

**State of New Jersey
DEPARTMENT OF CHILDREN AND FAMILIES**

**REQUEST FOR INFORMATION AND LETTERS OF INTEREST
HOUSING RELATED SUPPORT SERVICES**

The Department of Children and Families (DCF) is requesting Information and Letters of Interest from eligible applicants for the purchase, delivery, and assembly/set-up of household furnishings, bedding, appliances and related equipment on an as needed basis in order to maintain children safely in their current living situations. Applicants whose proposals are approved will be awarded a DCF contract for services with a contract term date determined by DCF.

Scope of the Services

DCF is seeking to approve multiple vendors in each county to provide household related items throughout the State of New Jersey. All purchases will be authorized and requisitioned through Division of Youth and Family Services (DYFS) Local Offices on behalf of children and families in need of such emergent support services. DCF's intention is to publish a list of approved suppliers by County. Bidders may quote all or any number of items noted below.

Services to be Funded

Examples of items to be purchased include, but are not limited to:

- Beds and Mattresses (all sizes, including box springs & bed frames)
- Bunk Beds
- Secure Lock Bed Rails
- Cribs and Mattresses
- High Chairs
- Chests and Dressers
- Desks and Chairs
- Strollers
- Car and Booster Seats
- Baby Gates
- Play Pens
- Sofas, Loveseats and Chairs
- Kitchen Sets (3, 5 and 7 piece sets)
- Air Conditioners (various sizes)
- Fans
- Refrigerators
- Washing Machines
- Gas and Electric Dryers
- Gas and Electric Stoves

All items must be new and meet established warranty and safety standards. In particular and where appropriate, all items to be purchased must have a Juvenile Products Manufacturers Association (JPMA) certification seal, indicating that they meet American Society for Testing and Materials (ASTM) standards. All appliances should have an Energy Star rating.

All products shall be manufactured and packaged under modern sanitary conditions in accordance with federal and State law and standard industry practice.

All products must conform in every aspect to the standards and regulations established by Federal and New Jersey State laws.

All vendors must guarantee delivery and assembly/set-up within 24-hours of requisition.

Contract Information

Contract Term: The contract term shall be determined by DCF and eligible for annual renewal thereafter.

Selected applicants will be awarded an Individual Provider Agreement (Contract). Contract payments will be based on a supplier invoice submitted against an agreed upon fixed contract unit price (including delivery and set-up).

As part of the Individual Provider Agreement, all applicants will be required to: (1) maintain a separate account receivables for all invoices processed against the contract; and (2) submit a final report of transactions charged to the contract at the end of the term.

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. These items may be viewed online at www.nj.gov/dcf. After accessing the DCF web page, click on Contract & RFP Info. All prospective applicants that are new to DCF are strongly encouraged to review these materials prior to submitting a proposal.

Criminal History Record Checks

In accordance with N.J.A.C. 13:59-1 et seq., selected applicants shall conduct a criminal history background check on all personnel who may be assigned to deliver any merchandise purchased in connection with a contract or agreement resulting from this announcement. The contracted vendor shall review the

results of that criminal history background check prior to assigning personnel to deliver such items.

Individuals who have been convicted of a crime(s) enumerated in the attached Appendix are prohibited from having direct contact with DCF clients, and as such may not deliver any goods or items associated with this resulting contract. The contracted vendor shall obtain a release of information from all employees subject to this agreement, authorizing the contractor to release all the results of the criminal history background check to DCF.

Applicant Eligibility Requirements

1. Applicants must be registered to do business in the State of New Jersey and provide a business registration certificate as evidence of such registration.
2. Applicants must be in good standing with all State and Federal agencies with which they have an existing contractual relationship.
3. Applicants may not be suspended, terminated, or barred for deficiencies in performance of any award, and all past issues must be resolved as demonstrated by written documentation.
4. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
5. Where appropriate, all applicants must hold current State licenses.
6. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
7. Applicants must have the ability to achieve full service delivery within 24 hours of awarded contract.
8. Any fiscally viable entity that meets the specifications of this announcement may apply. [NOTE: Only upon request by DCF, and in order to provide the State with the ability to judge the applicant's financial capacity and capabilities to undertake and successfully complete the contract, applicants may be requested to submit two years of certified financial statements, including a balance sheet, income statement and statement of cash flow, and all applicable notes for the most recent calendar year or the applicant's most recent fiscal year. If certified financial statements are not available, the applicant may provide either a reviewed or compiled statement from an independent accountant setting forth the same information required for the certified financial statements, together with a certification from the Chief Executive Officer and the Chief Financial Officer, that the financial statements and other information included in the documents fairly present in all material respects, the financial condition, results of operations and cash flows of the applicant as of, and for the time periods presented in the statements.]

Required Contents of Proposals

Proposals submitted in response to this document must include the following:

- RFP Cover Sheet

- Specification of the county(ies) you can provide the required service
- Itemized description of specific items/merchandise to be provided, including; price quotes, manufacturer, model, and item number (see attached format). Please note that DCF is a tax exempt entity therefore; price quotations may not include taxes.
- Description of applicable warranty policies for each piece of furniture or equipment included in the applicant's proposed list of items/merchandise to be provided
- Description of the applicant's return policy
- Written Assurance that all merchandise will be new, delivered and fully assembled within 24 hours of requisition
- Copy of Business Registration Certificate
- Copy of Affirmative Action Certificate
- All required Certification and Disclosure Forms in accordance with PL 2005, c.51 ("Chapter 51") and Executive Order 117 (2008), if appropriate**
- Addendum to Individual Provider Contracts (Executive Order 189)*
- Statement of Assurances*
- Certification regarding Debarment*

* Standard DCF forms are available at www.nj.gov/dcf.

** Chapter 51 forms are available on the Department of the Treasury website at <http://www.state.nj.us/treasury/dpmc/forms.html>.

All Letters of Interest may be provided during the open enrollment period of January 12, 2010 through April 30, 2010. Prospective applicants should submit one (1) signed original and 3 copies, including a signed cover letter of transmittal to:

Catherine Schafer
Grants Coordination
Department of Children and Families
222 South Warren Street 3rd Floor
Trenton, NJ 08625

DCF will consider all letters that meet the specifications set forth in this document. Upon determining which applications best meet the needs of DCF and its clients, DCF will initiate proceedings to establish a contract for services with selected applicants.

As part of the contract award process, DCF reserves the right to conduct an on-sight review for the purpose of inspecting the subject merchandise and items to be purchased.

All applicants will be notified in writing of DCF's intent to award a contract.

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 only.

Questions must be submitted in writing identifying this Request for Information and will be accepted between the following dates from December 1, 2009 through December 23, 2009 only at DCFASKRFP@dcf.state.nj.us.

Answers to questions will be posted on January 12, 2010 on the DCF website <http://www.state.nj.us.dcf>.

All applicants must submit price quotes for each item to be provided. Proposal price sheets are to be presented in the following format:

MANUFACTURER: BRAND NAME, MODEL, ITEM #

PRICE LIST NAME/NUMBER/DATE: _____

1. FIXED DISCOUNT FROM PRICE LIST: _____

2. ADDITIONAL DISCOUNT \$5000 TO \$10,000: _____

3. ADDITIONAL DISCOUNT \$10,000 TO \$14,999: _____

4. ADDITIONAL DISCOUNT \$15,000 TO \$19,999: _____

5. ADDITIONAL DISCOUNT \$20,000 AND ABOVE: _____

WARRANTY PERIOD: _____

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**APPENDIX
Restrictions on the Delivery of Home Furnishings**

An Agency/vendor shall ensure that any person who has been convicted of one or more of the crimes enumerated below will not be permitted to deliver merchandise or furniture purchased as part of this contract/agreement.

- A crime against a child, including endangering the welfare of a child and child pornography pursuant to N.J.S.A. 2C:24-4; or child abuse, neglect, or abandonment pursuant to N.J.S.A. 9:6-3
- Murder pursuant to N.J.S.A. 2C:11-3 or manslaughter pursuant to N.J.S.A. 2C:11-4;
- Aggravated assault which would constitute a crime of the second or third degree pursuant to subsection b. of N.J.S.A. 2C:12-1;
- Kidnapping and related offenses including criminal restraint; false imprisonment; interference with custody; criminal coercion; or enticing a child into a motor vehicle, structure, or isolated area pursuant to N.J.S.A. 2C:13-1 through 6;
- Sexual assault, criminal sexual contact or lewdness pursuant to N.J.S.A. 2C:14-2 through 4;
- An attempt or conspiracy to commit an offense listed above.

A conviction for one of the offenses enumerated above shall be determined to have occurred if the person has been convicted under the laws of this State or any other state or jurisdiction for an offense that is substantially equivalent to the offenses enumerated in this subsection.

The Agency/vendor shall submit to the New Jersey State Police Bureau of Information (SBI) an "application fingerprint card, a request for criminal history record information form (SBI-212B), and the appropriate fee for all personnel it may assign to work delivering furniture or merchandise on behalf of the Agency/vendor pursuant to this Agreement. The Agency/vendor shall submit Department-specified release of information forms for a local criminal history check for such an individual when requested by the Department. In the event that the individual appeals the determination that

he/she cannot deliver furniture, the Agency/vendor shall reasonably consider the circumstances and provide a written determination to the individual of the reason for a waiver of this condition or the reasons for declining the individual's ability to deliver home furnishings under this contract. All documentation shall be available to the Department upon request. The contractor shall not permit any newly hired, re-hired or transferred personnel to work pursuant to this Agreement until the SBI has furnished the results of the criminal history background check to the Agency/vendor. The Agency/vendor shall review the results of the criminal history record background check prior to assigning personnel.