



## **REQUEST FOR PROPOSALS**

**FOR**

**Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) for  
Child Victims of Domestic Violence in Camden and Hunterdon  
Counties**

**Publication Date April 22, 2024**

**Response Deadline: May 22, 2024, by 12:00 P.M.**

**Funding of \$330,000 Available in State Funds**

**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. Summary Program Description	Page 1
B. Funding Information	Page 1
C. Pre-Response Submission Information	Page 2
D. Response Submission Instructions	Page 3
E. Required PDF Content of the Response	Page 3
F. Respondent Eligibility Requirements	Page 4

### **Section II - Required Performance and Staffing Deliverables**

A. Subject Matter	Page 5
B. Target Population	Page 7
C. Activities	Page 7
D. Resources	Page 14
E. Outcomes	Page 18
F. Signature Statement of Acceptance	Page 20

### **Section III –Documents Requested to be Submitted with This Response**

A. Organizational Documents Prerequisite to a DCF Contract Award Requested to be Submitted with This Response	Page 21
B. Additional Documents Requested to be Submitted in Support of This Response	Page 24

### **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 27
B. Response Review Process	Page 28
C. Appeals	Page 29

### **Section VI - Post Award Requirements**

A. General Conditions of Contract Execution	Page 29
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
C. Reporting Requirements for Awarded Respondents	Page 31
D. Requirements for Awarded Respondents to Store Their Own Organizational Documents on Site to be Submitted to DCF Only Upon Request	Page 33

## **Section I - General Information**

### **A. Summary Program Description:**

The Department of Children and Families (DCF)'s Division on Women (DOW) announces its intent to award contracts for Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) and supportive services to child victims of domestic violence in Camden and Hunterdon Counties. These contracts will increase access to appropriate treatment and services that mitigate and/or treat the impact of trauma caused by domestic violence and assist children and caregivers in developing healthy relationships.

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

DCF will make available \$330,000 in State Fiscal Year 2025 from state funds. Up to two (2) awards will be made:

1. One (1) award for Camden County for \$252,500, which includes \$240,000 in operating expenses and one-time approved start-up costs of up to \$12,500.
2. One (1) award for Hunterdon County for \$77,500, which includes operating costs of up to \$65,000, and one-time approved start-up costs of up to \$12,500.

Respondents may apply for both awards but must submit a separate response for each County. The funds support the initial term of a contract and is subject to renewal.

The intended funding period for the contract is: July 1, 2024, through June 30, 2025. The funds available are to be budgeted to cover the expenses incurred during the contract term. DCF will not reimburse expenses incurred prior to the effective date of the contract. Contract renewal is contingent on the availability of funds.

A justification and detailed summary of the anticipated costs required for program operations from the date the contract is effective on July 1, 2024

through June 30, 2025 must be entered for the initial term of this contract and submitted with this response using the Proposed Budget Form found at: <https://www.nj.gov/dcf/providers/contracting/forms/>.

The Proposed Budget Form will detail program expenditures of up to \$240,000 for Camden County or \$65,000 for Hunterdon County. DCF may reimburse start-up costs for this program. A justification and summary of the anticipated costs required to begin program operations up to \$12,500 must be entered into the final Start-up Funding column of the proposed budget form. Start-up costs may include costs such as licensing, database management, recruitment, marketing costs, supplies, utilities, and office rent. All start-up costs are subject to contract negotiations and DCF approval. Funds for approved start-up cost funds will be released upon the execution of a finalized contract and will be paid via Scheduled Payments.

This completed form must be submitted as a document included in PDF 3: Section III - *Documents to be Submitted with This Response, Subsection B. Additional Documents Requested to be Submitted in Support of This Response.*

NOTE: The Proposed Budget submitted with a response is not the actual budget an awarded respondent will submit for DCF approval as part of the contract. If awarded a contract, the awarded respondent then will be required to submit their budget information again using the more detailed Annex B Budget Form found at: <https://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls>.

Once awarded a contract, the awarded respondent will submit for approval its first Annex B Budget for the period of July 1, 2024, through June 30, 2025. In addition to these first twelve (12) months of operating costs, all start-up costs also must be included in this Annex B Budget.

The awarded respondent shall prepare and submit an annual budget each fiscal year. Each budget will require a Reports of Expenditures and be subject to the DCF contract close out process.

Matching funds are not required.

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

### **C. Pre-Response Submission Information:**

Respondents may not contact DCF 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 Friday, May 3, 2024.** Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP and each question should 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>

#### **D. Response Submission Instructions:**

**All responses must be delivered ONLINE by 12:00 P.M. on Wednesday, May 22, 2024. Responses received after this deadline will not be considered.**

**To submit online, respondent must first complete an Authorized Organization Representative (AOR) form found at [AOR.pdf \(nj.gov\)](#).** 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. Upon receipt of the completed AOR, DCF will grant the Respondent permission to proceed and provide instructions for the submission of the response.

Complete, signed, and dated AOR forms should be received in the DCF.ASKRFP mailbox not less than five (5) business days prior to the date the response is due. DCF recommends emailing your AOR forms as soon as you know you will be filing a response to allow time to report to DCF any technical difficulties you may encounter and to timely resolve them.

#### **E. 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 Requested to be Submitted with This Response, Subsection A. (Organizational Documents Prerequisite to a DCF Contract Award Requested to be Submitted with the Response)*

**PDF 3:** *Section III – Documents Requested to be Submitted with This Response, Subsection B. (Additional Documents Requested 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)

**F. Respondent Eligibility Requirements:**

Respondents that have State or Federal grants or contracts must be compliant with all their terms and conditions and in good standing as grantees and contractors.

Respondents must not be suspended, terminated, or barred for deficiencies in the performance of any grant or contract award, and if applicable, all past issues must be resolved as demonstrated by written documentation.

DCF may disqualify and decline to forward for the review of the Evaluation Committee 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 (CPIM) found at: [DCF | Contracting Policy Manuals \(nj.gov\)](https://www.nj.gov/dcf/contracting-policy-manuals/).

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 directors for corporations, or the managing partners of a Limited Liability Corporation (LLC)/Partnership, or the members of the responsible governing body of a county or municipality.

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

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

Respondents awarded a contract should ensure their program is operational within sixty (60) days of contract award or the award may be rescinded. Extensions may be available by way of written request to DCF. Respondents awarded a contract must be prepared to execute any planned sub-contracts, memorandum of agreements with vendors, consultants, or agencies, after the review and approval of DCF, within thirty (30) days of contract execution.

## **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 awarded respondent must address in this program, the goals it must meet, and its prevention focus.**

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

DCF is charged with serving and safeguarding the most vulnerable children and families in the State. Our mission is to assist all New Jersey residents to be safe, healthy, and connected.

Up to ten million children and adolescents are exposed to domestic violence or intimate partner violence between their parents or caregivers each year. Exposure to domestic violence can have profound and lasting traumatic effects on children and their development. Potential impacts include, but are not limited to:

- a) Lower verbal, cognitive and motor skills, and/or delays in childhood development;
- b) Depression, anxiety, and Post Traumatic Stress Disorder (PTSD);
- c) Restlessness, impulsivity, and difficulty concentrating;
- d) Fearful, withdrawn, and inhibited behavior; and
- e) Lower self-esteem and shame.
- f) Stress-induced inflammation and immune system dysfunction
- g) Impaired academic functioning
- h) Speech or language disorders
- i) Disrupted neurodevelopment from childhood to adulthood
- j) Differences in memory, audio, and visual processing
- k) Abnormalities in structural brain development <sup>1</sup>

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<sup>1</sup> Futures Without Violence. <http://promising.futureswithoutviolence.org/what-do-kids-need/get-the-facts/>

Research also demonstrates that early intervention with trauma-informed services is critical to a child's recovery. Studies have found that there are protective factors and interventions which can mitigate the impact of exposure to domestic violence.<sup>2</sup> Protective factors such as maternal sensitivity and attachment to the child, use of routine, caregiver mental well-being, child temperament, and child emotional self-regulation contribute to increased resilience in children exposed to domestic violence. Treatments which build resilience and promote recovery such as Trauma Focused Cognitive Behavior Therapy (TF-CBT) can mitigate the long-term impact of violence exposure. Reliable screening and assessment measures for domestic violence and trauma exposure are also important tools that inform treatment considerations.<sup>3</sup>

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

The goal of the TF-CBT program is to provide high quality, effective services to children exposed to domestic violence.

TF-CBT aims to address symptoms resulting from a specific traumatic experience or experiences. This includes:

- a) Improving child PTSD, depressive and anxiety symptoms.
- b) Improving child externalizing behavior problems (including sexual behavior problems if related to trauma).
- c) Improving parenting skills and parental support of the child and reducing parental distress.
- d) Enhancing parent-child communication, attachment, and ability to maintain safety.
- e) Improving child's adaptive functioning.
- f) Reducing shame and embarrassment related to the traumatic experiences."<sup>4</sup>

The awarded respondent will receive training as well as ongoing coaching and support for staff to ensure consistent, reliable use of the screening and assessment tool(s) as well as fidelity to the model.

3) **The prevention focus of this program:**

Domestic Violence, Emotional Abuse/Neglect, Physical Abuse, Substance Use, Use of Foster Care, Other (include description), future trauma, continued ACES resulting from trauma; isolation.

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<sup>2</sup> Spearman, K.J., Hoppe, E., & Jagasia, E. (2022). A systematic literature review of protective factors mitigating intimate partner violence exposure on early childhood health outcomes. *Journal of Advanced Nursing* 79, 1664-1677. doi 10.1111/jan.15638

<sup>3</sup> Edleson, J., Shin, N., & Johnson-Armendariz, K. (2008). Measuring children's exposure to domestic violence: The development and testing of the Child Exposure to Domestic Violence (CEDV) Scale. *Children and Youth Services Review*, 30, 502-521.

<sup>4</sup> California Evidence-Based Clearinghouse for Child Welfare. (2006-2016). Retrieved January 27, 2016 from <http://www.cebc4cw.org/program/trauma-focused-cognitive-behavioral-therapy/>



**B. Target Population - The below describes the characteristics and demographics the awarded respondent must ensure the program serves.**

- 1) **Age:**  
Children from 3 to 18 years old and their non-offending caregivers
- 2) **Grade:** N/A
- 3) **Gender:** All
- 4) **Marital Status:** N/A
- 5) **Parenting Status:** N/A
- 6) **Will the program initiative serve children as well as their parent or caregiver?**  
Yes. The program serves children as well as non-offending caregivers.
- 7) **DCF CP&P Status:**  
N/A; Children participating in this program may or may not be DCP&P involved.
- 8) **Descriptors of the youth to be served:**  
Children (3-18) exposed to domestic violence.
- 9) **Descriptors of the Family Members/Care Givers/Custodians required to be served by this program initiative:**  
Non-offending parent or caregiver
- 10) **Other populations/descriptors targeted and served by this program initiative:** N/A
- 11) **Does the program have income eligibility requirements?** No.

**C. Activities - The below describes the activities this program initiative requires of awarded 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:**  
Unduplicated clients enrolled in services.
- 2) **The frequency of these increments to be tracked:**  
Awarded respondents shall report service numbers on a monthly basis.

3) **Estimated Unduplicated Clients per year**

<b>County</b>	<b><u>Minimum Annual LOS</u> (unduplicated children)</b>
Camden	60
Hunterdon	15

The Level of Service (LOS) will not be expected until the second year of service. The first year of this award will allow time for therapists, supervisors and staff to participate in the required certification process, which includes both training and coaching activities. However, note that each therapist is expected to provide TF-CBT treatment to at least three children, along with their caregivers, during the course of their training.

Once staff is certified in TF-CBT, the agency is expected to serve the minimum LOS outlined above in Year two (2).

4) **Estimated Unduplicated Families: N/A**

5) **Is there a required referral process? No.**

6) **The referral process for enabling the target population to obtain the services of this program initiative:**

There are no limitations on how families can access services. However, awarded respondents shall develop a documented referral/business process that details the necessary steps beginning from screening to enrollment and includes triage to other community providers for ineligible referrals.

Additionally, awarded respondents shall build relationships with referral partners such as DCP, domestic violence agencies, Child Advocacy Centers, or any other public, private, or community organization that identifies a child or caregiver as a survivor or domestic violence like schools, doctor's offices, hospitals, etc. These relationships will support case coordination and ensure easy linkages to community resources for when safety or basic needs are unmet.

All referrals are screened and assessed to determine whether TF-CBT is appropriate for the child, there is no need for treatment services or a need for a higher level of treatment services.

The following criteria makes an appropriate referral to the program:

- Children need to be between the ages of 3 and 18
- Be verbal/have the capacity for language (i.e., receptive and expressive language skills)
- There may be single, multiple, or complex trauma(s) present
- Have an independent memory of the traumatic event(s)
- The development or worsening of the child's current difficulties/symptoms seems to be linked to the trauma(s) experienced. However, a PTSD diagnosis is not required.
- Family may not be receiving other trauma-focused therapy services concurrently with TF-CBT

7) **The rejection and termination parameters required for this program initiative:**

The awarded respondent must have procedures in place for children whose screening and/or assessment indicate either no need for treatment services or a need for a higher level of treatment services. In cases where areas of need are identified but treatment is not warranted, the awarded respondent shall work with the referring agency to find appropriate alternative resources in the community. Children who are suspected of requiring a higher level of service should be referred to PerformCare.

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

TF-CBT is a components-based hybrid treatment model that incorporates trauma-sensitive interventions with cognitive behavioral, family, and humanistic principles. Child(ren) and caregiver are seen for individual sessions of about equal length in the beginning of treatment and longer, conjoint sessions that are increasingly trauma-focused as therapy proceeds. The following are components of the TF-CBT treatment model:

- a) Phase 1: Stabilization and Skills
- b) Phase 2: Trauma Narrative and Processing
- c) Phase 3: Integration and Consolidation

The TF-CBT program includes the following components:

1. Screening and Assessment: Utilizing the TF-CBT screening tools recommended by the CARES Institute, assess whether child is appropriate for TF-CBT, or indicate either no need for treatment services or a need for a higher level of treatment services. Children who are suspected of requiring a higher level of service should be referred to PerformCare. In cases where areas of need are identified

but treatment is not warranted, work with the referring agency and/or family to find appropriate alternative resources in the community.

2. TF-CBT Treatment: Conduct approximately 12-25 weekly sessions with the child and non-offending parent. Gradual exposure is included in all components to help children gain mastery in how to use skills when trauma reminders or cues occur. The program components are:

- P – Psycho-education and parenting skills
- R – Relaxation techniques: Focused breathing, progressive muscle relaxation, and teaching the child to control their thoughts (thought stopping).
- A – Affective expression and regulation: To help the child and parent learn to control their emotional reaction to reminders by expanding their emotional vocabulary, enhancing their skills in identification and expression of emotions, and encouraging self-soothing activities
- C – Cognitive coping: Through this component, the child learns to understand the relationships between thoughts, feelings and behaviors and think in new and healthier ways.
- T – Trauma narrative and processing: Gradual exposure exercises including verbal, written and/or symbolic recounting (i.e., utilizing dolls, art, puppets, etc.) of traumatic event(s) so the child learns to be able to discuss the events when they choose in ways that do not produce overwhelming emotions. Following the completion of the narrative, clients are supported in identifying, challenging and correcting cognitive distortions and dysfunctional beliefs.
- I – In vivo exposure: Encourage the gradual exposure to innocuous (harmless) trauma reminders in child's environment (e.g., basement, darkness, school, etc.) so the child learns they can control their emotional reactions to things that remind them of the trauma, starting with non-threatening examples of reminders.
- C – Conjoint parent/child sessions: Held typically toward the end of the treatment, but maybe initiated earlier when children have significant behavior problems so parents can be coached in the use of behavior management skills. Sessions generally deal with psycho-education, sharing the trauma narrative, anxiety management, and correction of cognitive distortions. The family works to enhance communication and create opportunities for therapeutic discussion regarding the trauma.
- E – Enhancing personal safety and future growth: Provide training and education with respect to personal safety skills and healthy sexuality/ interpersonal relationships; encourage the utilization of skills learned in managing future stressors and/or trauma reminders.

3. Supportive services: This includes but is not limited to time-limited supportive counseling, referral to community services and childcare. Plans to ensure childcare is provided for children whose caregivers are participating in therapy sessions is necessary and critical to the successful implementation of TF-CBT. Therapists may also be expected to provide reports, attend team meetings, or testify in legal proceedings for families involved with multiple systems (e.g. child welfare).

Awarded respondents must engage families and be prepared to identify and address barriers to participation in the program. Awarded respondents must also partner and collaborate with referral agencies like domestic violence agencies, Child Advocacy Centers, and Division of Child Protection and Permanency (DCPP). When delivering services to DCPP-involved families, collaboration may require providing collateral information and participating in case conferences and Family Team Meetings as appropriate.

9) **The service modalities required for this program initiative are:**

- a) **Evidence Based Practice (EBP) modalities:** Trauma-Focused Cognitive Behavioral Therapy (TF-CBT)

The awarded respondent must agree to provide TF-CBT, an evidence-based trauma treatment modality.

According to the California Evidence-Based Clearinghouse: “TF-CBT is a conjoint child and parent psychotherapy model for children (ages 3-18 years old) who are experiencing significant emotional and behavioral difficulties related to traumatic life events. It is a components-based hybrid treatment model that incorporates trauma-sensitive interventions with cognitive behavioral, family, and humanistic principles.

The overall goal of TF-CBT is to address symptoms resulting from a specific traumatic experience or experiences. This includes:

- i. Improving child PTSD, depressive and anxiety symptoms.
- ii. Improving child externalizing behavior problems (including sexual behavior problems if related to trauma).
- iii. Improving parenting skills and parental support of the child and reducing parental distress.
- iv. Enhancing parent-child communication, attachment, and ability to maintain safety.
- v. Improving child's adaptive functioning.

vi. Reducing shame and embarrassment related to the traumatic experiences.”<sup>5</sup>

TF-CBT is based on three phases of therapeutic intervention. Phase one is stabilization and skills, phase two is trauma narrative and processing, and phase three is integration and consolidation. (<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4476061/>)

The specific components of TF-CBT are summarized by the acronym PRACTICE to Implement Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) ([www.NCTSN.org](http://www.NCTSN.org))

- Psychoeducation is provided to children and their caregivers about the impact of trauma and common childhood reactions.
- Parenting skills are provided to optimize children’s emotional and behavioral adjustment.
- Relaxation and stress management skills are individualized for each child and parent.
- Affective expression and modulation are taught to help children and parents identify and cope with a range of emotions.
- Cognitive coping and processing are enhanced by illustrating the relationships among thoughts, feelings and behaviors. This helps children and parents modify inaccurate or unhelpful thoughts about the trauma.
- Trauma narration, in which children describe their personal traumatic experiences, is an important component of the treatment.
- In vivo mastery of trauma reminders is used to help children overcome
- their avoidance of situations that are no longer dangerous, but which remind them of the original trauma.
- Conjoint child-parent sessions help the child and parent talk to each other about the child’s trauma.
- Enhancing future safety and development, addresses safety, helps the child to regain developmental momentum, and covers any other skills the child needs to end treatment.

TF-CBT uses age-appropriate language, skills building and examples. An essential part of TF-CBT is providing equal time to the safe caregiver. It includes psychoeducation for the safe caregiver while teaching new skills, including effective parenting, stress-management, and communication. It is important to note that only a non-offending parent can be part of the treatment.

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<sup>5</sup> California Evidence-Based Clearinghouse for Child Welfare. (2006-2016). Retrieved January 27, 2016 from <http://www.cebc4cw.org/program/trauma-focused-cognitive-behavioral-therapy/>

**b) DCF Program Service Names:**

Counseling, Trauma Focused-CBT (Cognitive Behavioral Therapy)

**c) Other/Non-evidence-based practice service modalities: N/A**

**10) The type of treatment sessions required for this program initiative are:**

Complete intake assessment, preferably in person. The service is generally conducted at the organization's offices; however, it may also be conducted in the community if clinically indicated and appropriate for safety. In addition, if clinically indicated and appropriate, sessions may also be conducted using encrypted telehealth platforms. Finally, the service includes sessions with the non-offending parent or safe caregiver as well as joint non-offending parent/child sessions.

**11) The frequency of the treatment sessions required for this program initiative are:**

TF-CBT is short-term, structured therapy, provided in 8 to 25 sessions, each session lasting 60 to 90 minutes. Child(ren) and caregiver are seen for individual sessions of about equal length in the beginning of treatment and longer, conjoint sessions that are increasingly trauma-focused as therapy proceeds.

**12) Providers are required to communicate with Parent/Family/Youth Advisory Councils, or to incorporate the participation of the communities the providers serve in some other manner:**

Yes. As noted above, awarded respondents must partner and collaborate with DCP&P when delivering services to DCP&P-involved families. This may include providing collateral information and participating in case conferences and Family Team Meetings as appropriate. Awarded respondents also agree to collaborate with referral agencies like the county-based domestic violence agencies, culturally specific domestic violence agencies, Child Advocacy Centers, or other community organizations.

**13) The professional development through staff training, supervision, technical assistance meetings, continuing education, professional board participation, and site visits, required for this program initiative are:**

All clinicians implementing TF-CBT are required to be certified in TF-CBT or work towards certification. Clinicians must have a Master's degree or above in a mental health discipline and hold a professional license or be working towards the license.

TF-CBT certification also requires training and consultation, which can be obtained through an approved TF-CBT Learning Collaborative. Senior Leaders are also required to participate in the Senior Leader Track of the Learning Collaborative alongside their staff.

To achieve certification, clinicians must also complete three separate TF-CBT treatment cases with three children or adolescents with at least two of the cases including the active participation of caretakers or another designated third party. Upon completion of the Learning Collaborative, clinicians and Senior Leaders are to develop a plan to take the TF-CBT Therapist Certification Program Knowledge-Based Test to achieve certification. For more information, see <https://tfcbt.org/certification/>.

Dates for the Learning Collaborative will be provided to awarded respondents once awards are made. The year-long Learning Collaborative includes:

- a) online training
- b) training on standardized measures
- c) introductory face-to-face training
- d) 16-18 group consultation calls
- e) advanced face-to-face training

Agency leadership will be asked to participate in a portion of the in-person training as well as on calls with other agency leaders. The engagement of leadership is designed to provide guidance and support in creating trauma-informed work environments that assist the implementation of the evidence-based treatment modality and the utilization of standardized measures to assess treatment progress and outcomes.

Therapists, supervisors, and agency leadership will have access to additional TF-CBT support and resources while obtaining certification and beyond.

- 14) **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: N/A**
- 15) **The student educational program planning required to serve youth in this program: N/A**

**D. Resources - The below describes the resources required of awarded 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:**  
County Specific: Camden County; Hunterdon County.
- 2) **The geographic area the program initiative is required to serve is:**  
County Specific: Camden County; Hunterdon County
- 3) **The program initiative's required service delivery setting is:**  
Agency Site, Telehealth when in the best interest of the client.

The space will be child and family-friendly, handicapped accessible, and exhibit well-defined safety procedures and protocols.

- 4) **The hours, days of week, and months of year this program initiative is required to operate:**  
Hours of operation should be flexible to accommodate school aged children and working adults. Evening and weekend hours are expected.
- 5) **Additional procedures for on call staff to meet the needs of those served twenty-four (24) hours a day, seven (7) days a week? No**
- 6) **Additional flexible hours, inclusive of non-traditional and weekend hours, to meet the needs of those served?**

Yes. Programs should be operational to meet the needs of youth and families being served. The staff of awarded respondents shall ensure flexible work hours to meet the needs of youth and families. This may include after-work and/or weekend hours.

- 7) **The language services (if other than English) this program initiative is required to provide:**

Yes. The program shall have the ability to meet the linguistic and cultural needs of youth and their families. Clinical services for youth with limited English proficiency must be provided in the youth's primary language; providers may retain per diem staff to meet this requirement. The respondent may propose technology solutions to support communication with peers and non-clinical program staff.

- 8) **The transportation this program initiative is required to provide:**

Awarded respondents must ensure the accessibility of services for the target population in the identified county and eliminate barriers to treatment with transportation support.

Support may include the provision of transportation and other solutions, such as bus passes, or offering services “in-home”, and in-shelters to mitigate transportation challenges.

Awarded respondents will need to provide valid inspection and maintenance records for all vehicles, and current driver licenses and proof of applicable training for all proposed drivers.

- 9) **The staffing requirements for this program initiative, including the number of any required FTEs, ratio of staff to clients, shift requirements, supervision requirements, education, content knowledge, staff credentials, and certifications:**

The awarded responded shall present a well-developed staffing model.

At minimum, the implementation of TF-CBT requires the following combination of staff positions:

**TF-CBT Clinician (can be part-time)**

**Responsibilities:** Conducts assessments and develops treatment plans for all participants. Continually assesses participants and provides TF-CBT treatment services.

**Education and Experience:** Graduate degree in a mental health discipline and be professionally licensed. Clinicians who are not yet licensed, can complete training requirements and apply for certification once licensed. Training and experience in domestic violence is preferred.

**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 clinical supervision skills in supervision with staff. Ensures program is implemented to fidelity. Be certified in TF-CBT or participate in TF-CBT Learning Collaborative with other DCF-contracted consultant and staff 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. Experience implementing CBT and other evidence-based approaches required.

### **Optional Staff**

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

- 10) **The legislation and regulations relevant to this specific program, including any 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.)

"Domestic Violence" is defined by N.J.S.A. 2C:25- 17 et seq.

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).

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

Awarded respondents should ensure staff not only engages in weekly face-to-face contact but also has the ability to communicate with families via telephone and electronic methods that include texting, email, and telehealth through the use of laptops and Wi-Fi capabilities. Telehealth should be used only as clinically indicated.

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

Awarded respondents must partner and communicate with the referring agencies, which include domestic violence agencies, DCPD, Child Advocacy Centers and other community agencies.

Awarded respondents shall participate in programmatic calls with DCF and other funded TF-CBT providers to support operations and evaluation, as needed. The teams meet at least once a month, typically for one hour.

- 13) **The data collection systems this program initiative requires:**

Monthly Survey Monkey demographic data submission; Quarterly outcomes report; Quarterly vacancy and Quarterly expenditure reports.

14) **The assessment and evaluation tools this program initiative requires:**

Awarded respondents must utilize assessment tools identified in TF-CBT training for clients to determine if services are warranted, such as:

- The Pediatric Symptom Checklist (PSC-35) (<https://www.massgeneral.org/psychiatry/treatments-and-services/pediatric-symptom-checklist>)
- The Child and Adolescent Trauma Screen (CATS-2) - Child Version (for children ages 7 to 17)
- The Child and Adolescent Trauma Screen (CATS-2) – Caregiver Version (child age 3 to 6 or child age 7 to 17)
- UCLA Post Traumatic Stress Disorder (PTSD) Reaction Index
- The Child Behavior Checklist (CBCL)

Additionally, awarded respondents are expected to collaborate with DCF-DOW, its evaluation team, and other offices to establish outcome measures and develop continuous quality improvement plans.

Awarded respondents must:

- a) Have capacity to measure and report on DCF identified outcome indicators and any other outcomes proposed in their application;
- b) Develop and maintain clear and organized systems of data collection to seamlessly distribute reports to DCF; and
- c) Meet with DCF staff and/or DCF consultants at regular intervals to ensure evaluation and data reporting requirements are met.

**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:**

Evaluation, Reporting, and Ongoing Quality Improvement is a critical component of the service provided with this program.

DCF practices Continuous Quality Improvement (CQI) to identify and analyze strengths and areas needing improvement. DCF is committed to the process of ongoing evaluation as a vehicle to learn and develop solutions to improve the quality of services. It is expected that the grantee will engage in ongoing CQI to ensure programs are systematically and intentionally increasing positive outcomes for individuals and families they serve.

2) **The outcomes required of this program initiative**

**a) Short Term Outcomes:**

1. Increase child's and non-offending parent identification of coping skills to address trauma
2. Begin to develop strategies to write and process the trauma narrative

**b) Mid Term Outcomes:**

1. Increase child's and non-offending parent's use of coping mechanisms to address trauma;
2. Use strategy to write and process trauma narrative

**c) Long Term Outcomes:**

1. Reduce the trauma effects of domestic violence on children and teach them healthy coping skills;
2. Involve the non-offending caregivers in the therapeutic process as one of many attempts to reduce the trauma as well as the rate of recidivism.

3) **Required use of databases:**

Awarded respondents shall collect, maintain, and analyze data to produce reports of services and outcomes.

Any software purchased in connection with the proposed project must receive prior approval by the New Jersey Office of Information Technology.

Any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.

4) **Reporting requirements:**

[Describe the documents and reports required for data collection, reporting, and ongoing quality improvement for this program initiative]

Awarded respondents are required to submit the following reports:

- Monthly demographic data submitted via Survey Monkey
- Quarterly outcomes reports submitted via email to DOW Program Lead
- Quarterly expenditure reports submitted via email to DCF Contract Administrator and DOW Program Lead
- Quarterly vacancy reports submitted via email to DCF Contract Administrator and DOW Program Lead

**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 of the county to be served:  
(note: must submit a separate response for each county)

Name:

Signature:

Title:

Date:

Organization:

Federal ID No.:

Charitable Registration No.:

Unique Entity ID #:

Contact Person:

Title:

Phone:

Email:

Mailing Address:

**Section III - Documents Requested to be Submitted with This Response**

In addition to the Signature Statement of Acceptance of the Required Performance and Staffing Deliverables, DCF requests 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 Prerequisite to a DCF Contract Award Requested to be Submitted with This Response* and B. *Additional Documents Requested 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 DCF Contract Award Requested 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 - DOCUMENTS REQUESTED TO BE SUBMITTED WITH THIS RESPONSE, SUBSECTION A.*)**

- 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/](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](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) **Conflict of Interest Policy** (Respondent should submit its own policy, **not** a signed copy of the DCF model form found at the end of the following DCF policy.)  
[https://www.nj.gov/dcf/documents/contract/manuals/CPIM\\_p8\\_conflict.pdf](https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p8_conflict.pdf)
- 10) All **Corrective action plans or reviews** in process or 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. DCF may disqualify and decline to forward for the review of the Evaluation Committee responses from those under a corrective action plan in process with DCF or any other New Jersey State agency or authority.

- 11) Certification Regarding **Debarment**  
Form: <https://www.nj.gov/dcf/documents/contract/forms/Cert.Debarment.pdf>
- 12) Disclosure of **Investigations & Other Actions Involving Respondent**  
Form:  
<https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestigations.pdf>
- 13) **Disclosure of Investment Activities in Iran**  
Form:  
<https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf>
- 14) **Disclosure of Ownership (Ownership Disclosure Form) A RESPONSE SHALL BE DEEMED NON-REPONSIVE UNLESS THIS FORM IS SUBMITTED WITH IT.**  
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 response **shall result in rejection of the response.**

- 15) **Disclosure of Prohibited Activities in Russia and Belarus**  
Form:  
<https://www.state.nj.us/treasury/administration/pdf/DisclosureofProhibitedActivitiesinRussiaBelarus.pdf>
- 16) **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>
- 17) Document showing **Unique Entity ID (SAM) Number**  
Website: <https://sam.gov/content/duns-uei>
- 18) **Certificate of Incorporation**  
Website: <https://www.nj.gov/treasury/revenue>
- 19) **Notice of Standard Contract Requirements, Processes, and Policies**  
Sign and date as the provider  
Form: [Notice.of.Standard.Contract.Requirements.pdf \(nj.gov\)](#)
- 20) **Organizational Chart of respondent** - 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.
- 21) **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 respondent'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" \(state.nj.us\)](#)
- 22) **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>
- 23) **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

- 24) **Tax Exempt Organization Certificate (ST-5) -or- IRS Determination Letter 501(c)(3)**  
Website: <https://www.nj.gov/treasury/taxation/exemptintro.shtml>
- 25) **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.
- 26) **Trauma Informed and Cultural Inclusivity Practices** - Submit written policies describing the incorporation of these practices into your provision of services.

**B. Additional Documents Requested 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 – DOCUMENTS REQUESTED TO BE SUBMITTED WITH THIS RESPONSE, SUBSECTION B.)**

- 1) A completed **Proposed Budget Form** documenting all costs associated with operating the program. If DCF is allowing funding requests 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 DCF allows funding requests for start-up costs, 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) **Two (2) Letter(s) of Commitment/Memorandum of Understanding** specific to a service or MOU to demonstrate a community organization's commitment to partner with the program. **At minimum**, an applicant should have MOUs or Letters of Commitment from: **1)** a domestic violence agency (if the applicant is not a domestic violence agency; and **2)** health; faith-based; or other community organization.
- 5) **Proposed Respondent Organizational Chart** for the program services required by this response that includes the respondent's name and the date created.
- 6) **Proposed Subcontracts/Consultant Agreements/ Memorandum of Understanding** to be used for the provision of contract services.

#### **Section IV - Respondent's Narrative Response**

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

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

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

#### **A. Community and Organizational Fit (30 Points)**

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

- 1) Describe how this initiative is consistent with your organization's mission, vision, and priorities.

- 2) Describe how this initiative fits with existing initiatives/programming in your organization.
- 3) Describe any existing services and programs that are categorized as well supported, supported, or promising as per the California Evidence-Based Clearinghouse for Child Welfare definition(s) (CEBC). <https://www.cebc4cw.org/>
- 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.
- 6) Describe the specific needs of the target population and how your organization has the capacity to meet those needs such as language and cultural considerations.

## **B. Organizational Capacity (50 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) and their ties to the community.
- 2) Describe how your organization plans to 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. Describe staff's cultural and language match with the population to be served, as well as relationships in the community.
- 3) Describe how the requirements of this initiative will be met through your existing collaborations, professional boards, partnerships and collaborative efforts with other communities and systems. Include any 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.

- 4) 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, hours of operation, language, safety considerations, and transportation options for those served.
- 5) 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 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. Include any quality assurance and performance improvement processes, including the meaningful role of those to be served.
- 4) Describe how this initiative will be supported by your willingness to engage in participatory, collaborative evaluation and program planning with DCF.

## **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 the person with the necessary authority to execute the agreement.
- 3) The response is complete in its entirety, including all documents requested 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 respondent after the response is submitted. Respondents will have up to five (5) business days after notice from DCF to provide the missing documentation, except those documents, such as the Ownership Disclosure Form, required by the applicable law to be submitted with the response. If the documents are not then timely submitted in response to that notice, the response 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**

DCF convenes an Evaluation Committee in accordance with existing 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.

DCF reserves the right to reject any response when circumstances indicate that it is in its best interest to do so. DCF'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 a State Department, and an 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 DCF'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](mailto: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, awarded respondents 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 awarded respondent 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.

An awarded respondent shall be required to comply with the terms and conditions of DCFs' 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. Awarded respondents may review these items via the Internet at: [www.nj.gov/dcf/providers/contracting/manuals](http://www.nj.gov/dcf/providers/contracting/manuals)  
<https://www.state.nj.us/dcf/providers/contracting/forms/>.

Awarded respondents 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 awarded respondent's contract will require the awarded respondent 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/DiscriminationAcknowledgmentReceipt.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](mailto:OfficeOfContractAdministration@dcf.nj.gov) and copy your contract administrator.



Policy:[https://www.nj.gov/dcf/documents/contract/manuals/CPIM\\_p8\\_insurance.pdf](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](mailto:OfficeOfContractAdministration@dcf.nj.gov) and copy your contract administrator

Policy:[https://www.nj.gov/dcf/documents/contract/manuals/CPIM\\_p8\\_insurance.pdf](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](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.

**C. Reporting Requirements for Awarded Respondents**

Awarded Respondents are required to produce the following reports in accordance with the criteria set forth below, in addition to the reports 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)

Awarded respondents 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](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****

Awarded respondents 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.

Awarded respondents 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 the 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; and Report of Charitable Organizations.

Policy:

[https://nj.gov/dcf/documents/contract/manuals/CPIM\\_p1\\_events.pdf](https://nj.gov/dcf/documents/contract/manuals/CPIM_p1_events.pdf)

Website:

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

**D. Requirements for Awarded Respondents to Store Their Own Organizational Documents on Site to be Submitted to DCF Only Upon Request**

- 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