

## **QUESTIONS AND ANSWERS**

### **CAC-Treatment and/or Transportation & CAC-Capital**

Questions? Email us anytime at [dcf.askrfp@dcf.nj.gov](mailto:dcf.askrfp@dcf.nj.gov)

Phone number and contact

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

#### **Special Notice: Page limitations for both RFPs have been confirmed:**

- There is a 25-page limitation for CAC Treatment Services.
- There is a 25-page limitation for CAC Capital.

**1. In past CAC RFPs, leases for up to five years were permitted. For up to how many years can we lease a property for the CAC with this funding?**

As noted on page 3 of the CAC Capital RFP, this funding can only be used for a one-year lease.

**2. A few of the CACs are considering facility dogs. The dog would be used to comfort child victims pre- and post-forensic interviews, as well as be used during child preparation. The dog would also provide a calming source for detectives who routinely experience (and usually deny) vicarious trauma. Costs to be included in the RFP are: the cost of the dog, the training to have the dog certified, and the start-up costs of having a location in the CAC to house the dog during working hours. Would this be an allowable use of funds?**

No. Funding may be used for a specific program or partner agency that provides this service, but this funding cannot be used to purchase, train, or care for facility dogs. Our goal is accreditation for all CAC's. Please keep in mind that this bidding process is competitive, and proposals may be partially funded.

- 3. If a county was granted funding in 2018 to create a CAC but the CAC is not yet completed, can they still structure their response and supporting documents as a new/existing CAC as part of a County Prosecutor's Office?**

No. Only Salem, Atlantic, and Cape May Counties will be considered for funding for a new CAC.

- 4. If applying for funds for a position within the CAC, does the position have to be one of the position requirements listed as examples in the RFP?**

No. Funding will be provided for positions that fulfill the requirements of the NCA standards. The position should be one that advances the accreditation process. Keep in mind that a CAC may only hire a consultant for a one-year contract.

- 5. If we are applying for funds for Uber/taxi rides, do we estimate our costs per month to determine the amount requested in the grant?**

Yes. Please include in your proposal the reasoning and numbers behind your proposed estimates.

- 6. Would funding to provide for alternative therapy options, such as certified art therapy, to be conducted at the CAC or at a partner mental health agency (with which there is an interagency agreement) be allowed within the RFP?**

Bidders may apply for alternative therapy options, but please keep in mind that this bidding process is competitive, and proposals may be partially funded.

Your proposal must explain how you will achieve or maintain accreditation with the inclusion of the therapy.

- 7. Is the Capital grant only for start-up CACs?**

No. Counties with existing/developing CACs are eligible to apply for funding up to \$100,000 to enhance their CAC.

8. **The Exhibit D DCF B-3 Form is asking for a 12-month budget per each form. If my application is requesting funds for a multi-year project, should I submit several B-3 forms for each year in the project?**

No. The budget form is just for one-year.

Awards for multi-year projects/contracts will not be allowed. As stated in the RFP on page 3, this funding can only be used for a one-year lease. Prepaying for multi-year contracts will not be allowed. This funding is to be used for projects/contracts that will be carried out within one year.

9. **If a nonprofit does not currently have a formal, written MOU with the County Prosecutor's Office and is not currently a part of the MDT, can they establish those formal relationships prior to the RFP application due date?**

**The nonprofit has had discussions with the County Prosecutor's Office, and they have expressed support the organization applying for funding. In addition, the organization has a long history of serving shared consumers in the past. They meet all other eligibility requirements for both RFPs.**

Yes, you can establish a relationship prior to the application due date.

As stated in the CAC Capital RFP on page 2, "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**, or 3) be a County Multidisciplinary Diagnostic Team (MDT) affiliated with a County Prosecutor's Office."

10. **Does a County Prosecutor's Office, with few providers that doesn't have an approved Child Advocacy Center (CAC) building, qualify as having a Child Advocacy Center (CAC) under the definitions of the RFP for capital and treatment/transportation services?**

If a county-based CAC has received funding in the past and is considered a "developing" CAC, they will not be eligible to receive funding as a "new" CAC. Those counties will be permitted to apply for up to \$100,000 in capital funds.

- 11. In the Capital RFP, it states up to \$750,000 limit available for counties without a CAC and lists those counties as Atlantic, Salem and Cape May. Are there other counties without a full CAC that are eligible for to apply for the full \$750,000 in capital funding or would they be capital funding be limited?**

If a county-based CAC has received funding in the past and is considered a “developing” CAC, they will not be eligible to receive funding as a “new” CAC. Those counties will be permitted to apply for up to \$100,000 in capital funds.

- 12. Would funding be limited for Treatment/Transportation services under the same circumstances?**

As stated in the CAC Treatment RFP, grants for treatment and/or transportation services up to \$200,000 limit will be available ***for Counties With or Without a Child Advocacy Center.***

- 13. The County will need to put the project out to bid for all phases of the project including professional services and construction. The County procurement processes are governed by N.J.S.A 40A:11-1 et seq. commonly referred to as Local Public Contract Laws (LPCL).**

**During the procurement process, will the LPCL control?**

Yes.

- 14. Upon notice of award by DCF, is the grant a reimbursement schedule or disbursement upon award?**

The actual award of funds is contingent upon a successful contract negotiation. The Department of Children and Family Services representative will meet with the agencies in a timely fashion upon award to facilitate the process. For Capital grants upon approval, the entire amount may be released.

- 15. In the application Section D. Funding Information – it is stated ‘*Funding is one time and proposals shall demonstrate that the contract for renovations and/or improvements shall be completed, or funding obligated by June 30, 2020.*’**

**The County will be submitting a proposal for *new construction* – please confirm that new construction is an acceptable project application.**

New Construction is an acceptable project application. If a county-based CAC has received funding in the past and is considered a “developing” CAC, they will not be eligible to receive funding as a “new” CAC. Those counties will be permitted to apply for up to \$100,000 in capital funds. Those funds can be used towards a “new construction” project.

**Please confirm that a County issued Purchase Order(s) prior to June 30, 2020 complies with the *funding obligation*.**

Yes.

**16. *Section J. Post Award Requirements*-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. Please confirm DCF wants a sample bid, boilerplate document the County uses to procure goods and services and construction.**

Yes. The sample bid, boilerplate document the county uses to procure goods, services and construction is acceptable.

**17. *Bonding Certificate* – please confirm that as a Local Public Agency the County is exempt from this requirement.**

No. A Bonding Certificate is not needed.

**18. *Notification of a Licensed Public Accountant* – please confirm that the County Chief Financial Officer complies with this requirement.**

- Yes. Notification is required if you are a 501C 3.
- No. Notification is not required if you are a public entity.

**19. *The actual award of funds is contingent upon a successful Contract negotiation*. If our cost estimates submitted in the application are approved and the grant awarded, and through the bid process actual costs come in higher, are the actual costs subject to negotiation with DCF?**

No. The funding amount the agency is awarded through this grant is not subject to renegotiation for a larger grant.

**20. How many calendar days will the review process by DCF take and what is a reasonable time period for an applicant to expect to receive a notice of award or rejection?**

We cannot provide you with an estimate of the award date. You shall be notified by letter and email.

**21. Can we include Case Management Tools (technology such as cloud-based software solutions for example) in the TREATMENT proposal?**

No, for CAC Treatment Services. This seems like a CAC Capital expenditure and you may apply for it in the Capital grant. Your proposal must describe how this will move the agency toward accreditation. Keep in mind that this bidding process is competitive, and proposals may be partially funded.

**22. The TREATMENT RFP mentions Bonding Certificate, is that a carryover from the CAPITAL RFP, and therefore not a requirement for the treatment grant?**

Correct. It is not a requirement for this grant.

**23. For the CAPITAL grant, please confirm if an Architect's cost estimate for a project is adequate and with this estimate, a vendor's bid would not be needed.**

Yes, the architect's cost estimate is adequate for the purpose of the CAC Capital RFP. Please note that is the funding amount which the agency will receive if approved.

**24. Can you clarify the "not in DCF care" requirement/interpretation and does that include as related to Transportation funds?**

Transportation funding is for all clients of the CAC.

**25. To clarify, if we have purchased a property, knocked down the building and wish to fund new construction from the ground up for \$750,000, is that permissible?**

Yes, if you are one of the three counties without a CAC.

**26. Can utilities be included in the one-year lease?**

Yes, but for the one year-period.

**27. How will the awardee be reimbursed for new construction?**

For CAC Capital, once quotes/bids are approved, you will enter an agreement, then the awardee will typically receive all of the funding up front.

For CAC Treatment Services, once quotes/bids are approved, you will enter an agreement, then the awardee receives funding in accordance with a schedule of payments.

**28. There are 2 different narrative page limitations stated in the RFP checklists for Treatment Services. Can you clarify?**

- There is a 25-page limitation for CAC Treatment Services.
- There is a 25-page limitation for CAC Capital.

**29. Are the accreditation standards part of the RFP or are they separate?**

The accreditation standards: Exhibit C-CRITERIA - Essential Components-National Children's Alliance • Standards for Accredited Members • 2017 Edition are included in the RFP on page 24 and posted as Exhibit C on our website.

**30. Would the use of prophylactic HIV medicine for child victims of sexual assault be covered?**

No.

**31. Will you be flexing the time for construction completion if awardees are notified in March?**

No. We will expedite the committee review decisions as soon as possible. Construction completion by July 2020 is not required. Commitment of the funding for the construction is required.

**32. When does the contract begin for new positions?**

Funding will only be for a one-year contract and will begin on the award notice date or contract date.