



REQUEST FOR PROPOSALS

FOR

Domestic Violence Abuse Intervention Program

Publication Date March 15, 2023

Response Deadline: April 11, 2023 by 12:00 P.M.

Funding of \$3,949,988 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.

TABLE OF CONTENTS

Section I - General Information

A. Pre-Response Submission Information	Page 1
B. Summary Program Description	Page 1
C. Funding Information	Page 2
D. Respondent Eligibility Requirements	Page 4
E. Response Submission Instructions	Page 4
F. Required PDF Content of the Response	Page 5

Section II - Required Performance and Staffing Deliverables

A. Subject Matter	Page 6
B. Target Population	Page 9
C. Activities	Page 10
D. Resources	Page 14
E. Outcomes	Page 18
F. Signature Statement of Acceptance	Page 19

Section III – Required Documents to be Submitted with This Response

A. Organizational Documents Prerequisite to a Contract Award to be Submitted with This Response	Page 20
B. Additional Documents to be Submitted in Support of This Response	Page 23

Section IV - Respondent's Narrative Responses

A. Community and Organizational Fit	Page 25
B. Organizational Capacity	Page 26
C. Organizational Supports	Page 27

Section V - Response Screening and Review Process

A. Response Screening for Eligibility, Conformity and Completeness	Page 28
B. Response Review Process	Page 28
C. Appeals	Page 29

Section VI - Post Award Requirements

A. General Conditions of Contract Execution	Page 30
B. Organizational Documents Prerequisite to Contract Execution to be Submitted After Notice of Award:	
Post-Award Documents Prerequisite to the Execution of All Contracts	Page 30
Post-Award Documents Prerequisite to the Execution of Specific Contracts	Page 32
C. Contractor Requirements for Reporting	Page 32
D. Contractor Requirements to Store Organizational Documents on Site	Page 34

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 12:00 P.M. on March 24, 2023**. Questions shall 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 shall 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' Division on Women (DCF-DOW) announces its intent to award up to fourteen (14) contracts for the provision of domestic violence abuse intervention services to reduce and prevent domestic violence by awarding one contract in each of the following counties: Camden, Cape May, Cumberland, Essex, Gloucester, Hudson, Hunterdon, Mercer, Middlesex, Passaic, Salem, Somerset, Union, and Warren.

Respondents may submit responses for up to two (2) counties and must submit a separate application for each. Respondents may receive up to two (2) awards.

The Domestic Violence (DV) Abuse Intervention Program (AIP) will shift from a time-driven, one-size-fits-all model by employing the Risk, Needs, Responsivity (RNR) principles to provide individualized evaluation, assessment, and treatment to participants. Adherence to the RNR principles has been shown to be effective in reducing general offender recidivism¹ and has been adapted for

1 Smith, P., Gendreau, P., & Swartz, K. (2009). Validating the Principles of Effective Intervention: A Systematic Review of the Contributions of Meta-Analysis in the Field of Corrections. *Victims & Offenders*, 4(2), 148–169. <https://doi.org/10.1080/15564880802612581>

the domestic violence offender population in many states and jurisdictions, most notably in Colorado² and Washington³.

The RNR principles state the following⁴

- Risk: Services shall align with the offenders' risk level, based on valid risk assessments. Low-risk offenders shall not be served in the same group as high-risk offenders.
- Need: Services shall focus on the needs of the participant.
- Responsivity: Services are responsive to the participants' strengths, culture, learning style, and personality, and reduce barriers to full participation.

Program participants will be assessed and assigned a risk level (high, moderate, low). Dependent on risk level, participants will receive group and/or individual services that align with their individualized Treatment Plan with the primary goals of reducing violent behaviors, promoting survivor safety, and increasing accountability for program participants. Programs will be required to collaborate with key stakeholders, including survivor advocates, to convene a Multi-Disciplinary Treatment Team (MTT) for each program participant. Risk level and progress on Treatment Plans are to be reviewed by the MTT every two (2) months. Discharge from the program will be based on the progress of the participants on their individualized Treatment Plan.

Throughout the duration of treatment, program staff will employ Motivational Interviewing techniques to further assess and promote readiness for change, and to address issues around treatment resistance and denial.

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

² Gover, A., Richards, T., & Tomsich, E. (n.d.). Lead. Colorado's Innovative Response to Domestic Violence Offender Treatment: Current Achievements and Recommendations for the Future. <https://cdpsdocs.state.co.us/dvomb/Research/UCDDV.pdf>

³ Domestic Violence Intervention Treatment | DSHS. (n.d.). www.dshs.wa.gov. Retrieved February 9, 2023, from <https://www.dshs.wa.gov/esa/community-services-offices/domestic-violence-intervention-treatment>

⁴ Andrews, D. A., & Bonta, J. (2010). Rehabilitating criminal justice policy and practice. *Psychology, Public Policy, and Law*, 16(1), 39–55. <https://doi.org/10.1037/a0018362>

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

The Department will make available up to \$3,949,988 from state funds. Up to \$949,998 is available for SFY23 and up to \$3,000,000 is available for SFY24.

DCF reserves the right to award all or a portion of this amount. Available funding for the program is up to \$282,142 per award for up to fourteen (14) awards. These funds support fourteen (14) months of program operating expenses in the amount of \$232,142, plus one-time funds to pay for permitted start-up costs of up to \$50,000 per program.

DCF will not reimburse expenses incurred prior to the effective date of the contract except for approved start-up costs. DCF may reimburse start-up costs for this program subject to contract negotiations and DCF approval. Start-up cost funds will be released upon the execution of a finalized contract and are paid via Scheduled Payments.

The anticipated start date for the contracted program services is May 1, 2023. The end date of the contracts will be June 30, 2024.

The anticipated expenditure of the total amount of up to \$282,142 available to fund a single program from May 1, 2023, through June 30, 2024, must be documented by completing two (2) Proposed Budget Forms found at: <https://www.nj.gov/dcf/providers/contracting/forms/>

The **first** Proposed Budget Form must document the anticipated expenses to be incurred during the two (2) month period of May 1, 2023, through June 30, 2023. For this initial period, funding of up to \$17,857 is available to operate the program plus the \$50,000 in start-up costs, for a total of up to \$67,857. A justification and summary of the anticipated costs required to begin program operations must be entered into the final start-up costs column of this first Proposed Budget Form.

The **second** Proposed Budget Form must document the anticipated expenses to be incurred to operate the program for the twelve (12) month period of July 1, 2023, through June 30, 2024. For this second period of the contract term, funding of up to \$214,285 is available.

The two (2) completed 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.*

Matching funds are not required.

Responses that demonstrate the leveraging of other financial resources are encouraged.

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 shall 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 must submit with their proposals for review and approval the proposed sub-contracts/memorandum of agreements with vendors, consultants, or agencies they will execute if awarded a contract and be prepared to execute them 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 April 11, 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 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 and the goals it must meet.

1) The need for this program as indicated by data regarding the health and human services issues and domestic violence survivor and community perceptions is:

Under the New Jersey Prevention of Domestic Violence Act, an act of domestic violence occurs when an individual commits one of the predicate offenses, such as assault, harassment, or stalking, to another individual when a special relationship is present. This relationship can involve current or former intimate partners, as well as household members. The act can occur once, or multiple times over the course of several years. (See N.J.S.A. 2C:25-17 et seq.).

Domestic violence has been recognized as a public health issue that can have serious health-related consequences up to and including death. Adverse effects may include physical injury like broken bones or head injury or have long term effects on cardiovascular or gastrointestinal systems due to chronic stress and anxiety⁵. Children who witness domestic violence have an increased risk of anxiety, depression, and aggression (See Footnote 5). The Centers for Disease Control and Prevention (CDC) report that health costs associated with domestic and intimate partner violence exceed 5.8 billion dollars annually and can result in disability, hospitalization, or death⁶.

Individuals from all cultures, races, religions, ethnicities, genders, socio-economic classes, sexual orientations, abilities, and ages can experience domestic violence. However, those from marginalized communities are disproportionately affected by domestic violence as they experience risk factors like poverty, language barriers, social isolation, and lack of access to economic and social resources at a higher rate. These factors make them particularly vulnerable to victimization and create barriers in connecting with services.

Since the pandemic took hold, research has shown an increase in domestic violence incidences across the globe. Unemployment and economic stress, medical emergencies, lack of housing and food instability all increase the risk

⁵ Black, Michele C., PhD. Intimate Partner Violence and Adverse Health Consequences: Implications for Clinicians. *American Journal of Lifestyle Medicine* 5.5 (2011)428-439.

⁶ Centers for Disease Control and Prevention (CDC). *Costs of Intimate Partner Violence against Women in the United States*. Atlanta (GA): CDC, National Center for Injury Prevention and Control; 2018.

of domestic violence. Social distancing and isolation further exacerbated the situation by making it harder to connect with peers and outside supports.

To address this public health issue, it is crucial to have DV Abuse Intervention Programs that work with those who commit domestic violence acts and provide opportunities to change their behaviors. To understand the needs and challenges of DV Abuse Intervention Programs from the community perspective, NJDCF released a Request for Information (RFI) on September 27th, 2022. Highlights and recommendations from the responses to the RFI include:

- Services shall expand beyond the traditional group modality, including recommendations for individual counseling and wraparound services.
- Program participants shall have to meet certain criteria before being able to complete the program. Examples of this criteria include a demonstrated understanding of all types of DV and the impact on others, change in abusive thoughts and behaviors, and taking accountability.
- AIPs shall address barriers to participation including, but not limited to, financial, transportation, language, and untreated mental health and substance use.
- Programs shall be informed by survivors and utilize survivor voice often in a safe manner.

Based on the response from the community and some emerging themes in the field, DCF intends to award up to fourteen (14) contracts for a DV Abuse Intervention Program aimed at eliminating abusive behaviors and increasing safety for survivors and communities. This program will follow the Risk, Needs, and Responsivity (RNR) framework and embed motivational interviewing strategies to foster engagement behavioral change in participants.

Risk, Needs, Responsivity

The RNR framework has been utilized in the general offender population to reduce recidivism. The RNR principles state the following (see footnote 4):

- Risk: Services shall align with the offenders' risk level, based on evidence-based, empirical, and objective standardize risk assessments. Low-risk offenders shall not be served in the same group as high-risk offenders.
- Need: Services shall focus on the needs of the participant, specifically needs that have been documented in literature as predictors of criminal behavior such as substance use, and employment/education.
- Responsivity: Services are responsive to the participants' strengths, culture, language, learning style, and personality, and reduce barriers to full participation.

Studies have shown that DV offenders often exhibit needs similarly, and more frequently than those in the general offender population, including substance use, mental health, learning disabilities, employment, and school problems⁷. Additionally, DV offenders have been found to have a higher rate of adverse childhood experiences when compared to non-DV offenders⁸.

Due to the varying risk levels and needs of DV offenders, programs and states have explored employing this framework within the context of DV Abuse Intervention Programs. Studies on the use of RNR with DV Offenders have shown promising results when offenders receive services that are properly matched with their risk level and needs^{9,10,11}. Positive results include lower recidivism rates; fewer negative attitudes towards relationships; more respect towards partners; greater treatment readiness and more engagement in positive behaviors¹².

Motivational Interviewing

Motivational Interviewing (MI) has been used with various target populations to promote positive behavior change, most commonly with substance use¹³. MI can be used as a standalone intervention but is often used before or in combination with other interventions to increase motivation and readiness for change. A review of literature suggests that the use of MI can improve the level of engagement, session attendance and homework compliance in

⁷ Stewart, L. A., & Power, J. (2014b). Profile and Programming Needs of Federal Offenders with Histories of Intimate Partner Violence. *Journal of Interpersonal Violence*, 29(15), 2723–2747. <https://doi.org/10.1177/0886260514526059>

⁸ Hilton, N. Z., & Radatz, D. L. (2017). The Criminogenic and Noncriminogenic Treatment Needs of Intimate Partner Violence Offenders. *International Journal of Offender Therapy and Comparative Criminology*, 62(11), 3247–3259. <https://doi.org/10.1177/0306624x17740015>

⁹ Radatz, D.L., Richards, T.N., Murphy, C.M. et al. Integrating ‘Principles of Effective Intervention’ into Domestic Violence Intervention Programs: New Opportunities for Change and Collaboration. *Am J Crim Just* 46, 609–625 (2021). <https://doi.org/10.1007/s12103-021-09627-8>

¹⁰ Scott, K., Heslop, L., Kelly, T., & Wiggins, K. (2013). Intervening to Prevent Repeat Offending Among Moderate- to High-Risk Domestic Violence Offenders. *International Journal of Offender Therapy and Comparative Criminology*, 59(3), 273–294. <https://doi.org/10.1177/0306624x13513709>

¹¹ Travers, I., McDonagh, T., Cunningham, T., Armour, C., & Hansen, M. (2021). The effectiveness of interventions to prevent recidivism in perpetrators of intimate partner violence: A systematic review and meta-analysis. *Clinical Psychology Review*, 84, 101974. <https://doi.org/10.1016/j.cpr.2021.101974>

¹² Stewart, L. A., Gabora, N., Kropp, P. R., & Lee, Z. (2014). Effectiveness of Risk-Needs-Responsivity-Based Family Violence Programs with Male Offenders. *Journal of Family Violence*, 29(2), 151–164. <https://doi.org/10.1007/s10896-013-9575-0>

¹³ Motivational Interviewing. (2019). Title IV-E Prevention Services Clearinghouse. Retrieved February 15, 2023, from <https://preventionservices.acf.hhs.gov/programs/256/show>

AIPs¹⁴. Additionally, the use of MI Techniques helped increase participants motivation to change and showed a greater effectiveness for those that entered the program with a low readiness to change¹⁵.

2) The goals to be met by this program are:

The primary goals of the DV Abuse Intervention Program are to:

- Develop comprehensive, consistent, and effective services using the RNR principles.
- Enhance public safety and the protection of victims and potential victims by:
 - Increasing participant engagement in services through the use of motivational interviewing skills and addressing barriers to treatment.
 - Increasing the participant's ability to understand and identify abusive behaviors and the impact it has on others (partners, children, family, etc.).
 - Addressing the needs of participants and providing services that aim to reduce abusive behaviors and the risk of repeat abuse.
 - Utilizing a Multi-Disciplinary Treatment team to create a comprehensive treatment plan and ensure offender accountability.
- Center survivor voice in programming.
- Utilize implementation science and its best practices for high-quality service implementation.

3) The prevention focus of this program is to avert or mitigate: Domestic Violence

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

- 1) **Age:** Adults
- 2) **Gender:** All
- 3) **Marital Status:** irrelevant to this program
- 4) **Parenting Status:** irrelevant to this program

¹⁴ Soleymani, S., Britt, E., & Wallace-Bell, M. (2018). Motivational interviewing for enhancing engagement in Intimate Partner Violence (IPV) treatment: A review of the literature. *Aggression and Violent Behavior*, 40, 119–127. <https://doi.org/10.1016/j.avb.2018.05.005>

¹⁵ Pinto E Silva, T., Cunha, O., & Caridade, S. (2022). Motivational Interview Techniques and the Effectiveness of Intervention Programs with Perpetrators of Intimate Partner Violence: A Systematic Review. *Trauma, Violence, & Abuse*, 152483802211114. <https://doi.org/10.1177/15248380221111472>

- 5) **Other populations/descriptors targeted and served by this program initiative:** Domestic Violence Offenders includes individuals who have been charged, convicted, or engaged in domestic violence as defined by N.J.S.A. 2C:25-17 et seq. DV offenders include all genders, and those that enter the program voluntarily or involuntarily.
- 6) **Income eligibility requirements:** There are no income eligibility requirements for this program and awarded respondents shall not deny or terminate services due to inability of the participant to pay for services. Any fees charged to participants for the program must be used to support the AIP program.

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:** Thirty (30) participants per month (duplicated and unduplicated)
- 2) **The frequency of these increments to be tracked:** Monthly
- 3) **Estimated Number of Clients to be served:** The program is to serve 30 participants at any given time. They can be new or existing participants that remain in the program.
- 4) **Referrals to the program:** Participants must be accepted in accordance with the required referral process.
- 5) **The required referral process for enabling the target population to obtain the services of this program initiative:** Awarded respondents must accept referrals from the courts, DCP, community agencies and self-referrals.
- 6) **The rejection and termination parameters required for this program initiative:**

Treatment Completion

- The Multi-Disciplinary Treatment Plan (MTT) has verified the participant has met the goals of their Treatment Plan. The participant has completed all required Treatment Plan Reviews (not to include the intake evaluation). The required consultation has occurred at each stage of treatment. No additional risk factors have been identified or been reported through other sources outside participant contact as relevant (e.g., social services, psychiatrist, new partner, parents, or clergy).
- Treatment completion shall never be based solely off of the completion of a specific number of sessions.

Unsuccessful Discharge from Treatment

- The MTT has verified the participants lack progress related to participant demonstrating required competencies and goals of their Treatment Plan.

Administrative Discharge from Treatment

- MTT shall verify the reason for administrative discharge. Reasons may include, but are not limited to, circumstances such as medical leave, move, military deployment, or there is a clinical reason for a transfer. MTT consensus for this discharge status and reasoning is documented.

7) **The direct services and activities required for this program initiative:**

Assessment

Awarded respondents are required to assess all participants prior to treatment to identify the risks, needs and responsivity factors and assign participants to a treatment level. Please see Section C-Resources of this RFP for details about assessments.

Ongoing assessment of the participants progress towards their Treatment Plan shall be conducted every two months.

Treatment Planning

All participants shall have a written Treatment Plan prior to beginning treatment with input from the criminal justice agency and/or DCP (if applicable) and victim advocate. The Treatment Plan shall prioritize survivor safety and identify goals for the participant based on their needs, responsivity factors, competencies, and clinical concerns identified during the assessment. Motivational interviewing strategies shall be used to develop the Treatment Plan.

As part of the Treatment Plan, participants will also create a Personal Change plan for preventing abusive behaviors and an Aftercare Plan to utilize post-discharge.

Treatment Plans are to be reviewed by the MTT every two (2) months. Treatment Plan reviews shall include at a minimum:

- Input from criminal justice agency, if applicable.
- Input from Victim Advocate, even if victim contact in a given case is unavailable.
- Review of participants progress in accordance with the Treatment Plan, competencies, and risk factors.

Treatment

Awarded respondents shall provide a differentiated treatment approach in alignment with the RNR framework.

- Risk: Services shall align with the participants risk level. More intensive and frequency services shall be provided to those with the highest risk

levels. Low and risk participants shall not be served within the same group sessions.

- Need: Services shall focus on the needs of the participant.
- Responsivity: Services are responsive to the participants strengths, culture, learning style, and personality and to reduce barriers to full participation

Treatment Services include:

- **Groups:** Groups shall include no more than twelve (12) participants and meet at least weekly for ninety (90) minutes. Group sessions shall utilize standardized curriculum and facilitators shall be trained in the specific curriculum. Groups shall include psychoeducational and cognitive behavioral approaches. Awarded respondents will work with DCF to select and approve curriculum. Awarded respondents will work with a DCF-contract consultant on how to embed Motivational Interviewing strategies into group sessions.
- **Individual Sessions:** Individual sessions shall be used to address denial or resistance, or other needs identified in the Treatment Plan. Individual sessions can be clinical or non-clinical (i.e., psychoeducational, skill building, coordinating referrals, etc.) and shall utilize motivational interviewing.

Multi-disciplinary Treatment Team (MTT)

Awarded respondents will coordinate the MTT. The MTT will oversee decisions made about each participants assigned level of risk and recommended treatment plan. The goal of the MTT is to reach a consensus about initial treatment level placements, changes in levels, and decisions about discharge.

Discharge Planning

Awarded respondents will work with participants, with the input of the MTT and survivor voice (when possible), to generate an Aftercare Plan to support the transition from the program and promote sustained elimination from the use of abusive behaviors.

Follow-Up

Awarded respondents will follow-up with participants, victim advocates, criminal justice agency (if applicable), and DCPP (if applicable) at three (3) months, six (6) months, and twelve (12) months post Treatment completion to assess and support the use of the aftercare plan.

Awarded respondents shall work with DCF and a DCF-contracted consultant to further define and operationalize the above services. This would include but is not limited to ensuring uniform risk categories and definitions across AIPs, finalizing how risk assessment scores and other information are used to assign risk levels, and defining group and individual practices.

8) **The service modalities required for this program initiative are Evidence Based Practice (EBP) modalities:**

Motivational Interviewing

Motivational Interviewing is a client-centered, directive method designed to enhance client motivation for behavior change. It focuses on exploring and resolving ambivalence by increasing intrinsic motivation to change. MI can be used by itself, as well as in combination with other treatments. It has been utilized in pretreatment work to engage and motivate clients for other treatment modalities ¹⁶.

There is emerging evidence that employing motivational interviewing strategies into abuse intervention programs can lead to promising outcomes (see Footnotes 12 & 13).

Awarded respondents will work with a DCF-contracted Motivational Interviewing consultant to effectively embed MI into the program.

Risk, Needs, Responsivity (RNR)

The RNR principles are informed by research and have been shown to be effective in reducing general offender recidivism

The RNR principles state the following (See Footnote 4):

- Risk: Services shall align with the offenders' risk level, based on valid risk assessments. Low-risk offenders shall not be served in the same group as high-risk offenders.
- Need: Services shall focus on the needs of the participant.
- Responsivity: Services are responsive to the participants' strengths, culture, learning style, and personality, and reduce barriers to full participation.

- 9) **The frequency of the treatment sessions required for this program initiative are:** Group sessions are weekly; Individual sessions may be weekly, monthly, or not at all depending on the needs of the individual as informed by their assessment.
- 10) **The professional development through staff training, supervision, technical assistance meetings, continuing education, professional board participation, and site visits, required for this program initiative are:**

¹⁶ Lawrence, P., Fulbrook, P., Somerset, S., & Schulz, P. (2017). Motivational interviewing to enhance treatment attendance in mental health settings: A systematic review and meta-analysis. *Journal of Psychiatric and Mental Health Nursing*, 24(9–10), 699–718. <https://doi.org/10.1111/jpm.12420>

Training

All program staff will be trained through a DCF-Contracted consultant within the first sixty (60) days of the contract award on the following topics:

- Risk Assessments
- RNR and Differentiated Treatment
- Treatment Planning
- Motivational Interviewing

All program staff must also complete a forty (40)-hour domestic violence training approved by DCF.

Awarded respondents shall ensure that their staff receive training on cultural responsiveness and implicit bias.

Awarded respondents are encouraged to include training on additional modalities or group curriculum in their second Proposed Budget Form that documents the anticipated expenses to be incurred to operate the program for the twelve (12)-month period of July 1, 2023, through June 30, 2024.

Coaching/Consultation

- All staff are required to participate in group and/or individual coaching sessions with a DCF-Contracted Consultant for motivational interviewing and the RNR principles.
- All staff are required to participate in monthly peer consultation with other AIPs.

Supervision

- Clinical supervisors will provide weekly supervision to staff and as needed.

- 11) **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:**

Respondents shall comply with all requests from the courts regarding participant treatments and their compliance within the program.

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:** Camden, Cape May, Cumberland, Essex, Gloucester, Hudson, Hunterdon, Mercer, Middlesex, Passaic, Salem, Somerset, Union, and Warren County. Respondents must specify in their proposal which County they propose to

serve. Respondents may submit proposals for more than one (1) county, but these must be separate submissions.

- 2) **The geographic area the program initiative is required to serve is county specific:** Camden, Cape May, Cumberland, Essex, Gloucester, Hudson, Hunterdon, Mercer, Middlesex, Passaic, Salem, Somerset, Union, and Warren,
- 3) **The program initiative's required service delivery location:** Services shall be provided at a location that is easily accessible by public transportation and informed by data. Respondents shall utilize community-level data to inform the location of services. Services are not to be provided at the same site where victims receive services.
Groups must be provided in person. Individual sessions can be provided in-person or virtually at the discretion of the Clinician. MTT meetings and supervision can be conducted virtually.
- 4) **The hours, days of week, and months of year this program initiative is required to operate:** Twelve (12) months per year. Hours and days of operation shall be based on community need. All services to participants **MUST** be provided based on participants availability, including evenings and weekends.
- 5) **The language services (if other than English) this program initiative is required to provide:** No participant shall be denied services due to language needs. When possible, programs shall provide treatment in the participants primary language or a secondary language in which the participant is fluent. Ideally this would be provided through a bilingual clinician. If the program does not have the capacity to provide the services in the participant's primary or secondary language, the participant shall be referred to a program which can provide the service in the participants preferred language, if available. If no program is available, the provider shall utilize an interpreting service that may include an in person translator or language line. Respondents shall take care to include translation services in their budgets.
- 6) **The transportation this program initiative is required to provide:** , Respondents shall allot funds in their budgets to address barriers to transportation, which can include, but is not limited to a ride share, bus passes, gas, and mileage. Respondents may purchase a vehicle as part of its start-up and include the ongoing costs in the budget if they think that is the best option for their agency and the community.
- 7) **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:**

Clinical Supervisor (part-time)

Responsibilities: Review and co-sign all assessments performed by the clinical staff. Provide one-on-one and group supervision to staff. Employ supervision methods aimed at assessing and developing staff competencies. Utilize motivational interviewing skills in supervision with staff. Ensures

program is implemented to fidelity. Participate in peer consultation with other DCF-contracted consultant and staff from other AIPs on regular basis as dictated by DCF. Team with DCF on program development, implementation, and evaluation activities.

Education and Experience: Hold professional mental health counseling license (LPC/LCSW). Possess a minimum of twenty-one (21) hours of training in clinical supervision. Possess a minimum of 100 hours providing general clinical supervision during the past five (5) years. Training and experience in domestic violence is required. Training and experience in substance use and addiction preferred. Experience implementing CBT and other evidence-based approaches preferred.

Clinician (one FTE)

Responsibilities: Conducts DV risk assessments, develops Treatment Plans, and convenes and manages the MTT for all participants. Continually assesses participants recidivism risk and provides evidence-based interventions and strategies (both group and individual) to reduce risks. Competently uses motivational interviewing skills to engage participations in services. Participate in peer consultation with other DCF-contracted consultant and staff from other AIPs on regular basis as dictated by DCF. Team with DCF on program development, implementation, and evaluation activities.

Education and Experience: Hold professional mental health counseling license (LPC or LCSW). Training and experience in domestic violence is required. Experience implementing CBT and other evidence-based approaches preferred.

Program Staff (one FTE)

Responsibilities: Co-facilitate groups alongside Clinician and provide supportive services to participants. Participate in MTT meetings. Support the Clinician in the development of Treatment Plans for participants. Participate in peer consultation with other DCF-contracted Abuse Intervention Programs at least once per month. Team with DCF on program development, implementation, and evaluation activities.

Education and Experience: Bachelor's Degree in a Human Services related field. Training and experience in domestic violence.

OPTIONAL STAFF

Respondents can include additional support staff in their proposal, as needed, to meet program requirements. This can include drivers to reduce transportation barriers or administrative support staff.

8) The legislation and regulations relevant to this specific program, including any licensing regulations:

Licensing Regulations

It is the responsibility of the Respondent awarded a contract to provide services in accordance with the applicable licensing bodies.

"Professional Counselor Licensing Act (N.J.S.A 45:8B- 34 et seq.)
Professional Counselor Regulations (N.J.A.C 13:34-10.1)
The Prevention of Domestic Violence Act (N.J.S.A 2C:25-17 et al.)

Duty to Warn

Abuse Intervention Programs have a duty to warn victims of possible harm in accordance with N.J.S.A. 2A:62A-16 and **McIntosh v. Milan, 168N.J. 466; 403 A.2d 500 (Law Div. 1979).**

Awarded respondents shall abide by any and all DCF standards including quality standards and Abuse Intervention Program Standards.

9) The availability for electronic, telephone, or in-person conferencing this program initiative requires:

Awarded respondents shall have a dedicated phone line and other electronic means that connect directly to program staff during regular business hours. The phone line shall include a voicemail system/ answering service to communicate important information regarding programming in the event of weather related or other emergency closings. AIPs shall have internet, computer, Hotspot capabilities, any apps and/or platforms that enable staff to engage in virtual conferencing for supervision and to meet with the MTT.

AIPs shall have the capability to provide one-on-one and group services to participants in-person.

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

Awarded respondents must create and maintain strong, meaningful relationships with the following stakeholders to ensure success of the program:

- Criminal justice agencies
- Department of Children and Families' Division on Child Protection and Permanency (DCPP)
- Victim Advocates
- Community human services agencies
- Other AIPs

Awarded respondents are required to convene a Multi-Disciplinary Treatment Team to coordinate participant treatment, approve assigned risk levels, review participant progress, and make decisions around discharge planning. At a minimum, the MTT shall include members from the criminal justice agency (if applicable), DCPD if case is open, and a victim advocate. The MTT must reach a consensus on the initial assigned risk level, reassignment of risk level (if applicable), and discharge. Strong collaboration between the MTT members is necessary to coordinate the treatment for participants.

11) The data collection systems this program initiative requires:

Awarded respondents must utilize any data collection system/reporting tools that are developed or acquired for this program.

12) The assessment and evaluation tools this program initiative requires:

Programs will be required to use standardized assessment and evaluation tools identified post-award.

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:

Awarded respondents are required to participate in all evaluation and continuous quality improvement activities identified by DCF or a DCF-contracted evaluator for this program.

2) The outcomes required of this program initiative:

a) Short Term Outcomes:

- Participants have an increased understanding of all types of domestic violence (physical, emotional, financial, etc.)
- Participants have an increased understanding, empathy, and awareness of the impact their abuse has on the survivor and others (i.e., children, family, friends, etc.)
- Participants have an increased understanding of the intergenerational impacts of domestic violence
- Participants take responsibility for abuse by disclosing their abusive behavior
- Participants have an increased understanding and awareness of everyday power and control behaviors
- Participants have improved attitudes and beliefs around equality and respect in relationships

b) Mid Term Outcomes:

- Participants eliminate denial and minimization of past abusive behaviors
- Participants eliminate the use of abusive behaviors
- Participants improve their communication skills

- Participants accept accountability for abusive behaviors and comply with all legal and financial consequences

c) Long Term Outcomes:

Individuals and Communities are:

- Safe
- Healthy
- Connected

3) Required use of databases:

Required data collection will be determined by DCF post-award. Awarded respondents are expected to collect and report on standardized, individual-level program data including, but not limited to, participant demographics, participant risk level, participant needs, participant service utilization and participant outcomes. Awarded respondents are also expected to collect and report on program fidelity measures. They may be required to use a data collection and reporting system provided through DCF.

4) Reporting requirements:

In addition to the general contractor reporting requirements specified below, the following reports related to the delivery and success of the program services are required:

Awarded respondents 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 will 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.

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 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.2021c.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.2021c.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 and Attestation Form**
 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 shall 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/Certification.on.NonInvolvement.Prohibited.Activities.in.Russia.or.Belarus.pdf> (nj.gov)
- 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 \(nj.gov\)](#)
- 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 shall include the agency name & current date. The Standards are available at: ["Sexual Abuse Safe-Child Standards" \(state.nj.us\)](#)
- 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) **Two completed Proposed Budget Forms** documenting all costs associated with operating the program as explained above in Section I, General Information, Part C. If DCF is providing additional funding for **start-up costs**, document these separately in the final column of the Proposed Budget Form. This 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 weekly description of your action steps in preparing to provide the services and to become fully operational.
- 4) **Letter(s) of Collaboration** to demonstrate commitment to participate in the Multi-Disciplinary Treatment Team are encouraged.
- 5) **Proposed Program Organizational Chart** for the program services required by this response that includes the agency name and the date created.
- 6) **Proposed Subcontracts/Consultant Agreements/ Memorandum of Understanding** if these are to be used for the provision of contract services.
- 7) A **Training Curricula Table of Contents** for the current and proposed staff consistent with the requirements described and certified to in the Activities Requirements of the Required Performance and Staffing Deliverables of this RFP.

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 20-page limitation for each of the three (3) narrative sections of the response. The narrative shall 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 shall 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 by the California Evidence-Based Clearinghouse for Child Welfare definition(s) (CEBC).
<https://www.cebc4cw.org/> or categorized as effective or promising by Crime Solutions. [Rated Programs | CrimeSolutions, National Institute of Justice \(ojp.gov\)](#).

- 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) Do 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.

- 9) Describe how the requirements of this initiative will be implemented through the existing or anticipated community partners listed and certified to in the resources section and the collaborative activities listed and certified to in the activities section of the *Required Performance and Staffing Deliverables* of this RFP.
- 10) 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.
- 11) 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, quality assurance 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/>. 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: Shall 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 shall 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**
Shall include agency name & current date

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

- 9) **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>
- 10) **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>
- 11) **Certification Regarding Exemptions**
Website: <https://www.nj.gov/dcf/providers/contracting/forms>
- 12) **Certification Regarding Reporting**
Website: <https://www.nj.gov/dcf/providers/contracting/forms>
- 13) **Equipment Inventory** (if items purchased with DCF funds) Policy:
https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p4_equipment.pdf
- 14) **Schedule of Estimated Claims (SEC)** signed
Form: Provided by contract administrator when applicable.
- 15) **Professional Licenses and/or Certificates** currently effective related to job responsibilities.
- 16) **Subcontracts/Consultant Agreements/ Memorandum of Understanding** related to this contract for DCF review and approval, if applicable.

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 shall 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