



REQUEST FOR PROPOSALS

FOR

Three (3) Regional Peer to Peer Programs

Region 1 – North Jersey: Essex, Middlesex, & Union Counties

Region 2 – Central Jersey: Mercer, Monmouth, & Ocean Counties

Region 3 – South Jersey: Atlantic, Burlington & Camden Counties

Year 1 funds and start-up available for each region \$748,105

Year 2 funds for each region \$601,105

Total funding of \$2,244,315 available in Year 1 (includes start-up)

Total funding of \$1,803,315 available in Year 2

There will be no Bidders Conference for this RFP

Questions are due by February 23, 2021

Bids are due: March 31, 2021

Christine Norbut Beyer, MSW
Commissioner

February 9, 2021

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Funding Agency

State of New Jersey
Department of Children and Families
50 East State Street,
Trenton, New Jersey 08625

Special Notice:

There will be no Bidders Conference for this RFP. Questions will be accepted in advance of the proposal deadline by providing them via email to DCF.ASKRFP@dcf.nj.gov until February 23, 2021 at 12PM. Technical inquiries about forms and other documents may be requested at any time. Questions and answers will be publicly posted in the same location as this RFP at <https://www.nj.gov/dcf/providers/notices/requests/>.

Section I – General Information**A. Purpose:**

The New Jersey Department of Children and Families' (DCF) Office of Family Voice announces the availability of \$2,244,315 in state funding Year 1 (including start-up) and \$1,803,315 in state funding for Year 2 for the purpose of awarding three (3) regional Peer to Peer Programs to support youth in foster care. Applicants may submit responses for up to two (2) regions and must submit a separate application for each region. Agencies will operate out of three geographic regions in Northern, Central and Southern New Jersey, as follows:

Region	County
North Jersey	Essex
	Middlesex
	Union
Central Jersey	Mercer
	Monmouth
	Ocean
South Jersey	Atlantic
	Burlington
	Camden

The Peer to Peer Program will provide young people ages 14-21 in the care of Child Protection and Permanency (CP&P) with peer support through trained professional staff and credible messengers with lived experience in NJ's child

welfare system. The Peer to Peer Program will deliver supportive services that will offer advice, guidance and empowerment strategies that will support young people to navigate and thrive while involved in New Jersey's foster care system. The program will be awarded in three regions and will serve youth residing in counties outlined in the Table above.

At the direction of the DCF Youth Council, The Peer to Peer Program will be implemented by a program model such as the BraveLife Intervention (BLI): [YARH 2/Westchester County Department of Social Services/Project Summary \(childwelfare.gov\)](#) or another alternative peer to peer model that an applicant may propose.

During the early part of 2020, the DCF Youth Council reviewed and researched policies, practice, training and supports in New Jersey's foster care system and identified areas for system change and improvement to better support young people in foster care. The Youth Council recommended that all young people entering foster care at age 14 would benefit from peer to peer support. Please see the logic model that the Youth Council members created in partnership with DCF. See Exhibit E Peer to Peer Logic Model.

B. Background:

The New Jersey Department of Children and Families (DCF) is a family and child serving agency, working to assist NJ families in being or becoming safe, healthy and connected.

The Department serves men, women, youth and families in each aspect of the Department with trauma competent, clinically driven, healing centered, contracted programs. DCF is built on:

Values

- Evidence
- Family
- Collaboration
- Equity and
- Integrity

Core Approaches

- Race Equity
- Healing Centered Practice
- Protective Factors Framework
- Family Voice and
- Collaborative Safety in its practice

Every Division, Office and Unit at DCF plays a significant role in achieving or supporting our goals and holding to these values and core approaches. For

more information please see DCF's Strategic Plan:
<https://www.nj.gov/dcf/about/strategic.html>

In December of 2018, after hearing from more than 500 parents and young people, DCF Commissioner Beyer committed to elevating youth and family voice by creating the Office of Family Voice (OFV). OFV was designed to serve as a liaison for those experiencing DCF's system and to facilitate opportunities for formal feedback that informs policy and guides system transformation. The goal is to ensure that parents, youth, and kinship care providers all have a seat at the table and have input on the policies, practice and supports that impact and improve their lives. OFV collaborates with stakeholders and community partners to improve outcomes for New Jersey's children, youth and families.

Overview of the Office of Family Voice

To achieve authentic engagement and true voice and choice across individual, peer and systems levels, DCF developed a statewide Youth Council. OFV met with various groups of young people across the state and conducted informational sessions to inform the goals and structure of the Council. The Youth Council kicked-off with the DCF Commissioner in attendance on January of 2020.

The DCF Youth Council consists of 24 appointed young people ages 15-23. Youth Council members have lived experience with DCF, convene monthly and meet regularly with DCF Commissioner Beyer.

The Youth Council provides a platform for youth experiencing and formerly experiencing DCF's system to work in partnership with DCF to achieve shared leadership, with the intent to accomplish a common vision and collaborative goals to support DCF involved youth to thrive. The Youth Council is designed to help transform DCF's policy and practice and, at the same time, build the capacity and empowerment of youth to mobilize, take action and make decisions and recommendations on critical issues impacting youth.

The Youth Council's goals are to:

1. Elevate the voices of youth with experience in and directly impacted by DCF services and their communities.
2. Work together with DCF Leadership to identify key issues with DCF's policies and practices.
3. Develop recommendations to help transform DCF's policy and practice.
4. Train and educate resource parents, DCF staff and leadership, caseworkers, service providers, judges, law guardians and other child welfare professionals on issues important to youth with experience in DCF's system.

5. Provide input into how DCF delivers services and supports statewide.
6. Support youth voice in case planning.
7. Build capacity of youth to advocate for themselves by providing resources and knowledge that enables them to take action, influence and make decisions on critical issues.

Youth Council Subcommittees

Early in 2020, the Youth Council identified areas of concern and interest and developed three Subcommittees.

1. Aging Out and Communication
2. Kin and Resource Parent Training
3. Sibling and Advocacy

All three subcommittees have developed well-researched recommendations and proposals specific for youth experiencing foster care. The Youth Council subcommittees presented to the DCF Commissioner and Executive Management team.

Sibling and Advocacy Subcommittee (SAS)

The Sibling and Advocacy Subcommittee (SAS) voiced that upon entering foster care, young people would benefit from a connection with an older sibling or peer. The SAS expressed the importance of youth having someone to talk to and someone that offers advice on life and transitioning into foster care. This discussion lead members to propose a peer to peer program that ensures that youth entering care have someone they can go to for advice and guidance on navigating the foster care system from the perspective of another youth with similar lived experience.

The Peer to Peer Program

The SAS recommended that a Peer to Peer Program offer a one-on-one relationship between a youth new to foster care and a youth with lived experience. The SAS emphasized the importance of utilizing peer navigators with lived experience who also become credible messengers that may be better positioned to authentically and meaningfully engage with youth experiencing a range of feelings as they enter the foster care system. Peer navigators will encourage and assist youth in establishing achievable goals while they are in placement and beyond the child welfare system.

The Peer to Peer program will be implemented by professionally trained peer navigators who also have lived experience in foster care. The SAS has advocated for a relationship of the navigator with the youth that is of an “older friend” more than a caseworker. They state, “Youth already have too many workers.”

Additional peer to peer program model recommended by the SAS:

1. The youth should have the ability to reach out to the navigator when needed and as the navigator builds rapport with youth it will become a mutually beneficial relationship.
2. Navigators will build a bond through recreational activities.
3. It is expected that the navigators are comfortable sharing their own experiences with the youth.
4. Youth will build their comfort with expressing their feelings and needs, increase their sense of hope, build a greater sense of pride, and build an understanding of what their own interests and goals are.
5. The program will create a sense of safety and community for youth in New Jersey’s child welfare system.

To further structure the recommendations of the SAS, OFV convened a collaborative workgroup which included the SAS, OFV, the Office of Strategic Development (OSD) and the Office of Adolescent Services (OAS).

The workgroup created a logic model reflecting the SAS vision and desired outcomes for a Peer to Peer program. See Exhibit E Peer to Peer Logic Model. OSD conducted an exploratory search for existing peer to peer models across the country targeting programs that aligned with the identified outcomes, population, and activities that the SAS had envisioned. The workgroup reviewed the most relevant program models and the members of the SAS selected 4 models to review in depth. OSD then reviewed each of the 4 models using The Hexagon: An Exploration Tool¹ to better understand how each program model and practice aligned with the SAS vision, and each model’s

¹

https://nirn.fpg.unc.edu/sites/nirn.fpg.unc.edu/files/imce/documents/NIRN%20Hexagon%20Discussion%20Analysis%20Tool_September2020_1.pdf

usability and availability of implementation supports and evidence of effectiveness.

The workgroup, driven by the Youth Council members, reviewed the program models based on select areas of the Hexagon Tool:

- Fit: alignment with Youth Council priorities and recommendations
- Usability: manual, well-defined practice, tool to assess practice, etc.
- Supports: training, supervision, job descriptions, consultation
- Evidence: is data available, has the program been replicated, etc.

Through this process and subsequent discussions, the BraveLife Intervention model best aligned the SAS vision for a peer to peer program model.

Organizations interested in applying for this opportunity have the option to submit a proposal to implement:

- The BraveLife Intervention – the peer to peer program model recommended by the Sibling and Advocacy Subcommittee

OR

- An alternative peer to peer model

C. Target Population:

The target population will be youth in foster care in New Jersey ages 14-21 with a priority for youth that are in placement for less than 18 months. Awarded agencies will operate out of three geographic areas throughout New Jersey: North, Central and South. There will be one (1) awardee in each region. Each region will serve youth residing in the counties identified for that region as outlined below:

Region	County
North Jersey	Essex
	Middlesex
	Union
Central Jersey	Mercer
	Monmouth
	Ocean

South Jersey	Atlantic
	Burlington
	Camden

D. Model Overview:

BraveLife Intervention	Alternative Peer to Peer Model
<p>Brief Overview: The BraveLife Intervention is a youth-centered, strength-based initiative that uses peer-to-peer (P2P) navigators to support youth in achieving their goals. P2P navigators are employed and trained young professionals with lived experience in the foster care system. Based on data from its early development and implementation, BLI is an evidenced-informed practice. The goal of BLI is for P2P navigators to help increase a youth's ability to articulate and work toward their goals, interact with professionals, and be able to initiate connections to resources on their own. BLI uses a three-phased model to reach at-risk youth:</p> <p>1. <u>Engagement</u>: BLI begins with a P2P navigator reaching out to and building positive healing relationships with at-risk youth. The P2P navigator can build an empathetic and trusting relationship with an at-risk youth based on the understanding that they have walked in the same shoes as the youth who is in or has been in foster care.</p> <p>2. <u>Empowerment</u>: The empowerment process is strength-based, and youth driven, with P2P navigators listening to the youth's priorities and focusing on building and strengthening the skills they need to work on. During this phase, the P2P navigators help model behaviors with the youth through role play and positive reinforcement to</p>	<p>Brief Overview: Applicant to provide in proposal</p>

<p>prepare them for meetings with professionals and family members that help the youth achieve their goals.</p> <p>3. <u>Connections</u>: During this phase, the youth will make a connection on their own to appropriate individuals and organizations in the community that have resources that correspond with the youth's goals. A youth may be active in BLI for a year or longer depending on if they are able to implement the connections on their own.</p>	
<p>Process for how youth were engaged in model selection: See Section B above.</p>	<p>Process for how youth were engaged in model selection: Applicant to provide in proposal</p>

E. Activities/Implementation Supports/Outcomes:

BraveLife Intervention	Alternative Proposed Model
<p>Referral process for enabling the target population to access services:</p> <p>Referrals will primarily be generated by CP&P, however other stakeholders may refer youth. The referral and screening process will be finalized with all awarded agencies upon program award.</p> <p>Awarded agencies will be expected to respond to referrals and make contact with the youth within 3 business days.</p>	
<p>Rejection/Termination parameters:</p> <p>When Peer Navigators respond to a referral, they will be required to thoroughly engage the youth to explain the Peer to Peer Program. If the youth determines they are not interested in the program, all efforts to engage the youth must be made. If all efforts are unsuccessful, the youth will remain inactive on the roster and will be re-engaged quarterly and provided resources and offered programming.</p> <p>The youth will not be limited in assignment to only one specific peer support navigator. If the youth wants to continue with the peer navigator that first engages them, they can, but they will also have the option to ask for another peer navigator they may better connect with.</p>	

Please note that the age difference of the navigator and youth will depend on what the youth believes is most beneficial to meet their needs. Some youth may experience that working with someone that is a little older to talk to is helpful, but other youth may want to talk to someone their age who can believe can understand them better. The goal is to create a trust-based relationship based in experience and not in power dynamics.

Program Activities:

Engagement Phase

- P2P will contact the youth and engage them by starting dialogue through texting, meetings, and one-on-one activities.
- P2P will spend time with youth to build trust by being present and consistent.

Empowerment Phase

- P2P will listen to the youth's priorities and focus on building and strengthening the skills they need to work on.
- P2P will model behaviors with the youth through role play and positive reinforcement to prepare them for meetings with professionals.
- P2P will help youth define one goal in their life and then use a worksheet to illustrate what youth-driven goal and a SMART goal is.
- P2P will support, mirror and model behavior to help youth get the most out of the empowerment process.
- P2P will reinforce for youth how to communicate with professionals to get their needs met.

Connections Phase

- After goals are prioritized, youth will connect with other system professionals and networks to guide them through the process.
- Youth will make a connection on their own to appropriate individuals and organizations in the

Program Activities:

Applicant to provide in proposal

<p>community that have resources that correspond with their individual goals.</p> <ul style="list-style-type: none"> • P2P will encourage youth to reach out to family and support network. • Youth will be involved in outreach by utilizing the family engagement/development approach. • Youth and P2P will actively engage and participate in service plan / case plan / family team meetings. 	
<p>Anticipated Outcomes:</p> <ul style="list-style-type: none"> • Short-term outcomes: <ul style="list-style-type: none"> ○ Youth have increased perceived support from family/friends. ○ Youth can identify age-appropriate education and/or employment goals. ○ Youth have increased perceived empowerment. ○ Youth have increased their understanding of the in-care system network/staff (for New Jersey, this means increased understanding of the foster care system and relevant stakeholders). ○ Youth have increased their perceived level of participation in the service plan /case plan / family team meetings or related aftercare meetings. • Mid Term Outcomes: <ul style="list-style-type: none"> ○ Youth have increased their network of supports and connections ○ Youth have increased their preparedness to address their educational and/or employment goals. ○ Youth have increased their self-efficacy. 	<p>Anticipated Outcomes: Applicant to provide in proposal</p> <ul style="list-style-type: none"> • Short Term Outcomes (changes in knowledge and awareness) • Mid Term Outcomes (changes in behavior, practice, actions, decision making, policies or social action)

<ul style="list-style-type: none"> ○ Youth have increased the ability to effectively communicate. ○ Youth have increased their knowledge about formal/informal assistance. ○ There is an increase in engagement between youth and professionals at service plan / case planning and family team meetings. ○ Youth have increased their resiliency. ○ Youth have achieved their educational goals and/or secured employment. ○ Youth have increased their perceived self-esteem. ○ Youth have increased their confidence to advocate for their future care. ○ Youth have increased their ability to maintain formal and informal assistance. ○ Youth have increased their perceived level of collaboration with the child welfare system toward youth-driven goals. 	
<p>Required Data Assessment and Measurement Tools:</p> <ul style="list-style-type: none"> • Fidelity: Supervisors/Coaches observe contacts between the P2P navigators and youth and utilize a fidelity checklist to ensure that fidelity to the model. • Outcomes: Youth receiving peer to peer services complete surveys at baseline, 3 months, 6 months, 12 months, and 18 months. These include a self-advocacy measure¹, a scale of perceived social support, and additional questions regarding the youth's knowledge of the child welfare system and staff. 	<p>Required Data Assessment/Measurement Tools</p> <p>Applicant to provide in proposal</p>

<p>¹Hawley, Lenore & Gerber, Don & Pretz, Christopher & Morey, Clare & Whiteneck, Gale. (2016). Initial Validation of Two Personal Self-Advocacy Measures for Individuals with Acquired Brain Injury. Rehabilitation Psychology. 61. 10.1037/rep0000093.</p>	
<p>Frequency and Duration of Services: Frequency and Duration of services are flexible to meet the needs of the youth. On average, P2P Navigators and youth have contact twice a month. Contacts can vary as the youth moves through the program and can be as frequent as 1x per week. On average, youth are in BLI for a year. Services can be extended on a case by case basis based on need and goal achievement.</p>	<p>Frequency and Duration of Services: Applicant to provide in proposal</p>
<p>The BraveLife Intervention model was developed in partnership between Westchester County Department of Social Services and The Children’s Village.</p> <p>BLI Lead Model Developer Agency: Westchester County Department of Social Services Contact: Tara Linh Leaman, JD, Program Director, tll2@westchestergov.com</p> <p>BLI Implementation Expert Agency: The Children’s Village Contact: Warren Kent, MSW - Vice-President, kent@childrensvillage.org</p>	<p>Model Developer Information: Applicant to provide in proposal</p>
<p>Required Training/Coaching: Children’s Village provides a 1-year comprehensive implementation, consultation, and training package:</p> <ul style="list-style-type: none"> Phase 1 (3 months): This phase will focus on readiness assessment, introduction to the BLI Program Operations Manual, consultation around hiring and the 	<p>Required Training/Coaching Applicant to provide in proposal</p>

<p>development of teams to support implementation.</p> <ul style="list-style-type: none"> Phase 2 (3 months): This phase will focus on hiring and training of P2P navigators and management. A BLI consultant will provide initial coaching/consultation sessions and train the coordinator and supervisor/coach on how to coach the navigators. Training and professional development materials are culturally sensitive/inclusive/responsive, including topics such as “Language Matters” interactive learning tool, as well as training on being trauma-informed and healing centered. Additionally, training for the Coordinator and Supervisor/Coach focuses on the complexities of supervising staff with lived experience through a trauma-informed lens. Phase 3 (6 months): This phase focuses on monitoring implementation through data collection, feedback and planning for sustainability. 	
<p>Required technical assistance meeting with BLI Consultant: Agencies implemented BLI will be required to participate in TA meetings with the consultant throughout the 1-year implementation plan listed above.</p>	<p>Required technical assistance meeting with Alternative Proposed Model Consultant: Applicant to provide in proposal</p>
<p>Required Supervision: P2P navigators receive formal, weekly supervision.</p>	<p>Required Supervision: Applicant to provide in proposal</p>
<p>Required Clinical Oversight: P2P navigators have lived experience in the child welfare system and working with youth may trigger trauma responses. It is required that agencies</p>	<p>Required Clinical Oversight: Applicant to provide in proposal</p>

<p>have a licensed clinician on staff can support and coach P2P navigators. P2P navigators also receive additional clinical support, such as discussing and identifying triggers, mindfulness, and self-care.</p>	
<p>Required Capacity: Capacity will include availability for virtual, telephonic and in-person service delivery.</p>	
<p>Required participation in data collection and program reporting related activities w/DCF Awarded agencies shall participate in data collection and evaluation activities as outlined during the contract negotiation process. This will include such activities including program specific administrative data entry, program reports, National Youth in Transition Database (NYTD) services, and other program information as requested by DCF.</p>	
<p>Required participation in monitoring and evaluation activities w/ DCF Awarded agencies are required to coordinate and participate with DCF monitoring activities. Awarded agencies shall commit to meeting with DCF staff and/or external evaluators/consultants at regular intervals to support program implementation and ensure any evaluation and data reporting requirements are met. This may include learning collaboratives, trainings, convenings, forums, peer exchanges, check-in calls as well as grantee meetings held in person, by phone, or via webinar. At least two staff from each grantee shall participate in the grantee meetings.</p>	
<p>Required use of data systems, technology software Awarded agencies shall organize, collect, and maintain their data in their own database system or have capacity to track and keep confidential data and narrative reports through another process that they outline. There may be other data systems (e.g. NYTD) that agencies will need to report into, this will be further clarified by DCF. This could also include agreeing to data sharing with a third party and/or reporting into the Department's data management systems if requested by DCF.</p>	

Required Reporting Requirements

Collect, measure and report data from the program's work; process the data and provide detailed feedback to DCF on an ongoing basis. Agencies shall have capacity to measure and report on outcome indicators as identified by DCF and/or the awarded agency.

F. Resources:

BraveLife Intervention	Alternative Proposed Model
<p>Staffing Structure</p> <ul style="list-style-type: none"> • 1 PT Director/ Licensed clinical professional e.g. (Licensed Social Worker) • 1 FT Coordinator- Licensed clinical professional e.g. (Licensed Social Worker) • 1 FT Coach/Supervisor- Bachelor's Level with preference for individuals with Lived Experience • 5 FT P2P Navigators – GED or High School Diploma with lived experience in the child welfare system. P2P navigators are considered “near peers” and are required to be relatable to the youth. A P2P navigator can work with 10 youth. • 1 PT Administrative Assistant 	<p>Staffing Structure</p> <p>Applicant to provide in proposal</p>
<p>Expectations for location of service delivery</p> <p>Peer Navigators shall meet with youth at a location that works best for the youth. This includes but is not limited to the youth's home, a park, coffee shop, library, school or office. Peer Navigators will need to engage youth regarding their preferred location to receive the service and to ensure the location is accessible by public transportation if possible.</p> <p>The ongoing COVID-19 pandemic has created new and unanticipated challenges in engaging youth and families. The health and wellbeing of agency professionals and the youth they interact with is paramount. The Federal Centers for Disease Control and Prevention (CDC) and New Jersey Department of Health (NJ DOH), the Department of Children and Families (NJ DCF) are providing ongoing guidance and direction regarding necessary precautions to prevent transmission</p>	

of the COVID-19 virus. Agencies are required to remain in alignment and up to date with the most recent federal and state recommendations.

Hours of operation

This is not a 9-5 program. Agencies must provide services outside of normal business days (Monday-Friday, 9-5) with a goal of being as flexible as possible to meet with youth at a time that works for them. Afterschool, evenings and weekends will be the norm.

Languages required to be spoken (including American Sign Language)

Awarded agencies should have the capacity to effectively communicate with youth which may require employing staff that meet the language needs of the youth in the local community. (e.g. Peer Navigators that speak Spanish) and/or utilizing interpreters (e.g. American Sign Language, language lines, etc.).

Transportation required to be provided by agency or public transportation accessibility to location

Awarded agencies are responsible for transportation of Peer Navigators and youth. Staff meeting with youth must have capacity to meet that youth in the community or at their home. Agency's budget must include transportation costs for Peer Navigators to carry out job functions and for youth participants to engage in services (i.e. budgeting for insurance, public transportation, ride share and /or vehicles).

Required/suggested key stakeholders, collaborations, partnerships

Awarded agencies will work collaboratively with DCF as well as the court system and relevant program evaluation partners agencies and other stakeholders (i.e. youth related employment as appropriate).

Required Teaming with DCF and existing and/or future program providers to support implementation

Awarded agencies are required to coordinate and participate as requested with any other awarded agencies in the state and participate in learning opportunities facilitated by DCF. Agencies will participate in learning opportunities facilitated by DCF and/or its, partners and stakeholders. These learning opportunities may include learning collaboratives, trainings, convenings, forums, peer exchanges, check-in calls as well as grantee meetings held in person, by phone, or via webinar. At least two staff from each grantee shall participate in the grantee meetings.

G. Funding Information:

All funding is subject to appropriation. Total Year 1 funding is available up to \$2,244,315 (up to \$748,105 per Region, inclusive of up to \$155,000 for start-up

costs). Total Year 2 funding is available up to \$1,803,315 (up to \$601,105 per Region). DCF reserves the right to award all or a portion of the requested amount. Up to three (3) awards may be made. Applicants must provide a justification and detailed summary of all expenses that must be met in order to begin program operations. See the Budget section VII for information on the start-up cost of \$155,000.

Continuation funding is contingent upon the availability of funds in future fiscal years. Universities are reminded that this is a competitive process and on notice that no annual increases will be considered as part of this contract to salaries, fringe or benefits for future negotiations or contracts, unless approved by the State legislature for all contracting entities.

One (1) program proposal will be funded in each region with a total of three (3) program proposals to be awarded (North, Central and South). An agency may apply for up to two regions. An agency will be awarded a maximum of two regions. There will need to be one application for each region. Therefore, if one agency is applying for two regions, one proposal will be submitted for each region (a total of two).

Matching funds are not required.

Funds awarded under this program may not be used to supplant or duplicate existing funding. Any expenses incurred prior to the effective date of the contract will not be reimbursed by DCF.

H. Applicant Eligibility Requirements:

1. Applicants must be for profit or non-profit corporations and/or Universities that are duly registered to conduct business within the State of New Jersey.
2. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
3. If Applicant is **under a corrective action plan with DCF (inclusive of its Divisions and Offices) or any other New Jersey State agency or authority, the Applicant may not submit a proposal for this RFP if written notice of such limitation has been provided to the Agency or authority.** Responses shall not be reviewed and considered by DCF until all deficiencies listed in the corrective action plan have been eliminated and progress maintained to the satisfaction of DCF for the period of time as required by the written notice.
4. Applicants shall not be suspended, terminated or barred for deficiencies in performance of any award, and if applicable, all past issues must be resolved as demonstrated by written documentation.
5. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.

6. Where required, all applicants must hold current State licenses.
7. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
8. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
9. All applicants must have a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-866-705-5711 or inquire on-line at: <http://fedgov.dnb.com/webform>.
10. Any fiscally viable entity that meets the eligibility requirements, terms and conditions of the RFP, and the contracting rules and regulations set forth in the DCF Contract Policy and Information Manual (N.J.A.C. 10:3) may submit an application.
11. Awardees will need to ensure that none of the staff providing services under this RFP are listed on the Central Registry. DCF will facilitate the awardees access to the Central Registry by submitting the names of the awardees to the central registry unit. DHS will contact the awardee upon notification and provide further information on accessing the Central Registry.

I. RFP Schedule:

February 23, 2021	Deadline for Email Questions sent to DCF.ASKRFP@dcf.nj.gov
March 31, 2021	Deadline for Receipt of Proposals by 12:00PM

Proposals received after 12:00 PM on March 31, 2021, will **not** be considered.

DCF requires all Applicants to submit proposals electronically through our FTP System. The required Authorized Organization Representative (AOR) form must be completed and sent to DCF.ASKRFP@dcf.nj.gov.

A registered Authorized Organization Representative or the designated alternate is eligible to send an electronic submission

- Registration for the Authorized Organization Representative (AOR) Form

We recommend not waiting until the due date to submit your proposal in case there are technical difficulties during your submission. Registered AOR forms may be received 5 business days prior to the date the bid is due.

J. Administration:

1. Screening for Eligibility, Conformity and Completeness

DCF will screen proposals for eligibility and conformity with the specifications set forth in this RFP. A preliminary review will be conducted to determine whether the application is eligible for evaluation or immediate rejection.

The following criteria will be considered, where applicable, as part of the preliminary screening process:

- a) The application was received prior to the stated deadline.
- b) The application is signed and authorized by the applicant's Chief Executive Officer or equivalent.
- c) The application is complete in its entirety, including all required attachments and appendices.
- d) The application conforms to the specifications set forth in the RFP.

Upon completion of the initial screening, proposals meeting the requirements of the RFP will be distributed to the Proposal Evaluation Committee for its review and recommendations. Failure to meet the criteria outlined above, or the submission of incomplete or non-responsive applications constitutes grounds for immediate rejection of the proposal if such absence affects the ability of the committee to fairly judge the application.

2. Proposal Review Process

DCF will convene a Proposal Evaluation Committee in accordance with existing regulation and policy. The Committee will review each application in accordance with the established criteria outlined in Section II of this document. All reviewers, voting and advisory, will complete a conflict of interest form. Those individuals with conflicts or the appearance of a conflict will be disqualified from participation in the review process. The voting members of the Proposal Evaluation Committee will review proposals, deliberate as a group, and then independently score applications to determine the final funding decisions.

The Department reserves the right to request that applicants present their proposal in person for final scoring. In the event of a tie in the scoring by the Committee, the Applicant that are the subject of the tie will provide a presentation of their proposal to the evaluation committee. The evaluation committee will request specific information and/or specific questions to be answered during a presentation by the provider and a brief time-constrained presentation. The presentation will be scored out of 50 possible points, based on the following criteria and the highest score will be recommended for approval as the winning Applicant.

Requested information was covered-	10 Points
Approach to the contract and program design was thoroughly and clearly explained and was consistent with the RFP requirements-	20 Points
Background of organization and staffing explained-	10 Points
Speakers were knowledgeable about topic-	5 Points
Speakers responded well to questions-	5 Points

The Department also reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. The Department's best interests in this context include but are not limited to: State loss of funding for the contract; the inability of the applicant to provide adequate services; the applicant's lack of good standing with the Department, and any indication, including solely an allegation, of misrepresentation of information and/or non-compliance with any State of New Jersey contracts, policies and procedures, or State and/or Federal laws and regulations.

All applicants will be notified in writing of the Department's intent to award a contract.

3. Special Requirements

The successful Applicant shall maintain all documentation related to proof of services, products, transactions and payments under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

Applicants must comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, the State Affirmative Action policy as attached as **Exhibit A**.

Applicants must comply with laws relating to Anti-Discrimination as attached as **Exhibit B**.

Applicants must submit a signed Attestation as attached as **Exhibit C**.

Applicants must comply with confidentiality rules and regulations related to the participants in this program including but not limited to:

1. Applicants must comply with 42 CFR Part 2 Confidentiality of Substance Use Disorder Patient Records.
2. Keep client specific and patient personal health information ("PHI") and other sensitive and confidential information confidential in accordance with all applicable New Jersey and federal laws and regulations including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").
3. Recognize and understand that case information is mandated by N.J.S.A. 9:6-8.10a is to be kept confidential and the release of any such information may be in violation of state law and may result in the conviction of individuals for a disorderly person's level offence as well as possibly other disciplinary, civil or criminal actions pursuant to N.J.S.A. 9:6-8.10b.

All applicants are advised that any software purchased in connection with the proposed project must receive prior approval by the New Jersey Office of Information Technology.

Applicants are also advised that any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.

Organ and Tissue Donation: As defined in section 2 of P.L. 2012, c. 4 (N.J.S.A.52:32-33), contractors are encouraged to notify their employees, through information and materials or through an organ and tissue awareness program, of organ donation options. The information provided to employees shall be prepared in collaboration with the organ procurement organizations designated pursuant to 42 U.S.C. §1320b-8 to serve in this State.

K. Appeals:

An appeal of the selection process will be heard only if it is alleged that the Department has violated a statutory or regulatory provision in awarding the grant. An appeal will not be heard based upon a challenge to the evaluation of a proposal. Applicants may appeal by submitting a written request to:

Office of Legal Affairs
Contract Appeals
50 East State Street 4th Floor
Trenton NJ 08625

no later than ten (10) business days following receipt of the notification or by the deadline posted in this announcement.

L. Post Award Review:

As a courtesy, DCF may offer unsuccessful applicants an opportunity to review the Evaluation Committee's rating of their individual proposals. All Post Award Reviews will be conducted by appointment.

Applicants may request a Post Award Review by contacting: DCF.ASKRFP@dcf.nj.gov.

Post Award Reviews will not be conducted after six months from the date of issuance of this RFP.

M. Post Award Requirements:

Selected applicants will be required to comply with the terms and conditions of the Department of Children and Families' contracting rules and regulations as set forth in the Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information Manual. Applicants may review these items via the Internet at www.nj.gov/dcf/providers/contracting/manuals.

Selected applicants will also be required to comply with all applicable State and Federal laws and statutes, assurances, certifications and regulations regarding funding.

Upon receipt of the award announcement, and where appropriate, selected applicants will be minimally required to submit one (1) copy of the following documents:

1. A copy of the Acknowledgement of Receipt of the NJ State Policy and Procedures returned to the DCF Office of the EEO/AA
2. Proof of Insurance naming DCF as additionally insured from agencies
3. Bonding Certificate
4. Notification of Licensed Public Accountant (NLPA) with a copy of Accountant's Certification
5. ACH-Credit Authorization for automatic deposit (for new agencies only)

The actual award of funds is contingent upon a successful Contract negotiation. If, during the negotiations, it is found that the selected Applicant is incapable of providing the services or has misrepresented any material fact or its ability to manage the program, the notice of intent to award may be rescinded.

Section II – Application Instructions

A. Proposal Requirements and Review Criteria:

Applicants must submit a Narrative that addresses the following criteria below.

In conjunction with DCF's review of the narrative descriptions you insert under each numbered subsection below, DCF will assess the documents you submitted with your response to this opportunity. DCF will determine the score for each section based on the quality, completeness, and accuracy of both the narrative descriptions and the documents it deems to be relevant.

The narrative portion of the proposal should be double-spaced with margins of 1 inch on the top and bottom and 1 inch on the left and right. The font shall be no smaller than 12 points in Arial or Times New Roman. There is a thirty-five (35) page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements.

A penalty of 5 points will be deducted for each missing document. If documents are missing from the proposal, DCF may provide an email notice to the Applicant after the bid is submitted. Applicants will have up to five (5) business days after notice from DCF to provide any potentially missing documentation without penalty. If the deductions total 20 points or more, the proposal shall be rejected as non-responsive.

The narrative must be organized appropriately and address the key concepts outlined in the RFP. Budget documents and budget pages, and attachments do not count towards the narrative page limit.

Each proposal narrative must contain the following items organized by heading in the same order as presented below:

DIRECTIONS:

This RFP is focused on supporting youth voice in the selection of the model. Organizations interested in applying for this opportunity have the option to submit a proposal to implement either:

- The BraveLife Intervention – the peer to peer program model recommended by the Sibling and Advocacy Subcommittee

OR

- An alternative peer to peer model chosen in **consultation with youth**

If you are submitting a proposal to implement the BraveLife Intervention, please complete Attachment I. If you are submitting a proposal for an Alternate peer to peer model, please complete Attachment II.

Attachment I – BraveLife Intervention

I. Model Selection

1. By Choosing BraveLife you will be given 25 points. The BraveLife Intervention model best aligns with the DCF Youth Council's vision for a peer to peer program model.
2. Identify which region (outlined above) your agency will serve. Please note an agency can apply for up to two regions. Each region requires a separate proposal.

II. Activities/Implementation Supports/Outcomes (10 Points)

Training/Coaching/Technical Assistance

1. Attach an attestation statement as set forth in Exhibit C, in the appendices stating the agency's commitment to collaborate with DCF and the BraveLife Intervention Model Developer and willingness to participate in the training/coaching/technical assistance activities for BraveLife Intervention Model. This includes:
 - Willingness to contract directly with the BraveLife Intervention Model Developer.
 - Willingness to work with DCF and a BLI consultant during the planning and implementation stages, including but not limited to: utilizing BLI job descriptions and interview protocol during the hiring process, training and coaching sessions both supervisors and peer navigator, site visits and field observations, and participation in implementation team meetings.
2. Describe how your organization will support the required/necessary training, coaching, supervision and clinical oversight. Describe your organization's process to evaluate staff performance.

III. Resources

(15 Points)

1. Describe proposed work schedules and strategies that would provide flexibility and ensure peer navigators meet with youth at the times they are available at a location that works best for the youth.
2. Describe how your agency will ensure transportation is available for peer navigators to meet youth in the community and/or home.
3. Describe how your agency will ensure transportation is available for youth to meet with peer navigators.
4. Describe strategies for how your agency will collaborate with DCF, the court system and other stakeholders (e.g. youth related employment as appropriate).
5. Provide a Proposed Program Implementation Plan, including a detailed workplan/timeline in preparing to provide the services of the RFP and to become fully operational within the time specified.
 - Include a Program Implementation Schedule attached as part of the appendix.
 - Based on BLI specific program information outlined in Section D.
 - Based on a contract start date of May 1, 2021.

IV. Community and Organizational Fit

(15 Points)

Community and Organizational fit refers to respondent's alignment with the specified community and state priorities, family and community values, culture and history, and other interventions and initiatives.

1. Describe in detail how your agency is aligned with DCF's Values: Evidence, Family, Collaboration, Equity and Integrity.
2. Explain how your organization focuses on each of DCF's Core Approaches: Race Equity, Family/Youth Voice, Protective Factors, Healing Centered, and Culture of Safety.
3. Describe how a peer to peer model is consistent with your agency's mission and vision, and priorities and how this initiative fits with existing initiatives/programming in your organization.
4. Describe in detail your experience and/or ability to support youth by building peer to peer relationships.

5. Describe how the requirements of this initiative will be met through your policies implementing trauma informed and healing centered practices.
 - Include written policies as appendices regarding implementing trauma informed and healing centered practices, if available.
6. Describe how service delivery philosophies and practices currently will support individual youth choice and build capacity to utilize positive youth development in program operations and service delivery.
7. Describe your previous and/or current work in and knowledge of the selected region for which you are applying.
8. Describe how your agency promotes collaboration with/within communities.

V. Organizational Capacity (10 Points)

Organizational Capacity refers to the Respondent's ability to financially and structurally meet and sustain the specified minimum requirements.

Organizational Leadership:

1. Describe how the organization's leadership is knowledgeable about and in support of this initiative.
 - Include how the requirements of this initiative will be met through your governance and management structure, including the roles of senior executives and governing body (Board of Directors, Managing Partners, Board of Freeholders).
 - Do leaders have the diverse skills and perspectives representative of the community being served?
 - **Include a Governing Body List.** (A "governing body" is any of the following: Board or Directors -or- Managing Partners, if LLC/Partnership, -or- Board of Chosen Freeholders of Responsible Governing Body. List must be dated and include the following: names, titles, emails, phone numbers, addresses, and terms for all members of Governing Body.) as part of the appendix.
 - **Include a current Agency-Wide Organizational Chart.**

Staffing Requirements:

1. Does the organization currently employ or have access to staff that meet the staffing requirements of this RFP for the BraveLife Intervention Model? If so, describe and include the position titles, number, qualifications and skills of for each required staff who will implement the program.
 2. Does the staff have a cultural match with the population they serve, as well as relationships in the community? If so, describe.
 3. Describe how the agency plans to effectively communicate with the youth which may require employing staff that meet the language needs of the youth in the local community. (e.g. Peer Navigators that speak Spanish) and/or utilizing interpreters (e.g. sign language, language lines, etc.).
 4. Describe how your agency plans to fulfill staffing requirements not currently in place, by hiring staff, who will perform the proposed service activities, including how your agency plans to recruit and hire youth with experience in foster care or other youth serving systems.
 5. Describe your agency's experience (if any) related to hiring practices, supervision, and coaching practices with employing youth with lived experience in foster care or other youth serving systems.
- **Include an organizational chart for the proposed program operation as part of the appendix.**
 - **Include job descriptions that include all educational and experiential requirements as part of the appendix.**
 - **Include professional licenses related to job responsibilities, if applicable.**
 - **Include resumes, if available, of any existing staff who will perform the proposed services as part of the appendix.**

Geographic Area:

1. Describe how your agency will meet the geographic area requirements of this program initiative.

Collaborations:

- Include a letter of commitment and/or MOU specific to BraveLife to demonstrate commitment to the program.

Cultural Competency, Diversity and the Law Against Discrimination:

1. Describe your plans to ensure the needs of the target community will be met in a manner consistent with your commitment to cultural competency and diversity and the Law Against Discrimination (NJSA 10:51 seq.).

Prevent Child Abuse New Jersey's Safe Child standards.

1. Briefly describe the ways in which your Agency's operations (policies and/or practices) mirror the Prevent Child Abuse New Jersey's Safe Child standards.

The Standards are available at:

<https://nj.gov/dcf/providers/notices/nonprofit/>

- **Include a brief (no more than 2 pages double spaced) Safe-Child Standards Description demonstrating ways in which your agency's operations mirror the Standards as part of the appendix.**

VI. Evaluation, Reporting and Quality Improvement (5 Points)

DCF seeks to understand the applicant's existing capacity, experience and willingness to participate in evaluation planning and implementation of evaluation, data collection, reporting and quality improvement practices.

- Willingness to Participate
Attach an attestation statement (no more than one page, see attached template) in the appendices stating the agency's commitment to collaborate with DCF and any additional third-party evaluators and/or consultants and willingness to participate in evaluation activities as provided in Exhibit C.:

- **Data Collection and Reporting Capacity**
Describe how the organization collects, maintains, and uses any data collected. Include in the narrative responses to the following questions:
 - Does the agency have a database system?
 - If there is no existing database, how do you track data (i.e. excel spreadsheets)?
 - Who is responsible for collecting data?
 - Who is responsible for data input?
 - Who analyzes and reports the data?
 - How is the data used once analyzed?
- **Quality Improvement**
 - Describe the agency's quality assurance and performance improvement processes and discuss how individuals served will have a meaningful role.

VII. Budget

(10 Points)

The Department will consider the cost efficiency of the proposed budget as it relates to the anticipated level of services (LOS). Therefore, applicants must clearly indicate how this funding will be used to meet the project goals and/or requirements. Provide a line item budget and narrative for the proposed project/program. The format for this document is attached as Exhibit D The narrative must be part of the proposal.

- The Budget forms are to be attached as an appendix.
- Applicants must submit three budgets:
 - Year 1 Start-Up budget:
DCF is awarding funds for start-up expenses, up to \$155,000 including (but not limited to) the purchase of approximately 3-4 vehicles, equipment and leasing office space.
 - Year 1: 12-month budget
 - DCF is awarding up to \$593,105 and the budget must include:
 - \$67,000 for training, technical assistance and implementation support for the program model developer
 - Minimum annualized salaries of \$41,500 for each peer navigator
 - Funding for transportation/travel reimbursement costs and related expenses for peer navigators to

carry out job responsibilities across the required service area

- Funds for vehicle insurance and maintenance
- Funding for youth to ensure access to in-community services

○ Year 2: 12-month budget

▪ DCF is awarding up to \$601,105 and the budget must include:

- Up to \$20,000 for training, technical assistance and implementation support for the program model developer.
- Minimum annualized salaries of \$41,500 for each peer navigator.
- Funding for transportation/travel reimbursement costs and related expenses for peer navigators to carry out job responsibilities across the required service area
 - Funds for vehicle insurance and maintenance
 - Funding for youth to ensure access to in-community services

The budget shall be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. The start-up budget shall be separate from the Year 1, 12 month budget and the Year 2 budget, each of which shall reflect a 12-month operating schedule and must include, in separate columns, total funds needed for each line item, the funds requested in this grant, and funds secured from other sources. All costs associated with the completion of the project must be clearly delineated and the budget narrative must clearly articulate budget items, including a description of miscellaneous expenses or “other” items. If your agency is requesting start-up funds, a separate budget proposal must be submitted which includes a detailed summary of and justification for any one-time operational start-up costs.

The grantee is expected to adhere to all applicable State cost principles.

Standard DCF Annex B (budget) forms are available at: <https://www.state.nj.us/dcf/providers/contracting/forms/> and a description of General and Administrative Costs are available at <https://www.nj.gov/dcf/providers/notices/requests/>

See *Standard Documents for RFPs* for forms.

VIII. Completeness of the Application (not scored)

The Department will also consider the completeness of the application and the clarity of statements within the proposal, including the availability and accuracy of all supporting documentation.

IX. Youth Engagement (5 points)

Describe how your agency currently does or will include youth to advise and inform agency policies, practice and operations.

Attachment II – Alternate Peer to Peer Model

I. Model Selection Not scored

1. Name of Program Model
2. Identify which region (outlined above) your agency will serve. Please note an agency can apply for up to two regions. Each region requires a separate proposal.

II. Activities/Implementation Supports/Outcomes (15 Points)
Program Overview

1. Brief overview of the program model. Provide a link to the website, if applicable.
2. Overview of process for selecting program model.

Program Activities

1. Is the program or practice clearly defined (e.g. what it is, for whom it is intended)? Is a manual that includes practice guidelines? (e.g., staff know what to do and say, how to prepare, how to assess progress)?
2. What are the activities for this program?
3. What is the frequency/duration of services?

Outcomes

1. Is there a well-developed theory of change or logic model that demonstrates how the program is expected to contribute to short term and long-term outcomes? If yes, please attach the logic model or theory of change as Appendices. Ensure that it includes the following:

- What short-term outcomes (changes in knowledge and awareness) are expected when the program is implemented as intended?
 - What mid-term outcomes (changes in knowledge and awareness) are expected when the program is implemented as intended?
 - What long-term outcomes (changes in knowledge and awareness) are expected when the program is implemented as intended?
2. Is there a fidelity assessment that measures practitioner behavior (i.e., assessment of whether staff use the practice as intended)? If yes, provide citations, documents, or links to fidelity assessment information.
 3. Describe any outcomes indicators you are proposing to measure.

Training/Coaching/Technical Assistance

1. Is there a qualified “expert” (e.g., consultant, program developer, intermediary, technical assistance provider) who can help with implementation over time? If yes, list names and/or organization (e.g. Center, University) and contacts.
2. Is training and professional development related to this program or practice readily available? If yes, please describe the training and professional development associated with this program, including the number of training hours per staff. Is training culturally sensitive? Does it address issues of race equity, cultural responsiveness or implicit bias? Include the source of training and professional development.
3. Is coaching available for this program or practice? If yes, please describe the coaching that is available, including the frequency and duration, and who is providing the coaching. Is coaching culturally sensitive?
4. Describe how your organization will support the required/necessary training, coaching, supervision and clinical oversight. Describe your organization’s process to evaluate staff performance
5. Describe the approach to supervision that will be utilized for the required staff implementing this initiative. Include frequency and duration.
6. Describe the clinical oversight for this initiative.

III. Resources

(15 Points)

1. What are the staffing requirements for the program? (number and type of staff, e.g., education, credentials, content knowledge, cultural competency, cultural congruency)? Include the supervisor-to-staff and staff-to-youth ratios.
2. Describe proposed work schedules and strategies that would provide flexibility and ensure Peer Navigators meet with youth at the times they are available at a location that works best for the youth.
3. Describe how your agency will ensure transportation is available for peer navigators to meet youth in the community and/or home.
4. Describe how your agency will ensure transportation is available for youth to meet with peer navigators.
5. Describe strategies for how your agency will collaborate with DCF, the court system and other stakeholders (e.g. youth related employment as appropriate).
6. Provide a Proposed Program Implementation Plan, including a detailed workplan/timeline in preparing to provide the services of the RFP and to become fully operational within the time specified.
 - Include a Program Implementation Schedule attached as part of the appendix.
 - Based on BLI specific program information outlined in Section D.
 - Based on a contract start date of May 1, 2021.

IV. Community and Organizational Fit

(15 Points)

1. Describe in detail how your agency is aligned with DCF's Values: Evidence, Family, Collaboration, Equity and Integrity.
2. Explain how your organization focuses on each of DCF's Core Approaches: Race Equity, Family/Youth Voice, Protective Factors, Healing Centered, and Culture of Safety.
3. Describe how a peer to peer model is consistent with your agency's mission and vision, and priorities and how this initiative fits with existing initiatives/programming in your organization.

4. Describe in detail your experience and/or ability to support youth by building peer to peer relationships.
5. Describe how the requirements of this initiative will be met through your policies implementing trauma informed and healing centered practices.
 - Include written policies as appendices regarding implementing trauma informed and healing centered practices, if available.
6. Describe how service delivery philosophies and practices currently will support individual youth choice and build capacity to utilize positive youth development in program operations and service delivery.
7. Describe your previous and/or current work in and knowledge of the selected region for which you are applying.
8. Describe how your agency promotes collaboration with/within communities.

V. Organizational Capacity

(10 Points)

Organizational Capacity refers to the Respondent's ability to financially and structurally meet and sustain the specified minimum requirements.

Organizational Leadership:

Describe how the organization's leadership is knowledgeable about and in support of this initiative.

- Include how the requirements of this initiative will be met through your governance and management structure, including the roles of senior executives and governing body (Board of Directors, Managing Partners, Board of Freeholders).
- Do leaders have the diverse skills and perspectives representative of the community being served?
- **Include a Governing Body List. (A "governing body" is any of the following: Board or Directors -or- Managing Partners, if LLC/Partnership, -or- Board of Chosen Freeholders of Responsible Governing Body. List must be dated and include the following: names, titles, emails, phone**

numbers, addresses, and terms for all members of Governing Body.) as part of the appendix.

- **Include a current Agency-Wide Organizational Chart.**

Staffing Requirements:

1. Does the organization currently employ or have access to staff that meet the staffing requirements of this RFP for the Alternate Peer to Peer model? If so, describe and include the position titles, number, qualifications and skills of for each required staff who will implement the program.
 2. Does the staff have a cultural match with the population they serve, as well as relationships in the community? If so, describe.
 3. Describe how the agency plans to effectively communicate with the youth which may require employing staff that meet the language needs of the youth in the local community. (e.g. Peer Navigators that speak Spanish) and/or utilizing interpreters (e.g. sign language, language lines, etc.).
 4. Describe how your agency plans to fulfill staffing requirements not currently in place, by hiring staff, who will perform the proposed service activities, including how your agency plans to recruit and hire youth with experience in foster care or other youth serving systems.
 5. Describe your agency's experience (if any) related to hiring practices, supervision, and coaching practices with employing youth with lived experience in foster care or other youth serving systems.
- **Include an organizational chart for the proposed program operation as part of the appendix.**
 - **Include job descriptions that include all educational and experiential requirements as part of the appendix.**
 - **Include professional licenses related to job responsibilities, if applicable.**
 - **Include resumes of any existing staff who will perform the proposed services as part of the appendix.**

Geographic Area:

1. Describe how your agency will meet the geographic area requirements of this program initiative.

Collaborations:

- Include a letter of commitment and/or MOU specific to the alternative peer to peer model program developer to demonstrate commitment to the program.

Cultural Competency, Diversity and the Law Against Discrimination:

1. Describe your plans to ensure the needs of the target community will be met in a manner consistent with your commitment to cultural competency and diversity and the Law Against Discrimination (NJSA 10:51 seq.).

Prevent Child Abuse New Jersey's Safe Child standards.

1. Briefly describe the ways in which your Agency's operations (policies and/or practices) mirror the Prevent Child Abuse New Jersey's Safe Child standards.

The Standards are available at:

<https://nj.gov/dcf/providers/notices/nonprofit/>

- Include a brief (no more than 2 pages double spaced) Safe-Child Standards Description demonstrating ways in which your agency's operations mirror the Standards as part of the appendix.

VI. Evaluation, Reporting and Quality Improvement (5 Points)

DCF seeks to understand the applicant's existing capacity, experience and willingness to participate in evaluation planning and implementation of evaluation, data collection, reporting and quality improvement practices.

- Willingness to Participate
Attach and sign Attestation X statement stating the agency's commitment to collaborate with DCF and any additional third-party evaluators and/or consultants and willingness to participate in evaluation activities as contained in Exhibit C.
- Data Collection and Reporting Capacity
Describe how the organization collects, maintains, and uses any data collected. Include in the narrative responses to the following questions:
 - Does the agency have a database system?
 - If there is no existing database, how do you track data (i.e. excel spreadsheets)?
 - Who is responsible for collecting data?
 - Who is responsible for data input?
 - Who analyzes and reports the data?
 - How is the data used once analyzed?
- Quality Improvement
 - Describe the agency's quality assurance and performance improvement processes and discuss how individuals served will have a meaningful role.

VII. Budget

(10 Points)

The Department will consider the cost efficiency of the proposed budget as it relates to the anticipated level of services (LOS). Therefore, applicants must clearly indicate how this funding will be used to meet the project goals and/or requirements. Provide a line item budget and narrative for the proposed project/program. The narrative must be part of the proposal.

- The Budget forms are to be attached as an appendix.
- Applicants must submit three budgets:
 - Year 1: Start-Up budget:
DCF is awarding funds for start-up expenses, up to \$155,000 including (but not limited to) the purchase of approximately 3-4 vehicles, equipment and leasing office space.
 - Year 1: 12-month budget
 - DCF is awarding up to \$593,105 and the budget must include:

- \$67,000 for training, technical assistance and implementation support for the program model developer
 - Minimum annualized salaries of \$41,500 for each peer navigator
 - Funding for transportation/travel reimbursement costs and related expenses for peer navigators to carry out job responsibilities across the required service area
 - Funds for vehicle insurance and maintenance
 - Funding for youth to ensure access to in-community services
- Year 2: 12-month budget
- DCF is awarding up to \$601,105 and the budget must include:
 - Up to \$20,000 for training, technical assistance and implementation support for the program model developer.
 - Minimum annualized salaries of \$41,500 for each peer navigator.
 - Funding for transportation/travel reimbursement costs and related expenses for peer navigators to carry out job responsibilities across the required service area
 - Funds for vehicle insurance and maintenance
 - Funding for youth to ensure access to in-community services

The start-up budget shall be separate from the Year 1, 12 month budget shall and the Year 2 budget shall reflect a 12-month operating schedule and must include, in separate columns, total funds needed for each line item, the funds requested in this grant, and funds secured from other sources. All costs associated with the completion of the project must be clearly delineated and the budget narrative must clearly articulate budget items, including a description of miscellaneous expenses or “other” items. If your agency is requesting start-up funds, a separate budget proposal must be submitted which includes a detailed summary of and justification for any one-time operational start-up costs.

The grantee is expected to adhere to all applicable State cost principles.

Standard DCF Annex B (budget) forms are available at: <https://www.state.nj.us/dcf/providers/contracting/forms/> and a description of General and Administrative Costs are available at <https://www.nj.gov/dcf/providers/notices/requests/>

See *Standard Documents for RFPs* for forms.

VIII. Completeness of the Application (Not Scored)

The Department will also consider the completeness of the application and the clarity of statements within the proposal, including the availability and accuracy of all supporting documentation.

IX. Youth Engagement (5 points)

Describe how your agency currently does or will include youth to advise and inform agency policies, practice and operations.

B. Supporting Documents:

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent. There is a thirty-five (35) page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Failure to submit any of the required documents requested in this RFP will result in a loss of five (5) points per item from the total points awarded for the proposal.

All supporting documents submitted in response to this RFP must be organized in the following manner:

Part I: Proposal	
1	<input type="checkbox"/> Proposal Cover Sheet – (signed and dated) Website: https://www.nj.gov/dcf/providers/notices/requests/#2 Form: https://www.nj.gov/dcf/providers/notices/Proposal.Cover.Sheet.doc
2	<input type="checkbox"/> Table of Contents – Please number and label with page numbers if possible in the order as stated in Part I & Part II Appendices.
3	<input type="checkbox"/> Proposal Narrative in following order <u>35</u> Page Limitation <ul style="list-style-type: none"> I. Model Selection II. Activities / Implementation Supports. Outcomes III. Resources IV. Community and Organizational Fit V. Organizational Capacity VI. Evaluation, Reporting and Quality Improvement VII. Budget (3 budget descriptions as part of the Narrative) VIII. Completeness of the Application IX. Youth Engagement

		Part II: Appendices
4	<input type="checkbox"/>	Written policies implementing trauma informed practices, if available. If not applicable, include a written statement.
5	<input type="checkbox"/>	Governing Body List. (A “governing body” is any of the following: Board or Directors -or- Managing Partners, if LLC/Partnership, -or- Board of Freeholders of Responsible Governing Body). List must be Dated and include the following: <ul style="list-style-type: none"> a. Names b. Titles, c. Emails d. Phone Numbers e. Address and f. Terms
6	<input type="checkbox"/>	Current Agency-Wide Organization Chart
7	<input type="checkbox"/>	Proposed Organizational Chart for services required by this response - include agency name and date created
8	<input type="checkbox"/>	Professional Licenses related to job responsibilities for this response If not applicable, include a signed/dated written statement on agency letterhead
9	<input type="checkbox"/>	Job Descriptions that include all educational and experiential requirements
10	<input type="checkbox"/>	Resumes of any existing staff who will perform the proposed services (please <u>do not</u> provide home addresses or personal phone numbers)
11	<input type="checkbox"/>	Safe-Child Standards Description of your agency’s implementation of the standards (no more than 2 pages)
12	<input type="checkbox"/>	Letter of Commitment from the Model Developer specific to a service or MOU to demonstrate commitment to the program
13	<input type="checkbox"/>	Signed Attestation Exhibit C
14	<input type="checkbox"/>	Proposed Program Implementation Schedule or some other detailed weekly description of your action steps in preparing to provide the services of the RFP and to become fully operational within the time specified.
15	<input type="checkbox"/>	Exhibit D DCF Budget Forms for the following: Year 1 Start Up Budget Year 1 12 Month Year 2 12 Month
16	<input type="checkbox"/>	Agency’s Conflict of Interest policy

17	<input type="checkbox"/>	<p>Copies of any audits (not financial audit) or reviews (including corrective action plans) completed or in process by DCF (inclusive of DCF Licensing, Divisions and Offices) or other State entities within the last 2 years. If available, a corrective action plan should be provided and any other pertinent information that will explain or clarify the applicant's position. If not applicable, include a written statement.</p> <p>Applicants are on notice that DCF may consider all materials in our records concerning audits, reviews or corrective active plans as part of the review process.</p>
18	<input type="checkbox"/>	<p>Standard Language Document (SLD) (signed/dated) [Version: Rev. 7-2-19] Form: https://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc</p>
19	<input type="checkbox"/>	<p>Document showing Data Universal Numbering System (DUNS) Number [2006 Federal Accountability & Transparency Act (FFATA) Website: https://fedgov.dnb.com/webform Helpline: 1-866-705-5711</p>
20	<input type="checkbox"/>	<p>System for Award Management (SAM) printout showing "active" status (free of charge) Website: Go to SAM by typing www.sam.gov in your Internet browser address bar Helpline: 1-866-606-8220</p>
21	<input type="checkbox"/>	<p>Applicable Consulting Contracts, Affiliation Agreements related to this RFP. If not applicable, include a written statement</p>
22	<input type="checkbox"/>	<p>Business Associate Agreement/HIPAA (signed/dated under Business Associate) [Version: Rev. 8-2019] Form: https://www.nj.gov/dcf/providers/contracting/forms/HIPAA.docx</p>
23	<input type="checkbox"/>	<p>Affirmative Action Certificate --or-- Renewal Application [AA302] sent to Treasury Note: The AA302 is only applicable to new start-up agencies and may only be submitted during Year 1. Any agency previously contracted through DCF is required to submit an Affirmative Action Certificate. Website: https://www.nj.gov/treasury/purchase/forms.shtml Form: https://www.nj.gov/treasury/purchase/forms/AA_%20Supplement.pdf</p>
24	<input type="checkbox"/>	<p>Certificate of Incorporation Website: https://www.nj.gov/treasury/revenue/filecerts.shtml</p>
25	<input type="checkbox"/>	<p>For Profit: NJ Business Registration Certificate with the Division of Revenue. See instructions for applicability to your organization. If not</p>

		applicable, include a signed/dated written statement on agency letterhead. Website: https://www.nj.gov/njbusiness/registration/
26	<input type="checkbox"/>	Agency By-laws or Management Operating Agreement if an LLC
27	<input type="checkbox"/>	Tax Exempt Organization Certificate (ST-5) -or- IRS Determination Letter 501(c)(3) If not applicable, include a signed/dated written statement on agency letterhead Website: https://www.nj.gov/treasury/taxation/exemptintro.shtml
28	<input type="checkbox"/>	Disclosure of Investigations and Other Actions Involving Bidder Form (PDF) (signed/dated) Website: https://www.nj.gov/treasury/purchase/forms.shtml [Version 3-15-19] Form: https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestigations.pdf
29	<input type="checkbox"/>	Disclosure of Investment Activities in Iran (PDF) (signed/dated) Website: https://www.nj.gov/treasury/purchase/forms.shtml [Version 6-19-17] Form: https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf
30	<input type="checkbox"/>	For Profit: Ownership Disclosure Form (PDF) (signed/dated) Website: https://www.nj.gov/treasury/purchase/forms.shtml [Version 6-8-18] Form: https://www.nj.gov/treasury/purchase/forms/OwnershipDisclosure.pdf See instructions for applicability to your organization. If not applicable, include a written statement.
31	<input type="checkbox"/>	For Profit: Chapter 51/Executive Order 117 Vendor Certification --and-- Disclosure of Political Contributions (signed/dated) [Version: Rev 4/1/19] See instructions for applicability to your organization. If not applicable, include a signed/dated written statement on agency letterhead. Website: https://www.nj.gov/treasury/purchase/forms.shtml Form: https://www.nj.gov/treasury/purchase/forms/eo134/Chapter51.pdf
32	<input type="checkbox"/>	Certification Regarding Debarment (signed/dated) Website: https://www.nj.gov/dcf/providers/notices/requests/#2 Form: https://www.nj.gov/dcf/documents/contract/forms/Cert.Debarment.pdf

33	<input type="checkbox"/>	Statement of Assurances – (Signed and dated) Website: https://www.nj.gov/dcf/providers/notices/requests/#2 Form: https://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc
34	<input type="checkbox"/>	Tax Forms: <u>If not available, provide an explanation (for example if the corporate formation is new)</u> <u>Non Profit Form 990</u> Return of Organization Exempt from Income Tax or- <u>For Profit Form 1120</u> US Corporation Income Tax Return or-LLC Applicable Tax Form and may delete or redact any SSN or personal information.

* Standard forms for RFP's are available at:
<https://www.nj.gov/dcf/providers/notices/requests/>

See *Standard Documents for RFPs* for forms.

Standard DCF Annex B (budget) forms are available at:
<https://www.state.nj.us/dcf/providers/contracting/forms/>

** Treasury required forms are available on the Department of the Treasury website at:
<https://www.state.nj.us/treasury/purchase/forms.shtml>

Click on Vendor Information and then on Forms.

Standard Language Document, and the Contract Reimbursement Manual and Information Manual may be reviewed via the Internet respectively
at: <https://www.nj.gov/dcf/providers/contracting/forms/> and
www.nj.gov/dcf/providers/contracting/manuals

C. Requests for Information and Clarification:

Question and Answer:

DCF will provide eligible applicants additional and/or clarifying information about this initiative and application procedures through a time-limited electronic Question and Answer Period. Inquiries will not be accepted after the closing date of the Question and Answer Period.

Questions must be submitted in writing via email to:
DCF.ASKRFP@dcf.nj.gov.

Written questions must be directly tied to the RFP. Questions should be asked in consecutive order, from beginning to end, following the organization of the

RFP. All inquiries submitted to DCF.ASKRFP@dcf.nj.gov must identify, in the Subject heading, the specific RFP for which the question/clarification is being sought. Each question should begin by referencing the RFP page number and section number to which it relates.

Written inquiries will be answered and posted on the DCF website as a written addendum to the RFP at:

<https://www.nj.gov/dcf/providers/notices/requests/>

Technical inquiries about forms and other documents may be requested anytime through DCF.ASKRFP@dcf.nj.gov.

All other types of inquiries will not be accepted. **Applicants may not contact the Department directly, in person, or by telephone, concerning this RFP.**

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies,

placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval
Certificate of Employee Information Report
Employee Information Report Form AA302 (electronically available at www.state.nj.us/treasury/contract_compliance).

The contractor and its subcontractors shall furnish such reports or other documents to the Department of Children and Families, the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Department of Children and Families, the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

EXHIBIT B
TITLE 10. CIVIL RIGHTS
CHAPTER 2. DISCRIMINATION IN EMPLOYMENT ON PUBLIC WORKS
N.J. Stat. § 10:2-1 (2012)

§ 10:2-1. Antidiscrimination provisions

Antidiscrimination provisions. Every contract for or on behalf of the State or any county or municipality or other political subdivision of the State, or any agency of or authority created by any of the foregoing, for the construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees that:

- a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;
- b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;
- c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$ 50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
- d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

No provision in this section shall be construed to prevent a board of education from designating that a contract, subcontract or other means of procurement of goods, services, equipment or construction shall be awarded to a small business enterprise, minority business enterprise or a women's business enterprise pursuant to P.L.1985, c.490 (C.18A:18A-51 et seq.).

Exhibit C – Posted with RFP

Exhibit D BUDGET FORMS- Posted with RFP

Exhibit E Posted with the RFP

Attachment 1 Posted with RFP