



REQUEST FOR PROPOSALS

FOR

Adoption and Kinship Legal Guardianship Clinical Services

Publication Date April 4, 2023

Response Deadline: May 3, 2023 by 12:00 P.M.

Funding of \$3,703,408 Available

**Christine Norbut Beyer, MSW
Commissioner**

The Department of Children and Families (DCF) is the agency dedicated to ensuring all New Jersey residents are safe, healthy, and connected. To that end, DCF announces to potential respondents its intention to award a new contract.

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Section I - General Information

A. Pre-Response Submission Information:

Respondents may not contact the Department directly, in person, or by telephone, concerning this RFP. Questions may be sent in advance of the response deadline via email to DCF.ASKRFP@dcf.nj.gov.

Technical inquiries about forms, documents, and format may be requested at any time prior to the response deadline, but **questions about the content of the response must be requested by 12 P.M. on April 18, 2023**. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP and reference the page number and section number to which it relates. All inquiries submitted should reference the program name appearing on the first page of this RFP. Written inquiries will be answered and posted on the DCF website as a written addendum to this RFP at: <https://nj.gov/dcf/providers/notices/requests/>

B. Summary Program Description:

The New Jersey Department of Children and Families' (DCF) Division of Child Protection and Permanency, announces its intent to award a contract for Adoption and Kinship Legal Guardianship Clinical Services.

Adoption and Kinship Legal Guardianship Clinical Services Programs offer in-home, evidence-based clinical services to youth and their prospective adoptive and kinship families to support identity, attachment, family formation, and claiming and to reduce trauma associated with the alternative permanency process.

C. Funding Information:

All funding is subject to appropriation. The continuation of funding is contingent upon the availability of funds and resources in future fiscal years.

This is a competitive process. Respondents are on notice that no annual increases will be considered as part of this contract to salaries, fringe, or benefits in future negotiations or contracts, unless approved by the State legislature for all contracting entities.

The Department will make available up to **\$3,703,408** in total for FYs 2023 through 2025 for one (1) award. DCF reserves the right to award all or a portion of this amount. The funds support expenses incurred from the start of the contract on June 1, 2023, through June 30, 2025. The funds available are to be budgeted to cover the expenses incurred during the contract term. DCF will not reimburse expenses incurred prior to the effective date of the contract except for approved start-up costs.

A justification and detailed summary of the anticipated costs required for implementation and program operations must be entered for the twenty-five (25) month term of this contract into **three (3) separate budgets**. Each budget must be completed and submitted with this response using the Proposed Budget Form found at: <https://www.nj.gov/dcf/providers/contracting/forms/>. All three Proposed Budget Forms must be submitted as documents included in PDF 2: Section III - *Documents Required to be Submitted with This Response, subsection A. Documents to be Submitted in Support of This Response*.

The **first** Proposed Budget Form will detail expenditures of up to **\$550,000** from the date the contract is effective on June 1, 2023, through September 30, 2023. Up to \$100,000 of the \$550,000 may be entered in this Proposed Budget Form for start-up costs. Additional funds to pay for permitted start-up costs are not available. DCF may approve for reimbursement the start-up costs respondents propose. The anticipated start-up costs required to begin program operations must be entered into the final column of this first Proposed Budget Form and a justification and summary of these costs explained in the Budget Narrative.

The **second** Proposed Budget Form will detail expenditures of up to **\$1,351,704** from October 1, 2023, through June 30, 2024.

The **third** Proposed Budget Form will detail expenditures of up to **\$1,801,704** from July 1, 2024, through June 30, 2025.

(Note: If awarded a contract, the awardee then will be required to submit their budget information again using the more detailed Annex B Budget Form found at: <https://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls>). Each budget will require the submission of a separate final report of expenditures and a close out requiring DCF's recoupment of unspent funds. The final report of expenditures for the first budget in the amount of up to \$550,000 will be due November 30, 2023.)

Funds awarded under this program may not be used to supplant or duplicate existing funding.

Matching funds are not required.

D. Respondent Eligibility Requirements:

Respondents must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship and in compliance with all terms and conditions of those grants and contracts.

Respondents must 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.

DCF will not accept, receive, or consider a response from those under a corrective action plan in process with DCF or any other New Jersey State agency or authority.

Respondents must be fiscally viable and be able to comply with the contracting rules and regulations set forth in the DCF Contract Policy and Information Manual (N.J.A.C. 10:3).

Where required, all respondents must hold current State licenses.

Respondents that are not governmental entities must have a governing body that provides oversight as is legally required in accordance with how the entity was formed such as a board of trustees, non-profit, for profit, limited liability company.

Respondents must have the capability to uphold all administrative and operating standards as outlined in this document.

Respondents must be business entities that are duly registered to conduct business within the State of New Jersey, for profit or non-profit corporations, partnerships, limited liability companies, etc. or institutions of higher education located within the State of New Jersey.

Respondents awarded a contract should achieve full operational census within sixty (60) days of contract award or the award will be subject to be rescinded. Extensions may be available by way of written request to DCF.

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.

E. Response Submission Instructions:

All responses must be delivered ONLINE on the due date by 12:00 P.M. Responses received after 12:00 P.M. on May 3, 2023, will not be considered.

To submit online, respondent must complete an Authorized Organization Representative (AOR) form. The completed AOR form must be signed and dated by the Chief Executive Officer or designated alternate and sent to DCF.ASKRFP@dcf.nj.gov

Authorized Organization Representative (AOR)

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

Registered AOR forms must be received not less than five (5) business days prior to the date the response is due. Upon receipt of the completed AOR, DCF will grant the Respondent permission to proceed and provide instructions for the submission

of the response. DCF recommends not waiting until the due date to submit your response in case there are technical difficulties during your submission.

F. Required PDF Content of the Response:

Submit in response to this RFP separate PDF documents labeled as follows:

PDF 1: *Section II - Required Performance and Staffing Deliverables ending with a Signed Statement of Acceptance*

PDF 2: *Section III - Documents Required to be Submitted with This Response, subsection A. Organizational Documents Prerequisite to a Contract Award to be Submitted with the Response*

PDF 3: *Section III - Documents Required to Submitted with This Response, subsection B. Additional Documents to be Submitted in Support of This Response*

PDF 4: *Section V - Respondent's Narrative Responses, subsections A. Community and Organizational Fit; B. Organizational Capacity; and C. Organizational Supports.*

Section II - Required Performance and Staffing Deliverables

NOTE: AFTER REVIEWING THE REQUIRED DELIVERABLES LISTED BELOW, **RESPONDENTS MUST SIGN THE STATEMENT AT THE BOTTOM OF THIS SECTION II TO SIGNIFY ACCEPTANCE OF ALL OF THEM.**

(SUBMIT A COMPLETE COPY OF THE CONTENT OF SECTION II, ENDING WITH YOUR SIGNED STATEMENT OF ACCEPTANCE, AS A SINGLE PDF DOCUMENT. THIS WILL BE THE FIRST PDF SUBMISSION IN YOUR RESPONSE PACKET AND IS TO BE LABELED AS: PDF 1: SECTION II - REQUIRED PERFORMANCE AND STAFFING DELIVERABLES.)

A. Subject Matter - The below describes the needs the program must address in this program, the goals it must meet, and the vulnerabilities that must be targeted for prevention.

- 1) The need for this program as indicated by data regarding the health and human services issues and parent and community perceptions is:** A core service need identified for New Jersey's children and families is adoption/kinship care services. Adoption and kinship care is often a complex undertaking in which families face challenges they did not anticipate and were not fully prepared to address. This is especially true for children who have experienced multiple placements and corresponding series of attachment

disruptions. In those situations, adoptive and kinship families may be confronted with emotional and behavioral issues that began in the child's birth family and worsened with the passage of time. Handling the resulting interpersonal difficulties can be daunting for youth, as well as adoptive and kinship caregivers.

To meet this core service need, DCF intends to contract with a community-based provider to implement a clinical model, with promising research evidence, of treatment and parenting strategies for children with problems secondary to abuse, neglect, and multiple placements that have failed to experience the reciprocal interaction between a child and parent that is necessary for development.

- 2) **The goals to be met by this program are:** The goals of the program are 1) for caregivers to increase attunement with their youth, develop reflective functioning, use attachment-facilitating parenting approaches, and increase sensitivity; and 2) for youth to develop a more secure pattern of attachment, resolve trauma symptoms, and secure a more permanent connection and relationship with the committed caregivers.
- 3) **The prevention focus of this program addresses the vulnerabilities expected to be identified and prevented or mitigated by this program initiative:**
Emotional Abuse/Neglect, Family Separation, Use of Foster Care

B. Target Population - The below describes the characteristics and demographics of those the program must serve.

- 1) **Age:** Five (5) through, and including, twenty-one (21)
- 2) **Gender:** All
- 3) **Parenting Status:** Biological, Adoptive, Informal Kinship Caregiver, Grandparent, Resource Parent: Kin, Resource Parent: Non-Kin.
- 4) **Will the program initiative serve children as well as their parent or caregiver?** Yes, children ages five (5) – twenty-one (21) and their caregivers.
- 5) **DCF CP&P Status:** CP&P Adopt/KLG, CP&P Out of Home Case
- 6) **Descriptors of the youth to be served:** The target population of youth to be served, includes the following:
 - Youth that have finalized an adoption or KLG and would benefit from receiving an attachment-based therapeutic service to address behavioral and/or mental health needs.
 - Youth that have a select home adoption goal, that are preparing for, matched or placed with a family that is considering adoption or KLG and would benefit from receiving an attachment-based therapeutic service.

Due to the nature of the federal funding source, at least 50% of youth served at any given time must include youth that have finalized an adoption or KLG

7) **Descriptors of the Family Members/Care Givers/Custodians required to be served by this program initiative:** The target population of families to be served includes the following:

- Families with a commitment to finalizing an adoption or Kinship Legal Guardianship
- Families who have already finalized an adoption or finalized guardianship.

C. Activities - The below describes the activities this program initiative requires of respondents, inclusive of how the target population will be identified and served, the direct services and service modalities that will be provided to the target population, and the professional development and training that will be required of, and provided to, the staff delivering those services.

- 1) **The level of service increments for this program initiative:** Hours
- 2) **The frequency of these increments to be tracked:** Weekly
- 3) **Estimated Unduplicated Clients:** 133
- 4) **Estimated Unduplicated Families:** N/A
- 5) **Is there a required referral process?** Yes
- 6) **The referral process for this program initiative (the required referral process for enabling the target population to obtain the services of this program initiative)?** Gatekeeper, from the Office of Adoption Operations
- 7) **The rejection and termination parameters required for this program initiative:** This is a voluntary service, however, repeated, and consistently missed or cancelled visits could allow, but should not automatically call for, termination or suspension of the service. Further rejection and termination parameters will be outlined by the selected clinical intervention.
- 8) **The direct services and activities required for this program initiative:** Providers will implement an evidence-based, family-focused, attachment-based therapeutic intervention designed for families with adopted or fostered children and youth who had experienced neglect and abuse in their birth families and suffered from significant developmental trauma.
- 9) **The service modalities required for this program initiative are:**
 - a) **Evidence Based Practice (EBP) modalities:** TBD
 - b) **DCF Program Service Names:** Counseling, Pre & Post Adoption/Kinship Counseling Services (PACS)
- 10) **The type of treatment sessions required for this program initiative are:** Individual Assessment, Individual and/or family therapy session
- 11) **The frequency of the treatment sessions required for this program initiative are:** Weekly
- 12) **The professional development through staff training, supervision, technical assistance meetings, continuing education, professional board participation, and site visits, required for this program initiative are:**

Program staff (supervisors and clinicians) are expected to complete an adoption certification program sponsored by DCF within one (1) year of hire. Additionally, program staff (supervisors and clinicians) are expected to obtain and maintain certification in the DCF-identified clinical intervention. To become certified, staff are expected to complete the following training and practicum requirements:

- Introductory training (approx. twenty-eight (28) hours and must be completed prior to seeing clients
 - Advanced training (approx. twenty-eight (28) hours) - taken approximately six (6) months after introductory training
 - Practicum - record and submit ten (10) sessions for review and evaluation of performance for fidelity to model
- a) Additionally, program staff should expect to participate in ongoing supervision, coaching and fidelity and outcome monitoring activities to ensure high quality implementation of the clinician intervention.
 - b) DCF will support agencies and program staff in completing training and certification requirements and other implementation support activities by providing consultation services with an expert in the clinical intervention.
- 13) **The court testimony activities, which may address an individual's compliance with treatment plan(s); attendance at program(s), participation in counseling sessions, required for this program initiative are:** Program staff may be required to provide information for inclusion in court reports/testimony

D. Resources - The below describes the resources required of respondents to ensure the service delivery area, management, and assessment of this program.

- 1) **The program initiative's service site is required to be located in:** New Jersey
- 2) **The geographic area the program initiative is required to serve is:** Statewide
- 3) **The program initiative's required service delivery location is:** Services should be delivered in home, unless otherwise requested by the family. Other service location could include: Resource Home, Agency Site, Community, or group or residential settings.
- 4) **The hours, days of week, and months of year this program initiative is required to operate:** Year round
- 5) **Additional procedures for on call staff to meet the needs of those served twenty-four (24) hours a day, seven (7) days a week?** Programs are not expected to provide on-call staff for crises that occur after operating hours/on weekend. Program staff should ensure program participants are aware of and know how to access crisis intervention services available in their identified catchment areas. Services may include, but are not limited to, CSOC Mobile Response and Stabilization Services (MRSS), 988 services, 2nd Floor, etc.

- 6) **Additional flexible hours, inclusive of non-traditional and weekend hours, to meet the needs of those served?** Programs should be operational to meet the needs of youth and families being served. This is inclusive of non-traditional (evening) and weekend hours.
- 7) **The transportation this program initiative is required to provide:** Although program staff will not be required to provide transportation to youth and families being served, this program is offered in-home and in-community, and clinicians are expected to travel to the family's home or community location.
- 8) **The staffing requirements for this program initiative, including the number of any required FTEs, ratio of staff to clients, shift requirements, supervision requirements, education, content knowledge, staff credentials, and certifications:** The program must include two (2) FTE licensed supervisors able to provide clinical oversight to ten (10) FTE licensed (or licensed eligible) therapists/clinicians. Preferably, staff should have significant expertise working with children who have been impacted by abuse and neglect and whose permanency planning have included Adoption or Kinship Legal Guardianship.

All program staff (supervisors and clinicians) will be expected to become certified in the DCF-identified evidence-based clinical intervention as well as complete an adoption competency training. Training and consultation will be made available by DCF to awarded providers.

A governance structure will be used to guide the uptake of the Adoption and KLG Clinical Services Program. The provider is expected to have at least one staff member participate in committees, teams, and/or workgroups, as required, to contribute to the planning and coordination of implementation activities with DCF program and operational staff, clinical model experts, evaluators, and other consultants, as indicated, to support high-quality implementation and sustainability of the program. The agency's staff member should anticipate a minimum of 26 hours of meeting time in the first year.

- 9) **The legislation and regulations relevant to this specific program, including any licensing regulations:** Programs must adhere to applicable requirements to obtain and maintain licensure.
- 10) **The availability for electronic, telephone, or in-person conferencing this program initiative requires:** Program staff are expected to provide services to families in-person. There may be times virtual or telephonic services are indicated. Staff should have applicable electronic equipment to participate in these activities. Additionally, program staff (supervisor and clinician) are expected to participate in monthly case conferencing with DCPP caseworkers and in quarterly statewide meetings with the DCPP team.
- 11) **The required partnerships/collaborations with stakeholders that will contribute to the success of this initiative:** Program staff should work collaboratively with DCPP staff from the Office of Adoption Operations and Local Offices. They should also be familiar with community resources, especially services targeted towards resource/adoptive families, in their identified region to share with families, as needed.

Additionally, programs should work collaboratively with staff from DCF Operational Offices (Office of Strategic Development, Office of Applied Research and Evaluation, Office of Data Management and Reporting, Office of Monitoring, Office of Quality, Office of Information Technology, Office of Training and Professional, etc.), as needed, and identified consultants (model experts, evaluation partners, program designers, etc.) to support high quality program evaluation and implementation.

- 12) **The data collection systems this program initiative requires:** Programs are expected to collect and report on individual-level program data including, but not limited to, participant demographics and outcomes and practitioner adherence to model requirements. They may be required to use a DCF approved data collection and reporting system.
- 13) **The assessment and evaluation tools this program initiative require:** Programs will be required to use standardized assessment and evaluation tools.

E. Outcomes - The below describes the evaluations, outcomes, information technology, data collection, and reporting required of respondents for this program.

- 1) **The evaluations required for this program initiative:** Programs are expected to engage in a process of participatory, collaborative evaluation planning activities with DCF and consultants, as needed.
- 2) **The outcomes required of this program initiative (which may include short term, midterm, and long-term outcomes):**

Short Term Outcomes:

Child Outcomes:

- Development of a more secure pattern of attachment
- Resolved trauma symptoms
- Improved connection and relationship with the committed caregiver

Caregiver Outcomes:

- Increased attunement with their child
- Developed reflective function
- Consistent use of attachment-facilitating parenting approaches
- Increased sensitivity

Long Term Outcomes:

- Reduced effects of trauma
- Caregivers empowered to be healing agents in children's lives.
- Caregivers create an environment of physical, social, and psychological safety
- Caregivers recognize and meet children's physiological needs (e.g., hydration)

- Caregivers structure experiences to enhance children’s emotional and behavioral self-regulation
 - Enhanced mindful awareness and mindful caregiving
 - Strengthened secure attachments between caregivers and children
 - Strengthened resilience in caregivers and children
- 3) **Required use of databases:** Programs are expected to collect and report program data. They may be required to use a DCF approved data collection and reporting system.
- 4) **Reporting requirements:** Programs will be expected to collect program data and provide monthly, quarterly, and/or annual reports to DCF as indicated. Frequency and format of reports will be determined collaboratively with providers post-award. Programs may also be expected to participate in Continuous Quality Improvement and monitoring activities as indicated by DCF and are expected to complete and submit quarterly expenditure reports (ROE) to their identified DCF Business Office and other reports specified in Section VI - Post Award Requirements of this RFP, subsection C. Contractor Requirements for Reporting.

Signature Statement of Acceptance:

By my signature below, I hereby certify that I have read, understand, accept, and will comply with all the terms and conditions of providing services described above as *Required Performance and Staffing Deliverables* and any referenced documents. I understand that the failure to abide by the terms of this statement is a basis for DCF’s termination of my contract to provide these services. I have the necessary authority to execute this agreement between my organization and DCF.

Name:

Signature:

Title:

Date:

Organization:

Federal ID No.:

Charitable Registration No.:

Unique Entity ID #:

Contact Person:

Title:

Phone:

Email:

Mailing Address:

Section III - Documents Required to be Submitted with This Response

In addition to the Signature Statement of Acceptance of the Required Performance and Staffing Deliverables, DCF requires respondents to submit the following documents with each response. Respondents must organize the documents submitted in the same order as presented below under one (1) of the two (2) corresponding title headings: A. *Organizational Documents to be Submitted with This Response* and B. *Additional Documents to be Submitted in Support of This Response*. **Each of these two (2) sections must be submitted as a separate PDF, which would be the second and third PDF submission in your response packet.**

A. Organizational Documents Prerequisite to a Contract Award Required to be Submitted with this Response:

(THIS WILL BE THE SECOND PDF SUBMISSION IN YOUR RESPONSE PACKET AND IS TO BE LABELED AS: PDF 2: SECTION III - REQUIRED DOCUMENTS, SUBSECTION A. ORGANIZATIONAL DOCUMENTS PREREQUISITE TO A CONTRACT AWARD TO BE SUBMITTED WITH THE RESPONSE.)

Pre-Award Documents Prerequisite to All Contracts

(The below listed documents must be collected with all RFPs)

1) A description of how your **Accounting** System has the capability to record financial transactions by funding source, to produce funding source documentation, authorization to support all expenditures, and timesheets which detail by funding source how the employee spent their time, invoices, etc.

2) **Affirmative Action Certificate:** Issued after the renewal form [AA302] is sent to Treasury with payment.

Note: The AA302 is only applicable to new startup agencies and may only be submitted during Year One (1). Agencies previously contracted through DCF are required to submit an Affirmative Action Certificate.

Website: https://www.state.nj.us/treasury/contract_compliance/

- 3) **Agency By-Laws** -or- **Management Operating Agreement** if a Limited Liability Corporation (LLC) or Partnership
- 4) 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>
- 5) **Attestation Form for Public Law P.L. 2021, c.1** - Complete, sign and date as the provider.
Form: [Attestation.Form.To.Be.Completed.by.Providers.Covered.by.Public.Law.2021.c.1.-6.7.21.pdf \(nj.gov\)](https://www.nj.gov/dcf/providers/notices/Attestation.Form.To.Be.Completed.by.Providers.Covered.by.Public.Law.2021.c.1.-6.7.21.pdf)
- 6) Dated List of Names, Titles, Emails, Phone Numbers, Addresses and Terms of either the **Board of Directors** of a corporation, or the **Managing Partners** of a Limited Liability Corporation (LLC)/Partnership, or the **members** of the responsible governing body of a county or municipality.
- 7) For Profit: **NJ Business Registration Certificate** with the Division of Revenue (see instructions for applicability to your organization).
Website: <https://www.nj.gov/treasury/revenue/busregcert.shtml>
- 8) **Business Associate Agreement/HIPAA** - Sign and date as the Business Associate.
Form: <https://www.nj.gov/dcf/providers/contracting/forms/HIPAA.docx>
- 9) For Profit: **Chapter 51/Executive Order 117** Vendor Certification and Disclosure of Political Contributions (See instructions for applicability to your organization). Website: <https://www.nj.gov/treasury/purchase/forms.shtml>
- 10) **Conflict of Interest Policy** DCF Policy:
https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_conflict.pdf
- 11) All **Corrective action plans or reviews** completed by DCF (inclusive of DCF Licensing, Divisions and Offices) or other State entities within the last two (2) years. If applicable, a copy of the corrective action plan should be provided and any other pertinent information that will explain or clarify the respondent's position. **If not applicable, the respondent is to include a signed written statement that it has never been under any Corrective Actions or reviews.** Respondents 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. Respondents subject to a Corrective Action not yet completed are not eligible to apply.
- 12) Certification Regarding **Debarment**
Form: <https://www.nj.gov/dcf/documents/contract/forms/Cert.Debarment.pdf>

- 13) **Disclosure of Investigations & Other Actions Involving Respondent**
Form: <https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestigations.pdf>
- 14) **Disclosure of Investment Activities in Iran**
Form: <https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf>
- 15) **Disclosure of Ownership (Ownership Disclosure Form)**
Form: <https://www.nj.gov/treasury/purchase/forms/OwnershipDisclosure.pdf>
The Ownership Disclosure form must be completed and returned by non-profit and for-profit corporations, partnerships, and limited liability companies. The failure of a **for-profit** corporation, partnership, or limited liability company to complete the form prior to submitting it with the application **shall result in rejection of the proposal**.
- 16) **Disclosure of Prohibited Activities in Russia and Belarus**
Form: <https://www.nj.gov/treasury/purchase/forms/CertificationonNonInvolvementProhibitedActivitiesinRussiaorBelarus.pdf>
- 17) **Source Disclosure Form (Disclosure of Source Location of Services Performed Outside the United States)**
Form: <http://www.state.nj.us/treasury/purchase/forms/SourceDisclosureCertification.pdf>
- 18) Document showing **Unique Entity ID (SAM) Number**
Website: <https://sam.gov/content/duns-uei>
- 19) Certificate **of Incorporation**
Website: <https://www.nj.gov/treasury/revenue>
- 20) **Notice of Standard Contract Requirements, Processes, and Policies**
Sign and date as the provider
Form: [Notice.of.Standard.Contract.Requirements.pdf \(nj.gov\)](https://www.nj.gov/treasury/purchase/forms/NoticeofStandardContractRequirements.pdf)
- 21) **Organizational Chart for Agency** - Ensure chart includes the agency name, current date, and the allocation of personnel among each of the agency's DCF programs with their position titles and names.
- 22) **Prevent Child Abuse New Jersey's (PCA-NJ) Safe-Child standards** - A brief description (no more than two (2) pages double spaced) of the ways in which agency's operations (policies and/or practices) mirror these standards. The document should include the agency name & current date. The Standards are available at: ["Sexual Abuse Safe-Child Standards" \(state.nj.us\)](https://www.state.nj.us/dcf/childabuse/standards)

- 23) **Standard Language Document (SLD) (or Individual Provider Agreement or Department Agreement with another State Entity as designated by DCF.)**
 Sign and date as the provider
 Form:
<https://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc>
- 24) **System for Award Management (SAM)** Submit a printout showing active status and the expiration date. Available free of charge.
 Website: <https://sam.gov/content/home>
 Helpline:1-866-606-8220
- 25) **Tax Exempt Organization Certificate (ST-5) -or- IRS Determination Letter 501(c)(3)**
 Website: <https://www.nj.gov/treasury/taxation/exemptintro.shtml>
- 26) **Tax Forms: Submit a copy of the most recent full tax return**
 Non-Profit: Form 990 Return of Organization Exempt from Income Tax
 or- For Profit: Form 1120 US Corporation Income Tax Return -or-
 LLCs: Applicable Tax Form and may delete/redact any SSN or personal information
Note: Store subsequent tax returns on site for submission to DCF upon request.
- 27) **Trauma Informed and Cultural Inclusivity Practices** - Submit written policies describing the incorporation of these practices into your provision of services.

B. Additional Documents to be Submitted in Support of This Response

(THIS WILL BE THE THIRD PDF SUBMISSION IN YOUR RESPONSE PACKET AND IS TO BE LABELED AS: PDF 3: SECTION III - REQUIRED DOCUMENTS, SUBSECTION B. ADDITIONAL DOCUMENTS TO BE SUBMITTED IN SUPPORT OF THIS RESPONSE.)

- 1) **Three (3) completed Proposed Budget Forms** documenting all costs associated with operating the program in the manner described above in Section I - General Information, Part C. Funding Information. Document anticipated start-up costs separately in the final column of the first Proposed Budget Form. The blank form is found at:
<https://www.nj.gov/dcf/providers/contracting/forms/>
- 2) A completed **Budget Narrative** is required for the proposed program that: a) clearly articulates budget items, including a description of miscellaneous expenses or “other” items; b) describes how funding will be used to meet the project goals, responsibilities, and requirements; and c) references the costs associated with the completion of the project as entered in the Proposed Budget Form found at:

<https://www.nj.gov/dcf/providers/contracting/forms/>. When additional funding for start-up costs is provided, include in the Budget Narrative a detailed summary of, and justification for, any one-time program implementation costs documented in the final column of the Proposed Budget Form.

- 3) An **Implementation Plan** for the program that includes a detailed timeline for implementing the proposed services, or some other detailed monthly description of your action steps in preparing to provide the services and to become fully operational.
- 4) **Proposed Program Organizational Chart** for the program services required by this response that includes the agency name and the date created.
- 5) **Letter(s) of Support** from community organizations with which you already partner may be provided as part of your submission but are not required. Letters from any New Jersey State employees are prohibited.

Section IV - Respondent's Narrative Responses

Respondents who sign the above Statement of Acceptance to provide services in accordance with the *Required Performance and Staffing Deliverables* additionally must submit a narrative response to every question below. A response will be evaluated and scored as indicated on each of the following three Narrative Sections: A. Community and Organizational Fit; B. Organizational Capacity; and C. Organizational Supports. Respondents must organize the Narrative Response sections submitted in the same order as presented below and under each of the three corresponding title headings.

There is a 25-page limitation for each of the three (3) narrative sections of the response. The narrative should be double-spaced with margins of one (1) inch on the top and bottom and one (1) inch on the left and right. Narrative Sections of the responses should be double-spaced with margins of one (1) inch on the top and bottom and one (1) inch on the left and right. The font shall be no smaller than twelve (12) points in Arial or Times New Roman.

(ALL THREE (3) OF THESE SECTIONS MUST BE SUBMITTED AS A SINGLE PDF DOCUMENT, WHICH WOULD BE THE FOURTH PDF SUBMISSION IN YOUR RESPONSE PACKET AND IS TO BE LABELED AS: PDF 4 – SECTION IV: RESPONDENT'S NARRATIVE RESPONSES, SUBSECTIONS A. COMMUNITY AND ORGANIZATIONAL FIT; B. ORGANIZATIONAL CAPACITY; AND C. ORGANIZATIONAL SUPPORTS.)

A. Community and Organizational Fit (40 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 how this initiative is consistent with your organization's mission, vision, and priorities.
- 2) Describe how this initiative fits with existing initiatives/programming in your organization.
- 3) Describe any existing services and programs that are categorized as well supported, supported, or promising as per the California Evidence-Based Clearinghouse for Child Welfare definition(s) (CEBC). <https://www.cebc4cw.org/> and/or another similar clearinghouse. Please indicate the clearinghouse and level of evidence for the identified intervention(s).
- 4) Describe how this initiative is consistent with your organization's experience working with the target (or similar) populations required to be served by this initiative.
- 5) Describe how you will meet the geographic area requirements of this program initiative.

B. Organizational Capacity (40 Points)

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

- 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, or the members of the responsible governing body of a county or municipality). Do leaders have the diverse skills and perspectives representative of the community being served?
- 2) Does the organization currently employ or have access to staff that meet the staffing requirements for this initiative as described and certified to in the Resources/Staff Requirements section of the *Required Performance and Staffing Deliverables* of this RFP. If so, describe.
- 3) Does staff have a cultural and language match with the population they serve, as well as relationships in the community? If so, describe.

- 4) Describe how your Agency plans to fulfill staffing requirements not currently in place by hiring staff, consultants, sub-grantees and/or volunteers who will perform the proposed service activities.
- 5) Are there designated staff with capacity to collect and use data to inform ongoing monitoring and improvement of the program or practice? If so, describe.
- 6) What administrative practices must be developed and/or refined to support the initiative/program/practice? What administrative policies and procedures must be adjusted to support the work of the staff and others to implement the program or practice?
- 7) Describe how the requirements of this initiative will be met through your existing collaborations, partnerships and collaborative efforts with other communities and systems.
- 8) Describe how the requirements of this initiative will be met through your membership in professional advisory boards, if applicable.
- 9) Describe how the requirements of this initiative will be met through your plans for program accessibility that include, at a minimum, the following details: site description, safety considerations, and transportation options for those served.
- 10) Describe how the requirements of this initiative will be met through your strategies for identifying and engaging the target population and for maintaining their participation in services in accordance with service recipients' need(s).

C. Organizational Supports (20 Points)

Organizational Supports refers to the respondent's access to Expert Assistance, Staffing, Training, Coaching & Supervision.

- 1) Describe how your organization will support this initiative with required/ necessary training, coaching, supervision. Describe your organization's process to evaluate staff performance.
- 2) Describe how your organization will support the staff implementing this initiative by leveraging the resources of providers; communities; and other stake holders.
- 3) Describe how your organization will support the requirements of this

initiative for collection, maintenance, and analysis of data. Will this require use of or changes to existing monitoring and reporting systems?

- 4) Describe how this initiative will be supported by your use of the data after it is analyzed and reported to evaluate program performance.
- 5) Describe how this initiative will be supported by your quality assurance and performance improvement processes, including the meaningful role of those to be served.
- 6) Describe how this initiative will be supported by your willingness to engage in participatory, collaborative evaluation planning with DCF to improve and finalize outcome indicators.

Section V - Response Screening and Review Process

A. Response Screening for Eligibility, Conformity, and Completeness:

DCF will conduct a preliminary review of each response to determine whether it is eligible for evaluation or immediate rejection in accordance with the following criteria:

- 1) The response was received prior to the stated deadline.
- 2) The response is signed by an authorized Chief Executive Officer or designated alternate.
- 3) The response is complete in its entirety, including all documents required to be submitted in support of the response listed in Section III. A. and the organizational documents prerequisite to a contract award listed in Section III. B. If any of these documents are missing from the response, DCF may provide an email notice to the applicant after the application is submitted. Applicants will have up to five (5) business days after notice from DCF to provide the missing documentation, except those documents required by the RFP and/or applicable law to be submitted with the proposal. If the documents are not then timely submitted in response to that notice, the application may be rejected as non-responsive.
- 4) The response conforms to the specifications set forth in the RFP.
- 5) At least one representative of the respondent must have been present at the Mandatory Conference. [Delete when there is no Conference or when the Conference is not mandatory.]

Failure to meet the criteria outlined above, constitutes grounds for rejection of the response.

Responses meeting the initial screening requirements of the RFP will be distributed to the Evaluation Committee for its review and recommendations.

B. Response Review Process

The Department convenes an Evaluation Committee in accordance with existing regulation and policy to review all responses. All voting and advisory reviewers complete a conflict-of-interest form. Those individuals with conflicts or with the appearance of a conflict are disqualified from participation in the review process. The voting members of the Evaluation Committee will review responses, deliberate as a group, and recommend final funding decisions.

The Department reserves the right to reject any response 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, the State's loss of funding, inability of the respondent to provide adequate services, applicant's lack of good standing with the Department, and indication or allegation of misrepresentation of information or non-compliance with any State contracts, policies and procedures, or State or Federal laws and regulations.

A response to an RFP may result in a contract award if the Evaluation Committee concludes the respondent will comply with all requirements as demonstrated by submitting the specified documentation and signing the Statement of Acceptance. All respondents are required to provide all the requested documentation, to confirm their ability to meet or exceed all the compulsory requirements, to provide services consistent with the scope of services delineated, and to comply with the service implementation and payment processes described. In addition, a response to an RFP will be evaluated and scored by the Evaluation Committee based on the quality, completeness, and accuracy of the content of the submitted documents and of each of the three Narrative Sections: A. Community and Organizational Fit; B. Organizational Capacity; and C. Organizational Supports. A response earning the highest score may result in a contract award. The narrative must be organized appropriately and address the key concepts outlined in the RFP. The quality and completeness of the required documents may impact the score of the Narrative Sections to which they relate.

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

C. Appeals

An appeal of a determination to reject a response as incomplete or unresponsive may be considered only to dispute whether the facts of a particular case are

sufficient to meet the requirements for rejection and not to dispute the existence of any of the requirements.

An appeal of a determination not to award contract funding may be considered only if it is alleged that DCF has violated a statutory or regulatory provision in its review and evaluation process.

Pursuant to DCF policy P1.08, such appeals must be submitted in writing within ten (10) business days following the date on the Notice of Regret letter by emailing it to DCF.AHUAppeals@dcf.nj.gov and/or mailing it to:

Department of Children and Families
Office of Legal Affairs
Contract Appeals
50 East State Street, 4th Floor
Trenton, NJ 08625

Section VI - Post Award Requirements

A. General Conditions of Contract Execution:

Respondents who receive notice of DCF's intent to award them a contract will be referred to the DCF Office of Contract Administration (OCA). As a condition of executing a contract, awardees must resolve with OCA any issues raised in the award letter or otherwise found to be need of clarification. If DCF finds after sending a notice of intent to award that the awardee is incapable of providing the services or has misrepresented any material fact or its ability to manage the program, the award may not proceed to contract execution. DCF determines the effective date of any contract, which is the date compensable services may begin.

A respondent awarded a contract shall be required to comply with the terms and conditions of the Department of Children and Families' contracting rules, regulations, and policies as set forth in the Standard Language Document, the Notice of Standard DCF Contract Requirements, the Contract Reimbursement Manual, and the Contract Policy and Information Manual. Awardees may review these items via the Internet at [www.nj.gov/dcf/providers/contracting/manuals and https://www.state.nj.us/dcf/providers/contracting/forms/](http://www.nj.gov/dcf/providers/contracting/manuals_and_forms/). Awardees also shall comply with all applicable State and Federal laws and statutes, assurances, certifications, and regulations regarding funding.

B. Organizational Documents Prerequisite to Contract Execution to be Submitted After Notice of Award:

The OCA contract administrator assigned to initiate and administer an awardee's contract will require the awardee to submit the following documents prior to finalizing the contract for funding:

Post-Award Documents Prerequisite to the Execution of All Contracts

- 1) **Acknowledgement of Receipt** of NJ State Policy and Procedures: Return the receipt to DCF Office of EEO/AA.
Form: <https://www.nj.gov/dcf/documents/contract/forms/DiscriminationAcknowReceipt.pdf>
Policy: <https://www.nj.gov/dcf/documents/contract/forms/AntiDiscriminationPolicy.pdf>
- 2) **Annual Report to Secretary of State** proof of filing.
Website: <https://www.njportal.com/dor/annualreports>
- 3) **Employee Fidelity Bond Certificate** (commercial blanket bond - crime/theft/dishonest acts)

Bond must be at least 15% of the full dollar amount of all State of NJ contracts for the current year when the combined dollar amount exceeds \$50,000. The \$50,000 threshold includes fee-for-service reimbursements made via Medicaid. Not Applicable Note: Should state your agency will not exceed \$50,000 in combined State of NJ contracts for the current year.

Email To: OfficeOfContractAdministration@dcf.nj.gov and copy your contract administrator
Policy: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_insurance.pdf

- 4) **Liability Insurance** (Declaration Page/Malpractice Insurance/Automobile Liability Insurance)
Important: Policy must show:
 - a. DCF as the certificate holder – NJDCF 50 E State Street, Floor 3, P.O. Box 717, Trenton, NJ 08625
 - b. Language Stating DCF is “an additional insured”
 - c. Commercial Liability Minimum Limits of \$1,000,000 an occurrence, \$3,000,000 aggregate
 - d. Commercial Automobile Liability Insurance written to cover cars, vans or trucks, limits of liability for bodily injury and property damage should not be less than \$2,000,000/occurrence.

Email To: OfficeOfContractAdministration@dcf.nj.gov and copy your contract administrator

Policy: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_insurance.pdf

- 5) Document showing **NJSTART** Vendor ID Number (NJ's eProcurement System)
Website: <https://www.njstart.gov/> Helpline: 609-341-3500 or -
njstart@treas.nj.gov
- 6) **Standardized Board Resolution Form**
Form: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p1_board.pdf
- 7) **Chapter 271/Vendor Certification and Political Contribution Disclosure Form**
[2006 Federal Accountability & Transparency Act (FFATA)]
Form: <https://www.nj.gov/treasury/purchase/forms/CertandDisc2706.pdf>
- 8) **Program Organizational Chart**
Should include agency name & current date

Post-Award Documents Prerequisite to the Execution of This Specific Contract

- 9) Copy of **Accreditation** (Joint Commission, COA, CARF, as applicable)
Cancellation of accreditation must be reported Immediately.
- 10) **Annex A** - Sections 1.1, 1.3 (& 2.4 if not a CSOC OOH Contract).
Note: Contract Administrators will provide any Annex A forms customized for programs when they are not available on the DCF public website. Website: <https://www.nj.gov/dcf/providers/contracting/forms>
- 11) **Annex B Budget Form** - Include Signed Cover Sheet
Form: <https://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls>
Note: The Annex B Expense Summary Form is auto populated. Begin data input on Personnel Detail Tab.
Website: <https://www.nj.gov/dcf/providers/contracting/forms>
- 12) **Certification Regarding Exemptions**
Website: <https://www.nj.gov/dcf/providers/contracting/forms>
- 13) **Certification Regarding Reporting**
Website: <https://www.nj.gov/dcf/providers/contracting/forms>
- 14) **Equipment Inventory** (if items purchased with DCF funds) Policy:
https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p4_equipment.pdf
- 15) **Schedule of Estimated Claims (SEC)** signed
Form: Provided by contract administrator when applicable.

- 16) **Fixed Rate Information Summary** - Provided by contract administrator when applicable.
- 17) **Professional Licenses and/or Certificates** currently effective related to job responsibilities.
- 18) **Subcontracts/Consultant Agreements/ Memorandum of Understanding** related to this contract for DCF review and approval.

C. Contractor Requirements for Reporting

Contractors are required to produce the following reports in accordance with the criteria set forth below, in addition to the reporting requirements specified above in this RFP related to the delivery and success of the program services.

- 1) **Audit or Financial Statement** (Certified by accountant or accounting firm.)
A copy of the Audit must be submitted to DCF by all agencies expending over \$100,000 in combined federal/state awards/contracts if cognizant with any department of the State of NJ. As noted in the Audit DCF Policy CON -I-A-7-7.6.2007 Audit Requirements, section 3.13 of the Standard Language Document, DCF also may request at any time in its sole discretion an audit/financial statement from agencies expending under \$100,000 that are not cognizant with any department of the State of NJ. Note: Document should include copies of worksheets used to reconcile the department's Report of Expenditures (ROE) to the audited financial statements. (DCF Policy CON -I-A-7-7.6.2007 Audit Requirements)

Contractors are to submit the most recent audit or financial statement with the initial contract and then each subsequent one within 9 months of the end of each fiscal year.

Policy:

https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_audit.pdf

- 2) **DCF Notification of Licensed Public Accountant Form (NLPA)-and- copy of Non-Expired Accountant's Certification**

Contractor must ensure DCF form is used, and 2 signatures are provided. Not required for agencies expending under \$100,000 in combined federal/state awards or contracts. The \$100,000 threshold includes fee-for-service reimbursements made via Medicaid. Also, the NLPA is a State of NJ form and need only list federal/state funds received via contracts with the State of NJ.

Contractors are to submit this form with each Audit, providing info related to the year subsequent to the audit.

Not Applicable Note: Must state your agency will not exceed \$100,000 in combined Federal/State awards or contracts.

Form: <https://www.nj.gov/dcf/providers/contracting/forms/NLPA.docx>

- 3) Photocopies of Licensed Public Accountant firm's **license to practice**, and most recent **external quality control review** to be submitted with the NPLA.
- 4) **Reports of Expenditures (ROE):**
- A. Scheduled Payments Contract Component: To be submitted two times during the contract year: Interim (15 days from the end of the 6th month, and Final (120 days after the end of the fiscal year); or in accordance with any separate DCF directive to file additional ROEs for specific contracted programs. **Quarterly ROEs must be submitted for contracted program budgets funded with federal grants.** The format for the ROE must match that of the Annex B budget form. **Note:** Must be prepared in accordance with the governing cost principles set forth in the DCF Contract Reimbursement Manual (CRM Section 6)
- B. Fee for Service Contract Component: Not Required
Website: <https://nj.gov/dcf/providers/contracting/forms/>

5) **Level of Service (LOS) Reports**

Enter the cited DCF Standard Template Form for each month the number of youth, adults, and families served and ages of those receiving services, and the hours/days, county locations, etc. of those services, or record this data into another form, survey, or database that DCF agrees can serve to track LOS for the contracted program.

Website: <https://www.nj.gov/dcf/providers/contracting/forms/>

6) **Significant Events Reporting:**

Timely reports as events occur to include, but not be limited to, changes to: (1) Organizational Structure or Name [DCF.P1.09-2007]; (2) Executive and/or Program Leadership; (3) Names, titles, terms and addresses, of the Board of Directors; (4) Clinical Staff; (5) Subcontract/consultant agreements and the development or execution of new ones; (6) a FEIN; (7) Corporate Address; (8) Program Closures; (9) Program Site locations; (10) Site Accreditations (TJC,COA,CARF); (11) the contents of the submitted Standard Board Resolution Form; (12) Debarment and SAM status; and (13) the existence and status of Corrective Action Plans, Audits or Reviews by DCF (inclusive of DCF Licensing, Divisions and Offices) or other State entities.

Note: Agencies are under a continuing obligation, through the completion of any contract with the State of NJ, to renew expired forms filed with the NJ Department of Treasury and to notify Treasury in writing of any changes to the information initially entered on these forms regarding: Investment Activities in Iran as per P.L. 2012, C.25; Investment Activities in Russia or Belarus as per P.L. P.L.2022, c.3; Disclosures of Investigations of the Vendor; Ownership

Disclosure if for profit; Service Location Source Disclosure as per P. L. 2005, C.92; Political Contribution Disclosure as per P.L. 2005, C.271; Report of Charitable Organizations, and the Two-Year Chapter 51 Vendor Certification and Disclosure.

Policy:

https://nj.gov/dcf/documents/contract/manuals/CPIM_p1_events.pdf

Website:

<https://www.state.nj.us/treasury/purchase/forms.shtml>

D. Contractor Requirements to Store Organizational Documents on Site

- 1) Affirmative Action Policy/Plan
- 2) Copy of Most Recently Approved Board Minutes
- 3) Books, documents, papers, and records which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions, and to be produced for DCF upon request.
- 4) Personnel Manual & Employee Handbook (include staff job descriptions)
- 5) Procurement Policy