



REQUEST FOR PROPOSALS
FOR
Summer Intensive Life Skills Camp
Funding of
\$180,000 Available-Funding
For Colleges, Universities and Non-Profits
Capped at \$90,000 per program

Special Notices:

Potential Bidders must provide all questions to dcfaskrfp@dcf.state.nj.us on or before March 29, 2011. There will not be a bidder's conference for this Request for Proposal.

Allison Blake, Ph.D., L.S.W.
Commissioner

March 21, 2011

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FUNDING AGENCY

State of New Jersey
Department of Children and Families
P.O. Box 729
Trenton, New Jersey 08625-0729

Section I – General Information

A. Purpose:

The New Jersey Department of Children and Families (DCF), Office of Adolescent Services (OAS) announces the availability of grant funding for the purpose of creating summer intensive life skills camps. DCF invites eligible providers to submit proposals for the purpose of awarding funds, through an open competitive process, to public or private colleges and universities, and/or a not-for profit agency incorporated as a 501 (c) 3, to contract with DCF for the provision of summer intensive life skills camps for eligible youth receiving services through DYFS.

The intent of this RFP is to provide summer life skills programs to any DYFS involved youth between the ages of 16-21 residing in a DYFS or publicly funded placement. The summer life skills programming will assist these aging out youth to develop or further enhance life skills, preparing them for independence and self-sufficiency.

DCF will award up to two (2) grants in the amount of \$90,000 each. Each grantee is expected to deliver three, two-week sessions of an overnight camp experience. The sessions must culminate prior to September 2, 2011. Each session should accommodate 20 youth. Sessions may serve any combination of male and female youth as described in Section C. II of this RFP

Because these camps are funded primarily by the federal John Chafee Foster Care Independence Program grant, the camp must serve youth who were in a DYFS funded placement on their 18 birthday, or are currently in a DYFS funded placement and expect to remain in DYFS care until they turn 18. Further, the funds must be used to prepare youth for self sufficiency. For more details regarding the John Chafee Foster Care Independence Program grant requirements, see:

http://www.acf.hhs.gov/programs/cb/programs_fund/state_tribal/jh_chafee_sum.htm

Applicants to this RFP will be expected to address the multiple needs of the target populations. The intensive summer camp experience will provide life skills instruction in the areas of employment, educational advancement opportunities, career preparation, financial literacy, food and menu preparation, pregnancy

health care concerns/education and other independent living skills. Programs should also address the emotional and maturational challenges facing youth moving towards adulthood.

B. Background:

National research states that youth aging out of the child welfare system are at higher risk for: homelessness, unemployment, involvement with the criminal justice system, early and unwanted pregnancy, and substance abuse. In addition, many of these youth age out of care without permanent connections to caring adults or service linkage to appropriate physical and mental health services.

In order to prevent these high risk outcomes, aging out youth are in need of a continuum of services, supports, and opportunities to promote permanency, well being, and stability. Life skills programming is one service that can assist to promote positive outcomes for youth through identifying and sustaining stable employment and/or education, securing adequate housing, teaching activities of daily living, and other necessary developmental and emotional tasks to assist the youth in transitioning to self sufficiency.

While DYFS provides case management, advocacy, and other supportive services to youth up to their 21st birthday, life skills programs are critical to the success of aging out youth.

C. Services to be Funded:

1. Target Population

The target population is DYFS involved youth:

- between their 16th and 21st birthday by the completion of the camp,
- residing in a DYFS funded placement, or in other publicly funded housing and are not residing with a parent (biological or adoptive),
- aging out of the child welfare system,
- that are male and female,
- that have an open active case with DYFS,
- that have not completed a life skills program, and

- that appear to be in need of DYFS services and are at risk for case closure.

2. Referrals and Collaboration with DCF

Referrals for youth will come directly from DYFS workers. The agency awarded the Request for Proposal shall be required to coordinate and provide transportation for youth referred to the program from the funds awarded under this grant.

3. Evaluation and Outcome Measures

In order to determine the success of the model and/or design of the funded programs, agencies will be expected to participate in data submission via the National Youth in Transition Database (NYTD).

Programs will be expected to document delivery of life skills via a DCF provided Microsoft Access database (see appendix A). Additionally, the camp is expected to assist any youth while at camp, with completing a survey consisting of at least 28 questions (see appendix B).

Camps are expected to assist all youth with completion of the Ansell-Casey Lifeskills Assessment (ACLSA) at the beginning and completion of the camp. The assessment is available at www.caseylifeskills.org.

Successful outcomes should, at minimum, include:

- Youth served will improve their independent living skills based on pre and post Ansell-Casey performance measures
- Youth appearing in need of ongoing DYFS services and support, and at risk of case closure will maintain an open DYFS case

Applicants must document the strategies that will be employed to accomplish these outcomes within their proposal.

4. Camp Model

The Summer Intensive Life Skills Camp is a sleep-over residential camp. The RFP will fund up to 2 grantees, which will each serve 60 youth during the 2011 summer. Camps may choose to divide the 60 youth into three two-week sessions. Camps must serve both male and female, and successfully describe the mechanisms to assure proper 24-hour supervision of the youth.

The life skills curriculum will be based on the Ansell Casey Life Skills Assessment, with individual attention on the unique strengths and needs of each youth. Some youth may require more time and one-on-one instruction to master a certain skill, where another youth may have already mastered that same skill prior to coming to the program. There may be intensive classroom instruction at certain times of the day, employing different daily instructors/presenters, text books, binders, and other relevant educational information and supplies. The youth should be able to build their own “library” of resources and training information from all the daily lessons, which they take with them at the conclusion of camp. Lessons may be put into practice during creatively designed recreational activities.

Special activities should also be mixed into the curriculum to enrich the program experience, expose youth to different situations, and add fun. Typical camp experiences such as campfires, swimming, fishing, and or boating may be included. Additionally, field trips in the community that further support these life skills are encouraged (i.e. banks, restaurants, government offices). A program's design should incorporate a goal of not only providing a safe suitable temporary living environment but to also provide education delivered in a fun and relaxing atmosphere that fosters skill development designed to promote independence and self-sufficiency. The program will assist the youth in developing:

- Employment skills which can include resume writing, mock interviewing skills, professional dress, and workplace etiquette;
- Educational opportunities and supports for youth aging out of the DYFS child welfare system;
- Soft skills such as respectful communication, negotiation, setting appropriate limits, leadership, teamwork, and interpersonal skills
- Health information including preventative health services and pregnancy health care concerns/education; and
- Financial literacy including budgeting, opening savings/checking account and asset building skills.
- Relationships with adults who will remain involved with the youth after they turn 21
- Awareness of the benefits and services available when maintaining an open DYFS case

- Other activities of daily living such as cooking, cleaning, and doing laundry

Additionally, programs will incorporate a philosophy of Positive Youth Development into their program and will demonstrate within their proposal how this will be accomplished. Positive Youth Development requires that adults, who work with youth, give them a voice, involve them in the development of services and policies that will impact their life, and work from a strength based approach. Some examples of positive youth development might include creating meaningful leadership opportunities within the camp or having the youth develop their own camp rules.

D. Site Control for Summer 2011

Applicants shall have control of the camp site in New Jersey through deed ownership or documented evidence of a lease. Applicants must demonstrate that they will be able to meet the time frame between June 21, 2011 and culmination of camp on September 2, 2011

SECTION II - Funding Availability

A total of \$180,000 is available to fund up to two (2) programs through this RFP for a Summer Intensive Lifeskills Camp through federal funding. Each Grantee may receive no more than \$90,000. Grants awarded through this RFP will not continue in subsequent state fiscal years.

A. Program Funding

Agencies shall submit budget proposals that distinguish requests for camp operations and educational/recreational services operations. Funds awarded to all selected providers represent a maximum allocation, contingent upon the provider's compliance with federal and state rules and regulations and the quality and level of services provided, as measured by DCF. Proposals shall clearly state the amount of funds being requested through this RFP. Documentation of proposed costs for all services must be provided in the application:

1. The obligation of DCF to implement the terms of this RFP and the resulting contracts is contingent upon the availability of appropriated funds from which payment for contract services can be made. No legal responsibility on the part of DCF for payment shall be made unless and until funds are made available to DCF from the Legislature or Federal Government and incorporated into the DCF budget for this purpose. DCF reserves the right to request agencies to clarify components of their proposals and may request

agencies to make modifications to their proposals regarding the amount of funding and the level of services to be provided.

2. The Department of Children and Families assumes no responsibility or liability for the costs incurred by an applicant for planning or preparing a proposal in response to this announcement.
3. If applicants propose to add capacity to existing programs, the proposal and budget documents will clearly delineate the expansion.

B. Funding Information:

For the purpose of this initiative, the Department will make available \$180,000. Applicants need to submit a detailed spending plan.

Matching funds are not required.

Funds awarded under this program may not be used to duplicate existing funded summer programs or other State funded contracts.

Any expenses incurred prior to the effective date of the contract will not be reimbursed by DCF.

C. Applicant Eligibility Requirements:

1. Applicants must be public or private colleges and universities or a not-for profit as a 501(c) 3 organization that are duly registered to conduct business within the State of New Jersey.
2. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
3. Applicants may 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.
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 that are not governmental entities must have a governing body that provides oversight as is legally required.
7. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
8. Further, where appropriate, applicants must execute sub-contracts with partnering entities within 10 days of contract execution.

9. 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.
10. 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 1-800-705-5711 or inquire on-line at <http://www.dnb.com>
11. 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.

D. RFP Schedule:

3/ 21/11	Notice of Availability of Funds
3/21/11 to 3/29/11	Period for Email Questions sent to DCFASKRFP@dcf.state.nj.us Deadline for Receipt of Questions Sent to DCFASKRFP@dcf.state.nj.us will close at 4PM
4/1/11	Answers to Questions posted within the timeframe above will be answered and posted to DCF website. Answers will be posted on the website at: http://www.state.nj.us/dcf/notices/index.html .
4/14/11	Deadline for Receipt of Proposals by 12:00PM

All proposals must be received by 12:00 PM on or before 4/14/11. Proposals received after 12:00 PM on will **not** be considered. Applicants must submit one (1) signed original and 10 copies of the proposal, including a signed cover letter of transmittal as indicated below.

Proposals may be bound or fastened by rubber band, staple or heavy-duty binder clip. Do not submit proposals in loose-leaf binders, plastic sleeves or folders.

Additionally, include one (1) electronic copy of the proposal on CD-ROM.

Proposals must be delivered either **in person** or via **commercial carrier** to:

Catherine Schafer
Department of Children and Families
222 South Warren Third Floor
Trenton, NJ 08625

E. Administration:

1. Screening for Eligibility, Conformity and Completeness

DCF staff 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 subject to immediate rejection.

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

- The application was received prior to the stated deadline
- The application is signed and authorized by the applicant entity's Chief Executive Officer or equivalent
- The applicant 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 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.

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 conflicts 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 Evaluation team, 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 indication 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.

F. 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
PO Box 729
222 South Warren Street
Trenton NJ 08625

no later than five (5) calendar days following receipt of the notification or by the deadline posted in this announcement.

G. 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 dcfaskrfp@dcf.state.nj.us.

Post Award Reviews will not be conducted after December 31, 2011.

H. Post Award Requirements:

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. After accessing the DCF web page, click on Contract & RFP Info. Selected applicants will also be required to comply with all applicable State and Federal laws and statutes, assurances, certifications and regulations regarding funding. Upon receipt of the award announcement, and where appropriate, selected applicants will be required to submit one (1) copy of the following documents, if applicable:

- Proof of Insurance naming the Department of Children and Families as an additional insured
 - Board Resolution Validation
 - DCF Standard Language Document and Signature Pages
 - Current agency by-laws
 - Copy of lease or mortgage (if applicable)
 - Certificate of Incorporation
 - Conflict of Interest policy
 - Affirmative Action policy and certificate
 - A copy of all applicable professional licenses
 - Current single audit report
 - Current IRS Form 990
 - Copy of the agency's annual report to the Secretary of State
 - Public Law 2005, Chapter 51, Contractor Certification and Disclosure of Political Contributions (not required for non-profit entities)
 - Job descriptions of key personnel, resumes and current salary ranges
 - Current and proposed agency organizational charts and staffing patterns
 - Current/dated list of agency Board of Directors and their terms of office
 - Copy of agency code of ethics and/or conflict of interest policy
 - Letters of Commitment/Affiliation Agreements
 - Current and proposed agency organizational charts and staffing patterns
 - Statement of Assurances*
 - Certification regarding Debarment*
 - Copy of IRS Determination Letter regarding applicant's charitable contribution or non-profit status (if appropriate)
 - All required Certification and Disclosure Forms in accordance with PL 2005, c.51 ("Chapter 51") and Executive Order 117 (2008), if appropriate**
- Proposed Program Implementation Schedule

- Copies of all applicable licenses
- *DCF Annex B Budget Forms**

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.

Section III – Application Instructions

A. Proposal Requirements:

The proposal should be double-spaced with margins of 1 inch on the top and bottom and 1½ inches on the left and right. The font may be no smaller than 12 points. There is a 15 page limitation for this section of the application. A point reduction of one point per page will be administered to proposals exceeding the total number of pages. The narrative must be organized appropriately and address the key concepts outlined in the RFP. Items included in the transmittal cover letter, the Appendix including the Annex B budget pages, and attachments do not count towards the narrative page limit. Proposals may be bound or fastened by staple or heavy-duty binder clip. Do not submit proposals in loose-leaf binders, plastic sleeves or folders. Additionally, include one (1) electronic copy of the proposal on CD-ROM.

All applications are expected to include concrete performance measures to document outcomes relating to demonstration of life skills. In addition the following are the areas that are to be addressed in the proposal and the point value assigned to each section.

B. Review Criteria

Each proposal must contain the following items organized by heading:

1. Agency Capacity (5 points maximum)

Describe the history of the agency. A general description of the agency must be provided. The description should include: the organization's mission, vision, purpose, and goals as they relate to the delivery of services for aging out and/or homeless youth in this RFP. The agency's approach to services/treatment, the table of organization, and any relevant guiding principles must also be included.

2. Program Narrative (40 points maximum)

The narrative should demonstrate the applicant's ability to provide a camp for aging out youth. The camp must have a Youth Camp Certification pursuant to N.J.A.C. 8:25. The camp need not be licensed by DCF, but such accreditations and/or licensure, which clearly demonstrates a certain level of quality or minimum standards met, will have an advantage in the scoring of proposals. The applicant must provide a program description that includes the following:

- Target population and total number of youth to be served.
 - Location of the project.
 - Description of the campers' daily schedule including the way the applicant will address the necessary education in life skills (Note: this may be attached as an Appendix).
 - Description of the recreational activities and how they will be used to support the life skills education.
 - Demonstration of the expertise, experience, and/or the capability to operate and deliver the camp.
 - Concrete performance measures to document outcomes relating to life skills of the campers (Note: this may be attached as an Appendix).
 - The organizational structure that will be utilized.
 - Evidence of experience with direct services to aging out youth shall be included.
 - A comprehensive description of the target population, and the services appropriate to meet their needs.
 - Specific admission, exclusion, and discharge criteria and planning process.
 - Specific information on the geographic area in which the camp is located and how life skills will be coordinated with any community resources, and/or agencies.
 - Specific plan and budget for collaboration with DYFS and other referring agencies regarding the arrangement and provision of transportation of the youth to and from the camp (this shall also be included as a line item in the budget).
 - Any issues and/or barriers that will need to be addressed in order to meet the time frames of camp completion by September 2, 2011.
 - A demonstration of how the principals of Positive Youth Development will be integrated into the camp experience.
- A description of each life skill is to be addressed during the camp including the specific purpose and goals of each. This should include the types of life skill to be addressed, how it will be addressed, and level/qualifications of staff that will be providing the services. The life skills education should include but are not limited

- Employment skills which can include resume writing, mock interviewing skills, professional dress, and workplace etiquette;
- Educational opportunities and supports for youth aging out of the DYFS child welfare system;
- Soft skills such as respectful communication, negotiation, setting appropriate limits, leadership, teamwork, and interpersonal skills ;
- Health information including preventative health services and pregnancy health care concerns/education;
- Financial literacy including budgeting, opening savings/checking Relationships with adults who will remain involved with the youth after they turn 21;
- Awareness of the benefits and services available when maintaining an open DYFS case; and
- Other activities of daily living such as cooking, cleaning, and doing laundry.

3. Supervision and Staffing (Maximum 10 points)

A proposed staffing pattern must be supplied including job descriptions. All staff should be at least 25 years of age and demonstrate experience working with aging out youth. The camp director should also have at least one year of supervisory experience and/or experience leading/facilitating youth related groups. High school education is a minimum requirement for all direct camp staff.

Camps must serve both male and female, and successfully describe the mechanisms to assure proper 24-hour supervision of the youth. There must be at least 1 staff member for each 5 campers and counselors of each gender to appropriately supervise the youth.

In addition, the proposal should demonstrate the ability to appropriately service youth who have medical or mental health needs and/or require distribution of medications.

The proposal should highlight any partnerships with organizations that will be providing services to the target population. (Letters from partnership organizations must be attached and indicate the scope of services to be provided).

The proposal should demonstrate reasonableness of the proposed services budget considering the needs of the population, the anticipated outcomes, the scope of services to be provided and the ratio of costs (total vs. administrative) and should reflect evidence of the existence of adequate resources.

4. Budget (Maximum 10 points)

A completed annualized budget proposal (Annex B) Budget Information Summary (PI.04 Attachment C) must be included. Separate budget sheets should be used for any start-up, facility, or housing costs. These budget costs should be noted on a separate budget sheet from the operational and service related costs.

The proposal should demonstrate how other funding sources will be leveraged to be used for the development and operation of the program. Description of other funding sources obtained or applied for by the applicant that will leverage the state funding to implement and support the project. If other funding sources are being used, applicant will certify that use of both funding sources may be used simultaneously.

5. Facility Plan (Maximum 10 points)

Strong proposals will demonstrate the following:

- Evidence of site control, e.g. property deed or lease.

6. Program Implementation Plan (Maximum 25 points)

The Implementation Plan should include objectives, timeframes, and milestones. Included in this section should be a narrative demonstrating how camp will become operational and be completed before September 2, 2011.

The implementation plan and objectives should address both the services and residential/housing components of the proposal. The implementation plan must include a timetable for implementing the camp including the number of sessions to be offered, the length of the sessions and the number and gender of youth to be served in each session. If this is addressed elsewhere in the proposal, cross reference to that section is sufficient.

SECTION IV - Required Supporting Documents:

Applicants must submit a complete application signed and dated by the Chief Executive Officer or equivalent. All applications/proposals submitted in response to this RFP **must be organized** in the following manner:

Part I: Proposal

1. Proposal Cover Sheet*
2. Table of Contents
3. Proposal Narrative and Requirements-see Section III above
 - A. Agency Capacity
 - B. Program Narrative
 - C. Supervision and Staffing
 - D. Budget
 - E. Facility Plan
 - F. Program Implementation Plan

Part II: Appendices

The following is a listing of required supporting documentation to be included with the submission of the RFP as appendices:

1. Job descriptions of key personnel.
2. Current and proposed agency organizational charts
3. Current/dated list of agency Board of Directors
4. Copy of agency code of ethics and/or conflict of interest policy
5. Letters of Commitment/Affiliation Agreements
6. Statement of Assurances*
7. Certification regarding Debarment*
8. Copy of IRS Determination Letter regarding applicant's charitable contribution or non-profit status (if appropriate)
9. All required Certification and Disclosure Forms in accordance with PL 2005, c.51 ("Chapter 51") and Executive Order 117 (2008), if appropriate**
10. Copies of all applicable licenses
11. DCF Annex B Budget Forms* A completed annualized budget proposal (Annex B) Budget Information Summary (PI.04 Attachment C) must be included. [See Appendix,] Separate budget sheets should be used for any start-up, facility, or housing costs. These budget costs should be noted on a separate budget sheet from the operational and service related costs.
12. Copy of licensing certificate or camping accreditations for the camp to be funded.- Optional
13. 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 <http://www.dnb.com>
14. Copies of the most recent audited financial statements by your accounting firm. If none, provide the reason why an audit has not been conducted.
15. Evidence of site control, e.g. property deed or lease.

* 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>.

(Note: non-profit entities are exempt from Chapter 51 disclosure requirements).

SECTION V - 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. Answers will be posted on the website at: <http://www.state.nj.us/dcf/notices/index.html>.

Questions must be submitted in writing via email to: DCFASKRFP@dcf.state.nj.us. All inquiries submitted to this email address must identify, in the Subject heading, the specific RFP for which clarification is being sought.

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. Each question should begin by referencing the RFP page number and section number to which it relates.

All other types of inquiries will not be accepted. Applicants may not contact the Department directly, in person, or by telephone, concerning this RFP. Inquiries will not be accepted after the closing date of the Question and Answer Period. Written inquiries will be answered and posted on the DCF website as a written addendum to the RFP.