QUESTIONS AND ANSWERS

2017 RFP-NJ Task Force on Child Abuse & Neglect

Questions? Email us anytime at dcfaskrfp@dcf.state.nj.us

Phone number and contact

Main Number: 609-888-7730

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Deliver proposal to: 50 East State Street, 3rd Floor
Trenton, NJ

1. **Do you foresee this event/conference becoming an annual event?**

   The Skill Building Conference is a biennial conference occurring every two years. In the opposing year, there is a biennial conference co-hosted by the NJ Task Force on Child Abuse and Neglect and the Department of Children and Families. As a result, this event/conference will not become an annual event.

2. **Will a recruitment list(s) for potential attendees be provided by DCF or any other state department**?

   DCF will partner with the winning organization to market the conference. However, a recruitment list will not be provided.

3. **In order to get a better understanding of this event, would you please provide the following information for the past 3 Skill Building Conferences?**

- **# of registrants**
  - **For the 3 previous Skill Building Conferences there have been approximately 300 attendees at each conference**

- **# of breakout sessions**
  - **There have not been any breakout sessions in the previous three Skill Building Conferences**

- **Location**
  - **2012 – Pines Manor, Edison**
  - **2014 – DCF Professional Center, New Brunswick**
  - **2016 – Pines Manor, Edison**

- **Theme**
  - **2012 - Co-Occurrence of Domestic Violence and Child Abuse/Neglect; And the Impact on Children**
  - **2014 - Neurodevelopment, trauma and its effects on the brain**
  - **2016 – Digital Realm of Child Abuse**

4. **The last Skill Building conference (2016) had the theme "The Digital Realm of Child Abuse." Is the proposing agency expected to include a theme in the proposal, or will the conference theme be determined by DCF?**

No. The proposing agency is not expected to include a theme in their proposal. The conference theme will be determined by the co-hosting agencies: NJTFCAN & DCF.

5. **Previous Skill Building conferences have had only one speaker at a time, rather than several breakout sessions in a given window. Is a single-speaker model preferred, or are the uses of multiple breakout sessions at a given time also allowed?**

For the Skill Building conference, the preference and practice has been to limit the number of speakers which most often is one speaker. However, NJTFCAN and DCF reserve the right to move away from a single-speaker model. However, the use of multiple breakout sessions at a given time is not the preference and practice for this conference.

6. **The RFP states that proposals should be submitted on CD-ROM. Is the use of a flash drive instead permissible or will only CD-ROM be accepted?**

   Flash drives are not permissible. Only CD-ROM will be accepted. We encourage you to submit online. Instructions are referenced in the RFP and on our website at http://www.nj.gov/dcf/providers/notices/

   We have a few questions based on portions of the Universities Checklist posted on the NJDCF Notices page.

7. **#4. Is there a preferred format or template for the Program Implementation Plan Table? Or is simply including the information noted in II.A.F of the RFP sufficient?**

   Table format is preferable. There is no specific template available. We ask that you provide time frames a discussed in the RFP for each deliverable.

8. **#7. What is meant by Proposed Agency Organization Chart? How should it differ from Current Agency Organization Chart (#6 in the Universities Checklist)?**

   The "current agency organization chart" refers to the agency's *current* organization. The "proposed agency organization chart" refers to the agency's organization chart with the inclusion of the *proposed services*. This should include all members who will work on the project in your organization and their relationship to the broader whole.

9. **#14. The linked document in item 14 (Departmental Agreement with Another State Agency) is broken. Can you please provide a link to this document?**

   http://www.dcf.state.nj.us/businessoperations/contractadmin/Documents/2032008.pdf

10. **#17. The Business Associate Agreement/HIPAA document asks for a contract number. What should be used?**

No contract number is required.

11. **#20. The Disclosure of Investigations and Other Actions Involving Bidder Form asks for a Bid Solicitation Number. What should be used?**

No Bid Solicitation Number is required. Just add name of organization.