access to an office space and/or a location that can accommodate in-person trainings, meetings, and large gatherings (e.g., statewide facilitator meetings, coalition sessions, professional learning events) when required. This space should be equipped to support interactive professional development and group facilitation.
- **Technology** – Reliable IT service to host virtual meetings and trainings, manage data reporting, and maintain regular communication with NJ4S hubs facilitators, and DCF staff.
- **Geographic Coverage** – The awardee is to ensure its Trainers are able to support DCF's NJ4S hubs, with the ability to travel to sites and schools across their assigned areas.

4) **The hours, days of week, and months of year this program initiative is required to operate:**

Monday through Friday, 8:00 a.m. to 5:00 p.m., year-round (12 months). Occasional evening or weekend hours may be required to accommodate special events, statewide trainings, or urgent technical assistance 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? 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: N/A**

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:**

Positions: Two (2) Trainers and one (1) administrative support staff.

Location: Based in NJ

Purpose: To provide training, recertification and on-going technical assistance to NJCAP facilitators and NJ4S staff to deliver NJCAP trainings in public and non-public schools (Pre-K-12).

Minimum Qualifications for Trainers include:

Education: Bachelor's degree from an accredited college or university in Social Work, Human Services, Education, Training, Human

Resources, Public/Business Administration, Child Development, Communications, or related discipline

Experience: At least three years' professional experience related to child welfare, family engagement, leadership development, or community capacity building. Experience in training preferred. Individuals holding NJCAP certification preferred but not required. individuals hired without NJCAP certification shall begin the process of obtaining certification within 14 business days of hire date.

Professional Approach:

- Exemplifies concept of growth mindset, is open to coaching and self-reflection to support their professional development and fidelity use of the models

Professional Skillset:

- Comfortable providing constructive feedback to training participants
 - Experience with adult learners
 - Advanced facilitation skills, ideally in group settings
 - Effective and engaging public speaking skills
 - Computer proficiency and high level of comfort with presentation software, virtual training platforms (Zoom, Teams) and digital learning tools

Strong time management, organizational, project management, communication, and interpersonal skills.

Travel Required: Ability to travel statewide/assigned NJ4S hubs and schools within catchment area.

Lived Experience: Awardee is encouraged to recruit and hire trainers with lived experiences receiving prevention/child welfare services.

Minimum Salary: \$100,000 (commensurate with education and/or experience)

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

Legislation	Summary	NCAP Connection
Erin's Law – N.J. Rev. Stat. § 18A:354.5a (2019)	Requires every school district in New Jersey to include age-appropriate sexual abuse and assault	NJCAP is identified as an appropriate curriculum.

	awareness and prevention education for students in grades PreK–12 as part of the state’s health and physical education standards.	
Sexual Abuse Task Force – N.J. Rev. Stat. § 18A:3625.7 (2019)	Establishes a task force within the Department of Education to study and recommend strategies for preventing and responding to child sexual abuse	NJCAP Training/TA program to participate as a member of the task force.
Anti-Bullying Bill of Rights Act (P.L. 2010, Chapter 122)	Mandates policies, reporting procedures, training, and specialist roles to prevent and address bullying in schools statewide	NJCAP’s peer assault prevention training complements anti-bullying efforts.
Child Abuse Prevention and Treatment Act (CAPTA), 1974 (P.L. 93247, amended ongoing)	The primary federal statute supporting child abuse prevention and treatment programs.	NJCAP aligns with CAPTA’s goals; provides funding, research, data collection, and national support to local and state-level initiatives like NJCAP.

- 11) **The availability for electronic, telephone, or in-person conferencing this program initiative requires:** Reliable IT service to host virtual meetings and trainings, manage data reporting, and maintain regular communication with NJ4S hubs facilitators, and DCF staff.
- 12) **The required partnerships/collaborations with stakeholders that will contribute to the success of this initiative:** The NJCAP Training/TA program shall strategize and partner with:
 - NJ4S
 - NJ Family Success Centers
 - NJ DCF
- 13) **The data collection systems this program initiative requires:** The NJCAP Training/TA program is to maintain a tracking tool, like Excel, to collect and report on all data points listed in the level of service increments, including training delivery, facilitator recertifications, observations, and NJCAP trainings completed by the hubs. This system will be used to compile DCF reports and support continuous quality improvement efforts.

- 14) **The assessment and evaluation tools this program initiative requires:** The NJCAP Training/TA program is to utilize a combination of tools to assess the quality and effectiveness of NJCAP trainings and technical assistance provided to the hubs:

- **NJ4S Facilitator Training Feedback**
 - Post-training satisfaction surveys completed by NJ4S facilitators (after initial and recertification) to assess training quality.
 - TA Effectiveness Feedback forms completed by NJ4S facilitators following TA to assess if support provided improved service delivery, facilitator skills, solved issue/concern for TA.
- **Knowledge & Skills Assessment** – Pre-/post-training tools for Trainers to measure knowledge gained, confidence in delivering NJCAP curriculum.
- **Participant Outcome Data** – Pre-/post-training surveys administered by NJ4S facilitators to students, school faculty, and parents participating in NJCAP workshops.
- **Fidelity** – Observation tools/checklists used by the Trainers to ensure consistent and accurate implementation of NJCAP.

Collected data will be analyzed and used for continuous improvement, with results incorporated into TA sessions, NJ4S facilitator meetings and reports submitted to DCF.

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:**

Term	Program Outcome
Short-Term (Year 1–1.5)	Facilitators complete NJCAP certification requirements.
	Facilitators demonstrate understanding of NJCAP philosophy, goals, and prevention framework.
	Establish baseline and ongoing data established for trainings, participants (students, staff, parents), grades served, and schools reached.
Intermediate (Years 1.5–3)	Facilitators demonstrate curriculum fidelity during observations.
	Coverage across grade levels and geographic areas documented.
	Facilitators report increased confidence and preparedness to deliver NJCAP workshops.
	Increased collaboration between facilitators and school personnel.

Long-Term (Years 3+)	Sustained statewide network of certified NJCAP facilitators delivering consistent, high-quality trainings.
	Data demonstrates long-term improvement in children's safety awareness, assertiveness, and resilience.
	Increased public awareness of child assault prevention through CAPA events and school engagement.

3) **Required use of databases:**

The NJCAP Training/TA program is to maintain a tracking tool, like Excel, to collect and report on all data points listed in the level of service increments, including training delivery, facilitator recertifications, observations, and NJCAP trainings completed by the hubs. This system will be used to compile DCF reports and support continuous quality improvement efforts.

4) **Reporting requirements:**

Level of Service Increment	Reporting Frequency
Number of NJ4S hub facilitators trained (initial)	Quarterly
Number of NJ4S hub facilitators recertified	Annually (submit with Q4 report)
Number of classroom observations completed	Quarterly
Number of quarterly Completed Trainings reports submitted to DCF	Quarterly
Number of quarterly facilitator meetings held	Bi-annually
Annual SCR review training conducted	Annually (submit with Q4 report)
Number of CAPA event submissions collected from hubs	Annually (submit with Q2 report)

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 *Required Performance and Staffing Deliverables* 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.

Name of the region you will serve if this response results in an award: **Statewide**

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

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.
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/DisclosureofProhibitedActivitiesinRussiaBelarus.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**

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 **ONE** of the agreements below, 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

(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) A completed **Proposed Budget Form** documenting all costs associated with operating the program. If DCF is allowing funding requests for **start-up costs**, document these separately in the appropriate column of the Proposed Budget Form. This form is found at:
<https://www.nj.gov/dcf/providers/contracting/forms/>
- 2) A completed **Budget Narrative** is required for the proposed program that:
a) clearly articulates budget items, including a description of miscellaneous expenses or “other” items; b) describes how funding will be used to meet the project goals, responsibilities, and requirements; and c) references the costs associated with the completion of the project as entered in the Proposed Budget Form found at:
<https://www.nj.gov/dcf/providers/contracting/forms/>. When DCF allows funding requests for start-up costs, include in the Budget Narrative a detailed summary of, and justification for, any one-time program

implementation costs documented in the final column of the Proposed Budget Form.

- 3) An **Implementation Plan** for the program 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) One to three **Letter(s) of Collaboration** disclosing informal partnerships or cooperative agreements relevant to your provision of contract services.
- 5) One to three **Letter(s) of Support** from community organizations with which you already partner. Letters from any New Jersey State employees are prohibited.
- 6) **Price Quotes** for specially required equipment or software
- 7) **Proposed Respondent Organizational Chart** for the program services required by this response that includes the respondent's name and the date created.
- 8) **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, for the provision of contract services. (If applicable)

Section IV - Respondent's Narrative Responses

Respondents who sign the above Statement 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 total page limit of no more than 10 pages for all three (3) narrative sections combined. 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 (45 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 your organization’s experience in managing and delivering large scale training-of-trainers or technical assistance models. Provide examples of initiatives where your organization successfully prepared and supported trainers or facilitators to deliver standardized curricula. Please include the performance measures or outcomes you used to assess success.
- 3) Describe your organization’s experience coordinating with large networks (like regional hubs, school districts or statewide initiatives) to ensure consistent program delivery.
- 4) Describe how your organization ensures coverage across multiple sites, while maintaining data and fidelity.
- 5) Describe the quality assurance framework you will use—such as tools and strategies—to ensure fidelity to the model.
- 6) Describe the challenges you foresee in rolling out training at scale and your proposed solutions to address them.

B. Organizational Capacity (25 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 diverse 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) 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.
- 4) 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.
- 5) 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?
- 6) Describe how the requirements of this initiative will be met through your existing collaborations, partnerships, and collaborative efforts with other communities and systems.
- 7) Describe how the requirements of this initiative will be met through your membership in professional advisory boards.
- 8) 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.
- 9) 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).
- 10) Describe how your agency measures, or will measure, training effectiveness and staff competency post-training to ensure fidelity to the training models.
- 11) Describe your organization's experience using program data (participant feedback, pre/post assessments, facilitators observation notes, etc.) to inform quality improvement. How has your organization partnered with

funderson stakeholders to adjust programming based on evaluation findings?

C. Organizational Supports (30 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, and 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 stakeholders.
- 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.

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) **Certification Regarding Exemptions**

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

4) **Certification Regarding Reporting**

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

5) **Equipment Inventory** (of items purchased with DCF funds) Policy:
https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p4_equipment.pdf

6) **Schedule of Estimated Claims (SEC)** - signed
Form: Provided by contract administrator when applicable.

7) **Professional Licenses and/or Certificates** currently effective related to job responsibilities.

8) **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) **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.

3) **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/>

4) **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