



**REQUEST FOR QUOTATION (RFQ)  
HEALING CENTERED SYSTEM LEVEL AND DIRECT PRACTICE STRATEGIES TO PROMOTE  
HEALTHY DEVELOPMENT AND WELL BEING FOR  
DEPARTMENT OF CHILDREN AND FAMILIES (DCF) STAFF**

The Department of Children and Families (DCF), Office of Staff Health and Wellness is requesting recommendations and quotes to assist in the identification of healing centered opportunities that promote healthy activities to support the well-being of DCF Employees.

DCF seeks responses and comments from individuals, private or public not-for-profit or for-profit organizations, faith-based communities, organizations focused on wellbeing and other relevant stakeholders.

This RFQ is capped at \$44,000 and DCF intends to award these services to one (1) or multiple vendors that are most qualified and responsible lowest bidder(s). Vendors will be selected based on the services offered and price.

**Background**

The Office of Staff Health and Wellness is a new office created within DCF. This office was developed as a result of DCF Commissioner Beyer’s meetings with staff and hearing about the need for coordinated and comprehensive wellness strategies. Staff wellness is identified as one of DCF’s Transformational Goals in DCF’s strategic plan. DCF’s goal is to create healing and a safe work environment for staff. Such activities to promote staff wellness thus far have included:

- ❖ In 2018, DCF began working with Alia Innovations, a national non-profit dedicated to child welfare reform, to provide training to senior leaders and managers throughout the organization regarding trauma and resilience, support a series of monthly workforce well-being groups, and provide monthly micro-learnings for all DCF Employees.
- ❖ Advancing its Safety Science approach to critical incidents through a Collaborative Safety process that engages employees in safety related efforts, establishes approaches to analyzing adverse events and moves from a ‘culture of blame to a culture of accountability.
- ❖ To counter the emotional and often traumatic work of DCF staff, in

August 2019, DCF launched a Mindfulness Toolkit for staff, accessible through the DCF portal, that provides a list of mobile apps and websites that can help staff reduce stress and stay centered –

- ❖ In 2020, DCF implemented Safe Signal, a state-of-the art mobile technology to safeguard staff in the field. Safe Signal is an alert messaging system that allows users to be monitored in real time and notifies law enforcement when staff find themselves in critical or dangerous situations.
- ❖ In June 2020, DCF onboarded an Executive on Loan as the first Executive Director for the Office of Resilience to focus on and coordinate statewide efforts to prevent, protect against and heal from the effects of Adverse Childhood Experiences (ACEs). The purpose of the office is to host, coordinate and facilitate statewide initiatives related to raising awareness of and creating opportunities to eradicate Adverse Childhood Experiences, or ACEs, through grassroots and community-led efforts, technical assistance and strategic support for organizations already pursuing this work.

## **Goals**

DCF is committed to identifying and implementing innovations to transform into a 21st century child welfare system. Priorities supporting these efforts include prioritizing the wellbeing of employees through a series of initiatives to inform a healing centered approach and examining strategies that will help strengthen the DCF workforce.

This is a Request for Quotation for a series of wellness activities that would be geared to serve DCF Employees. Proposals shall outline the type of activity, the duration of the activity and the proposed cost of the activity. Activities can be rendered as a one-time service or rolling service.

## **Goals to be Achieved**

This RFQ is an opportunity for providers to submit proposals to support employees for the benefit of their health and wellness. The intention is that DCF employees would feel:

1. A healthy connection to the workplace
2. Feel they have continued opportunities to be supported in the workplace despite the nature of the work
3. Be able to establish healthy relationships with peers and the communities they serve.
4. Have healthy opportunities to disconnect from the workplace in order to demonstrate the skills and abilities necessary to form and sustain healthy, caring and committed relationships both professionally and personally.

DCF seeks recommendations with proposed quotes regarding specific activities that help to address and achieve the goals outlined in this RFQ.

DCF recommends that potential bidders review the DCF resources at the end of this document for additional background information related to this RFQ.

### **Quote Requirements**

All quotes to include recommendations and price for the following:

- Type of Activity
- Duration of the Activity: Activities can be quoted as a one-time service or on-going service, such as hourly, day, per week(s) etc.
- Location of service (can be virtual) - New Jersey Statewide, County and/or Regional

### **Questions**

All Bidders must submit questions regarding this RFQ electronically to [DCF.ASKRFP@dcf.nj.gov](mailto:DCF.ASKRFP@dcf.nj.gov) by June 7<sup>th</sup>, 2021 by 5pm.

### **Quote and Recommendations Due Date**

All Bidders must reply electronically via email to [DCF.ASKRFP@dcf.nj.gov](mailto:DCF.ASKRFP@dcf.nj.gov) on or before June 28<sup>th</sup>, 2021 by 5pm.

There is no required format for responses. DCF asks that you, as our partner, not contact the Department directly, in person, or by telephone, concerning this RFQ. Your responses are public information.

### **Resources for Consideration**

#### **DCF Strategic Plan**

<https://www.nj.gov/dcf/about/strategic.html>

#### **DCF Office of Resilience**

<https://www.nj.gov/dcf/resilience.html>

#### **Mindfulness**

<https://www.nj.gov/dcf/mindfulness.html>

## **NOTICE TO POTENTIAL BIDDERS**

All bidders must complete all State of NJ requirements and forms as listed below. You may refer to the chart below for submission requirements. Vendor checklist at a glance:

[Checklist for Waivers and DPA Transactions](#)

### **Vendor DPA and Waiver Forms DUE WITH QUOTE**

- [State Of New Jersey Standard Terms And Conditions](#)
- [MacBride Principles](#)
- [Disclosure of Investigations and Other Actions Involving Bidder](#)
- [Ownership Disclosure](#)
- [Chapter 271 Vendor Certification and Political Contribution Disclosure Form](#)
- [Source Disclosure](#)
- [Business Disclosure Agreement](#)

### **Vendor Forms Required Prior to Contract Award**

- [Two-Year Ch 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions \(Instructions included\)](#)
- [Ch 51/Executive Order 117 Q & A](#)
- [Chapter 51/E0 117 Summary](#)
- [Disclosure of Investment Activities in Iran](#)
- [Affirmative Action Employee Information Report \\*Corresponding Instructions & EEO Language \(Form AA302\)](#)

Vendors should also be aware of the State's procurement system called NJSTART. Vendors wishing to do business with the State must be fully registered/enrolled in the system. Vendors already enrolled should update their information, as needed. Information is available on Treasury's Purchase and Property (DPP) website: <http://www.state.nj.us/treasury/purchase/vendor.shtml>.