



REQUEST FOR PROPOSALS

FOR

**Child Advocacy Development Grants
Treatment Services, Programs, and Technology**

OR

Capital

**GRANTS FOR FUNDING TO COUNTIES WITH EXISTING OR
DEVELOPING CHILD ADVOCACY CENTERS**

FUNDING UP TO \$665,461.89 AVAILABLE

**Up to Twenty-One Awards-DCF reserves the right to fund
all or a portion of a proposal up to a total of \$100,000**

There will be no Bidders Conference for this RFP

Questions will be accepted until **April 4, 2022**

Bids are due: April 25, 2022

Christine Norbut Beyer, MSW

Commissioner

March 14, 2022

TABLE OF CONTENTS

Section I - General Information

A. Purpose	Page 1
B. Background	Page 2
C. Services to be Funded	Page 3
D. Funding Information	Page 7
E. Applicant Eligibility Requirements	Page 9
F. RFP Schedule	Page 10
G. Administration	Page 10
H. Appeals	Page 14
I. Post Award Review	Page 14
J. Post Award Requirements	Page 14

Section II - Application Instructions

A. Review Criteria	Page 15
B. Supporting Documents	Page 21
C. Requests for Information and Clarification	Page 31

Exhibit A—The State Affirmative Action Policy

Exhibit B—Anti-Discrimination Provisions

Exhibit C—Essential Criteria

Exhibit D—Annex B-3 Budget Form

Exhibit E—Project Implementation Timeline

Exhibit F—Notice of Standard Contract Requirements, Processes, and Policies

Exhibit G— Public Law P.L. 2021, c.1 Attestation Form

Attachment 1—Federal Requirements-Updated Rider for Purchases Funded by Federal Funds of 2CFR 200.317

Funding Agency

State of New Jersey
Department of Children and Families on behalf of the Child Advocacy
Center- Multidisciplinary Team Advisory Board
50 East State Street
Trenton, New Jersey 08625

Special Notice

There will be no Bidders Conference for this RFP. Questions will be accepted in advance of the proposal deadline by providing them via email to DCF.ASKRFP@dcf.nj.gov until **April 4, 2022 by 12PM**. Technical inquiries about forms and other documents may be requested at any time.

All bids must be submitted electronically through our online system. To submit online, applicant must submit an AOR form. The AOR form must be completed and sent to DCF.ASKRFP@dcf.nj.gov. (See Section F).

Section I – General Information

A. Purpose:

The New Jersey Department of Children and Families' (DCF) announces the availability of up to \$665,461.89 in funding provided through the Child Advocacy Center (CAC)-Multidisciplinary Team Advisory Board for funding treatment services, programs, and technology OR for construction, renovations, technology improvements, expansion or redesign of child advocacy centers with existing or developing child advocacy centers in New Jersey. Funding is available up to \$665,461.89 for up to 21 awards.

No applicant shall be awarded more than a total of \$100,000. Preference will be given to those counties that did not receive funding through the 2021 Child Advocacy Grants –Treatment Programs, Services, Capital Projects, and Technology Request For Applications.

The funds for these projects will need to be obligated by June 30, 2022 for services that were rendered prior to June 30, 2022. These funds may be used for treatment services, program, and technology that are consistent with the standards set forth in Exhibit C as the "*National Children's Alliance • Standards for Accredited Members • 2017 Edition*" standards for child advocacy centers. Grants will be one-time funding. All funding shall be subject to the appropriation of sufficient funds and the availability of sufficient resources. Funding may be provided to those applicants that demonstrate a need for services consistent with the requirements in Exhibit C.

An Applicant for treatment services, program, technology and/or transportation funds for a County **DEVELOPING** a CAC must be applying for funds to provide treatment services, programs, and technology at a new CAC must:

1) Be a part of a County Government or Prosecutor's Office or 2) be a non-profit corporation that is duly registered to conduct business in the State of New Jersey and be affiliated with a County Prosecutor's Office by means of a prior Memorandum of Understanding (MOU) or other written agreement to operate as the only CAC in the County or 3) be a County Multidisciplinary Diagnostic Team (MDT) affiliated with a County Prosecutor's Office.

An Applicant for treatment services, program, and technology funds for a County **WITH** a CAC must:

1) Be an existing CAC operating as part of a County Government or Prosecutor's Office or 2) be an existing CAC operating as a non-profit corporation that is duly registered to conduct business in the State of New Jersey and be affiliated with a County Prosecutor's Office by means of a prior Memorandum of Understanding (MOU) or other written agreement or 3) be an existing CAC operated by a County Multidisciplinary Diagnostic Team (MDT) affiliated with a County Prosecutor's Office.

The Applicant for capital improvement funds may propose to provide, initiate and/or coordinate "enhancing" an existing CAC; or "developing" a new CAC. Applicants may include architects' cost estimates for estimated expenses. State contracts may also be used to estimate costs. For the purpose of this RFP:

- "Developing" is defined as new construction or leasing a location to create a new CAC.
- "Enhancing" is defined as enhancing/renovating an existing CAC space or leasing a location to relocate an existing CAC. Please note that this funding can only be used for lease payments through June 30, 2022.

B. Background:

The Department is a family and child serving agency, working to assist New Jersey families in being or becoming safe, healthy and connected.

For the purpose of this Request for Proposal (RFP), a CAC is defined as a separate, child focused space designed to provide a safe, comfortable and neutral place where forensic interviews can be conducted, and other services can be provided for children and families. Transportation services are defined as services for transportation of children (ages 0-21) and/or families to or from medical appointments in connection with an investigation

and/or transportation to or from the CAC or the CAC contracted provider. Currently, CACs operate in a range of locations including small, refurbished houses, a renovated wing of a county office building or community hospital, and in newly built facilities. A physically safe space is central to the creation of a child-focused setting. The location and services must be accessible, and the services tailored to meet the individualized and unique needs of children and families regarding culture, development, and special needs throughout the investigation, intervention, and case management processes. The space in which the services are provided are unique and must adhere to the National Children's Alliance • Standards for Accredited Members • 2017 Edition as described in Exhibit C.

C. Services to be Funded Within the Contract Term:

The grantee for this program may propose to provide, initiate and/or coordinate the following services as part of an existing CAC or CAC in development.

Applicants may use funds for qualifying expenses incurred retroactively to July 1, 2021 if supporting documentation is provided that clearly shows funding is being used for qualified expenses and is not being used to supplant previous funding.

Treatment Services: Funds secured through this RFP are to be used to support the provision of services for children in alignment with the National Children's Alliance • Standards for Accredited Members • 2017 Edition as described in Exhibit C. Children may be served who are not otherwise being served by DCF's Division of the Children's System of Care or Division of Child Protection and Permanency. Please note that DCF contract funds may be used for services and/or expenses incurred on or prior to June 30, 2022. **This funding may only be used to support existing staff and/or consultants retroactive to July 1, 2021 and through June 30, 2022. Funding proposals for new staff positions and/or consultants will not be permitted through this RFP.** The following services are examples:

- Support existing Bi-Lingual (Spanish and English) Clinical Counselor and Child Advocate for clinical program to provide extensive trauma focused clinical counseling.
- Support existing clinical therapists for clinical programs to provide trauma focused mental health services.
- Support existing Intake and Treatment Coordinator who will provide intake and treatment coordination to meet the needs of the MDT. The ideal candidate will be Bi-Lingual in Spanish and English.

- Support existing consulting position as an MDT Coordinator. New CAC's may apply for this position one time only.
- Support existing consultant to perform the duties of CAC Coordinator.
- Support existing consultant to perform the duties of a Family Advocate to help meet the NCA Standards which require an advocate to be present at every forensic interview to provide families with information and support.
- Provision of funding for an existing mental health provider at partner mental health agency to better serve CAC clients.
- Provision of mental health services onsite.
- Improvement of advocacy services for non-adjudicated cases.
- Provision of in-house training.

Programs: Funding can be used to provide programming consistent with the goals of the child advocacy center and consistent with the National Children's Alliance • Standards for Accredited Members • 2017 Edition as described in Exhibit C

- Telehealth
- Forensic interviewing
- Mental Health Services
- Clinical programs
- Telemedicine

Technology: Any technology purchased with these funds must be used to facilitate the programs and/or services being offered. For example, tablets may be purchased for use for telehealth/telemedicine services.

The following are examples of allowable uses of funding for technology:

- Laptops
- Tablets
- Computers

- Technology upgrades to be able to facilitate increased remote access to services

Note: These funds may not be used to purchase vehicles, gift cards, or clothing for CAC/County staff.

Counties DEVELOPING a Child Advocacy Center

Applicant Pre-Requisites:

An Applicant for treatment services, programs, and technology funds for a County developing a CAC must:

1) Be a part of a County Government or Prosecutor's Office or 2) be a non-profit corporation that is duly registered to conduct business in the State of New Jersey and be affiliated with a County Prosecutor's Office by means of a prior Memorandum of Understanding (MOU) or other written agreement to operate as the only CAC in the County or 3) be a County Multidisciplinary Diagnostic Team (MDT) affiliated with a County Prosecutor's Office.

It is understood that a variety of services may already be available for victims of child abuse such as forensic interviewing or support services in any given county. This RFP permits an application for funds for the development of a treatment services in an identified safe comfortable and neutral space in which forensic interviews are to be conducted and other services or supports may be provided. This RFP permits services to be provided outside the CAC by a separate provider agency.

The Applicant's proposal for treatment services must identify the proposed location and indicate how it will be ADA accessible. It must include information about transportation assistance, travel distances, availability of parking, public transportation and describe how welcoming a particular neighborhood is for clients of diverse cultural and socioeconomic backgrounds as outlined in Exhibit C.

The Applicant's treatment proposal must include, at a minimum, space to accommodate forensic interviewing that includes mental health services provided outside the CAC, if necessary and the design must be consistent with or moving towards the Standards as set forth in Exhibit C. Mental health services can be provided by outside personnel at a provider agency, but it does not include funding for office space. The Applicant's proposal must also include its staffing plan for conducting forensic evaluations at the proposed CAC location and the revenue source for those staff and any other staff to be assigned to the CAC.

Counties WITH a Child Advocacy Center

Applicant Pre-Requisites:

An Applicant for treatment funds must:

1) Be an existing CAC operating as part of a County Government or Prosecutor's Office or 2) be an existing CAC operating as a non-profit corporation that is duly registered to conduct business in the State of New Jersey and be affiliated with a County Prosecutor's Office by means of a prior MOU or other written agreement to operate as the only CAC in the County or 3) be an existing CAC operated by a County MDT affiliated with a County Prosecutor's Office.

Capital Improvements:

The Applicant for these capital improvement funds may propose to provide, initiate and/or coordinate "enhancing" an existing CAC; or "developing" a new CAC. Applicants may include architects' cost estimates for estimated expenses. State contracts may also be used to estimate costs. For the purpose of this RFP:

- "Developing" is defined as new construction or leasing a location to create a new CAC.
- "Enhancing" is defined as enhancing/renovating an existing CAC space; or leasing a location to relocate an existing CAC. Please note that this funding can only be used for lease payments through June 30, 2022.

Counties DEVELOPING a Child Advocacy Center

Applicant Pre-Requisites:

An Applicant for capital funds for a County developing a CAC must be applying for funds to construct and/or develop a separate space to function as a CAC and meet the following organizational requirements:

1) Be a part of a County Government or Prosecutor's Office or 2) be a non-profit corporation that is duly registered to conduct business in the State of New Jersey and be affiliated with a County Prosecutor's Office with a prior MOU or other written agreement to operate as the only CAC in the County. or 3) be a County MDT affiliated with a County Prosecutor's Office.

It is understood that a variety of services may already be available for victims of child abuse such as forensic interviewing or support services in any given county. This RFP permits an application for funds for the construction, lease and or development of an identified safe comfortable and

neutral space in which forensic interviews are to be conducted and other services or supports may be provided.

Projects must be consistent with or moving towards the Accreditation Standards as set forth in Exhibit C.

Counties WITH a Child Advocacy Center

Applicant Pre-Requisites:

An Applicant for capital funds must: 1) be an existing CAC operating as part of a County Government or Prosecutor's Office or 2) be an existing CAC operating as a non-profit corporation that is duly registered to conduct business in the State of New Jersey and be affiliated with a County Prosecutor's Office with a prior MOU or other written agreement to operate as the only CAC in the County or 3) be an existing CAC operated by a County MDT affiliated with a County Prosecutor's Office.

Proposal to Enhance an Existing Child Advocacy Center

An Applicant may submit a proposal to enhance an existing Child Advocacy Center. As a reminder, "enhancing" is defined as enhancing/renovating an existing CAC space.

Funding may be provided to those applicants that demonstrate a need for renovation, technology improvements or enhancement of their space consistent with the requirements in Exhibit C.

General considerations for submission of the proposals:

Funds may be used for items such as generators for the CAC space or related space. Funding may not be used for vehicles or for the provision of direct client services.

D. Funding Information:

All funding is subject to appropriation.

Funding is available up to **\$665,461.89** to counties with existing or developing CACs.

DCF reserves the right to fund all or a portion of a proposal up to a total of \$100,000. Preference will be given to those counties that did not receive funding through the 2021 Child Advocacy Grants – Treatment Programs, Services, Capital Projects, and Technology Request For Applications.

Applicants may use funds for qualifying expenses incurred retroactively to July 1, 2021 if supporting documentation is provided that clearly shows funding is being used for qualified expenses and is not being used to supplant previous funding.

Examples of supporting documentation:

- Rental budget showing 12-month amount (7/1/21 to 6/30/22)
- Proof of purchase date for capital expenses (computers, furniture, etc.)
- Proof of payment date.

An award shall be made for treatment services that are consistent with the standards set forth in Exhibit C as the “*National Children’s Alliance • Standards for Accredited Members • 2017 Edition*” standards for child advocacy centers. DCF reserves the right to award all or a portion of the requested amount. Up to 21 awards may be made. The funds for treatment services will need to be obligated by June 30, 2022 and can be used for services rendered prior to June 30, 2022. The funds will be distributed by the end of FY22 if the treatment service is in process and moving toward completion with written contracts in place. That would not mean the work and fiscal commitments would need to be completed by that point in time, but legally binding agreements are required to be in place. It would be reasonable given the amount of funding for each project that this might take an extended period to complete. Funding is one time and shall be completed, or funding obligated by June 30, 2022 for services rendered prior to June 30, 2022.

Proposals that demonstrate the leveraging of other financial resources will receive additional consideration in the proposal review process. DCF reserves the right to award all or a portion of the requested amount. Up to 21 awards may be made.

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

The funds will be distributed by the end of FY22 if the project is in process and moving toward completion with written contracts and commitments in place. Funding is one time and proposals shall demonstrate that the contracts for renovations and /or improvements shall be completed, or funding obligated by June 30, 2022.

Proposals that demonstrate the leveraging of other financial resources will receive additional consideration in the proposal review process. DCF reserves the right to award all or a portion of the requested amount.

Funds awarded under this program may not be used to supplant or duplicate existing funding. If an existing funded CAC renovation or equipment renovation requires additional funding in order to move toward completion this is an acceptable application. Training staff on the use of new equipment is acceptable if the new equipment is part of your capital award. Any expenses incurred prior to the effective date of the contract will not be reimbursed by DCF.

E. Applicant Eligibility Requirements:

1. Only Counties with existing or developing CACs may apply.
2. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
3. If Applicant is under a corrective action plan with DCF (inclusive of its Divisions and Offices) or any other New Jersey State agency or authority, the Applicant may not submit a proposal for this RFP if written notice of such limitation has been provided to the Agency or authority. Responses shall not be reviewed and considered by DCF until all deficiencies listed in the corrective action plan have been eliminated and progress maintained to the satisfaction of DCF for the period of time as required by the written notice.
4. Applicants shall 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.
5. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
6. Where required, all applicants must hold current State licenses.
7. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
8. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
9. All applicants must have a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-866-705-5711 or inquire on-line at <https://fedgov.dnb.com/webform>.
10. Any fiscally viable entity that meets the eligibility requirements, terms and conditions of the RFP, and the contracting rules and regulations set forth in the DCF Contract Policy and Information Manual (N.J.A.C. 10:3) may submit an application.

F. RFP Schedule:

April 4, 2022	Deadline for Email Questions sent to DCF.ASKRFP@dcf.nj.gov
April 25, 2022	Deadline for Receipt of Proposals

Proposals received after 12:00 PM on **April 25, 2022** will **not** be considered.

All proposals must be delivered ONLINE:

To submit online, applicant must submit an AOR form. The AOR form must be completed and sent to DCF.ASKRFP@dcf.nj.gov

Authorized Organization Representative (AOR) Form:
<https://www.nj.gov/dcf/providers/notices/AOR.doc>

Once the AOR is submitted and the Applicant is granted permission to proceed, instructions will be provided for submission of the proposal.

Only a registered Authorized Organization Representative (AOR) or the designated alternate is eligible to send in a submission by submitting an AOR form.

We recommend not waiting until the due date to submit your proposal in case there are technical difficulties during your submission. Registered AOR forms may be received 5 business days prior to the date the bid is due.

Submission Requirement

It is required that you submit your proposal as one PDF document. If the Appendices file is too large, it can be separated into more pdf parts, such as Part 3, Part 4, etc. Please do not upload separate documents.

G. Administration:

1. Screening for Eligibility, Conformity and Completeness

DCF will screen proposals for eligibility and conformity with the specifications set forth in this RFP. A preliminary review will be conducted to determine whether the application is eligible for evaluation or immediate rejection.

The following criteria will be considered, where applicable, as part of the preliminary screening process:

- a. The application was received prior to the stated deadline
- b. The application is signed and authorized by the applicant's Chief Executive Officer or equivalent
- c. The applicant attended the Bidders Conference (if required)
- d. The application is complete in its entirety, including all required attachments and appendices
- e. The application conforms to the specifications set forth in the RFP

Upon completion of the initial screening, proposals meeting the requirements of the RFP will be distributed to the Proposal Evaluation Committee for its review and recommendations. Failure to meet the criteria outlined above, or the submission of incomplete or non-responsive applications constitutes grounds for immediate rejection of the proposal if such absence affects the ability of the committee to fairly judge the application.

For a bid to be considered for award, at least one representative of the Bidder must have been present at the Bidders Conference commencing at the time and in the place specified above. Failure to attend the Bidders Conference will result in automatic bid rejection.

2. Proposal Review Process

DCF will convene a Proposal Evaluation Committee in accordance with existing regulation and policy. The Committee will review each application in accordance with the established criteria outlined in Section II of this document. All reviewers, voting and advisory, will complete a conflict-of-interest form. Those individuals with a conflict or the appearance of a conflict will be disqualified from participation in the review process. The voting members of the Proposal Evaluation Committee will review proposals, deliberate as a group, and then independently score applications to determine the final funding decisions.

The Department reserves the right to request that applicants present their proposal in person for final scoring. In the event of a tie in the scoring by the Committee, the bidders that are the subject of the tie will provide a presentation of their proposal to the evaluation committee. The evaluation committee will request specific information and/or specific questions to be answered during a presentation by the provider and a brief time-constrained presentation. The presentation will be scored out of 50 possible points, based on the following criteria

and the highest score will be recommended for approval as the winning bidder.

Requested information was covered-	10 Points
Approach to the contract and program design was thoroughly and clearly explained and was consistent with the RFP requirements-	20 Points
Background of organization and staffing explained-	10 Points
Speakers were knowledgeable about topic-	5 Points
Speakers responded well to questions-	5 Points

The Department also reserves the right to reject any and all proposals 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: State loss of funding for the contract; the inability of the applicant to provide adequate services; the applicant's lack of good standing with the Department, and any indication, including solely an allegation, of misrepresentation of information and/or non-compliance with any State of New Jersey contracts, policies and procedures, or State and/or Federal laws and regulations.

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

3. Special Requirements

The successful Applicant shall maintain all documentation related to proof of services, products, transactions and payments under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

Applicants must comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, the State Affirmative Action policy. A copy is attached as **Exhibit A**.

Applicants must comply with laws relating to Anti- Discrimination as attached as **Exhibit B**.

All Applicants must submit a signed Notice of Standard Contract Requirements, Processes, and Policies as attached as **Exhibit F**.

All Applicants must submit a signed Attestation-Public Law P.L. 2021, c.1 Attestation Form for Providers with DCF Contracts as attached as **Exhibit G**.

Applicants must comply with the federal requirements of 2CFR 200.317. See **Attachment 1**.

Applicants must comply with confidentiality rules and regulations related to the participants in this program including but not limited to:

1. Applicants must comply with 42 CFR Part 2 Confidentiality of Substance Use Disorder Patient Records.
2. Keep client specific and patient personal health information (“PHI”) and other sensitive and confidential information confidential in accordance with all applicable New Jersey and federal laws and regulations including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”).
3. Recognize and understand that case information is mandated by N.J.S.A. 9:6-8.10a is to be kept confidential and the release of any such information may be in violation of state law and may result in the conviction of individuals for a disorderly person’s level offence as well as possibly other disciplinary, civil or criminal actions pursuant to N.J.S.A. 9:6-8.10b.

All Applicants are advised that any software purchased in connection with the proposed project must receive prior approval by the New Jersey Office of Information Technology.

Applicants are also advised that any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.

Organ and Tissue Donation: As defined in section 2 of P.L. 2012, c. 4 (N.J.S.A.52:32-33), contractors are encouraged to notify their employees, through information and materials or through an organ and tissue awareness program, of organ donation options. The information provided to employees shall be prepared in collaboration with the organ procurement organizations designated pursuant to 42 U.S.C. §1320b-8 to serve in this State.

H. Appeals:

An appeal of the selection process will be heard only if it is alleged that the Department has violated a statutory or regulatory provision in awarding the grant. An appeal will not be heard based upon a challenge to the evaluation of a proposal. Applicants may appeal by submitting a written request to:

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

no later than ten (10) calendar days following receipt of the notification or by the deadline posted in this announcement.

I. Post Award Review:

As a courtesy, DCF may offer unsuccessful applicants an opportunity to review the Evaluation Committee's rating of their individual proposals. All Post Award Reviews will be conducted by appointment.

Applicants may request a Post Award Review by contacting:
DCF.ASKRFP@dcf.nj.gov

Post Award Reviews will not be conducted after six months from the date of issuance of this RFP.

J. Post Award Requirements:

Upon receipt of the award announcement, and where appropriate, selected Applicants will be minimally required to submit one (1) copy of the following documents:

1. A copy of the Acknowledgement of Receipt of the NJ State Policy and Procedures returned to the DCF Office of the EEO/AA
2. Proof of Insurance naming DCF as additionally insured from agencies
3. Bonding Certificate
4. Notification of Licensed Public Accountant (NLPA) with a copy of Accountant's Certification
5. Registration in NJSTART

The actual award of funds is contingent upon a successful Contract negotiation. If, during the negotiations, it is found that the selected Applicant is incapable of providing the services or has misrepresented

any material fact or its ability to manage the program, the notice of intent to award may be rescinded.

Selected Applicants will be required to comply with the terms and conditions of the Department of Children and Families' contracting rules and regulations as set forth in the Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information Manual. Applicants may review these items via the Internet at www.nj.gov/dcf/providers/contracting/manuals

Selected Applicants will also be required to comply with all applicable State and Federal laws and statutes, assurances, certifications and regulations regarding funding.

Section II – Application Instructions

A. Proposal Requirements and Review Criteria:

Applicants must submit a Narrative that addresses the following criteria below.

In conjunction with DCF's review of the narrative descriptions you insert under each numbered subsection below, DCF will assess the documents you submitted with your response to this opportunity. DCF will determine the score for each section based on the quality, completeness, and accuracy of both the narrative descriptions and the documents it deems to be relevant.

The narrative portion of the proposal should be double-spaced with margins of 1 inch on the top and bottom and 1 inch on the left and right. There is a 25-page limitation for the narrative portion of the grant application. The font shall be no smaller than 12 points in Arial or Times New Roman. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements.

A penalty of 5 points will be deducted for each missing document. If documents are missing from the proposal, DCF may provide an email notice to the Applicant after the bid is submitted. Applicants will have up to five (5) business days after notice from DCF to provide any potentially missing documentation without penalty. If the deductions total 20 points or more, the proposal shall be rejected as non-responsive.

The narrative must be organized appropriately and address the key concepts outlined in the RFP. Annex B budget pages, and attachments do not count towards the narrative page limit.

Each proposal narrative must contain the following items organized by heading in the same order as presented below:

I. ORGANIZATIONAL FIT (20 Points)

Identify if you are an applicant for capital funds for:

A. **County developing a new Child Advocacy Center** and/or developed as a separate space:

- 1) Be part of a County Government or Prosecutor's Office
or
- 2) Operate as non-profit corporation that is duly registered to conduct business in the State of New Jersey and is affiliated with a County Prosecutor's Office with a prior Memorandum of Understanding (MOU) or other written agreement to operate as the only CAC in the County
or
- 3) Be part of a County Multidisciplinary Diagnostic Team (MDT) affiliated with a County Prosecutor's Office

OR

B. **County with a Child Advocacy Center** and will enhance and/or renovate an existing CAC space; or lease a location to relocate an existing CAC; or develop a new construction for the existing CAC.

All proposals must include the following information:

- 1) Describe how this current initiative is consistent with your mission and vision.
- 2) Describe how this current initiative is consistent with your past experience implementing similar initiatives and current programming.
- 3) Describe how this current initiative is consistent with your past experience working with youth and families involved with DCF.
- 4) Describe how this current initiative is consistent with your current programming.
- 5) Describe how the requirements of this initiative will be met through your policies implementing trauma informed practices.

If you are submitting a proposal for **CAPITAL IMPROVEMENT**, please see **section IIA**.

If you are submitting a proposal for **TREATMENT SERVICES**, please see **section IIB**.

IIA. Plans for Capital Improvement & Organizational Capacity (30 Points)

Each proposal should provide sufficient information to support the request for funding for the construction, building, renovation, improvement or technological enhancement. Included in the justification for improvements, the applicant must identify the facility(ies) to be renovated, technology improvement, expansion, or redesign with the awarded funding; which standards in Exhibit C the proposed use of the funds would support; and how the proposed use of funds furthers the agency's ability to meet or exceed the needs consistent with the identified standard(s).

Provide **One Bid/Quote** for each proposed work if application is for construction. If, for example, a roof has a quote as well as new sidewalk construction - include both bids/quotes. If software and/or technology is being purchased, a quote is required.

Applicant must include, at a minimum:

- 1) Description of space to accommodate forensic interviewing, and how the space will be able to accommodate all services provided at the existing CAC site.
- 2) Describe how the design is consistent with or moving towards the Accreditation Standards as set forth in **Exhibit C**.
- 3) In table format, provide a detailed outline of the project implementation action steps and timeline. See the format for the **Project Implementation Timeline in Exhibit E** and attach or upload the correct form and format as part of your proposal.
 - **Include a Project Implementation Timeline EXHIBIT E as part of the appendix**
- 4) Describe how the requirements of this initiative will be met through your plans for program accessibility that encompass site description, safety considerations, and transportation options.

- 5) Describe how the requirements of this initiative will be met through your governance and management structure, including the roles of senior executives and Board Officers.
 - **Include a current organizational chart as part of the appendix.**
 - **Include Board of Directors or List of Public Members/Board of Freeholders list as part of the appendix.**

- 6) Describe how the requirements of this initiative will be met through your existing collaborations, partnerships and collaborative efforts with other community and systems partners.
 - **Include relevant affiliation agreements or Memoranda of Understanding. If not applicable, include a written statement.**

- 7) Describe how the requirements of this initiative will be met through your policies implementing Prevent Child Abuse New Jersey's Safe Child standards. The Standards are available at:

<https://www.nj.gov/dcf/SafeChildStandards.pdf>

 - **Include a brief (no more than 2 pages double spaced) Safe-Child Standards Description demonstrating ways in which your agency's operations mirror the Standards as part of the appendix.**

- 8) Describe space available or planned to accommodate treatment services, and how the space will be able to accommodate all services provided at the existing CAC site or at another location.

- 9) Clearly describe the organizational strengths and management resources available to ensure the purchase, leasing, permitting, delivery and installation of the renovation, technology improvement, enhancement or redesign proposed to the new or existing facility for renovation projects.

II.B. Plans for Treatment Services & Organizational Capacity
(30 Points)

- 1) Describe how the requirements of this initiative will be met through your commitment to cultural competency and diversity and plans to ensure needs of various and diverse cultures within the target community will be met in a manner consistent with the Law Against Discrimination (NJSA 10:51 seq.).

- 2) Describe how the requirements of this initiative will be met through your plans for program accessibility that encompass site description, safety considerations, and transportation options.
- 3) 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 need.
- 4) Outline the project implementation action steps for the service implementation and timeline in table format. See the format for the Project Implementation Timeline in **Exhibit E**.
 - **Include a Project Implementation Timeline EXHIBIT E as part of the appendix.**
- 5) Description of how the services are consistent with or moving towards the Accreditation Standards as set forth in Exhibit C.
- 6) Describe how the requirements of this initiative will be met in light of your current provision of services and programs that are categorized as well supported, supported, promising as per the California Evidence-Based Clearinghouse for Child Welfare definition (CEBC) <https://www.cebc4cw.org/>
- 7) Describe how the requirements of this initiative will be met through your governance and management structure, including the roles of senior executives and Board Officers.
 - **Include a current organizational chart as part of the appendix. Include Board of Directors or Board of Freeholders list as part of the appendix.**
- 8) Describe how the requirements of this initiative will be met through your existing collaborations, partnerships and collaborative efforts with other community and systems partners.
 - **Include relevant affiliation agreements or Memoranda of Understanding. If not applicable, include a written statement.**
- 9) Describe how the requirements of this initiative will be met through your membership in professional advisory boards.
- 10) Describe how the requirements of this initiative will be met through your policies implementing Prevent Child Abuse New Jersey's Safe Child standards. The Standards are available at:

<https://www.nj.gov/dcf/SafeChildStandards.pdf>

- **Include a brief (no more than 2 pages double spaced) Safe-Child Standards Description demonstrating ways in which your agency's operations mirror the Standards as part of the appendix.**

11) Describe space available or planned to accommodate treatment services, and how the space will be able to accommodate all services provided at the existing CAC site or at another location.

All proposals must include the following information:

III. ORGANIZATIONAL SUPPORTS (30 Points)

- 1) Describe how this initiative will be supported by your management, supervision, coaching and evaluation of staff performance.
- 2) Describe how this initiative will be supported by your leveraging of the resources of providers, communities and other stake holders.
- 3) Describe how this initiative will be supported by your collection, maintenance and analysis of data, either through an identified database system or specified alternative methods (i.e. excel spreadsheets).
- 4) Describe how this initiative will be supported by your use of the data after it is analyzed and reported to evaluate program performance (provide the name(s) of any assessment tools used).
- 5) Describe procedures that will be used for data collection, management and timely reporting. Provide a description of data to be recorded, the intended use of that data and the means of maintaining confidentiality of records and the means of maintaining confidentiality of records.
- 6) Submit a **signed Notice** of Standard Contract Requirements, Processes, and Policies as attached as **Exhibit F, as an appendix.**
- 7) Submit a **signed Attestation (Exhibit G)**-Public Law P.L. 2021, c.1 Attestation Form for Providers with DCF Contracts, **as an appendix.**
- 8) Describe how this initiative will be supported by your quality assurance and performance improvement processes, including the meaningful role of those to be served.
- 9) 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.

10) Describe how this initiative will be supported by your training offerings to program staff who will be in contact with individuals served, including transportation staff.

IV. BUDGET NARRATIVE

(20 Points)

The Department will consider the cost efficiency of the proposed budget as it relates to the project. Therefore, applicants must clearly indicate how this funding will be used to meet the goals and/or requirements. Provide a line item budget on the attached Exhibit D. All funds must be obligated by June 30, 2022 for services rendered prior to June 30, 2022. The funds will be distributed by the end of FY22 if the services are in process and moving toward completion with written contracts and commitments in place. That would not mean the work and fiscal commitments would need to be completed by that point in time, but legally binding agreements are required to be in place.

The budget should be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. All costs associated with the completion of the project must be delineated and the budget narrative must clearly articulate budget items including a description of miscellaneous expenses or “other” items.

- **Each proposal shall include submission of the DCF Annex B-3 Budget/Expenditure Report (please see EXHIBIT D).** Leveraging of other resources shall be an important consideration.

B. Supporting Documents:

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent. There is a 25-page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements.

A penalty of 5 points will be deducted for each missing document. If documents are missing from the proposal, DCF may provide an email notice to the Applicant after the bid is submitted. Applicants will have up to five (5) business days after notice from DCF to provide any potentially missing documentation without penalty. If the deductions total 20 points or more, the proposal shall be rejected as non-responsive.

The narrative must be organized appropriately and address the key concepts outlined in the RFP. Attachments do not count towards the narrative page limit.

1. An applicant operating as a **non-profit** corporation that is duly registered to conduct business in the State of New Jersey and be affiliated with a County Prosecutor's Office by means of a prior Memorandum of Understanding (MOU) or other written agreement to operate as the only CAC in the County OR
2. An independently organized county-based **non-profit** Multidisciplinary Diagnostic Team (MDT) organization affiliated with a County Prosecutor's office

All supporting documents submitted in response to this RFP must be organized in the following manner:

CAPITAL IMPROVEMENT

Part I: Proposal	
1	<input type="checkbox"/> Proposal Cover Sheet – (signed and dated) Website: https://www.nj.gov/dcf/providers/notices/requests/#2 Form: https://www.nj.gov/dcf/providers/notices/Proposal.Cover.Sheet.doc
2	<input type="checkbox"/> Table of Contents – Please number and label with page numbers if possible in the order as stated in Part I & Part II Appendices
3	<input type="checkbox"/> Proposal Narrative - 25 pg. limitation <ol style="list-style-type: none"> I. Organization and Fit (20 Points) II. Plans for Capital Improvement & Organizational Capacity (30 Points) IIA III. Organizational Supports (30 Points) IV. Budget Narrative (20 Points)
Part II: Appendices	
4	<input type="checkbox"/> One Bid/Quote- for each proposed work, if application is for construction. If, for example, a roof has a quote as well as new sidewalk construction- include both bids/quotes. If software and/or technology is being purchased, a quote is required.
5	<input type="checkbox"/> Current Organization Chart
6	<input type="checkbox"/> Safe-Child Standards Description of your agency's implementation of the standards (no more than 2 pages)
7	<input type="checkbox"/> Exhibit D DCF Annex B-3 Budget Form
8	<input type="checkbox"/> Exhibit E Project Implementation Timeline

9	<input type="checkbox"/>	<p>All Applicants must submit a signed Notice of Standard Contract Requirements, Processes, and Policies as attached as <u>Exhibit F.</u></p> <p>All Applicants must submit a signed Attestation-Public Law P.L. 2021, c.1 Attestation Form for Providers with DCF Contracts as attached as <u>Exhibit G.</u></p>
10	<input type="checkbox"/>	<p>Applicable Consulting Contracts, Affiliation Agreements/Memoranda of Understanding related to this RFP. If not applicable, include a written statement</p>
11	<input type="checkbox"/>	<p>Copies of any audits (not financial audit) or reviews (including corrective action plans) completed or in process by DCF (inclusive of DCF Licensing, Divisions and Offices) or other State entities within the last 2 years. If available, a corrective action plan should be provided and any other pertinent information that will explain or clarify the applicant's position. If not applicable, include a written statement.</p> <p>Applicants 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</p>
12	<input type="checkbox"/>	<p>Dated List of Names, Titles, Emails, Phone Numbers, Addresses & Terms of Board of Directors -or- Managing Partners, if a LLC/Partnership -or- Chosen Freeholders of Responsible Governing Body</p>
13	<input type="checkbox"/>	<p>Standard Language Document (SLD) (signed/dated) [Rev. 7-2-19] Form: https://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc</p>
14	<input type="checkbox"/>	<p>Document showing Data Universal Numbering System (DUNS) Number [2006 Federal Accountability and Transparency Act (FFATA)] Website: https://fedgov.dnb.com/webform Helpline: 1-866-705-5711</p>
15	<input type="checkbox"/>	<p>System for Award Management (SAM) printout showing active status and expiration date Note: Should be obtained free of charge Website: Go to SAM by typing www.sam.gov in your Internet browser address bar Helpline: 1-866-606-8220</p>
16	<input type="checkbox"/>	<p>Applicable Consulting Contracts, Affiliation Agreements/Memoranda of Understanding related to this RFP. If not applicable, include a written statement</p>
17	<input type="checkbox"/>	<p>Business Associate Agreement/HIPAA (signed/dated under Business Associate) [Rev. 8-2019] Form: https://www.nj.gov/dcf/providers/contracting/forms/HIPAA.docx</p>

18	<input type="checkbox"/>	<p>Affirmative Action Certificate --or-- Renewal Application [AA302] sent to Treasury with payment.</p> <p><u>Note:</u> The AA302 is only applicable to new startup agencies and may only be submitted during Year 1.</p> <p>Agencies previously contracted through DCF are required to submit an Affirmative Action Certificate.</p> <p>Website: https://www.nj.gov/treasury/purchase/forms.shtml</p> <p>Form: https://www.nj.gov/treasury/purchase/forms/AA_%20Supplement.pdf</p>
19	<input type="checkbox"/>	<p>Certificate of Incorporation</p> <p>Website: https://www.nj.gov/treasury/revenue/filecerts.shtml</p>
20	<input type="checkbox"/>	<p>Agency By-laws or Management Operating Agreement if an LLC</p>
21	<input type="checkbox"/>	<p>Tax Exempt Organization Certificate (ST-5) -or- IRS Determination Letter 501(c)(3)</p> <p>If not applicable, include a signed/dated note, on agency letterhead, stating the tax exempt requirement does not apply and include a brief explanation as to why.</p> <p>Website: https://www.nj.gov/treasury/taxation/exemptintro.shtml</p>
22	<input type="checkbox"/>	<p>Disclosure of Investigations and Other Actions Involving Bidder (signed/dated) [Rev. 3-15-19]</p> <p>Website: https://www.nj.gov/treasury/purchase/forms.shtml</p> <p>Form: https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestigations.pdf</p>
23	<input type="checkbox"/>	<p>Disclosure of Investment Activities in Iran (signed/dated) [Version 6-19-17]</p> <p>Website: https://www.nj.gov/treasury/purchase/forms.shtml</p> <p>Form: https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf</p>
24	<input type="checkbox"/>	<p>Certification Regarding Debarment (signed/dated)</p> <p>Website: https://www.nj.gov/dcf/providers/notices/requests/#2</p> <p>Form: https://www.nj.gov/dcf/documents/contract/forms/Cert.Debarment.pdf</p>
25	<input type="checkbox"/>	<p>Statement of Assurances – (Signed and dated) Use the RFP forms found directly under the Notices section:</p> <p>Website: www.nj.gov/dcf/providers/notices/ Form: https://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc</p>

26	<input type="checkbox"/>	Tax Forms – Full Return Required <u>Non Profit Form 990</u> Return of Organization Exempt From Income Tax - or- <u>For Profit Form 1120</u> US Corporation Income Tax Return -or- <u>LLC Applicable Tax Form</u> and may delete or redact any SSN or personal information
27	<input type="checkbox"/>	Most recent Audit or Financial Statement (certified by accountant or accounting firm) <u>Audit:</u> For agencies expending over \$100,000 in combined Federal/State Awards -or- <u>Financial Statement:</u> For agencies expending under \$100,000 Policy: http://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_audit.pdf

All supporting documents submitted in response to this RFP shall be organized in the following manner for:

1. A new or existing child advocacy center existing as part of a **County Government or Prosecutor’s** Office OR
2. **County Government or Prosecutor’s Office** on behalf of an MDT in counties developing a CAC or independently organized MDT capable of bidding.

CAPITAL IMPROVEMENT

Part I: Proposal	
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2	<input type="checkbox"/> Table of Contents – Please number and label with page numbers if possible in the order as stated in Part I & Part II
3	<input type="checkbox"/> Proposal Narrative 25-page limitation <ol style="list-style-type: none"> I. Organization and Fit (20 Points) II. Plans for <u>Capital Improvement</u> & Organizational Capacity (30 Points) IIA III. Organizational Supports (30 Points) IV. Budget Narrative (20 Points)
Part II: Appendices	
4	<input type="checkbox"/> One Bid/Quote- for each proposed work, if application is for construction. If, for example, a roof has a quote as well as new sidewalk construction- include both bids/quotes. If technology is

		being purchased, a quote or statement from a public procurement contract is acceptable.
5	<input type="checkbox"/>	Current Organization Chart
6	<input type="checkbox"/>	A List of the Public members (such as the board of freeholders), if you are a public entity or a Prosecutors Office.
7	<input type="checkbox"/>	Safe-Child Standards Description of your agency’s implementation of the standards (no more than 2 pages)
8	<input type="checkbox"/>	Exhibit D DCF Annex B-3 Budget Form
9	<input type="checkbox"/>	Exhibit E Project Implementation Timeline
10	<input type="checkbox"/>	All Applicants must submit a signed Notice of Standard Contract Requirements, Processes, and Policies as attached as Exhibit F . All Applicants must submit a signed Attestation -Public Law P.L. 2021, c.1 Attestation Form for Providers with DCF Contracts as attached as Exhibit G .
11	<input type="checkbox"/>	Applicable Consulting Contracts, Affiliation Agreements/Memoranda of Understanding related to this RFP. If not applicable, include a written statement

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TREATMENT SERVICES

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		<p>I. Organization and Fit (20 Points)</p> <p>II. Plans for Treatment Services & Organizational Capacity (30 Points) IIB</p> <p>III. Organizational Supports (30 Points)</p> <p>IV. Budget Narrative (20 Points)</p>
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5	<input type="checkbox"/>	Exhibit E Project Implementation Timeline
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9	<input type="checkbox"/>	<p>Dated List of Names, Titles, Emails, Phone Numbers, Addresses & Terms of Board of Directors -or- Managing Partners, if a LLC/Partnership -or- Chosen Freeholders of Responsible Governing Body</p>
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16	<input type="checkbox"/>	Certificate of Incorporation Website: https://www.nj.gov/treasury/revenue/filecerts.shtml
17	<input type="checkbox"/>	Agency By-laws or Management Operating Agreement if an LLC
18	<input type="checkbox"/>	Tax Exempt Organization Certificate (ST-5) -or- IRS Determination Letter 501(c)(3) If not applicable, include a signed/dated note, on agency letterhead, stating the tax exempt requirement does not apply and include a brief explanation as to why. Website: https://www.nj.gov/treasury/taxation/exemptintro.shtml
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20	<input type="checkbox"/>	Disclosure of Investment Activities in Iran (signed/dated) [Version 6-19-17] Website: https://www.nj.gov/treasury/purchase/forms.shtml Form: https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf
21	<input type="checkbox"/>	Certification Regarding Debarment (signed/dated) Website: https://www.nj.gov/dcf/providers/notices/requests/#2 Form: https://www.nj.gov/dcf/documents/contract/forms/Cert.Debarment.pdf

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23	<input type="checkbox"/>	Tax Forms – Full Return Required <u>Non Profit Form 990</u> Return of Organization Exempt From Income Tax - or- <u>For Profit Form 1120</u> US Corporation Income Tax Return -or- LLC Applicable Tax Form and may delete or redact any SSN or personal information
24	<input type="checkbox"/>	Most recent Audit or Financial Statement (certified by accountant or accounting firm) <u>Audit:</u> For agencies expending over \$100,000 in combined Federal/State Awards -or- <u>Financial Statement:</u> For agencies expending under \$100,000 Policy: https://www.nj.gov/dcf/documents/contract/manuals/CPIM_p7_audit.pdf
25	<input type="checkbox"/>	All Applicants must submit a signed Notice of Standard Contract Requirements, Processes, and Policies as attached as <u>Exhibit F.</u> All Applicants must submit a signed Attestation -Public Law P.L. 2021, c.1 Attestation Form for Providers with DCF Contracts as attached as <u>Exhibit G.</u>

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TREATMENT SERVICES

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4	<input type="checkbox"/>	Current Organization Chart
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* Standard forms for RFP's are available at:
www.nj.gov/dcf/providers/notices/ Forms for RFP's are directly under the Notices section.

Standard DCF Annex B (budget) forms are available at:
<https://www.state.nj.us/dcf/providers/contracting/forms/>

** Treasury required forms are available on the Department of the Treasury website at <http://www.state.nj.us/treasury/purchase/forms.shtml>
Click on Vendor Information and then on Forms.

Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information Manual may be reviewed via the Internet at: www.nj.gov/dcf/providers/contracting/manuals

C. Requests for Information and Clarification:

Question and Answer:

DCF will provide eligible applicants additional and/or clarifying information about this initiative and application procedures through a time-limited electronic Question and Answer Period. Inquiries will not be accepted after the closing date of the Question and Answer Period.

Questions must be submitted in writing via email to: DCF.ASKRFP@dcf.nj.gov.

Written questions must be directly tied to the RFP. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP. All inquiries submitted to DCF.ASKRFP@dcf.nj.gov must identify in the Subject heading the specific RFP for which the question/clarification is being sought. Each question should begin by referencing the RFP page number and section number to which it relates.

Written inquiries will be answered and posted on the DCF website as a written addendum to the RFP at:

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

Technical inquiries about forms and other documents may be requested anytime through DCF.ASKRFP@dcf.nj.gov.

All other types of inquiries will not be accepted. **Applicants may not contact the Department directly, in person, or by telephone, concerning this RFP.**

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE
CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically available at www.state.nj.us/treasury/contract_compliance).

The contractor and its subcontractors shall furnish such reports or other documents to the Department of Children and Families, the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Department of Children and Families, the Division of Purchase & Property, and/ or CCAU EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

EXHIBIT B
TITLE 10. CIVIL RIGHTS
CHAPTER 2. DISCRIMINATION IN EMPLOYMENT ON PUBLIC WORKS

N.J. Stat. § 10:2-1 (2012)

§ 10:2-1. Antidiscrimination provisions

Antidiscrimination provisions. Every contract for or on behalf of the State or any county or municipality or other political subdivision of the State, or any agency of or authority created by any of the foregoing, for the construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees that:

a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$ 50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

No provision in this section shall be construed to prevent a board of education from designating that a contract, subcontract or other means of procurement of goods, services, equipment or construction shall be awarded to a small business enterprise, minority business enterprise or a women's business enterprise pursuant to P.L.1985, c.490 (*C.18A:18A-51 et seq.*).

Exhibit C-CRITERIA - Essential Components

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A. The CAC is a designated, task-appropriate facility which aligns to the following criteria:

1. The CAC is maintained in a manner that is physically and psychologically safe for children and families.
2. The CAC provides observation or supervision of clients within sight or hearing distance by CAC staff, MDT members or volunteers at all times.
3. The CAC is convenient and accessible to clients and MDT members.
4. Areas where children may be present as well as toys and other resources are "childproofed," cleaned, and sanitized to be as safe as possible.

STATEMENT OF INTENT:

The CAC has an identified, separate, child focused space designed to provide a safe, comfortable and neutral place where forensic interviews can be conducted, and other services can be provided for children and families. CACs range from small, refurbished houses, to a renovated wing of a county office building or community hospital, to newly built facilities. A physically safe space is central to the creation of a child- focused setting. This can be a challenge as centers are host to children of a variety of ages and developmental stages. Materials and center furnishings should be selected with this in mind. To assure a physically and psychologically safe environment, children and families must be observed or supervised by CAC staff, MDT members, or volunteers ensuring that they are within sight or hearing distance at all times. Some CACs are built so that the waiting room can be seen from the receptionist's desk. Other CACs have volunteers scheduled to supervise play in the waiting room whenever the center is open for clients. When planning the location of a center, it is important to evaluate the site's accessibility for clients and MDT partner agencies. Considerations should include transportation assistance, travel distances, availability of parking, public transportation, and how welcoming a particular neighborhood is for clients of diverse cultural and socioeconomic backgrounds. Additionally, planning should include consideration for clients who will return to the center for ongoing services such as follow-up meetings, medical appointments, or therapy services.

B. The CAC has, and abides by, written policies and procedures that ensure separation of victims and alleged offenders.

STATEMENT OF INTENT:

The CAC has written policies and procedures that ensure the separation of victims and alleged offenders during the investigative process and as appropriate throughout delivery of the full array of CAC services. During the investigative process, logic dictates that children will not feel free to disclose

abuse if the alleged offender accompanies them to the interview and/or remains on-location throughout the duration of intervention. This separation of children from alleged offenders should also extend to children and perpetrators in unrelated cases. If a CAC shares space with an existing agency that provides services to offenders, facility features and scheduling must assure separation between children and family members and alleged offenders. Many CACs serve a vital role in their communities by providing services to children with problematic sexual behaviors. CACs that offer services to this population should have policies and procedures in place to maintain physical and psychological safety for child victims and their families. This includes protected service times during which child victims are not at the center, separate entrances and waiting areas, or off-site services through linkage agreements.

C. The CAC makes reasonable accommodations to make the facility physically accessible.

STATEMENT OF INTENT:

Not all centers are located in custom-designed or new buildings; however, CACs should make reasonable accommodations to make the facility physically accessible to clients and family members as needed. If the CAC cannot be structurally modified, arrangements for equivalent services should be made at alternate locations. CACs must be in compliance with guidelines stipulated in the Americans with Disabilities Act (ADA) and/or state legislation.

D. The facility allows for live observation of interviews by MDT members.

STATEMENT OF INTENT:

Multiple interviews and/or interviewers are often stressful for children, particularly those children already experiencing trauma. In lessen or eliminate the need for duplicative interviews, interviews should be observed by MDT members in a space other than the interview room, whether or not interviews are recorded. The MDT should also have the ability to communicate with the interviewer in some manner to provide input and feedback during the live interview with the child.

E. Separate and private area(s) are available for case consultation and discussion, for meetings or interviews, and for clients awaiting services.

STATEMENT OF INTENT:

To assure a physically and psychologically safe environment for children and families, confidentiality and respect for client privacy is of paramount concern in a CAC. It is not acceptable for team members or CAC staff to discuss cases with children or families at a location where visitors or others not directly involved with the case may overhear them. Separate areas should also be made available for private family member interviews and so

that individual family members may privately discuss aspects of their case. Care should be taken to assure that private meeting areas are not only physically separate, but also soundproofed so that conversations cannot be overheard. Some centers place soundproofing materials in walls when building or refurbishing their centers. Others place stereos or “white noise” machines in rooms to block sound.

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EXHIBIT D

DEPARTMENT OF CHILDREN AND FAMILIES

DCF B-3 Budget Form

Child Advocacy Center-Treatment

BUDGET CATEGORIES 12-Month Budget	TOTAL COSTS	DCF Funding request	Leveraging Other Cash or In- Kind Funding Sources*	
A. Consultants & Professional Fees Personnel (List each position)				
B. Materials & Supplies				
C. Contracts with Agencies to provide CAC Services				
D. Technology				
E. Other				
F. Total Cost				
G. Revenue (deduct)*	()	n/a	n/a	
H. Funding Request		n/a	n/a	
The budget request shall indicate the Agency's total proposed budget for delivery of the services reduced by the other sources of funding. If applicable, indicate the sources of leveraged funding and the dollar amounts for each below:				
Other Sources of Funding for this Program: (Specify These)				
Other Funding Amounts:	0	0	0	

EXHIBIT D

DEPARTMENT OF CHILDREN AND FAMILIES

DCF B-3 Budget Form

Child Advocacy Center-Capital

BUDGET CATEGORIES 12-Month Budget	TOTAL COSTS	DCF Funding request	Leveraging Other Cash or In- Kind Funding Sources*
A. Consultants & Professional Fees			
B. Permitting fees			
C. Materials & Supplies			
D. Equipment			
E. Personnel (List each position)			
F. Other			
G. Total Cost			
H. Revenue (deduct)*	()	n/a	n/a
I. Funding Request		n/a	n/a
The budget request shall indicate the Agency's total proposed budget for delivery the capital improvement reduced by the other sources of funding. If applicable, indicate the sources of leveraged funding and the dollar amounts for each below:			
Other Sources of Funding for this Program: (Specify These)			
Other Funding Amounts:	0	0	0

EXHIBIT E

DEPARTMENT OF CHILDREN AND FAMILIES

PROJECT IMPLEMENTATION TIMELINE

Child Advocacy Center

AWARDEE/PROGRAM: _____

DATE: _____

Tasks to Complete	Responsible Party	Proposed Start Date	Proposed Finish Date	Comments

Exhibit F

Department of Children and Families
(Rev. 12.07.2021)

Notice of Standard Contract Requirements, Processes, and Policies

I. Instructions:

Please carefully read all the information on these page(s) and then sign, scan, and email this executed document to: OfficeOf.ContractAdministration@DCF.NJ.Gov

II. Organizations awarded contracts are required to comply with:

- A. the terms and conditions of the Department of Children and Families' (DCF) contracting rules and regulations as set forth in the Standard Language Document (SLD), or the Individual Provider Agreement (IPA), or Department Agreement with a State Entity. Contractors may view these items on the internet at: <https://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc>;
- B. the terms and conditions of the policies of the Contract Reimbursement Manual and the Contract Policy and Information Manual. Contractors may review these items on the internet at: <https://www.nj.gov/dcf/providers/contracting/manuals>;
- C. all applicable State and Federal laws and statues, assurances, certifications, and regulations;
- D. the requirements of the State Affirmative Action Policy, N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27;
- E. the laws relating to Anti-Discrimination, including N.J.S.A 10:2-1, Discrimination in Employment on Public Works; and
- F. the confidentiality rules and regulations related to the recipients of contracted services including, but not limited to:

1. Compliance with 42 CFR Part 2 Confidentiality of Substance Use Disorder Patient Records.
2. Maintenance of client specific and patient personal health information (PHI) and other sensitive and confidential information in accordance with all applicable New Jersey and Federal laws and regulations including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
3. Safeguarding of the confidentiality of case information as mandated by N.J.S.A 9:68.10a with the understanding that the release of any information may be in violation of State law and may result in the conviction of individuals for a disorderly person's level offense as well as possibly other disciplinary, civil or criminal actions pursuant to N.J.S.A. 9:6-8.10b.
4. Ensuring the content of every contractor's web site protects the confidentiality of, and avoids misinformation about the youth served and provides visitors with a mechanism for contacting upper administrative staff quickly and seamlessly.

III. Organizations awarded contracts are advised:

- A. As noted in Section 5.12 of the SLD, or in Section 5.03 of the IPA, the initial provision of funding and the continuation of such funding under this contract is expressly dependent upon the availability to DCF of funds appropriated by the State Legislature and the availability of resources. Funds awarded under this contract program may not be used to supplant or duplicate existing funding. If any scheduled payments are authorized under this contract, they will be subject to revision based on any audit or audits required by Section 3.13 Audit of the Standard Language Document (SLD) and the contract close-out described in: [Contract Closeout - CON-I-A-7-7.01.2007 \(nj.gov\)](http://www.nj.gov/contract-closeout)
- B. All documentation related to products, transactions, proof of services and payments under this contract must be maintained for a period of five years from the date of final payment and shall be made available to the New Jersey Office of the State Comptroller upon request.
- C. Any software purchased in connection with the proposed project must receive prior approval from the New Jersey Office of Information Technology, and any data collected or maintained through the

implementation of the proposed program shall remain the property of DCF.

- D. Any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.
- E. Contractors shall maintain a financial management system consistent with all of the requirements of Section 3.12 of the SLD of the IPA.
- F. As defined in N.J.S.A. 52:32-33, contractors are encouraged to notify their employees, through information and materials or through an organ and tissue awareness program, of organ donation options. The information provided to employees shall be prepared in collaboration with the organ procurement organizations designated pursuant to 42 U.S.C. §1320 b-8 to serve in this State.
- G. DCF endorsed the Prevent Child Abuse of New Jersey's (PCANJ) Sexual Abuse Safe-Child Standards (Standards) as a preventative tool for contractors working with youth and children to reference when implementing policies and procedures to minimize the risks of the occurrence of child sexual abuse. The Standards are available on the internet at: <https://www.nj.gov/dcf/SafeChildStandards.pdf>
- H. NJ Rev Stat § 9.6-8.10f (2017) requires the Department of Children and Families (DCF) to conduct a check of its child abuse registry for each person who is seeking employment in any facility or program that is licensed, contracted, regulated, or funded by DCF to determine if the person is included on the child abuse registry as a substantiated perpetrator of child abuse or neglect. Contractors are to utilize the Child Abuse Record Information (CARI) Online Application to set-up a facility account by visiting: <https://www.njportal.com/dcf/cari>
- I. DCF staff may conduct site visits to monitor the progress and problems of its contractors in conforming to all contract requirements and in accomplishing its responsibilities. The contractor may receive a written report of the site visit findings and may be expected to submit a plan of correction, if necessary, for overcoming any problems found. Corrective Action Plan (CAP) requirements, timeframes and consequences are explained on the internet at: https://www.nj.gov/dcf/policy_manuals/CON-I-A-8-8.03_issuance.shtml

- J. Contractors must have the ability to maintain the full operations census specified in the contract, and to submit timely service reports for Contracted Level of Service (CLOS) utilization in the format and at the time DCF requests.
- K. Contractors awarded contracts must have the ability to achieve full operational census within the time DCF specifies. Extensions may be available by way of a written request to the Contract Administrator, copied to the DCF Director managing the contracted services.
- L. As noted in Section 4.01 of the SLD or the IPA, DCF or the contractor may terminate this contract upon 60 days written advance notice to the other party for any reason whatsoever.
- M. DCF will advise contractors of the documents and reports in support of this contract that they must either timely submit or retain on-site as readily available upon request. The contractor also shall submit all required programmatic and financial reports in the format and within the timeframes that DCF specifies as required by Section 3.02 of the SLD or IPA. Changes to the information in these documents and reports must be reported to DCF. Contractors are under a continuing obligation, through the completion of any contract with the State of NJ, to renew expired forms filed the NJ Department of Treasury and to notify Treasury in writing of any changes to the information initially entered on these forms. Failure to timely submit updated documentation and required reports may result in the suspension of payments and other remedies including termination.

IV. Organizations awarded contracts for the provision of certain types of services additionally shall be aware of the following:

- A. If services are provided at licensed sites, contractors must meet all NJ Department of Children and Families and other applicable Federal Licensure Standards.
- B. If services are paid with Medicaid funds, contractors must have the demonstrated ability, experience, and commitment to enroll in NJ Medicaid, and subsequently submit claims for reimbursement through NJ Medicaid and its established fiscal agent, within prescribed times.

- C. If services are paid with federal funds (including Medicaid funds), contractors must adhere to the provisions set forth in the Rider for Purchases funded in whole or in part, by federal funds. <https://www.nj.gov/dcf/providers/contracting/forms/RIDER-For-Purchases-Funded-by-Federal-Funds.pdf>
- D. If services are provided by programs licensed, contracted or regulated by DCF and provide services to individuals with developmental disabilities, contractors must comply with:
1. the Central Registry of Offenders against individuals with Developmental Disabilities law, N.K.S.A 30:6D-73 et seq (Individuals on the Central Registry are barred from working in DCF-funded programs for persons with developmental disabilities. If you are not registered to access the Central Registry, DCF will facilitate the qualified applicant's registration into this system); and
 2. Danielle's Law: <https://www.state.nj.us/humanservices/dds/documents/fireprocurement/ddd/Danielle%27s%20Law.pdf>
- E. If services are to be administered by the Contracted System Administrator (CSA), contractors must conform with, and provide services under, protocols that include required documentation and timeframes established by DCF and managed by the CSA. The CSA is the single point of entry for these services and facilitates service access, linkages, referral coordination, and monitoring of CSOC services across all child-serving systems. Contractors of these services will be required to utilize "Youth Link", the CSOC web-based out-of-home referral/bed tracking system process to manage admissions and discharge after being provided training.
- F. If services are to be provided to youth and families who have an open child welfare case due to allegations of abuse and neglect, then contractors shall deliver these services in a manner consistent with the DCF Case Practice Management Plan (CPM) and the requirements for Solution Based Casework (SBC), an evidence-based, family centered practice model that seeks to help the family team organize, prioritize, and document the steps they will take to enhance safety, improve well-being, and achieve permanency for their children. SBC provides a

common conceptual map for child welfare case workers, supervisors, leadership, and treatment providers to focus their efforts on clear and agreed upon outcomes. DCF may require contractors to participate in DCF sponsored SBC training, and to be involved in developing plans with the consensus of other participants, incorporating the elements of the plans into their treatment, participating in Family Team Meetings, and documenting progress and outcomes by race, age, identified gender, and other criteria DCF deems relevant and appropriate.

G. If services provided under a DCF contract are for mental health, behavioral health, or addictions services by a contractor with at least 10 regular full-time or regular part-time employees who principally work for the contractor to provide those services, then P.L. 2021, c.1 (C30:1-1.2b) requires the contractor to:

1. submit no later than 90 days after the effective date of the contract an attestation: (a) signed by a labor organization, stating that it has entered into a labor harmony agreement with such labor organization; or (b) stating that its employees are not currently represented by a labor organization and that no labor organization has sought to represent its employees during the 90-day period following the initiation or renewal of the contract; or (c) signed by a labor organization, stating that it has entered into an agreement or binding obligation to be maintained through the term of the contract that provides a commitment comparable to a labor harmony agreement, as defined in section 4 of P.L.2021, c.1 (C30:1-1.2c). The required attestation is submitted to ensure the uninterrupted delivery of services caused by labor-management disputes and is a condition of maintaining a DCF contract. The failure to submit it shall result in DCF's issuance of a financial recovery and a Corrective Action Plan (CAP). Should the contractor not adhere to the terms of the CAP, DCF shall cancel or not renew the contract upon obtaining a replacement contractor to assume the contract or otherwise provide the services. An extension of the 90-day deadline shall be warranted if a labor organization seeks to represent a contractor's employees after the contract is renewed or entered into, but within the 90-day period following the effective date of the contract. The Commissioner of DCF may review any interested person's report of a failure by the contractor to adhere to these requirements and upon finding that a covered

contractor failed to adhere to the requirements shall take corrective action which may include a CAP, financial recovery and cost recoupment, and cancelling or declining to renew the contract. Should the covered contractor fail to engage in or complete corrective action, the Commissioner of DCF shall cancel or decline to renew the contract; and

2. make good faith efforts to comply with COVID-19 minimum health and safety protocols issued by DCF to adequately ensure the safety of the contractors, employees, and service recipients as per Section 4 of P.L., c.1 (c.30:1-1.2b) until the 366th day following the end of the public health emergency and state of emergency declared by the Governor in Executive Order No. 103 of 2020. The Commissioner of DCF shall take into account, prior to awarding or renewing any contract, any prior failures reported by any interested party to demonstrate a good faith effort to contain, limit, or mitigate the spread of COVID-19 among the covered contractor's employees or service recipients and require at a minimum the submission of a CAP to contain, limit, or mitigate the spread of COVID-19 cases. Should the contractor fail to implement a plan or repeatedly fail to demonstrate good faith efforts to contain, limit, or mitigate the spread of COVID-19, the Commissioner shall take action, including financial penalties or cancellation or non-renewal of the contract.

- H. If the employees of a contractor or its subcontractor enter, work at, or provide services in any state agency location, then they are covered by Executive Order No. 271 (EO 271), which was signed and went into effect on October 20, 2021. A covered contractor must have a policy in place: (1) that requires all covered workers to provide adequate proof, in accordance with EO 271, to the covered contractor that the covered worker has been fully vaccinated; or (2) that requires that unvaccinated covered workers submit to COVID-19 screening testing at minimum one to two times weekly until such time as the covered worker is fully vaccinated; and (3) that the covered contractor has a policy for tracking COVID-19 screening test results as required by EO 271 and must report the results to local public health departments. The requirements of EO 271 apply to all covered contractors and subcontractors, at any tier, providing services, construction, demolition, remediation, removal of hazardous substances, alteration, custom fabrication, repair work, or

maintenance work, or a leasehold interest in real property through which covered workers have access to State property. EO 271 excludes financial assistance; contracts or sub-contracts whose value is less than the State bid Advertising threshold under N.J.S.A. 52:34-7; employees who perform work outside of the State of New Jersey; or contracts solely for the provision of goods.

- I. If a contract includes the allocation and expenditure of COVID-19 Recovery Funds, then it is covered by Executive Order No. 166 (EO166), which was signed by Governor Murphy on July 17, 2020. The Office of the State Comptroller (“OSC”) is required to make all such contracts available to the public by posting such contracts on the New Jersey transparency website developed by the Governor’s Disaster Recovery Office (GDRO Transparency Website).

By my signature below, I hereby confirm I am authorized to sign this document on behalf of my organization. I have read, understand, and have the authority to ensure my organization will comply with the terms and conditions of providing services under my contracts with DCF as described in the text and referenced documents above. The terms set forth in this document govern all executed contracts with DCF and contracts to be entered into with DCF in the future.

Signature _____ **Date:** _____

Printed Name: _____ **Title:** _____

Exhibit G

Public Law P.L. 2021, c.1 Attestation Form for Providers with DCF Contracts

**ALL DCF Providers must sign, scan, and email this executed document to:
OfficeOf.ContractAdministration@Dcf.nj.us**

By my signature below, I hereby confirm I am authorized to review and sign this document on behalf of my organization. I additionally confirm:

_____ (1) my organization **is not** an entity entering into or renewing a contract or contracts with the Department of Children and Families to provide mental health, behavioral health, or addiction services that employs more than 10 regular full-time or regular part-time employees who principally work for the organization to provide the contracted services as defined in Public Law P.L. 2021, c.1 [if you select this response, please return the signed form as noted above].; OR

_____ (2) my organization **is** such an entity and in compliance with Public Law P.L. 2021, c.1., I therefore must submit within the 90-day period following the initiation or renewal of our DCF contract(s) either:

A. An attestation:

_____ signed by a labor organization confirming entry into a labor harmony agreement with such labor organization; **or**

_____ stating that our employees are not currently represented by a labor organization and that no labor organization has sought to represent our employees during the 90-day period following the initiation or renewal of our DCF contract(s) after the effective date of this act and up to the time of submission; **or**

_____ signed by a labor organization, confirming entry into an agreement or binding obligation to be maintained through the term of the DCF contract that provides a commitment comparable to a labor harmony agreement, as defined in section 4 of P.L.2021, c.1 (C.30:1-1.2c); **or**

B. A notice:

_____ from a labor organization confirming it seeks to represent our employees after the expiration of the 90-day period following the effective date of our DCF contract, to be followed no later than 90 days after the date of notice stating that we have entered into:

- (1) a labor harmony agreement with the labor organization; or

- (2) an agreement or binding obligation to be maintained through the term of the contract that provides a commitment comparable to a labor harmony agreement, as defined in section 4 of P.L.2021, c.1 (C.30:1-1.2c); **and**

C. A COVID-19 health and safety commitment:

I ensure the organization will continue to make a good faith effort to comply with minimum health and safety protocols issued by DCF to adequately ensure the safety of the covered providers' employees, and service recipients at least through the 366th day following the end of the public health emergency and state of emergency declared by the Governor in Executive Order No. 103 of 2020. These efforts include our adherence to the measures service providers may take to prevent and mitigate exposure to, and spread of, the COVID-19 virus while delivering services, as explained by the DCF Commissioner's issuance of Guidance's published on the DCF website at: https://www.nj.gov/dcf/coronavirus_contractedproviders.html These Guidance's have amended and supplemented, and may continue to amend and supplement, our contract requirements. I additionally represent I am not aware of any prior failures to demonstrate a good faith effort to contain, limit, or mitigate the spread of COVID-19 among the covered provider's employees or service recipients.

Signature: _____ **Date** _____

Printed Name: _____ **Title:** _____

Organization Name: _____