



## Division of Children's System of Care

### Summer Camp RFQ

#### QUESTIONS AND ANSWERS

Technical inquiries about forms and other documents may be requested at any time at [dcf.askrfp@dcf.nj.gov](mailto:dcf.askrfp@dcf.nj.gov)

- 1. We are planning our pre-summer training to include the topics outlined in the requirements. One of them mentioned First Aid & CPR. Does this mean ALL staff need to be First Aid & CPR certified? We follow the requirements on First Aid/CPR training from our local health department and someone who is certified is always on site – but I wasn't sure if ALL staff needed to be certified.**

As stated on Page 8 of the RFQ: "Each respondent qualified under this RFQ shall...Promote the improvement of the quality of services provided by training every worker, the form of which is up to the provider. Training plan to be submitted with the response." The required training for every worker includes CPR and First Aid.

- 2. Are we bound by the laws of HIPAA as non-healthcare providers? That was something listed in the agreement and it's something I don't have a lot of experience with to date as we are a non-healthcare facility and do not accept insurance for services. Before completing trainings for our staff on this I wanted to verify that this is something we need training on and not just on general student/family confidentiality which we currently cover in our trainings.**

As stated on Page 8 of the RFQ: "Each respondent qualified under this RFQ shall...7. Adhere to the requirements of HIPAA, N.J.S.A. 30:4-24.3." As DCF is a "covered entity" as defined by HIPAA, any agency contracted with DCF to provide services is responsible for adhering to HIPAA requirements.

- 3. One of the requirements is that we send in three letters of professional support. Where do these letters typically come from? Our staff? Local professionals in the community? Any suggestions you can provide would be helpful as we primarily interface with local families and state agencies – both of which cannot provide those letters.**

With the exemption of family members of individuals receiving services and New Jersey State employees, three professional letters of support can be provided by any source on their agency letterhead.

- 4. What happens if paperwork is not completed correctly, with errors?**

Responses are first pre-screened by the Office of Grants Management, which will request additional and/or supporting documentation from providers if needed. Responses are then sent to CSOC's internal qualification review team. If further clarification or errors are noted, a member of the team will reach out to the provider for clarification.

DCF recommends not waiting until the due date to submit your response in case there are any difficulties during your submission.

- 5. Is this bid intended for off-school-site vendors, or will vendors be permitted to utilize school sites for their programming?**

Yes, providers are permitted to utilize school sites for their programming. It is the provider's responsibility to locate a site for their camp program and provide the necessary contract documents as requested in Exhibits A and B.

- 6. Is the intention of this RFQ to provide consecutive camps with blended programming, or would weekly focused camps be acceptable?**

Both, consecutive camps, and weekly focused camps are acceptable.

- 7. How many service delivery hours are required to be considered a traditional day camp?**

The RFQ does not specify the number of hours required to be considered a traditional day camp. However, most traditional day camps run between the hours of 8 am-4 pm.

**8. Are there staffing ratio requirements? If so, where can the information be found?**

In addition to the RFQ requirements, summer camp providers must adhere to the N.J.A.C. 8:25 Youth Camp Safety Standards issued by the NJ Department of Health: [Department of Health | Environmental Health | Camp Operators and Staff \(nj.gov\)](#) as a review of the standards is necessary before applying for the Youth Camp Safety Certificate.

Information concerning staffing ratios can be found on page 8 of the file (titled page 25-8 on the document).

**9. What if you don't know your camp location before March 1st? Our summer program is not always in the same location, and we are currently exploring the best place**

Respondents may submit their application prior to designating a site location. However, respondents will not be issued a contract, nor placed on the PerformCare website until a location is identified and the necessary contracting paperwork is submitted.

**10. Would we need to provide bus transportation?**

**The provision of transportation is at the provider's discretion. However, the rates are fixed and there is no separate allocation for transportation assistance.**

**11. Would we be able to approach school sites to host the camp?**

Yes. It is the provider's responsibility to locate a site for their camp program and provide the necessary contract documents as requested in Exhibits A and B.

**12. Do I need to submit an AOR for each component?**

No. Only one AOR form from your agency is required. Please include the name of the RFQ in this form.

The link to the Authorized Organization Representative (AOR):  
Form: <https://www.nj.gov/dcf/providers/notices/requests/AOR.docx>

Information about the AOR form can also be found on page 12 of the RFQ.

**13. If I apply for more than one component, what forms/documents are required?**

One per agency:

Attachment 1-Agency Data Information Form  
Attachment 4-Signature Certificate of Acceptance  
Three (3) letters of support  
Exhibit A Pre-Award Documents

These forms are required for each component:

Attachment 2-Program Component Form  
Attachment 3- Program Description

**14. Could you let me know the steps our program needs to take to secure a youth camp and safety certificate?**

Respondents needs to click on the Youth Camp Safety Act Certificate of Approval link:

[Department of Health | Environmental Health | Licensing and Reporting \(nj.gov\)](#) (found in Attachment A on page 22 of the RFQ).

On the website, scroll down to the third information box titled “Camp License Applications”. You can find the Youth Camp Application Form CB-11 with instructions, instructions for payment, and information on how to submit the completed pdf application.

You can also find more information concerning camp operations, including the N.J.A.C. 8:25 Youth Camp Safety Standards that need to be reviewed before a camp application is submitted, on the NJ Department of Health website: [Department of Health | Environmental Health | Camp Operators and Staff \(nj.gov\)](#)