



Division of Children's System of Care

Request for Qualifications for Respite Services for Youth with Intellectual / Development Disabilities:

QUESTIONS AND ANSWERS

Technical inquiries about forms and other documents may be requested at any time at dcf.askrfp@dcf.nj.gov

- 1. (Section I, Page 8) Is there a required staffing structure for the Agency respite services? Are there specific required positions with required contact hours? What is the required staff ratio for after-school, weekend, or overnight services for milieu staff?**

Agency respite services do not have a specific required staffing structure or staff ratio. Agency After-school, Weekend, and Overnight respite services are to be provided in a group setting and all DCF-contracted respite providers are responsible for the safety and welfare of the youth served.

- 2. (Section I, Page 14) What is the current demand for the various respite services by county/region? How many youths are currently in the queue for these services who are unable to find a provider?**

DCF makes no representation regarding the volume of activity that a provider may expect as a consequence of becoming qualified to provide services under this RFQ. There is no guarantee that the services will be accessed.

- 3. (Section III, Page 27, Attachment D) Attachment "D" has a formatting error. Can CSOC provide a clean version of this document?**

All the required RFQ attachments can be accessed on the DCF RFQ website: <https://www.nj.gov/dcf/providers/notices/requests/>

4. My question is whether the Agency weekend respite is a part of the RFQ?

As stated on Page 8, "DCF is seeking to approve all respondents whose qualifications are overall conforming to this RFQ to provide one (1) or more of the following five (5) services as defined in Section C Definitions: Self-Hired Respite; Agency Hired Respite; Agency After School Care; Agency Weekend Recreation (AKA Agency Weekend Respite); and Overnight Respite for families with eligible youth under age 21."

5. Can respite providers hired by the agency be contractors?

Yes, copies of the subcontract consultant agreements must be included with the RFQ submission.

6. If you already are a Medicaid provider, do you need a new Medicaid number for respite? If so, would we have to go through the full Medicaid application process again?

Yes, as stated on Page 16 of the RFQ "CSOC will send a Medicaid Provider Application to qualifying providers. Applications must be completed/submitted directly to CSOC." Each Medicaid-funded service has a separate Medicaid number for that service line.

7. Where can an existing provider for DCF/CSOC find an "affirmative action certification"?

As stated on Page 30 of the RFQ, the Affirmative Action Certification is issued after the renewal form [AA302] is sent to Treasury with payment. The AA302 form can be found here: [aa302.pdf \(state.nj.us\)](#)

Website: https://www.state.nj.us/treasury/contract_compliance/

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.

You may find more information here: [FAQs.online.10.16.17.pdf \(state.nj.us\)](#)

8. Outside of the attachments A through E is there anything else that needs to be submitted? Also, on attachment D for the \$ rate per where it states overnight do I need to insert something there?

Applicants must submit all the requested forms in Exhibit A with their RFQ response. Once qualified, providers will be responsible for submitting all

the requested documents in Exhibit B and a Medicaid Provider application to CSOC.

No information needs to be added to the rate table in Attachment D. There are two dashes indicating this information is not applicable as Overnight Respite is not paid in 15-minute or hourly increments.

9. No data entry is required except to check one (1) type of respite. check which respite type (AAS, AHR, AWR, SHR, or OVR)

If it is one of the first 4 types, there are 15-minute and hour rates but no overnight rate. If it is the 5th one, overnight, there is one rate for overnight.

If the agency is applying to provide only 1 type of respite service, the program name would be entered in the box next to the type of respite program it is in the Respite Type/Rate table in Attachment D (page 16). If the agency is applying to provide more than one respite program, each program needs a separate program form with the site name and program information.

Yes, Agency Afterschool, Agency-Hired, Self-Hired, and Agency Weekend Respite are all billed in 15-minute increments and the hourly rates are posted. Overnight Respite is billed by each overnight session at \$155 each night, not by 15-minute increments or hourly.

10. We are a new LLC that was recently created and does not have financial statements. Will this be an issue regarding our ability to get approved for this additional service?

Yes. The inability of an organization to produce financial statements will prevent the execution of a contract with that organization for these services.

As stated on page 16 of the RFQ, "Upon request by DCF, and to provide the State with the ability to determine the applicant's financial capacity and capabilities to undertake and successfully meet its obligations upon referral, applicants shall have available two (2) 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 applicant's most recent fiscal year."

11. If we don't have employees and they are all contractors, do we need an EEO certificate?

Yes, as stated on the NJ Department of Treasury Contract Compliance site ([NJ Department of the Treasury Contract Compliance \(state.nj.us\)](http://NJ_Department_of_the_Treasury_Contract_Compliance_(state.nj.us))) under AA-302 Frequently Asked Questions, it states:

“A company with no employees must report the officials and managers on line #3 and also on line #11 (officials/managers)” on the AA-302 form.