



## **SECOND REQUEST FOR PROPOSALS**

**FOR**

### **Child Advocacy Development Grants-CAPITAL**

**GRANTS FOR CAPITAL FUNDING AVAILABLE TO COUNTIES WITH EXISTING OR DEVELOPING CHILD ADVOCACY CENTERS Issued on behalf of the Child Advocacy Center- Multidisciplinary Team Advisory Board**

Funding up to \$883,159 Available – Up to Twenty-One Awards-DCF reserves the right to fund all or a portion of a proposal up to a total of \$300,000.

**There will be no Bidder's Conference for this RFP.**

Questions will be accepted until: **February 19, 2020**

**Bids are due: March 25, 2020**

Christine Norbut Beyer, MSW

Commissioner

**January 29, 2020**

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**Funding Agency**

State of New Jersey  
Department of Children and Families on behalf of the Child Advocacy  
Center- Multidisciplinary Team Advisory Board  
50 East State Street  
Trenton, New Jersey 08625

**Special Notice:**

There will be no Bidders Conference for this RFP. Questions will be accepted in advance by providing them via email to DCF.ASKRFP@dcf.nj.gov until **February 19, 2020** by 12PM. Technical inquiries about forms and other documents may be requested anytime.

**Section I – General Information**

**A. Purpose:**

The New Jersey Department of Children and Families' (DCF) announces the availability of up to \$883,159 in a second round of funding provided through the Child Advocacy Center (CAC) - Multidisciplinary Team Advisory Board for funding construction, renovations, technology improvements, expansion or redesign of child advocacy centers in New Jersey. Funding is available up to \$883,159 to counties with existing or developing CACs.

No applicant shall be awarded more than a total of \$300,000.

The funds for these projects will need to be obligated by June 30, 2020 for capital projects that are consistent with the standards set forth in **Exhibit C** as the *“National Children’s Alliance • Standards for Accredited Members • 2017 Edition”* standards for child advocacy centers. The funds will be distributed by June 30, 2020 if the project is in process and moving toward completion with written sub-contracts for the construction, renovations, technology improvements, expansion or redesign in place. Grants will be one-time funding. All funding shall be subject to the appropriation of sufficient funds and the availability of sufficient resources. Funding will only be provided for one CAC per county.

An Applicant for capital funds for a County **DEVELOPING** a CAC must:

- 1) Be a part of a County Government or Prosecutor’s Office; or 2) be a non-profit corporation that is duly registered to conduct business in the State of New Jersey **and** be affiliated with a County Prosecutor’s Office with a prior Memorandum of Understanding (MOU) or other written agreement to

operate as the only CAC in the County; or 3) be a County Multidisciplinary Diagnostic Team (MDT) affiliated with a County Prosecutor's Office.

An Applicant for capital funds for a County WITH a CAC must:

1) Be an **existing** CAC operating as part of a County Government or Prosecutor's Office; or 2) be an existing CAC operating as a non-profit corporation that is duly registered to conduct business in the State of New Jersey **and** be affiliated with a County Prosecutor's Office with a prior Memorandum of Understanding (MOU) or other written agreement to operate as the only CAC in the County; or 3) be an existing CAC operated by a County Multidisciplinary Diagnostic Team (MDT) affiliated with a County Prosecutor's Office.

## **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 that the children and families we serve are safe, healthy and connected. For the purpose of this Request for Proposal (RFP), a Child Advocacy Center (CAC) is defined as a separate, child focused space designed to provide a safe, comfortable and neutral place where forensic interviews can be conducted, and other services can be provided for children and families. Currently, CACs operate in a range of locations including, small, refurbished houses, a renovated wing of a county office building or community hospital, and in newly built facilities. A physically safe space is central to the creation of a child-focused setting. The location must be accessible, and the services tailored to meet the individualized and unique needs of children and families regarding culture, development, and special needs throughout the investigation, intervention, and case management processes.

## **C. Capital Improvements to be Funded:**

The Applicant for these capital improvement funds may propose to provide, initiate and/or coordinate "enhancing" an existing CAC; or "developing" a new CAC. Applicants may include architects' cost estimates for estimated expenses. State contracts may also be used to estimate costs. For the purpose of this RFP:

- "Developing" is defined as new construction or leasing a location to create a new CAC.
- "Enhancing" is defined as enhancing/renovating an existing CAC space; or leasing a location to relocate an existing CAC. Please note that this funding can only be used for a one-year lease.

## **Counties DEVELOPING a Child Advocacy Center:**

### **Applicant Pre-Requisites:**

An Applicant for capital funds for a County **developing** a CAC must be applying for funds to construct and/or develop a separate space to function as a CAC and meet the following organizational requirements:

1) Be a part of a County Government or Prosecutor's Office or 2) be a non-profit corporation that is duly registered to conduct business in the State of New Jersey **and** be affiliated with a County Prosecutor's Office with a prior Memorandum of Understanding (MOU) or other written agreement to operate as the only CAC in the County. or 3) be a County Multidisciplinary Diagnostic Team (MDT) affiliated with a County Prosecutor's Office.

It is understood that a variety of services may already be available for victims of child abuse such as forensic interviewing or support services in any given county. This RFP permits an application for funds for the construction, lease and or development of an identified safe comfortable and neutral space in which forensic interviews are to be conducted and other services or supports may be provided.

Projects must be consistent with or moving towards the Accreditation Standards as set forth in Exhibit C.

## **Counties WITH a Child Advocacy Center**

### **Applicant Pre-Requisites:**

An Applicant for capital funds must: 1) be an **existing** CAC operating as part of a County Government or Prosecutor's Office or 2) be an existing CAC operating as a non-profit corporation that is duly registered to conduct business in the State of New Jersey and be affiliated with a County Prosecutor's Office with a prior Memorandum of Understanding (MOU) or other written agreement to operate as the only CAC in the County or 3) be an existing CAC operated by a County Multidisciplinary Diagnostic Team (MDT) affiliated with a County Prosecutor's Office.

### **Proposal to Enhance an Existing Child Advocacy Center**

An Applicant may submit a proposal to enhance an existing Child Advocacy Center. As a reminder, "enhancing" is defined as enhancing/renovating an existing CAC space.

Funding may be provided to those applicants that demonstrate a need for renovation, technology improvements or enhancement of their space consistent with the requirements in Exhibit C.

General considerations for submission of the proposals:

Funds may be used for items such as generators for the CAC space or related space. Funding may not be used for vehicles or for the provision of direct client services.

#### **D. Funding Information:**

Funding is available up to \$883,159 to counties with existing or developing CACs. No applicant shall be awarded more than a total of \$300,000.

DCF reserves the right to fund all or a portion of a proposal up to a total of \$300,000. All funding is subject to appropriation. Up to twenty-one (21) proposals may be awarded for projects that are consistent with the standards set forth in Exhibit C as the "*National Children's Alliance • Standards for Accredited Members • 2017 Edition*" standards for child advocacy centers. The funds for these projects will need to be obligated by June 30, 2020. The funds will be distributed by the end of FY20 if the project is in process and moving toward completion with written contracts and commitments in place. Funding is one time and proposals shall demonstrate that the contracts for renovations and /or improvements shall be completed, or funding obligated by June 30, 2020.

Proposals that demonstrate the leveraging of other financial resources will receive additional consideration in the proposal review process. DCF reserves the right to award all or a portion of the requested amount.

Funds awarded under this program may not be used to supplant or duplicate existing funding. If an existing funded CAC renovation or equipment renovation requires additional funding in order to move toward completion this is an acceptable application. Training staff on the use of new equipment is acceptable if the new equipment is part of your capital award. Any expenses incurred prior to the effective date of the contract will not be reimbursed by DCF.

## E. Applicant Eligibility Requirements:

1. Only Counties with existing or developing CACs may apply.
2. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
3. If Applicant is under a corrective action plan with DCF, or any other New Jersey State agency or authority, the Applicant may not submit a proposal for this RFP. Responses shall not be reviewed and considered by DCF until all deficiencies listed in the corrective action plan have been eliminated to the satisfaction of DCF for a period of 6 months
4. Applicants 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.
5. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
6. Where required, all applicants must hold current State licenses.
7. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
8. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
9. All applicants 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 RFP, 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.

## F. RFP Schedule:

<b>February 19, 2020 at 12:00PM</b>	<b>Deadline for Email Questions sent to <a href="mailto:DCF.ASKRFP@dcf.nj.gov">DCF.ASKRFP@dcf.nj.gov</a></b>
<b>March 25, 2020 at 12:00PM</b>	<b>Deadline for Receipt of Proposals</b>

Proposals received after 12:00 PM on **March 25, 2020**, will **not** be considered. Applicants shall submit **one (1) signed original** and should submit **one CD ROM** 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

Please allow time for the elevator and access through the security guard. Applicants submitting proposals in person or by commercial carrier shall submit **one (1) signed original** and should submit **one 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

Applicants submitting proposals in person or by commercial carrier shall submit **one (1) signed original** and should submit **one 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 5 business days prior to the date the bid is due.



## **G. Administration:**

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

DCF will screen proposals for eligibility and conformity with the specifications set forth in this RFP. A preliminary review will be conducted to determine whether the application is eligible for evaluation or immediate rejection.

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

- a. The application was received prior to the stated deadline.
- b. The application is signed and authorized by the applicant's Chief Executive Officer or equivalent.
- c. The applicant attended the Bidders Conference (if required).
- d. The application is complete in its entirety, including all required attachments and appendices.
- e. The application conforms to the specifications set forth in the RFP.

Upon completion of the initial screening, proposals meeting the requirements of the RFP will be distributed to the Proposal Evaluation Committee for its review and recommendations. Failure to meet the criteria outlined above, or the submission of incomplete or non-responsive applications constitutes grounds for immediate rejection of the proposal if such absence affects the ability of the committee to fairly judge the application.

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

DCF will convene a Proposal Evaluation Committee in accordance with existing regulation and policy. The Committee will review each application in accordance with the established criteria outlined in Section II of this document. All reviewers, voting and advisory, will complete a conflict of interest form. Those individuals with conflicts or the appearance of a conflict will be disqualified from participation in the review process. The voting members of the Proposal Evaluation Committee will review proposals, deliberate as a group, and then independently score applications to determine the final funding decisions.

The Department reserves the right to request that applicants present their proposal in person for final scoring. In the event of a tie in the scoring by the Committee, the bidders that are the subject of the tie will provide a presentation of their proposal to the evaluation

committee. The evaluation committee will request specific information and/or specific questions to be answered during a presentation by the provider and a brief time-constrained presentation. The presentation will be scored out of 50 possible points, based on the following criteria and the highest score will be recommended for approval as the winning bidder.

Requested information was covered-	10 Points
Approach to the contract and program design was thoroughly and clearly explained and was consistent with the RFP requirements-	20 Points
Background of organization and staffing explained-	10 Points
Speakers were knowledgeable about topic-	5 Points
Speakers responded well to questions-	5 Points

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: State loss of funding for the contract; the inability of the applicant to provide adequate services; the applicant's lack of good standing with the Department, and any indication, including solely an allegation, 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.

All applicants will be notified in writing of the Department's intent to award a contract.

**3. Special Requirements**

The successful Applicant shall maintain all documentation related to products, transactions or under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

Applicants 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 A.**

Applicants must comply with laws relating to Anti- Discrimination as attached as **Exhibit B.**

Applicants must submit a signed Attestation-Exhibit F in appendix.

Applicants are also 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), contractors 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.

## **H. 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. Applicants 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) calendar days following receipt of the notification or by the deadline posted in this announcement.

## **I. Post Award Review:**

As a courtesy, DCF may offer unsuccessful applicants an opportunity to review the Evaluation Committee's rating of their individual proposals. All Post Award Reviews will be conducted by appointment.

Applicants may request a Post Award Review by contacting:  
[DCF.ASKRFP@dcf.nj.gov](mailto:DCF.ASKRFP@dcf.nj.gov)

Post Award Reviews will not be conducted after six months from the date of issuance of this RFP.

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

Upon receipt of the successful awards letter for construction or renovation, the agency will be contacted by Department of Children and Families to conduct an Initial Inspection of the proposed grant. Once this inspection has been conducted, the agency will receive the Initial Inspection Report, which will give the agency clear direction towards obtaining two additional bids.

The applicant must include one bid for any proposed physical improvement with the RFP application. Should the agency receive the grant, two additional "like" bids for the project will be required.

Selected applicants 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 applicants 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. Proof of Insurance naming DCF as additionally insured from agencies
3. Bonding Certificate
4. Notification of Licensed Public Accountant (NLPA) with a copy of Accountant's Certification
5. Registration in NJSTART

The actual award of funds is contingent upon a successful Contract negotiation. If, during the negotiations, it is found that the selected Applicant 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.

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

Selected applicants will also be required to comply with all applicable State and Federal laws and statutes, assurances, certifications and regulations regarding funding.

## **Section II – Application Instructions**

### **A. Proposal Requirements and Review Criteria:**

The narrative portion of the proposal should be double-spaced with margins of 1 inch on the top and bottom and 1 inch on the left and right. The font shall be no smaller than 12 points in Arial or Times New Roman. There is a twenty-five (25) page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Five (5) points will be deducted for each missing document. If the deductions total 20 points or more, the proposal shall be rejected as non-responsive. The narrative must be organized appropriately and address the key concepts outlined in the RFP. Annex B-3 budget pages, and attachments do not count towards the narrative page limit.

Proposals may be fastened by a heavy-duty binder clip. Do not submit proposals in loose-leaf binders, plastic sleeves or folders or staples.

Each proposal narrative must contain the following items organized by heading in the same order as presented below:

#### **1. Organization and Fit (20 Points)**

- Identify if you are an applicant for capital funds for:

##### **A. County developing a new Child Advocacy Center and/or developed as a separate space:**

- 1) Be part of a County Government or Prosecutor's Office.  
or
- 2) Operate as non-profit corporation that is duly registered to conduct business in the State of New Jersey and is affiliated with a County Prosecutor's Office with a prior Memorandum of Understanding (MOU) or other written agreement to operate as the only CAC in the County.  
or
- 3) Be part of a County Multidisciplinary Diagnostic Team (MDT) affiliated with a County Prosecutor's Office.

**OR**

##### **B. County with a Child Advocacy Center and will enhance and/or renovate an existing CAC space; or lease a location to relocate an existing CAC; or develop a new construction for the existing CAC.**

All Applicants must provide the following information:

- Describe how this current proposal for the use of capital funds is consistent with your organization's mission and vision.
- Describe your existing collaborations, partnerships and collaborative efforts with other community and systems partners. Provide **relevant affiliation agreements or Memoranda of Understanding** as part of the Appendix items. If not applicable, include a written statement.
- Provide a description of the approval process or a consent to proceed with this project, if awarded, from the appropriate entities.
- Describe how the requirements of this initiative will be met through your governance and management structure, including the roles of senior executives and Board Officers.
- Provide a **Current Agency Organization Chart** if you are a non-profit or a List of the Public members (such as the board of freeholders), if you are a public entity or a Prosecutors Office.
- Briefly describe the ways in which Your Agency's operations (policies and/or practices) mirror the Prevent Child Abuse New Jersey's Safe Child standards. The Standards are available at: <https://nj.gov/dcf/providers/notices/nonprofit/>

Provide as part of your application, a brief (no more than 2 pages double spaced) **Safe-Child Standards Description** demonstrating ways in which your agency's operations mirror the Standards.

## 2. Plans for Capital Improvement

**(30 Points)**

Each proposal should provide sufficient information to support the request for funding for the construction, building, renovation, improvement or technological enhancement. Included in the justification for improvements, the applicant must identify the facility(ies) to be renovated, technology improvement, expansion, or redesign with the awarded funding; which standards in Exhibit C the proposed use of the funds would support; and how the proposed use of funds furthers the agency's ability to meet or exceed the needs consistent with the identified standard(s).

Provide **one Bid/Quote**-for each proposed work, if application is for construction. If, for example, a roof has a quote as well as new sidewalk

construction- include both bids/quotes. If software and/or technology is being purchased, a quote is required.

Applicant must include, at a minimum:

- Description of space to accommodate forensic interviewing, and how the space will be able to accommodate all services provided at the existing CAC site.
- Describe how the design is consistent with or moving towards the Accreditation Standards as set forth in Exhibit C.

### **3. Project Implementation Timeline (20 Points)**

In table format, provide a detailed outline of the project implementation action steps and timeline. See the format for the Project Implementation Timeline in **Exhibit E** and attach or upload the correct form and format as part of your proposal.

### **4. Budget Narrative (20 Points)**

The Department will consider the cost efficiency of the proposed budget as it relates to the project. Therefore, applicants must clearly indicate how this funding will be used to meet the goals and/or requirements. Provide a line item budget on the attached Exhibit D and a budget narrative for the total costs of the proposed capital project. The funds for these projects will need to be obligated by June 30, 2020. The funds will be distributed by the end of FY20 if the project is in process and moving toward completion with written contracts and commitments in place.

The budget should be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. All costs associated with the completion of the project must be delineated and the budget narrative must clearly articulate budget items including a description of miscellaneous expenses or “other” items. Each proposal shall include submission of the Annex B-3 Budget/Expenditure Report (please see Exhibit D. Leveraging resources shall be considered. Reminder: funds may not be used for vehicles nor for the provision of direct client services.

If construction improvements are proposed, then one bid/quote for each improvement must be provided. If technology is being purchased, a quotation or copy of the public procurement contract section is sufficient.

Generators are allowable for the child advocacy or related space. Vehicles are not a permitted expense.

Provide **DCF Annex B 3 Budget Form- Exhibit D** as part of the appendix.

**5. Management Resources to Ensure Purchase/Permitting/ Delivery and Installation for Projects and Treatment Services (10 Points)**

Clearly describe the organizational strengths and management resources available to ensure the purchase, leasing, permitting, delivery and installation of the renovation, technology improvement, enhancement or redesign proposed to the new or existing facility for renovation projects.

**B. Supporting Documents:**

Applicants 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. There is a 25-page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Failure to submit any of the required documents requested in this RFP will result in a loss of five (5) points per item from the total points awarded for the proposal.

**All supporting documents submitted in response to this RFP shall be organized in the following manner for:**

1. An applicant operating as a **non-profit** corporation that is duly registered to conduct business in the State of New Jersey and be affiliated with a County Prosecutor’s Office with a prior Memorandum of Understanding (MOU) or other written agreement to operate as the only CAC in the County. OR
2. An independently organized County-based **non-profit** Multidisciplinary Diagnostic Team (MDT) organization affiliated with a County Prosecutor’s Office

<b>Part I: Proposal</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"/>	<b>Proposal Narrative 25-page limitation</b> <ol style="list-style-type: none"> <li>1. Organization and Fit (20 Points)</li> <li>2. Plans for Capital Improvement (30 Points)</li> <li>3. Project Implementation Timeline (20 Points)</li> <li>4. Budget Narrative (20 Points)</li> <li>5. Management Resources to Ensure Purchase/Permitting/ Delivery and Installation for Projects and Treatment Services (10 Points)</li> </ol>
<b>Part II: Appendices</b>		
4	<input type="checkbox"/>	<b>One Bid/Quote-</b> for each proposed work, if application is for construction. If, for example, a roof has a quote as well as new sidewalk construction- include both bids/quotes. If software and/or technology is being purchased, a quote is required.
5	<input type="checkbox"/>	<b>Exhibit F</b> Attestation
6	<input type="checkbox"/>	Current Agency <b>Organization Chart</b>
7	<input type="checkbox"/>	<b>Exhibit E</b> Project Implementation Timeline
8	<input type="checkbox"/>	<b>Safe-Child Standards Description</b> of your agency's implementation of the standards (no more than 2 pages)
9	<input type="checkbox"/>	<b>Exhibit D DCF Annex B-3</b> Budget Forms
10	<input type="checkbox"/>	Copies of any <b>audits (Not your agency financial audit) or</b> reviews completed or in process <b>by DCF or other State entities</b> from <b>2016 to the present</b> . If available, a corrective action plan should be provided and any other pertinent information that will explain or clarify the applicant's position. If not applicable, include a written statement.
11	<input type="checkbox"/>	Dated List of Names, Titles, Emails, Phone Numbers, Addresses & Terms of <b>Board of Directors</b> -or- <b>Managing Partners</b> , if a LLC/Partnership -or- <b>Chosen Freeholders</b> of Responsible Governing Body
12	<input type="checkbox"/>	<b>Standard Language Document</b> (SLD) (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>
13	<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
14	<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
15	<input type="checkbox"/>	Applicable Consulting <b>Contracts, Affiliation Agreements/Memoranda</b> of Understanding related to this RFP. If not applicable, include a written statement

16	<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>
17	<input type="checkbox"/>	<b>Affirmative Action Certificate --or-- Renewal Application [AA302]</b> sent to Treasury with payment. <u>Note:</u> 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>
18	<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>
19	<input type="checkbox"/>	<b>Agency By-laws or Management Operating Agreement if an LLC</b>
20	<input type="checkbox"/>	<b>Tax Exempt Organization Certificate (ST-5) -or- IRS Determination Letter 501(c)(3)</b> If not applicable, include a signed/dated note, on agency letterhead, stating the tax exempt requirement does not apply and include a brief explanation as to why. Website: <a href="https://www.nj.gov/treasury/taxation/exemptintro.shtml">https://www.nj.gov/treasury/taxation/exemptintro.shtml</a>
21	<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>
22	<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>
23	<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>

24	<input type="checkbox"/>	<p><b>Statement of Assurances – (Signed and dated)</b> Use the RFP forms found directly under the Notices section:          Website: <a href="http://www.nj.gov/dcf/providers/notices/">www.nj.gov/dcf/providers/notices/</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></p>
25	<input type="checkbox"/>	<p><b>Tax Forms – Full Return Required</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</p>
26	<input type="checkbox"/>	<p>Most recent <b>Audit or Financial Statement (certified by accountant or accounting firm)</b>  <u>Audit:</u> For agencies expending over \$100,000 in combined Federal/State Awards -or-  <u>Financial Statement:</u> For agencies expending under \$100,000          Policy:  <a href="http://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_audit.pdf">http://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_audit.pdf</a></p>

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

1. A new or existing Child Advocacy Center existing as part of a **County Government or Prosecutor’s** Office OR
2. **County Government or Prosecutor’s Office** on behalf of an MDT in counties developing a CAC or independently organized MDT capable of bidding.

<b>Part I: Proposal</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"/>	<b>Proposal Narrative 25-page limitation</b>  1. Organization and Fit (20 Points) 2. Plans for Capital Improvement (30 Points) 3. Project Implementation Timeline (20 Points) 4. Budget Narrative (20 Points) 5. Management Resources to Ensure Purchase/Permitting/ Delivery and Installation for Projects and Treatment Services (10 Points)
<b>Part II: Appendices</b>		
4	<input type="checkbox"/>	<b>One Bid/Quote-</b> for each proposed work, if application is for construction. If, for example, a roof has a quote as well as new sidewalk construction- include both bids/quotes. If technology is being purchased, a quote or statement from a public procurement contract is acceptable.
5	<input type="checkbox"/>	<b>Current Organization Chart</b>
6	<input type="checkbox"/>	A <b>List of the Public members</b> (such as the board of freeholders), if you are a public entity or a Prosecutors Office.
7	<input type="checkbox"/>	<b>Safe-Child Standards Description</b> of your agency's implementation of the standards (no more than 2 pages)
8	<input type="checkbox"/>	<b>Exhibit D DCF Annex B-3</b> Budget Forms
9	<input type="checkbox"/>	<b>Exhibit E</b> Project Implementation Timeline
10	<input type="checkbox"/>	<b>Exhibit F</b> Attestation

\* Standard forms for RFP's are available at:  
[www.nj.gov/dcf/providers/notices/](http://www.nj.gov/dcf/providers/notices/) Forms for RFP's are directly under the Notices section.

Standard DCF Annex B (budget) forms are available at:  
<http://www.state.nj.us/dcf/providers/contracting/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, the Contract Reimbursement Manual and the Contract Policy and Information Manual may be reviewed via the Internet at:

[www.nj.gov/dcf/providers/contracting/manuals](http://www.nj.gov/dcf/providers/contracting/manuals)

## C. Requests for Information and Clarification:

### Question and Answer:

DCF will provide eligible applicants 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 email to: DCF.ASKRFP@dcf.nj.gov.

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

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

Technical inquiries about forms and other documents may be requested anytime through DCF.ASKRFP@dcf.nj.gov.

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

**EXHIBIT A**  
**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 contractor 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 applicants 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, and/ or 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 B**  
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 of 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.*).



## **Exhibit C-CRITERIA - Essential Components**

### **National Children's Alliance • Standards for Accredited Members • 2017 Edition**

#### **A. The CAC is a designated, task-appropriate facility which aligns to the following criteria:**

1. The CAC is maintained in a manner that is physically and psychologically safe for children and families.
2. The CAC provides observation or supervision of clients within sight or hearing distance by CAC staff, MDT members or volunteers at all times.
3. The CAC is convenient and accessible to clients and MDT members.
4. Areas where children may be present as well as toys and other resources are "childproofed," cleaned, and sanitized to be as safe as possible.

#### **STATEMENT OF INTENT:**

The CAC has an identified, separate, child focused space designed to provide a safe, comfortable and neutral place where forensic interviews can be conducted, and other services can be provided for children and families. CACs range from small, refurbished houses, to a renovated wing of a county office building or community hospital, to newly built facilities. A physically safe space is central to the creation of a child- focused setting. This can be a challenge as centers are host to children of a variety of ages and developmental stages. Materials and center furnishings should be selected with this in mind. To assure a physically and psychologically safe environment, children and families must be observed or supervised by CAC staff, MDT members, or volunteers ensuring that they are within sight or hearing distance at all times. Some CACs are built so that the waiting room can be seen from the receptionist's desk. Other CACs have volunteers scheduled to supervise play in the waiting room whenever the center is open for clients. When planning the location of a center, it is important to evaluate the site's accessibility for clients and MDT partner agencies. Considerations should include transportation assistance, travel distances, availability of parking, public transportation, and how welcoming a particular neighborhood is for clients of diverse cultural and socioeconomic backgrounds. Additionally, planning should include consideration for clients who will return to the center for ongoing services such as follow-up meetings, medical appointments, or therapy services.

#### **B. The CAC has, and abides by, written policies and procedures that ensure separation of victims and alleged offenders.**

#### **STATEMENT OF INTENT:**

The CAC has written policies and procedures that ensure the separation of victims and alleged offenders during the investigative process and as appropriate throughout delivery of the full array of CAC services. During the investigative process, logic dictates that children will not feel free to disclose

abuse if the alleged offender accompanies them to the interview and/or remains on-location throughout the duration of intervention. This separation of children from alleged offenders should also extend to children and perpetrators in unrelated cases. If a CAC shares space with an existing agency that provides services to offenders, facility features and scheduling must assure separation between children and family members and alleged offenders. Many CACs serve a vital role in their communities by providing services to children with problematic sexual behaviors. CACs that offer services to this population should have policies and procedures in place to maintain physical and psychological safety for child victims and their families. This includes protected service times during which child victims are not at the center, separate entrances and waiting areas, or off-site services through linkage agreements.

**C. The CAC makes reasonable accommodations to make the facility physically accessible.**

**STATEMENT OF INTENT:**

Not all centers are located in custom-designed or new buildings; however, CACs should make reasonable accommodations to make the facility physically accessible to clients and family members as needed. If the CAC cannot be structurally modified, arrangements for equivalent services should be made at alternate locations. CACs must be in compliance with guidelines stipulated in the Americans with Disabilities Act (ADA) and/or state legislation.

**D. The facility allows for live observation of interviews by MDT members.**

**STATEMENT OF INTENT:**

Multiple interviews and/or interviewers are often stressful for children, particularly those children already experiencing trauma. In lessen or eliminate the need for duplicative interviews, interviews should be observed by MDT members in a space other than the interview room, whether or not interviews are recorded. The MDT should also have the ability to communicate with the interviewer in some manner to provide input and feedback during the live interview with the child.

**E. Separate and private area(s) are available for case consultation and discussion, for meetings or interviews, and for clients awaiting services.**

**STATEMENT OF INTENT:**

To assure a physically and psychologically safe environment for children and families, confidentiality and respect for client privacy is of paramount concern in a CAC. It is not acceptable for team members or CAC staff to discuss cases with children or families at a location where visitors or others not directly involved with the case may overhear them. Separate areas should also be made available for private family member interviews and so

that individual family members may privately discuss aspects of their case. Care should be taken to assure that private meeting areas are not only physically separate, but also soundproofed so that conversations cannot be overheard. Some centers place soundproofing materials in walls when building or refurbishing their centers. Others place stereos or “white noise” machines in rooms to block sound.

National Children’s Alliance • Standards for Accredited Members • 2017 Edition

**EXHIBIT D-DCF B-3 Budget Form**

**CAC Capital**

<b>BUDGET CATEGORIES 12-Month Budget</b>	<b>TOTAL COSTS</b>	<b>DCF Funding request</b>	<b>Leveraging Other Cash or In- Kind Funding Sources*</b>
A. Consultants & Professional Fees			
B. Permitting fees			
C. Materials & Supplies			
D. Equipment			
E. Personnel (List each position)			
F. Other			
G. Total Cost			
H. Revenue (deduct)*	( )	n/a	n/a
<b>I. Funding Request</b>		n/a	n/a
The budget request shall indicate the Agency's total proposed budget for delivery the <b>capital improvement</b> reduced by the other sources of funding. If applicable, indicate the sources of leveraged funding and the dollar amounts for each below:			
Other Sources of Funding for this Program: (Specify These)			
Other Funding Amounts:	0	0	0

**EXHIBIT E**  
**DEPARTMENT OF CHILDREN AND FAMILIES**  
**PROJECT IMPLEMENTATION TIMELINE**  
**Child Advocacy Center-CAPITAL**

**AWARDEE/PROGRAM:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

<b>Tasks to Complete</b>	<b>Responsible Party</b>	<b>Proposed Start Date</b>	<b>Proposed Finish Date</b>	<b>Comments</b>

**EXHIBIT F**

**DEPARTMENT OF CHILDREN AND FAMILIES**

**Child Advocacy Center-Capital**

**ATTESTATION:**

By my signature below, I hereby certify that:

I have the necessary authority to execute this agreement between my organization and the Department of Children and Families (DCF). I have read, understand and will comply with all of the terms and conditions of providing services as described in this RFP/RFQ. I agree to provide all of the required services and to comply with all of the service implementation and payment processes described throughout this RFP/RFQ. I certify that I meet all of the qualifications and have provided all of the documentation required throughout the RFP/RFQ for providing these required services.

The information I have given in response to this RFP/RFQ is correct and complete.

I understand that the failure to abide by the terms of this attestation is a basis for DCF's withdrawal of my qualification to provide these services.

\_\_\_\_\_  
CEO OR EQUIVALENT

\_\_\_\_\_ TYPED NAME  
\_\_\_\_\_ SIGNATURE

\_\_\_\_\_ DATE

PLEASE NOTE: This application and attestation is subject to public disclosure under the New Jersey Open Public Records Act.