



## Q&A

### QUESTIONS AND ANSWERS

#### Family and Community Partnerships

#### Nurse Family Partnership (NFP) New Jersey Program in Mercer County

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Written questions related to the *content* of this Request for Proposals (RFP) were due on **April 10, 2026**.

A non-mandatory conference was held on **April 7, 2026**.

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 to the RFP must be submitted ONLINE.

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

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

AOR Registration forms must be received by **April 28, 2026**.

All responses must be received by **12:00 p.m. on May 5, 2026**.

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### **QUESTIONS AND ANSWERS**

**1. Q. Can the required Supervisor mentioned on page 17 of RFP also be a home visitor?**

A. No, supervisors may not be assigned a permanent caseload and, therefore, cannot also hold the role of home visitor.

**2. Q. Does PDF 1 – staffing deliverables – have to be just signed and submitted as is?**

A. Yes. As part of your submission, please submit RFP Section II – Required Performance and Staffing Deliverables (pgs. 5-22) with F. Signature Statement of Acceptance completed in its entirety (pgs. 21-22). Copy-pasted

text, such as in a Word document, will not be acceptable.

**3. Q. Should the AOR form just have the person who will be submitting the application listed, or should it have the person who will be running the program listed?**

A. The AOR form must be completed with the authorized organization representative as the person designated to submit the application by the deadline. This does not have to be the person who will be running the program. The AOR form also requires the name, signature, and email address of the Chief Executive Officer of the organization at the bottom.

**4. Q. PDF2 #18 states we need to submit an Organizational Chart of Respondent with allocation of personnel among each of the agency's DCF programs with their position titles and names – are you asking us to show Full-Time Equivalent (FTE) allocations for each staff member?**

A. For the Organizational Chart, you may list each position within the organization, full or part-time, and the layout of the organization's hierarchical structure.

**5. Q. Some documents required ask for a bid solicitation number. Is there a place to find that number?**

A. For any documents that request a bid solicitation number, you may simply put the name of the RFP (Nurse Family Partnerships – Mercer County).

**6. Q. The RFP states a minimum of 20 hours/week (50%) but does not state a maximum. This aligns with the NFP guidance of a minimum of 20hrs/week for a team up to four (4) nurses. Is it possible that the supervisor can be full-time or maybe 30 hours (80%) with the other 20% as administrator? NFP recommends a minimum of 20% for a team of four (4) nurses.**

A. Yes, it is possible that if the Evidence-Based Home Visitation (EBHV) model does not require a full time equivalent supervisor position, it is permissible for the supervisor to hold more than one position in the program or within the agency but the supervisor must maintain EBHV model required FTE ratios and cannot be assigned to the role of a home visitor or carry a permanent caseload.

**7. Q. Does the program have to have an office located in Mercer County?**

A. No. The program initiative's service site is not required to be physically located in the same geographic area the program is required to service since EBHV services are provided largely in-home through delivery of home visits. However, if the contractor will offer other in-person services to families (ex. parent activities/groups), it is recommended that the service site is located within the geographic service area or transportation supports are available.

8. Q. RFP p.28, #6:

***“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?”***

**What is meant by “administrative practices” and “administrative policies”?**

*A. Administrative practices* are the ways an organization manages its everyday work, resources, and people. These practices help the organization run well and follow the rules.

*Administrative policies* are the rules and guidelines that an organization creates to help it run smoothly. These policies tell employees what they should do in different situations and help make sure everyone follows the same rules.