



## QUESTIONS AND ANSWERS

**Division of Family and Community Partnerships  
Office of Family Support Services  
2025 RFP Family Success Centers in Cumberland County**

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Written questions related to the *content* of this RFP were due on **Thursday, June 26, 2025**.

Written *technical* questions about forms, documents, and format may be emailed at any time up to the due date to [dcf.askrfp@dcf.nj.gov](mailto:dcf.askrfp@dcf.nj.gov).

All responses must be submitted ONLINE.

To submit online, respondent must **first** complete and submit an Authorized Representative (AOR) registration form: AOR Registration Form.

**[Click here to access the AOR Form.](#)**

AOR Registration forms must be received by **Wednesday, July 9, 2025**.

All responses must be received by **Wednesday, July 16, 2025 (by 12:00 NOON)**

## **QUESTIONS**

**Q1.** The RFP indicates there's a total amount of \$313,894 for a nine-month term. Is the \$313,894 pro-rated for nine months, or are additional funds anticipated in additional fiscal years?

<p><b>A.</b> The total award is \$313,894 per FSC for the nine-month term and will remain the ongoing contract amount in future fiscal year. No additional funds are anticipated.</p>
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**Q2.** Can funds be used for vehicle maintenance, fuel, and insurance costs?

**A.** For agency purchased vehicles, yes; funds may be budgeted for maintenance, fuel, tools, and insurance. For personal vehicles used for program services, no; only mileage reimbursement may be budgeted.

**Q3.** Are more than three letters of support and letters of collaboration allowable?

**A.** Applicants may submit no more than five letters of support and/or collaboration.

**Q4.** Our agency currently has several FSCs located throughout the state. The staffing model we have been following is one Site Supervisor, one Family Partner and one Volunteer Coordinator. We also have a Program Director who oversees all of the FSCs along with working on other State/County contracts. The Site Supervisor, Family Partner and Volunteer Coordinator are 100% dedicated to their FSC.

Based on the RFP, we are confused if the model we are following is correct now. If we apply for more than one site for this RFP, are we fine with having just one Site Supervisor and continuing to have a Program Director oversee these new sites in addition to working on other non-FSC contracts?

**A.** Yes. For managing agencies that oversee multiple FSC's, it is allowable to have one Site Supervisor and a shared Program Director who provides oversight across sites. However, while the described staffing pattern is generally consistent with FSC operations, applicants must use the official program titles outlined in the NJ FSC Operations Manual when completing contract documents.