



REQUEST FOR PROPOSALS

FOR

**CHILDREN'S INTERAGENCY COORDINATING COUNCIL (CIACC) FOR
THE COUNTY OF CAPE MAY**

Publication Date: April 21, 2023

Response Deadline: May 31, 2023, by 12:00 P.M.

Funding of \$39,825 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 May 4, 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) Children's System of Care (CSOC), announces its intent to award a contract for the Children's Interagency Coordinating Council (CIACC) of Cape May County. CSOC serves children, youth, and young adults with a wide range of challenges associated with emotional and behavioral health, intellectual/developmental disabilities, and substance use. CSOC is committed to providing these services based on the individualized need of each child and family within a system of care approach that is strength-based, culturally competent, family-centered, and in a community-based environment.

The CIACC will serve as the lead coordinating system partner for the county and is expected to support the statewide initiatives or priorities and to engage in work that serves the youth and families of the State of New Jersey or improves upon the CSOC.

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 **\$39,825** to subsidize the salaries of staff the CIACC delegates to perform the work described in this RFP. DCF reserves the right to award all or a portion of this amount.

The funds support the first year of a contract subject to renewal. Funds awarded under this program may not be used to supplant or duplicate existing funding.

The intended funding period for the contract is July 1, 2023, through June 30, 2024. 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.

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.

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 31, 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 IV - 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, and the goals it must meet.

- 1) **The need for this program as indicated by data regarding the health and human services issues and parent and community perceptions is:**

The Department is a family and child serving agency, working to assist New Jersey families in becoming or remaining safe, healthy, and connected. To that end, the Department establishes and works with the coordinating council for each county to monitor and evaluate the needs of children and families, and the outcomes of community-based services that are implemented as part of an individualized and appropriate child and family driven care system.

- 2) **The goals to be met by this program are to:**
 - I. Serve in an advisory capacity to County government, DCF and CSOC.
 - II. To foster relationships with school personnel to enhance access to CSOC services for youth.
 - III. Attend to the evolving needs and concerns of special populations, such as youth with I/DD challenges and youth involved with the justice system.
 - IV. Cultivate relationships and collaborate with local System Partners, providers, stakeholders, family, and youth to collectively improve upon and maintain the local system of care.
 - V. Participate in processes to identify quality improvement and trends in the local system of care.
 - VI. Engage with youth and family members and encourage their participation in CIACC meetings to learn from their experiences.

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

The CSOC serves all youth, ages 0 to 21, residing in the State of New Jersey, who have needs related to behavioral or mental health, intellectual or developmental disability, and/or substance use disorders. As CSOC is constantly improving upon and expanding its service array, there may be times when CSOC shifts or adjusts its focus to other subpopulations or to youth with needs not specifically referred to here.

C. Activities - The below describes the activities this program initiative requires of respondents.

1) Structural Requirements – The Awardee shall cultivate and convene a coordinating council with subcommittees to plan across systems and develop recommendations to the State.

Meeting requirements include:

- I. Agendas – The Awardee shall prepare and disseminate an agenda prior to each meeting. Special populations, including youth with Intellectual/Developmental Disabilities and youth with juvenile justice involvement, and the activities of all subcommittees of the CIACC, shall be included on each agenda as a standing agenda item.
- II. Minutes – The Awardee shall ensure that minutes are taken and, upon approval by the CIACC, shall disseminate the minutes to meeting participants, and to the CSOC CIACC Program Lead or other designated CSOC staff person. Minutes shall include a record of meeting attendees.

2) Subcommittee Requirements:

- I. Educational Partnerships (EP) – The Awardee shall develop or maintain an EP as a subcommittee of the CIACC. The goal of the EP is to foster relationships with and provide, at a minimum, two trainings and/or presentations to local school personnel per calendar year, in order to enhance access to CSOC services for all youth. The work of the EP shall be reported on as a standing agenda item at each meeting of the full CIACC body; as the work of the EP shall be captured in the minutes of the full CIACC body, minutes for meetings of the EP are optional.
- II. Juvenile Justice Subcommittee – The Awardee shall develop or maintain a Juvenile Justice Subcommittee or participate in a pre-existing planning body that addresses needs related to youth involved with the juvenile justice system, e.g., Juvenile Detention Alternative Initiative (JDAI). If the Awardee chooses to develop or maintain a Juvenile Justice Subcommittee, that work shall be reported on as a standing agenda item at each meeting of the full CIACC body; as the work of the Juvenile Justice Subcommittee shall be captured in the minutes of the full CIACC body, minutes for meetings of the Juvenile Justice Subcommittee are optional. If the Awardee chooses to participate in a preexisting planning body, e.g., JDAI, the work of this body shall be reported on as a standing agenda item at each meeting of the full CIACC body.
- III. Intellectual / Developmental Disabilities Subcommittee – The Awardee shall develop or maintain an Intellectual / Developmental Disabilities (I/DD) Subcommittee or participate in a pre-existing planning body that addresses needs related to

youth with I/DD challenges, e.g., SPAN Parent Advocacy Network or the Regional Family Support Planning Councils (RFSPC). If the Awardee chooses to develop or maintain an I/DD Subcommittee, that work shall be reported on as a standing agenda item at each meeting of the full CIACC body; as the work of the I/DD Subcommittee shall be captured in the minutes of the full CIACC body, minutes for meetings of the I/DD Subcommittee are optional. If the Awardee chooses to participate in a pre-existing planning body, e.g., SPAN or RFSPC, the work of this body shall be reported on as a standing agenda item at each meeting of the full CIACC body.

- IV. Ad Hoc or Other Subcommittees – The Awardee shall develop or maintain ad hoc subcommittees as needed. The duration of these subcommittees may be on a standing basis or time limited as determined by the large CIACC body and/or subcommittee members and may be related to plans recorded in annual reports or related to Continuous Quality Improvement activities. The work of these subcommittees shall be reported on as a standing agenda item at each meeting of the full CIACC body; as the work of these subcommittees shall be captured in the minutes of the full CIACC body, minutes for meetings of all subcommittees are optional.

3) **Meeting Frequency:**

- I. Large CIACC Body – The large CIACC body, consisting of all members and stakeholders, shall meet no fewer than eight times in a calendar year. Meetings that include additional planning bodies, including other CIACCs or other bodies approved by CSOC, fulfill this requirement.
- II. Subcommittees – All required subcommittees of the CIACC, consisting of a subset of the members of the large CIACC body, shall meet no fewer than four times in a calendar year. Participation in a pre-existing planning body that addresses needs related to subcommittee population would meet this requirement; that work shall be reported on as a standing agenda item at each meeting of the full CIACC body.
- III. Meeting Cancellation/Rescheduling – The Awardee shall make every effort to reschedule cancelled meetings. The Awardee shall notify all CIACC members and the CIACC Program Lead or other designated CSOC staff person of cancelled/rescheduled meetings prior to the cancellation/rescheduling of the meeting in question.

- 4) **The membership of the CIACC shall reflect a partnership among county governments, community-based organizations, family and youth, informal supports, agencies providing services, and other stakeholders, if deemed appropriate, and considering:**

- I. Recruitment and engagement of Youth/Family Members – The Awardee shall seek youth and family members to attend and participate routinely in CIACC meetings so that their perspectives may inform planning for local services. Youth/family members shall ideally be former service recipients.
- II. Retention of Youth/Family Members – The Awardee shall demonstrate efforts to retain youth and family who have joined the CIACC as members. Efforts may include development or revision of the onboarding process for new members, planning around and receiving feedback on the extent to which the CIACC meeting is meaningful to youth and family members, and collaboration with system partners and CSOC, including CSOC Regional Practice Specialists and Rutgers staff who support the system of care and Promising Path to Success efforts.
- III. Race/Ethnicity – The CIACC membership shall reflect the ethnic and racial composition and diversity of the county population and service recipients based on the most recent U.S. Census data available. Diversity, equity, and inclusion principles should be considered in recruitment and retention efforts to the maximum extent possible.

5) **Maintenance of Written Policies and Procedures:**

The Awardee shall maintain up to-date written policies and procedures reflective of the goals and principles of CSOC and the CIACC contract deliverables.

- I. Written policies and procedures may be updated as needed but must be ratified by the full CIACC body on an annual basis. The CIACC Program Lead is available for consultation prior to the ratification of written policies and procedures, if desired.
- II. Ratified, updated written policies and procedures or notification of ratification of existing written policies and procedures shall be provided to the CIACC Program Lead or other designated CSOC staff person on an annual basis.

6) **Identification and Documentation of Trends and Recommendations:**

- I. Trends consist of both strengths and needs with regard to access to services, gaps in, or needed, services, and other factors related to the social determinants of health, with particular attention paid to trends related to racial/ethnic disparities in access to services. Recommendations may address identified trends or serve as suggestions for system improvement.
- II. The Awardee shall ensure that the CIACC routinely identifies and documents trends and recommendations via meeting minutes or annual plans. Additionally, in order to ensure a timely response to emerging needs, the Awardee shall inform CSOC

via the CIACC Program Lead or other designated CSOC staff person of any identified trends or recommendations in as expeditious a manner as possible. These ad hoc communications shall be sent via e-mail.

- III. Trends and recommendations reported to the CIACC Program Lead or other designated CSOC staff person, whether by transmission of minutes, annual plans, or ad hoc communications, shall include supporting documentation, evidence, and/or data.

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:**
Cape May County
- 2) **The geographic area the program initiative is required to serve is**
Cape May County
- 3) **The staffing requirements for this program initiative:**
The awardee is required to identify a CIACC coordinator for Cape May County. The provider may use the awarded funds to subsidize the salaries of the staff who perform CIACC work, electing whether these will be full time or part time.
- 4) **The legislation and regulations relevant to this specific program, including any licensing regulations:**
Section 30:4C-70 - Establishment of CART, CIACC
In the event that a county does not establish a CART or CIACC, the Department of Children and Families may establish a CART or CIACC for that county.
- 5) **The Communication and Systems Collaboration this program initiative requires between the state and local levels:**
 - I. The Awardee shall utilize the CIACC Program Lead or other designated CSOC staff person as their point of contact with CSOC.
 - II. The Awardee shall ensure that the CIACC Convener, Coordinator, and/or their designee shall attend the regular Statewide CIACC Conveners' Meeting and other statewide meetings as deemed appropriate by CSOC.
- 6) **The Communication and Systems Collaboration this program requires between local entities or stakeholders:**
 - I. If the Awardee engages in local marketing or advertising activities, those activities shall align with the marketing or

advertising activities initiated by DCF and/or CSOC. The CIACC Program Lead is available for consultation prior to the finalization of local marketing or advertising materials to assist the Awardee with ensuring alignment with DCF/CSOC initiated marketing or advertising activities.

- II. The Awardee shall ensure that any marketing, advertising, promotional, training, or educational materials include an acknowledgement of DCF/CSOC funding for CIACC activities, including the display of current DCF/CSOC branding and logos.
- III. The Awardee shall ensure that requests for presentations by local stakeholders are fulfilled in a timely manner. These requests may be received by the Contracted System Administrator (PerformCare), the Children’s System of Care, or other stakeholders and then communicated to the CIACC Program Lead or other designated CSOC staff person, and then forwarded to the appropriate county’s CIACC Convener and/or Coordinator. The Convener and/or Coordinator shall consult with the larger CIACC body to determine the most appropriate member to fulfil these requests and confirm with CSOC the date, time, and place/platform of any presentation delivered or provide a rationale as to why a request was not fulfilled. Notification of progress shall be provided to the CIACC Program Lead or other designated CSOC staff person within two weeks of receiving the request, with updates to follow, as needed.

7) **The required partnerships/collaborations with stakeholders that will contribute to the success of this initiative:**

The membership of the CIACC shall reflect a partnership among county governments, community-based organizations, family and youth, informal supports, agencies providing services, and other stakeholders, if deemed appropriate. CSOC Core System Partners, including Care Management Organization, Mobile Response Stabilization Services, and Family Support Organization, are expected to be active CIACC members, and as such, the Awardee shall foster connection with and maintain open communication with the leaders of these organizations.

8) **The Continuous Quality Improvement (CQI) and data collection systems this program initiative requires:**

- I. Statewide Activities or Processes – As directed by the Department of Children and Families (DCF), the DCF Office of Quality, and/or CSOC, the Awardee shall participate in CQI processes to:
 - i. Identify initiatives, policies, or practices that are working well for the CIACC and the youth and families served by its members.

- ii. Identify initiatives, policies, or practices that are proving challenging to the delivery of services to local youth and their families.
 - iii. Identify action steps to replicate what is going well or address what is a challenge.
 - iv. Identify desired outcomes and means of measurement of progress toward goals.
 - II. Grant-Related Activities – CSOC engages in grant activities that not only benefit youth and families who receive services, but also service providers, by providing service providers with resources to enhance their ability to serve youth and families. The Awardee shall ensure CIACC engagement with grant-related activities, including, but not limited to:
 - i. Promising Path to Success 2.0 (PPS2.0) – the goal of this grant is to improve youth and family engagement and satisfaction within the Children’s System of Care while ensuring Wraparound Fidelity, and as specifically related to the CIACCs, to increase youth and family participation and voice.
 - ii. Partnership for Success (PFS, formerly known as SOAR) – the goal of this grant is to enhance CSOC’s substance use prevention infrastructure to ensure statewide prevention efforts reach all youth.
 - III. Locally Driven CQI Activities or Processes
 - i. Optional locally driven CQI activities or processes shall align with Statewide CQI activities or processes; alignment shall be determined in consultation with CSOC via the CIACC Program Lead or other designated CSOC staff person.
- 9) **The assessment and evaluation tools this program initiative requires assist the CIACC to understand the strengths and needs of the community, including, but not limited to, the service needs of youth and families indicated by the:**
- I. Human Services Advisory Council (HSAC) Needs Assessment – The Awardee shall participate in the biennial HSAC Needs Assessment process.
 - II. Optional Locally-Directed Needs Assessment – The Awardee may engage in other needs assessment activities as determined to be necessary by the full CIACC body. This may take the form of a “booster” assessment during the years in which there is no HSAC Needs Assessment. This “booster” assessment may take the form of a dedicated meeting, conducting interviews or focus groups, and/or collecting data via a survey. If the Awardee engages in alternative assessment activities, the outcomes of

such activities shall be shared with CSOC through the CIACC Program Lead or other designated CSOC staff person. The CIACC Program Lead is also available for consultation prior to the implementation of any alternative assessment activities, if desired.

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

- 1) **The outcomes required of this program initiative will be demonstrated by the minutes recorded at 100% of the following meetings:**
 - I. Convene a coordinating council to plan across systems and develop recommendations to the State regarding services for serving youth living with behavioral challenges, IDD, and SUD. Each fiscal year the large CIACC body will meet 8 times.
 - II. Develop an Educational Partnership Subcommittee (EP) A subset of the large CIACC (EP Subcommittee) will meet at least 4 times per fiscal year. At least two trainings or presentations will be held for schools per fiscal year. CIACC will outreach to the County Superintendent of Schools Office, DCPD Resources Development Specialist, and School Resiliency Teams to develop a communication pathway with schools in order to disseminate information.
 - III. The Awardee shall develop or maintain a Juvenile Justice Subcommittee that meets at least four times per year OR a representative of the full CIACC will participate in a pre-existing Juvenile Justice planning body, such as JDAI/ YSC. At least four times per year, a CIACC representative will attend the pre-existing planning body meetings and report to the CIACC for each population.
 - IV. The Awardee shall develop or maintain an Intellectual / Developmental Disabilities (I/DD) Subcommittee that meets at least four times per year OR a representative of the full CIACC will participate in a pre-existing IDD planning body, such as RFSPC. At least four times per year, a CIACC representative will attend the pre-existing planning body meetings and report to the CIACC for each population.
- 2) **Required use of databases:**

The Awardee shall ensure that the CIACC routinely reviews data pertinent to service provision. Data sources should include, at a minimum, the CIACC Dashboards and the Rutgers CSOC Data Hub and Portal.

3) **Reporting requirements:**

An annual report, reflective of the past year's activities, trends, and recommendations, as well as plans and priorities for the upcoming year, inclusive of the work of the full CIACC body and all subcommittees, shall be provided to the CIACC Program Lead or other designated CSOC staff person, using the template created by CSOC in collaboration with the CIACC coordinators for this purpose. The annual report shall be submitted to the CIACC Program Lead within 30 days of the end of the calendar year.

F. 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.

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

- 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:
<https://www.nj.gov/dcf/providers/notices/Attestation.Form.To.Be.Completed.by.Providers.Covered.by.Public.Law.2021c.1.-6.7.21.pdf> (nj.gov)
- 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**
Form:
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: [Certification.on.NonInvolvement.Prohibited.Activites.in.Russia.or.Belarus.pdf \(nj.gov\)](https://www.nj.gov/treasury/purchase/forms/SourceDisclosureCertification.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/childabuse/safechildstandards/)
- 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.

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 15-page limitation for 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 third PDF submission in your response packet and is to be labeled as: *PDF 3 – 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 how this initiative is consistent with your organization's experience working with the target (or similar) populations required to be served by this initiative.
- 4) 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) 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.
- 5) 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?

- 6) Describe how the requirements of this initiative will be met through your existing collaborations, partnerships and collaborative efforts with other communities and systems.
- 7) Describe how the requirements of this initiative will be met through your membership in professional advisory boards.

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 the staff implementing this initiative by leveraging the resources of providers; communities; and other stake holders.
- 2) 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?
- 3) Describe how this initiative will be supported by your use of the data after it is analyzed and reported to evaluate program performance.
- 4) 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 Statement of Acceptance 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.

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 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 Disqualification or 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/>. 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/DiscriminationAcknowledgeReceipt.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) **Certification Regarding Exemptions**
Website: <https://www.nj.gov/dcf/providers/contracting/forms>
- 10) **Certification Regarding Reporting**
Website: <https://www.nj.gov/dcf/providers/contracting/forms>

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