



**The New Jersey Department of Children and Families' (DCF) Division of
Child Protection and Permanency**

2023 RFP: Adoption and Kinship Legal Guardianship Clinical Services

QUESTIONS AND ANSWERS

Technical inquiries about forms and other documents may be requested at any time at dcf.askrfp@dcf.nj.gov

General Notes

1. Registered AOR forms must be received by **April 26, 2023**
2. All responses must be submitted **ONLINE** by **May 3, 2023** (by 12:00 NOON)
3. **In RE:** Pre-Award Documents Prerequisite to All Contracts
#10 Conflict of Interest Policy
Clarification: Submit agency's **OWN** conflict of interest policy (the DCF policy is linked in the RFP as a guide).
4. **In RE:** Page 18: *At least one representative of the respondent must have been present at the Mandatory Conference.*

Clarification: There was no Mandatory Conference.

- 1. The RFP indicates the Office of Adoption Operations as the program's referral source. May the provider also enroll youth who are self, or community referred?**

Yes, families in need of post adoption/KLG service, can contact the agency directly.

- 2. The RFP indicates the DCF CP&P Status as CP&P Adopt/KLG and CP&P Out of Home Case. Must all of the youth in the program be in one of these two statuses?**

Yes, youth must have a status of finalized CP&P Adoption/KLG or a status of CP&P Out of Home, with a case goal of Adoption or KLG.

- 3. The RFP states that the parenting status can be informal kinship caregiver. If all children must have a status of either CP&P Adopt/KLG or CP&P Out of Home Case, how will youth in informal kinship caregiver homes be engaged in services? Can the program serve families who have had private domestic and international adoptions?**

Informal kinship caregivers may be included in the therapeutic intervention, when indicated.

CP&P does not anticipate the availability to provide services to non-CP&P adoptions and KLGs.

- 4. The RFP indicates that the effective date of the contract will be June 1, 2023. When does DCF anticipate the contract will be awarded?**

The award is expected to be announced in May 2023.

- 5. When does DCF anticipate that training will be offered in the evidence-based curriculum? Will the training be offered again if there is staff turnover or if all staff are not on-boarded prior to the first training scheduled?**

Agencies are expected to be fully operational with 60 days of notice of the award. The evidence-based curriculum training will be provided after the agency is fully operational. Yes, additional training will be considered as needed for staff turnover.

- 6. Will any exceptions to the specified age range be allowed? May the provider request to serve a child under age five?**

No. This program will provide services to youth ages: Five (5) through, and including, twenty-one (21).

7. Page 1 – Section I – C Can an agency sub-contract?

Yes. Respondents awarded a contract must be prepared to execute any planned sub-contracts, memorandum of agreements with vendors, consultants, or agencies, after the review and approval of DCF, within forty-five (45) days of contract execution.

8. Page 5 – Section B #5-Are children in Out of Home (OOH) eligible for services?

Yes. Youth must have a status of CP&P Out of Home, with a case goal of Adoption or KLG.

9. Page 6 – Section II B # 7-Is this program only available to youth who were adopted and KLG finalized through CP&P?

Yes, CP&P does not anticipate the availability to provide services to non-CP&P adoptions and KLGs.

10. Can someone who was adopted privately be eligible for this service? Does this include Kinship?

No, CP&P does not anticipate the availability to provide services to non-CP&P adoptions and KLGs.

11. Page 6 – Section II C# 6-Will all referrals come from the Office of Adoption Operations? Will that be the sole source of referrals? If referrals are open to those adopted through private means, how will they be referred?

Families in need of post adoption/KLG service, can contact the agency directly. CP&P does not anticipate the availability to provide services to non-CP&P adoptions and KLGs.

12. Page 6 – Section II C # 12-Who will pay for the training? DCF? Separate from the grant or is it included in the start-up cost? What is the anticipated cost? Training includes adoption certificate plus 56 hours (28/28) in new model, and 10-recorded sessions reviewed?

The adoption training and evidence-based model will be funded by DCF and do not need to be included in the proposed budget.

- 13. Page 9 – Outcomes Section-For the Child Outcomes, Bullet 2: Please define what is “Resolved” trauma symptoms. For the Caretakers Outcomes, Long Term Outcomes: Bullet 1: Please define what “Developed Reflective Function” is. Is this self-reflection?**

These terms will be defined as part of the program model training.

- 14. Page 15 – Section IV-Second paragraph – What is the page limit? 25 pages per section – totaling 75 pages?**

To clarify, the total page limitation is **25 pages** for all three narrative sections **combined** (25 pages encompassing Section A, Section B, and Section C).

- 15. What is the vision of this program for birth/biological family with regard to counseling in the selected model?**

Birth/biological families may be included in the therapeutic intervention, when indicated.

- 16. Will CMO’s be involved with any of the referrals for pre/post adoption and KLG families?**

Families in need of post adoption/KLG service, can contact the agency directly. CMO’s would not have any formal involvement in the referral process but can inform families of the service.

- 17. Will distance be included in time towards “work hours”? - there will be considerable travel time to meet the needs of in-home services?**

Agencies may have their own policy for travel time.

- 18. Are we limited to the required staff outlined on page 8 of the RFP, or can we add additional support staff if the budget allows as long as we meet the minimum staffing requirements?**

Yes, agencies may add additional staff as long as the minimum staffing requirement are met.

- 19. Page 7 of the RFP says that “*Program staff (supervisors and clinicians) are expected to complete an adoption certification program sponsored by DCF within one (1) year of hire*”. Will DCF allow for the cost of any additional trainings or certifications in the budget if we feel that they are indicated?**

Yes, an agency may provide additional training to staff once approved by the contract administrator or adoption operations.

20. Can DCF share data, or point us to the data, that shows the numbers of eligible participants served by each regional office in recent years? Preferably we would like to assess this data from the past three years.

Please refer to <https://www.nj.gov/dcf/> for recently published data.

21. When the RFP states that 2 FTEs are required (page 8 of the RFP), can this be more than 2 part-time staff to equal 2 FTE. For example, would four 0.5 FTE staff be allowed to meet the 2 FTE requirement?

Yes.

22. Does the response for the RFP need to cover all counties in the state?

Yes, the geographic area the program initiative is required to serve is Statewide.

23. Does the agency need to accept all referrals for the program if the program is unable to serve a specific youth/family i.e. lack of therapist in the area?

Yes, agencies should be able to provide services to youth in all counties throughout New Jersey.

24. We are very interested in applying for this RFP; however, given the recent labor market and coming off of Covid therapists have been difficult to hire as they prefer telehealth instead of in person therapy. Has there been any thought, given the current market, to expand more of these services to be offered through telehealth?

Services should be delivered in home, unless otherwise requested by the family. Other service locations could include: Resource Home; Agency Site; Community; or group or residential settings.