Juvenile Justice Commission
Camden County Youth Services Commission

2017 REQUEST FOR PROPOSALS

2017 State/Community Partnership Grant Program
2017 Family Court Funds
2016 Family Crisis Intervention Unit

The Camden County Board of Freeholders is pleased to announce that proposals will be accepted from eligible organizations interested in providing the specified services outlined further for youth and their families who are involved with or at risk of involvement with the Juvenile Justice System. A Review Committee of the Camden County Youth Services Commission administered by CPAC: The Community Planning & Advocacy Council will evaluate proposals and make recommendations through CPAC’s Board of Trustees to the Camden County Board of Freeholders on the allocation of these funds. This Request for Proposal (RFP) is based on the availability of funds.

Amount Available: Up to $778,162

Pre-Bid Meeting: Date: Wednesday, September 14, 2016
Time: 2:00 p.m.
Location: CPAC Conference Room A
2500 McClellan Ave, Suite 160
Pennsauken, NJ 08109

Call In Number for Pre – Bid: (toll-free) is 1-949-229-4400
pin number is 4529583#

Although not mandatory, all bidders are encouraged to participate in the pre-bid meeting.

Contracting Period: January 1, 2017 – December 31, 2017
Deadline for Proposal: Date: Tuesday, October 11, 2016
Time: 1:00 p.m.
Location: CPAC (Community Planning & Advocacy Council)
2500 McClellan Ave, Suite 110
Pennsauken, NJ 08109
REQUEST FOR PROPOSALS FOR CAMDEN COUNTY:
2017 State/Community Partnership Grant Program
2017 Family Court Funds
2017 Family Crisis Intervention Unit

PART I

Instructions To Vendors

This is a 64-page document. Please be sure to read each and every page, including, without limitation, all attachments.

1.0 PURPOSE

The intent of this Request For Proposals and resulting contract is to obtain the specified services outlined further for youth and their families in Camden County who are involved with or at risk of involvement with the Juvenile Justice System. This RFP is the result of a coordinated process to apply for State/Community Partnership Grant Program Funds, Family Court Services Program Funds, Family Crisis Intervention Unit Funds, and Juvenile Detention Alternative Initiative Funds. The RFP is based on the 2017 Update to the 2015-2017 Comprehensive County Youth Services Plan.

Firms responding to this Request For Proposal should have extensive experience and be able to demonstrate knowledgeable background and ability to provide the services described herein. Despite any language contained herein to the contrary, this Request For Proposals does not constitute a bid and is intended solely to obtain competitive proposals from which the County may choose a contractor(s) that best meet(s) the County’s needs. It is the County’s intent that no statutory, regulatory, or common law bidding requirement apply to this Request For Proposals. The County intends to award this contract pursuant to N.J.S.A. 40A:11-5(1)(c).

Official County RFP documents are available from the County as described herein at no cost to the vendor. Potential proposers are cautioned that they are proposing at their own risk if a third party supplied the RFP document that may or may not be complete. The County is not responsible for third party supplied RFP documents.

2.0 BACKGROUND INFORMATION

The Camden County Youth Services Commission (YSC) was created by County resolution in 1984 to serve as an advocacy, planning, and coordinating body, addressing the issues and needs of youth involved with or at risk of involvement with the Family Court.
Camden County Covenant for Children, Youth and Families:

The Camden County Board of Freeholders has undertaken a Covenant for Children, Youth and Families (“Covenant”). The Vision of the Covenant is that all children, youth and families in Camden County will have the resources, opportunities, and support they need to reach their greatest potential as safe, responsible, productive and caring members of their families and communities. The Mission of the Covenant is to mobilize the greater Camden County community to advance child, youth and family well-being through planned and intentional collaboration and concrete actions and outcomes. The Covenant activities are focused on three areas with specific goals:

1) Early Childhood Success which has the goal that all children will enter school being safe, healthy and ready to learn;
2) Positive Youth Development with the goal that all school age children and youth will be at home, in school, on track, and connected to their community; and
3) Strong Families, Strong Communities which focuses on the goal that every family and every neighbor will have the skills, resources and motivation to successfully raise their children, our children from birth to adulthood.

This RFP strives to address these three areas which are further detailed under eligible services.

Camden County strongly encourages collaborative efforts among service providers. Favorable consideration will be given to applicants who adhere to this request.

TARGET POPULATION: The target population is Camden County youth and families who are in need of human services intervention/assistance to improve their quality of life.

ANTICIPATED IMPACT:
- Reduce contacts with the legal system including contacts with Family Court and local law enforcement officers.
- Provide Family Court with detention and dispositional alternatives.
- Reduce detention admissions and/or length of stay in Detention Center.
- Provide support and stabilize families.
- Reduce recidivism.

SPENDING GUIDELINES:

The Freeholders firmly believe in the benefits of a competitive process. Any applicant, who meets the eligibility criteria, as outlined within this RFP, is encouraged to apply. The evaluation of proposals will be based on the criteria outlined below and those elements included in the Review Instrument (available for pick up at CPAC).

County funds should be targeted to provide services for customers who have no other resources/funding streams to purchase a service or for a service that categorical funding streams will not fund.

County funds cannot supplant current funding; applications for funding should propose new/unique service approaches, complement existing services/programs to increase service effectiveness, or expand the number of customers who are not served by categorical funding.
County funds should be used as the dollar of last resort. Applicants must clearly document that they have approached appropriate, alternative funding sources and that they have been denied funding, and/or that the service proposed in their request will support critical core services.

**State/Community Partnership Grant**

The State/Community Partnership Grant Program (Partnership Program) was established within the Juvenile Justice Commission to support, with grants allocated by a formula to Counties through County Youth Services Commissions, sanctions and services for juveniles adjudicated or charged as delinquents and programs for the prevention of juvenile delinquency (N.J.S.A.52:17B-179).

The goals of the Partnership Program are to: (1) encourage the development of sanctions and services for juveniles adjudicated and charged as delinquent and programs for the prevention of juvenile delinquency that protect the public, ensure accountability and foster rehabilitation; (2) increase the range of sanctions for juveniles adjudicated delinquent; (3) reduce overcrowding in state juvenile institutions and other facilities to ensure adequate bed space for serious, violent and repetitive offenders; (4) reduce overcrowding in County detention facilities; (5) provide greater access to community-based sanctions and services for minority and female offenders; (6) expand programs designed to prevent juvenile delinquency; and (7) promote public safety by reducing recidivism.

**Family Court Services and Family Crisis Intervention Unit (FCIU)**

In 1986, legislation was passed which provided funds to the Department of Human Services for allocation to the Counties to support programs and services for juveniles involved with or at risk of involvement with the Family Court. The appropriation was directed to two program areas: Juvenile Family Crisis Intervention Units (JFCIU’s) and the development of community-based services and programs to serve Family Court clients. The Counties were required to submit plans to the Department of Human Services for the use of the funds. Upon approval of the plans, the Department of Human Services contracted with the Counties for services. When the Juvenile Justice Commission was established, the funds that supported the Family Court Services Program were moved to the Juvenile Justice Commission’s budget and are administered in coordination with the guidelines of the State/Community Partnership Program.

On January 1, 2006, Family Crisis Intervention Units that were staffed by the Judiciary were transferred to non-Judiciary entities. Allocations for these counties were determined and an agreement was signed between the Judiciary, the Juvenile Justice Commission and the NJ Department of Children & Families. These funds are administered in coordination with the guidelines of the State Community Partnership Program established pursuant to N.J.S.A. 52:17B-179. Entities selected by each county’s planning process to serve as the Family Crisis Intervention Unit must execute an agreement with the Administrative Office of the Courts pursuant to N.J.S.A. 2A:4A-76. The entity must agree to provide services consistent with the Family Crisis Intervention Unit manual approved by the New Jersey Judiciary Council. Program services and must be provided in coordination with the Mobile Response and Stabilization Services in each county as contracted by the NJ Department of Children and Families, Division of Child Behavioral Health Services.
3.0. Available Funds by Program

The State/Community Partnership Grant, the Family Court Services Grant, the Family Crisis Intervention Unit contracts will be for one year; January 1, 2017 - December 31, 2017.

<table>
<thead>
<tr>
<th>PROGRAMS</th>
<th>AVAILABLE FUNDS</th>
</tr>
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<tbody>
<tr>
<td><strong>Primary Delinquency Prevention</strong></td>
<td></td>
</tr>
<tr>
<td>After-school/Weekend/Summer Services</td>
<td>$50,000</td>
</tr>
<tr>
<td>Gender Specific Services</td>
<td>$40,000</td>
</tr>
<tr>
<td><strong>Diversion</strong></td>
<td></td>
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<tr>
<td>Arson Diversion/ Anger Management</td>
<td>$47,551</td>
</tr>
<tr>
<td>After-school/Weekend/Summer Services</td>
<td>$90,000</td>
</tr>
<tr>
<td>Gender Specific Seminars/Workshops</td>
<td>$5,000</td>
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<tr>
<td>FCIU</td>
<td>$193,298</td>
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<tr>
<td><strong>Detention</strong></td>
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<tr>
<td>Evening/Weekend Reporting Center</td>
<td>$85,000</td>
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<tr>
<td><strong>Disposition</strong></td>
<td></td>
</tr>
<tr>
<td>Intensive Supervision/In-Home Services w/ Specialized Clinical Therapeutic Services-MST</td>
<td>$145,000</td>
</tr>
<tr>
<td>Treatment for Out-patient Juvenile Sex Offender Services</td>
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<tr>
<td>Gender Specific Services</td>
<td>$15,813</td>
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<tr>
<td>Employment Apprentice/ Job Readiness Services</td>
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<tr>
<td><strong>Re-Entry</strong></td>
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<tr>
<td>Transitional Support Services</td>
<td>$23,000</td>
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<tr>
<td><strong>Total</strong></td>
<td>$778,162</td>
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</table>
3.1 Eligible Services

**Delinquency Prevention**
The goal of delinquency prevention is to prevent youth from engaging in anti social and delinquent behavior and from taking part in other problem behaviors that are pathways to delinquency.

**After-school/Weekend/Summer Services** (Up to $50,000)
To provide delinquency prevention services in a group setting including but not limited to academic enhancement such as tutoring, help transitioning from middle school to high school and homework help; life skills to increase personal responsibility, self-esteem and confidence. Community building activities to strengthen leadership skills, community awareness and civic responsibility; Recreation/Health & Fitness activities to promote healthy lifestyles such as cooking programs and organized sports. Culture/art activities designed to provide students with opportunities to express themselves through music, dance, photography and drama. Collaborate with external organizations and individuals, particularly with museums, universities, private businesses, and community centers. No new or start-up programs will be considered. A *structured social program in an already existing setting* **MUST** be the basis of all applications.

**TARGET POPULATION:** Lindenwold/Pine Hill/Winslow/Lawnside Municipalities in Camden County youth between 8 to 15 years of age and their families.

The application **MUST** include:
- Establish collaboration with local community center
- Establish collaboration with local Family Success Centers
- Description of family engagement in program
- Description of education on healthy relationships
- Description of cultural awareness activities that will be provided.
- Flexible scheduling that is mindful of the target population’s needs and academic calendar (i.e. summer vacation, weekends and holiday breaks
- Detailed description of the referral/intake process as well as terms of discharge planning process.
- Provisions of assessment, case planning & referral linkages to appropriate support services.
- Explanation of the program’s therapeutic approach or philosophy to services to be provided.
- Social skills, life skills and financial responsibility.
- Anti-alcohol and drug abuse education.
- Conflict resolution skills.
- Sexual Abuse Awareness and personal sexual responsibility and accountability.
- Tutorial and Homework Assistance.
- Peer counseling and relations workshop
- Educational and Recreational activities.
- Description of and ability to provide Healthy Meals
- Ability to provide or link to transportation services
- Community Services Projects.
- Group Counseling
• Maximum number of youth expected to be enrolled at one time and minimum number of youth expected to be served over 12 month contract period.
• Provisions for gender specific programming for female participants.
• Ensure that youth are aware of where to get working papers and how to complete them.
• Assist youth with obtaining credentials necessary for employment or referral to agencies with credentials.
• Detailed description of marketing and outreach plan including but not limited to schools, Family Success Centers and other Youth Service Commission funded programs.
• Maintain accurate records and submit required reports to the County Youth Services Commission and Juvenile Justice Commission on a timely basis.

Applicants are encouraged to develop this program around the employment and training of staff that understands and can relate to the age of the target population. Partnerships with other community and governmental agencies are strongly encouraged.

**Gender Specific Services, Females (Up to $40,000)**

To provide individual and group support that addresses the developmental process of female adolescents, provides a structure to channel difficult emotions, promotes positive self-expression and creative thinking, aids in the development of pro-social and leadership skills within a safe and nurturing environment to female youth who have been identified by their local school districts, FCIU, families, local police, or community as being in need of positive female development to reduce at risk behaviors.

**TARGET POPULATION:** Camden County Females 10-18 years old.

The application **MUST** include the following:

• Detailed description of the referral/intake process as well as terms of discharge planning process.
• Provisions of assessment, case planning & referral linkages to appropriate support services.
• Explanation of the program’s therapeutic approach or philosophy to services to be provided.
• Description of family engagement in program
• Description of education on healthy relationships
• Description of and ability to provide Healthy Meals
• Social and Life skills
• Anti-alcohol and drug abuse education.
• Conflict resolution skills.
• Sexual Abuse Awareness and personal sexual responsibility and accountability.
• Anger Management activities.
• Maximum number of youth expected to be enrolled at one time and minimum number of youth expected to be served over 12 month contract period.
• Personal development and traumatic stress concerns.
• Crime Prevention.
- Detailed description of marketing and outreach plan including but not limited to schools, Family Success Centers and other Youth Service Commission funded programs.
- Ability to provide or link to transportation services
- Ensure that youth are aware of where to get working papers and how to complete them.
- Assist youth with obtaining credentials necessary for employment or referral to agencies with credentials
- Maintain accurate records and submit required reports to the County Youth Services Commission and Juvenile Justice Commission on a timely basis.

Applicants are encouraged to develop this program around the employment and training of staff that understands and can relate to the gender of the target population. Partnerships with other community and governmental agencies are strongly encouraged.

**Diversion**

The goal of Diversion is to provide services and/or formal sanctions to youth who have begun to engage in antisocial and low level delinquent behavior in an effort to prevent youth from continuing on a delinquent pathway.

**Arson Diversion & Anger Management** (Up to $47,551)

Provide Fire Setters Prevention Services to “at risk” youths exhibiting fire setting behaviors through intervention and assessments. Agencies applying for these funds MUST have a solid history of offering arson diversion services to this population. No new or start up programs will be considered. Anger Management is for youth with known anger issues. The service should be intensive and provide therapeutic intervention services. The service needs to be in an accessible community location, during non-school hours of operation. The agency should counsel and assist youth with behavior modification methods (including communication, conflict resolution, life skills, and the like).

Proposals must specify the total level of service. Family Court Judge(s) and other referral sources may choose to send any youth deemed appropriate for the service. These youth may have multiple issues and needs, which may include substance abuse, mental illness, juvenile justice involvement, protective service involvement, developmental disabilities, etc., or any combination thereof.

**TARGET POPULATION:** Camden County youth up to the age of 18 years of age

Arson Diversion applications MUST include the following essential elements:

- Detailed description of the referral/intake process as well as terms of discharge and discharge planning process.
- Explanation of the programs approach to anger management
- Identify evaluation tool
- Provisions of assessment, case planning, and referral linkages to appropriate support services.
- Explanation of the program’s therapeutic approach to the treatment of fire setters.
- Availability to provide on-site crisis intervention at the request of the Fire
Marshal’s Office.
- Reduction of the number of arson related incidences through early intervention and comprehensive assessment of youth “at risk” of fire setting.
- Maximum number of youth expected to be enrolled at one time and minimum number of youth expected to be served over 12 month contract period.
- Description of family engagement in program
- Description of education on healthy relationships
- Description of and ability to provide healthy snacks
- Experience recruiting, training and supervising and demonstrated experience working with this population.
- Ability to provide or link to transportation services
- The applicant has the responsibility to ensure the qualification of the clinician providing the direct services.
- This program must provide immediate response to the therapeutic needs of youth and families with no or limited insurance resources and are not eligible for Medicaid support.
- Maintain accurate records and submit required reports to the County Youth Services Commission and Juvenile Justice Commission on a timely basis.
- Referrals made to this program will include, but are not limited to fire departments, police departments, schools, parents, social service providers and Family Court.

Applicants are encouraged to develop this program around the employment and training of staff that understands and can relate to the age of the target population. Partnerships with other community and governmental agencies are strongly encouraged.

After-school/Weekend/Summer Services (Up to $90,000)
To provide diversionary services in a group setting including but not limited to academic enhancement such as tutoring, help transitioning from middle school to high school and homework help; life skills to increase personal responsibility, self-esteem and confidence. Community building activities to strengthen leadership skills, community awareness and civic responsibility; Recreation/Health & Fitness activities to promote healthy lifestyles such as cooking programs and organized sports. Culture/art activities designed to provide students with opportunities to express themselves through music, dance, photography and drama. Collaborate with external organizations and individuals, particularly with museums, universities, private businesses, and community centers. The sole purpose of these funds is to provide diversionary services to referred youth and their families from the Family Court. No new or start-up programs will be considered. A structured social program in an already existing setting MUST be the basis of all applications.

TARGET POPULATION: Camden County youth between 8 to 15 years of age and their families.

The application MUST include:
- Establish collaboration with local community center
- Establish collaboration with local Family Success Centers
- Description of family engagement in program
• Description of education on healthy relationships
• Description of cultural awareness activities that will be provided.
• Flexible scheduling that is mindful of the target population’s needs and academic calendar (i.e. summer vacation, weekends and holiday breaks)
• Detailed description of the referral/intake process as well as terms of discharge planning process.
• Provisions of assessment, case planning & referral linkages to appropriate support services.
• Explanation of the program’s therapeutic approach or philosophy to services to be provided.
• Social skills, life skills and financial responsibility.
• Anti-alcohol and drug abuse education.
• Conflict resolution skills.
• Sexual Abuse Awareness and personal sexual responsibility and accountability.
• Tutorial and Homework Assistance.
• Peer counseling and relations workshop
• Educational and Recreational activities.
• Description of and ability to provide Healthy Meals
• Ability to provide or link to transportation services
• Community Services Projects.
• Group Counseling
• Maximum number of youth expected to be enrolled at one time and minimum number of youth expected to be served over 12 month contract period.
• Provisions for gender specific programming for female participants.
• Ensure that youth are aware of where to get working papers and how to complete them.
• Assist youth with obtaining credentials necessary for employment or referral to agencies with credentials
• Detailed description of marketing and outreach plan including but not limited to schools, Family Success Centers and other Youth Service Commission funded programs.
• Maintain accurate records and submit required reports to the County Youth Services Commission and Juvenile Justice Commission on a timely basis.

Applicants are encouraged to develop this program around the employment and training of staff that understands and can relate to the age of the target population. Partnerships with other community and governmental agencies are strongly encouraged.

Gender Specific Workshops, Females (Up to $5,000)
To provide group workshops that addresses Relational aggression that acknowledges and defuses complex social/emotional games that victimize others through exclusion or isolation, rumors, gossip, eye-rolling, pitting friends against one another, sarcasm, revealing and altering personal secrets. The workshops need to be insightful interventions that will help learn other, more appropriate, ways to engage with their friends and family. Develop pro-social, leadership, social media, and healthy relationship skills. Female youth who have been identified by their local court system and local police as being in need of positive female development to reduce at risk behaviors.
TARGET POPULATION: Camden County Females 10-18 years old.

The application MUST include the following:

- Detailed description of the referral/intake process as well as terms of discharge planning process.
- Explanation of the program’s therapeutic approach or philosophy to services to be provided.
- Description of family engagement in program
- Description of education on healthy relationships including but not limited to:
  - Social and Life skills
  - Social Media
    - Anti-alcohol and drug abuse education.
    - Conflict resolution skills.
    - Sexual Abuse Awareness and personal sexual responsibility and accountability.
    - Anger Management activities.
- Description of and ability to provide Healthy Meals
- Maximum number of youth expected to be enrolled at one time and minimum number of youth expected to be served over 12 month contract period.
- Personal development and traumatic stress concerns.
- Crime Prevention.
- Detailed description of marketing and outreach plan including but not limited to schools, Family Success Centers and other Youth Service Commission funded programs.
- Ability to provide or link to transportation services
- Maintain accurate records and submit required reports to the County Youth Services Commission and Juvenile Justice Commission on a timely basis.

Applicants are encouraged to develop this program around the employment and training of staff that understands and can relate to the gender of the target population. Partnerships with other community and governmental agencies are strongly encouraged.

Family Crisis Intervention Unit (FCIU) (Up to $193,298)

These funds are for the operation of an out of court Family Crisis Intervention Unit (FCIU) in Camden County. The sole purpose of these funds is to provide crisis intervention services to referred youth and their families from the Family Court, police, schools, community and other agencies. The FCIU can provide services to resolve the immediate crisis leading to delinquency, thereby preventing the juvenile and his or her family from entering the formal court system. Agencies applying for these funds MUST have a solid history of offering crisis intervention services to this population. No new or start up programs will be considered!

TARGET POPULATION: Camden County youth up to the age of 17 years of age
All FCIU proposals **MUST** include the following:

- The Program Therapist(s) **must** possess a minimum of a Master’s level degree in counseling, psychology, or social work with specialized training working with court involved youth and families. Provider **must** submit credentials for all professionals associated with the program if awarded contract.

- Detailed description of the referral/intake process as well as terms of discharge planning process. **Client and families should be assessed at an initial interview and determined the appropriate service needs.**

- Provisions of assessment, case planning & referral linkages to appropriate support services. A treatment plan should be developed and should include the following: an evaluation assessment, counseling progress notes and goals, court appearances, case management services, and a discharge plan. **Family plan includes and identifies community service linkages for after-care.**

- Explanation of the program’s therapeutic approach or philosophy to services to be provided.

- Description of family engagement in program

- Description of ability to provide healthy snacks

- Maximum number of youth expected to be enrolled at one time and minimum number of youth expected to be served over 12 month contract period.

- Show willingness to work closely with the County’s Mobile Response Stabilization Unit in stabilizing youth and families in crisis.

- Provider **MUST** be available to provide crisis intervention twenty-four hours per day, seven days per week as well as on-call employees for emergency responses.

- Willingness to act as the screening body for juveniles to be placed in the shelter beds at the YES Facility.

- Willingness to submit required reports to County Youth Services Commission, Family Court and Juvenile Justice Commission on a timely basis.

- Detailed description of marketing and outreach plan including but not limited to schools, Family Success Centers and Youth Service Commission funded programs.


Applicants are encouraged to develop this program around the employment and training of staff that understands and can relate to the age of the target population. Partnerships with other community and governmental agencies are strongly encouraged.

**Detention Alternatives**

The goal of Detention Alternatives is to reduce the unnecessary and inappropriate use of detention while maintaining public safety and court appearance rate. **Reduce the number of youth who incur a new Violation of Probation. Increase the number of youth successfully released from a detention alternative program**
Evening/Weekend Reporting Center (Up to $85,000)

The Evening and Weekend Reporting Center is a highly structured program for pre-adjudicated male juvenile offenders who would otherwise be in detention. Program participants eligible for referral can include in school and out of school youths and individuals on electronic monitoring bracelets and on house arrest. Annual level of service is expected to be 48 to 50 male youths. The length of stay is expected to be 30-45 days or until the court case is disposed.

Services must be provided from Monday through Friday from 3:00 pm to 9:00 pm and on weekends. The successful applicant will determine the actual weekend times of operation. Program schedule should be flexible to accommodate holidays and summer hours.

Program site must be in compliance with appropriate building codes and located in the northwestern end of Camden County.

Collaboration between community-based agencies is highly encouraged!

TARGET POPULATION: Camden County youth up to the age of 18 years of age

Applicant MUST include provision for:
- Detailed description of the referral/intake process as well as terms of discharge planning process.
- Provisions of referral linkages to appropriate support services, when necessary.
- Explanation of the program’s philosophy to services to be provided and methodology for handling non-compliant youth.
- Description of recreational and educational activities
- Transportation to ensure youth’s participation to and from the program site.
- Description of family engagement in program
- Description of Gang and Bully education
- Description of education on healthy relationships
- Description of health education
- Description of education on domestic violence
- Description of education on job readiness
- Description of and ability to provide healthy meals
- Description of how program will ensure that youth remains arrest free and returns to court.
- Homework assistance
- Williness to work closely with JMDT, Family Court and Youth Center personnel in providing supervision of youth while awaiting final court disposition.
- Any collaborative agreements with other agencies that may result in program services.
- Demonstrate a commitment to work cooperatively with the Camden County Youth Services Commission to document outcomes.
- Maintain accurate records and submit required reports to the County Youth Services Commission and Juvenile Justice Commission on a timely basis.

Applicants are encouraged to develop this program around the employment and training of staff that understands and can relate to the age of the target population. Partnerships
with other community and governmental agencies are strongly encouraged.

**Dispositional Options**

*The goal of Disposition is to provide sanctions, supervision, and services that address the known causes and correlates of delinquency.*

**Intensive Supervision/In-Home Services with Multi-Systemic Therapy Services (MST) (Up to $145,000)**

Provides intensive supervision of youth and in-home services to address circumstances within the family to strengthen the family unit, and maintain youth within their own environment with minimal disruption to daily activities (i.e., school and employment). Applicant must utilize the Multi-systemic therapy (MST) philosophy as an intensive family-based treatment that addresses the known determinants of serious antisocial behavior in adolescents and their families. MST treats those factors in the youth’s environment that are contributing to his or her behavior problems. Such factors might pertain to individual characteristics of the youth (e.g., poor problem solving skills), family relations (e.g., inept discipline), peer relations (e.g., association with deviant peers), and school performance (e.g., academic difficulties). On a highly individualized basis, treatment goals are developed in collaboration with the family, and family strengths are used as levers for therapeutic change. The family will be assisted through referral, advocacy, and case management in utilizing services to address issues contributing to the problem. Case management will be directly related to the Family Court’s orders for services.

**TARGET POPULATION:** Camden County youth dispositional age 12- 17.5 years of age

Applicant **MUST** include provision for:

- Detailed description of the referral/intake process as well as terms of discharge planning process.
- Provisions of assessment, case planning & referral linkages to appropriate support services.
- Probation youth participants.
- In-Home service treatment, intervention and respite.
- Family Treatment Philosophy with a modality directed toward the intervention of the behaviors responsible for the family’s involvement in the Family Court.
- Caseloads not to exceed 6:1 ratio.
- Individual and Family therapy.
- Identified linkage with Probation.
- Length of program stay not to exceed four(6) months.
- Family plan includes and identifies community linkages for after-care.
- Educational and vocational interventions.
- Employment linkages/referrals.
- Description of education on healthy relationships
- Description of education on domestic violence
- Intensive supervision for post adjudicated youth.
- Transportation to ensure youth’s participation.
- Maximum number of youth expected to be enrolled at one time and minimum number of youth expected to be served over 12 month contract period.
- Scheduled court appearances and any other court ordered services and serve as a
level of graduated sanction of a probation continuum and a diversion from a Juvenile Justice Commission program/facility.

- Maintain accurate records and submit required reports to the County Youth Services Commission and Juvenile Justice Commission on a timely basis.

Therapists must have a Master's-level or highly clinically skilled Bachelor's-level mental health background and be accessible to their clients. The primary goals of MST are to reduce rates of antisocial behavior in the adolescent, reduce out-of-home placements, and empower families to resolve future difficulties.

Applicants are encouraged to develop this program around the employment and training of staff that understands and can relate to the age of the target population. Partnerships with other community and governmental agencies are strongly encouraged.

**Treatment for Outpatient Juvenile Sex Offenders Services (Up to $48,500)**

Specialized outpatient treatment program for adjudicated juvenile sex offenders. Priority is given to youth on probation. These funds are exclusively for Family Court youth who are not eligible for these services from any other funding source.

**TARGET POPULATION:** Camden County adjudicated youth sex offenders up to the age of 18 years

All proposals **MUST** include the following:

- Explanation of the program’s philosophical approach to treatment of sex offenders.
- Detailed description of the referral/intake process as well as terms of discharge planning process.
- Description of family engagement in program
- Description of education on healthy relationships
- Description of education on domestic violence
- Description of and ability to provide healthy snacks
- Provisions of assessment, case planning & referral linkages to appropriate support services.
- Must demonstrate how recidivism rate will decrease.
- How the applicant will maximize all revenue resources? What third party billing practices will be utilized?
- On-going sex offender specific training for staff.
- Ability to show certification and/or memberships to sex offender specific associations, commissions, etc. (i.e. A.T.S.A.).
- Minimum qualifications of therapist.
- Length of stay in program must be described
- Length of stay **may not** exceed the 12 month contract period
- Maximum number of youth expected to be enrolled at one time and minimum number of youth expected to be served over 12 month contract period.
- Staff’s training background specific in sex offender’s training.
- Knowledge of effects of “Megan’s Law” on juvenile sex offenders.
- Maintain accurate records and submit required reports to the County Youth Services Commission.
Services Commission and Juvenile Justice Commission on a timely basis.

Applicants are encouraged to develop this program around the employment and training of staff that understands and can relate to the age of the target population. Partnerships with other community and governmental agencies are strongly encouraged.

**Gender Specific Services** (Up to $15,813)

To provide individual and group support that addresses the developmental process of female adolescents, provides a structure to channel difficult emotions, promotes positive self-expression and creative thinking, aids in the development of pro-social and leadership skills to female juveniles who have been identified by Family Court personnel and/or Probation Officers as in need of positive female development to reduce further court involvement.

**TARGET POPULATION:** Camden County Court involved females up to the age of 21 years old

The application **MUST** include the following:

- Detailed description of the referral/intake process as well as terms of discharge planning process.
- Provisions of assessment, case planning & referral linkages to appropriate support services.
- Explanation of the program’s therapeutic approach or philosophy to services to be provided.
- Description of family engagement in program
- Description of education on healthy relationships
- Description of education on domestic violence
- Description of education on job readiness
- Description of and ability to provide healthy snacks
- Social and Life skills
- Anti-alcohol and drug abuse education.
- Conflict resolution skills.
- Sexual Abuse Awareness and personal sexual responsibility and accountability.
- Anger Management activities.
- Maximum number of youth expected to be enrolled at one time and minimum number of youth expected to be served over 12 month contract period.
- Personal development and traumatic stress concerns.
- Crime Prevention.
- Ensure that youth are aware of where to get working papers and how to complete them.
- Ability to provide or link to transportation services
- Assist youth with obtaining credentials necessary for employment.
- Maintain accurate records and submit required reports to the County Youth Services Commission and Juvenile Justice Commission on a timely basis.

Applicants are encouraged to develop this program around the employment and training of staff
that understands and can relate to the gender of the target population. Partnerships with other community and governmental agencies are strongly encouraged.

**Employment/Apprentice Job Readiness Services** (Up to $35,000)

The provider will be required to match these juveniles with business mentors according to their individual interests i.e., carpentry, cosmetology, business or community services such as the fire department or law enforcement. Our goal would be to provide youth with expanded opportunities to enhance their ability to become productive members of society. This program will provide competence in skills such as problem solving, resume building, positive social and career building, work environment etiquette, problem avoidance, refusal and "escape" skills, coping effectively with highest risk factors, asking for help from safe and supportive people, feelings management (self-monitoring and emotional intelligence), and impulse control.

**TARGET POPULATION:** Post adjudicated Camden County youth 13 years of age and older are either failing school or have dropped out of school. These juveniles may or may not be in compliance with probation supervision.

**ANTICIPATED IMPACT:**

- Increase the number of youth successful on probation.
- Increase the number of youth that are employable and or become employed
- Decrease the number of VOPs filed.
- Decrease the utilization of detention for VOPs.
- Increase skills necessary for successful job interviews
- Establish skills and information needed to be successful in the workforce
- Reduce contacts with the legal system including contacts with Family Court and local law enforcement officers.
- Prepare youth for successful reintegration into their community.
- Establish rapport with a supportive adult.
- Provide internships and volunteer activities for youth under the age of 15

Services **MUST** have the ability to include:

- The provider will recruit business that may have employment opportunities and are willing to train juvenile in learning their operation.
- Provider will meet regularly with businesses and report progress to probation.
- Stipends for all youth apprenticeship such as: Dollar Match, Incentives, and/or Minimum wage Stipend.
- Detailed description of the referral/intake process as well as terms of discharge planning process.
- Provisions of assessment, case planning & referral linkages to appropriate support services.
- Description of Internship or Job placements for youth
- Positive role model to assist in positive social and career skills development.
- Resume & Cover Letter building
- Discuss skills necessary for successful job interviews
- Identify skills or information you need to be successful in the workforce
- Description of family engagement in program
- Description of education on healthy relationships
- Description of education on work place etiquette
• Description of education on job readiness
• Description of and ability to provide healthy snacks
• The apprenticeship serves to enhance supervision as a tool to encourage compliance while the juvenile learns valuable skills. A violation of probation will not be filed if the apprenticeship relationship is unsuccessful; instead the juvenile would be removed from the program to allow another juvenile to take advantage of the opportunity.
• Provider will refer to agencies that provide GED test preparation and have youth take GED test.
• Provider in conjunction with businesses will prepare youth for workforce/employment placement
• Provider will provide support services to youth while in apprenticeship placement.
• Life skills and social skills development.
• Job placement assistance
• Positive peer counseling and support elements.
• Conflict resolution and crisis intervention services.
• Regular group meetings for youth to discuss outcomes (successes, problems, issues, concerns, etc.)
• Positive decision making skills training.
• Ability to provide or link to transportation services
• Maximum number of youth expected to be enrolled at one time and minimum number of youth expected to be served over 1 year contract period.
• Referrals and coordination of individualized services and resources.
• Knowledge of community resources.
• Maintain accurate records and submit required reports to the County Youth Services Commission and Juvenile Justice Commission on a timely basis.

Applicants are encouraged to develop this program around the employment and training of staff that understands and can relate to the age of the target population. Partnerships with other community and governmental agencies are strongly encouraged.

Re-Entry

The goal of Reentry is providing the additional support during this transitional period that is necessary to foster the successful reintegration of juveniles into their communities.

Transitional Support Services (Up to $23,000)

Program shall provide an extensive array of supportive aftercare services for male AND female youths, returning from a JJC (Juvenile Justice Commission) placement, and their families. These services include but are not limited to: advocacy, case management, role modeling, job coaching, education on developmental process of female adolescents, ways to channel difficult emotions and promotes positive self-expression.

TARGET POPULATION: Camden County male AND females 13-21 years of age returning from a JJC placement.

ANTICIPATED IMPACT:
- Reduce contacts with the legal system including contacts with Family Court and local law enforcement officers.
- Successfully reintegrate youth into their community.
- Provide support to families.
- Reduce recidivism.

The applicant must provide the following information:
- Knowledge of community resources.
- Knowledge of local Family Success Centers
- Ability to assist youth with obtaining credentials necessary for employment.
- Availability of Individual job coaching service to assist youth in gaining employment.
- Description of recreational activities for youth.
- Description of family engagement in program
- Description of Case Management
- How you will provide support to families to help youth remain in the community.
- Description of education on healthy relationships
- Description of education on domestic violence
- Description of ability to provide healthy snacks
- Assist with setting and reaching educational goals including identifying appropriate educational placement for youth.
- Ability to assist with getting youth back into school.
- Assist with reintegration of youth into their community.
- Reduce recidivism
- Ability to provide or link to transportation services
- Maximum number of youth expected to be enrolled at one time and minimum number of youth to be served during 12 month contract period.
- How you will maintain accurate records and submit required reports to the County Youth Services Commission and Juvenile Justice Commission on a timely basis.

Applicants are encouraged to develop this program around the employment and training of staff that understands and can relate to the age of the target population. Partnerships with other community and governmental agencies are strongly encouraged.

4.0 Management Assistance Program (MAP) Requirement:

To be eligible for consideration, agencies must have received a compliance rating of 75% or above from the Management Assistance Program (MAP) administered by CPAC. Agencies wishing to apply for 2017 Camden County Youth Service Commission Grants Funds who have not participated in MAP should submit a Notice of Intent to Apply for 2016 Camden County Youth Service Commission Grants form (Attachment G – page 57) no later than Thursday, September 14th, 2016 at 5 p.m. and schedule a MAP evaluation in time for the Review Committee to be able to consider the results of the evaluation as part of the review process. All MAP documentation must be submitted to CPAC by Friday, September 23rd, 2016 at 5 p.m. The results of the MAP review will be considered by the Review Committee as one factor among many in recommending allocations to the Board of Freeholders.
Any agency receiving less than a 75% compliance rating under the Management Assistance Program will NOT be considered for funding.

5.0 **COMPLIANCE WITH LAWS**

The successful firm(s) shall comply with all applicable federal, state and local statutes, rules and regulations.

6.0 **PROCEDURE FOR RESPONDING TO REQUEST FOR PROPOSALS**

6.1 **SUBMISSION OF PROPOSALS**

An original plus eight (total of 9) copies of the Proposal, INCLUSIVE OF ALL INFORMATION required in Part II, Proposal Requirements should be provided. Proposals must be provided to the Community Planning and Advocacy Council (CPAC) at 2500 McClellan Avenue, Suite 110, Pennsauken, NJ 08109. Proposals are scheduled to be opened on Tuesday, October 11th, 2016 at 1:00 p.m. Any proposals received after said opening whether by mail or otherwise, will be returned unopened. Proposals should be provided in a sealed envelope with the title of the RFP clearly marked on the outside. It is recommended that each proposal package be hand delivered. Neither CPAC nor the County assumes any responsibility for delays in any form of carrier, mail, or delivery service causing the proposal to be received after the above-referenced due date and time. Submission by fax, telephone, or e-mail is NOT PERMITTED.

Final selection of firm(s) shall be made by the Camden County Board of Freeholders by formal resolution. Contract(s) for services will be provided by the Office of County Counsel.

6.2 **QUESTIONS REGARDING REQUEST FOR PROPOSALS**

Any questions regarding this Request For Proposals must be made in writing to Hilary Dugger Colbert, Director of Grants Management at CPAC, 2500 McClellan Avenue, Suite 110, Pennsauken, NJ 08109 or hcolbert@cpachvi.org.

6.3 **ADDENDA/REVISIONS TO REQUEST FOR PROPOSALS**

Addenda/revisions to this Request for Proposals shall be provided to all firms who have received this Request for Proposals.

6.4 **ACCEPTANCE OF OFFER**

The signed proposal shall be considered an offer on the part of the offeror. Such offer shall be deemed accepted upon execution of a signed contract.

7.0 **INSURANCE**
Prior to commencing work under contract, the successful firm(s) shall furnish the County with a certificate of insurance as evidence that it has procured the insurance coverage required herein. This coverage must be provided by a carrier approved by the County and rated appropriately through A.M. Best. Firms must give the County a sixty day notice of cancellation, non-renewal or change in insurance coverage.

The successful firm(s) shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this Request for Proposals:

7.1 **PROFESSIONAL LIABILITY**

$1,000,000.00 errors and omissions/malpractice for occurrence.

7.2 **WORKERS COMPENSATION AND EMPLOYERS’ LIABILITY**

Statutory coverage for New Jersey;
$500,000.00 Employer's Liability;
Broad Form All-States Endorsement.

7.3 **GENERAL LIABILITY**

$1,000,000.00 per occurrence/ $3,000,000.00 aggregate for bodily injury and property damage. The County shall be named as additional insured with respect to general liability.

7.4 **AUTO LIABILITY**

$1,000,000.00 per occurrence. This coverage is required if the operation of any vehicle is required in the performance of the services detailed herein (including but not limited to the use of a vehicle to make any on-site visits).

8.0 **INDEMNIFICATION**

The contractor shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the County of Camden and its officials and employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses in connection therewith on account of the loss of life, property or injury or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the work and/or materials supplied under this contract. This indemnification obligation is not limited by, but is in addition to the insurance obligations contained in this agreement. (See Attachment F.)

9.0 **MISCELLANEOUS REQUIREMENTS**
9.1 Camden County will not be responsible for any expenses incurred by any firm in preparing or submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this Request for Proposals. Emphasis should be on completeness and clarity of content.

9.2 The contents of the proposal submitted by the successful firm(s) and this Request for Proposals may become part of the contract for these services. The successful firm(s) will be expected to execute said contract with the County of Camden.

9.3 Proposals shall be signed in ink by the individual or authorized principal of the responding party. Proposals submitted shall be valid for a minimum of 60 days from the date of opening.

9.4 The County of Camden reserves the right to reject any and all proposals received by reason of this Request for Proposals, or to negotiate separately in any manner necessary to serve the best interests of Camden County. Firms whose proposals are not accepted will be notified in writing.

9.5 Any selected firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the prior written consent of the Camden County Administrator.

9.6 The selected firm(s) shall be required to comply with the requirements of P.L. 1975, c. 127 (see attached affirmative action language) and submit an employee information report or certificate of employee information report approval. This requirement will be addressed upon execution of agreement. (See Attachment C)

9.7 The selected firm(s) shall be required to complete the Certification Regarding the Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (see attached certification) prior to the commencement of services. This requirement will be addressed upon execution of agreement. (See Attachment K)

9.8 All responses to this Request for Proposals shall be subject to public scrutiny in accordance with New Jersey statutes, rules, and regulations.

9.9 Any contract for services shall be subject to the availability and appropriation of sufficient funds for this purpose.

9.10 Contracts awarded pursuant to this Request for Proposals may be amended to provide for closely related services, the need for which may arise or become apparent after the original contract award. Any contract amendment for closely related services must be approved by resolution of the Board of Freeholders.

9.11 The selected firm(s) shall be prohibited during the term of its contract from representing any individual or entity in any matter in which an adverse party is the County of Camden, the County Board of Freeholders, the County Prosecutor, the County Sheriff, any County Row Officer or any officers, employees, departments or subdivisions of any of
the aforementioned or in any matter which, in the sole discretion of the County, shall constitute a conflict of interest or shall have the appearance of impropriety.

9.12 All Firms are advised that, pursuant to N.J.S.A. 19:44A-20.13, it is their responsibility to file an annual disclosure statement with the New Jersey Election Law Enforcement Commission (“ELEC”) if, during the calendar year, they receive a contract(s) in excess of $50,000 from public entities, including Camden County. It is the firm’s responsibility to determine if such filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532.

9.13 All Firms are further advised that effective September 1, 2004, c. 7 expands the State Contractor Business Registration Program to contracting units as defined in the Local Public Contracts Law. Effective January 18, 2010, P.L. 2009, c.315 revises the State Contractor Business Registration requirement and permits filing a BRC prior to award of contracts if not filed with bid or RFP. ALL BIDDERS (AND THEIR SUBCONTRACTORS) COMPETING FOR COUNTY CONTRACTS MUST PROVIDE A COPY OF THEIR BUSINESS REGISTRATION CERTIFICATE BY THE DATE THE BID OR RFP IS AWARDED. FAILURE TO DO SO WILL RESULT IN A REJECTION OF YOUR BID OR PROPOSAL. (See also Section XI, herein). (See Page 33)

9.14 APPROVAL AND CERTIFICATION OF BILLING STATEMENT: Authorization for payment of periodic billing, final payments or retained monies requires approval and certification by formal resolution of the Camden County Board of Freeholders. Pursuant to P.L. 2006, c. 96, all billing amounts due under a contract with the successful bidder and all required purchasing documents must be received at least ten (10) days in advance of the next scheduled public meeting of Board of Freeholders for the month in which payment is requested. Approved and certified amounts due will be paid during the County’s subsequent payment cycle.

9.15 Regardless of any language to the contrary, the County of Camden shall not be responsible for the payment of any interest or late fees.

10.0 CRITERIA FOR EVALUATION OF PROPOSALS

The Proposal Review Process is outlined at Attachment E and details the process being used to evaluate proposals submitted for Juvenile Justice System Grant funding.

Proposals will be reviewed in accordance with the Criteria for Agencies Receiving County funding as outlined at Attachment L.

The RFP Committee will independently evaluate each submission and selection will be made upon the basis of the criteria listed below:

10.1 Proven record of experience, including referrals, in providing the type of services detailed herein.

10.2 Ability to provide services in a timely manner.
10.3 Personnel qualifications (i.e., resumes of key personnel who will be responsible for and assigned to the work).

10.4 Location of office and availability of personnel.

10.5 Understanding of the services requested (including completeness and clarity of submission), and qualitative nature of the services proposed.

10.6 Cost of services (budget)
PART II

PROPOSAL REQUIREMENTS

Vendors are requested to propose use of Juvenile Justice Grant funds for the County of Camden, New Jersey.

Proposals which do not conform to the proposal format or are incomplete may not be submitted to the review committee for consideration.

Proposals MUST be submitted in the following format and should contain the information requested.

PREPARATION OF PROPOSAL:

Use the Application Summary (Attachment A) to ensure that proposal is complete. When submitting proposal please attach this completed summary, followed by the Funding Proposal Cover Sheet (Attachment A-1) to the front of each copy of proposal.

- Typewritten pages must be numbered sequentially.
- Size of typewritten font/print must be 12.
- One original and eight (8) copies must be submitted.
- One original and eight (8) copies of the Program Profile must be included with your proposal. (Do not staple the Program Profile to your proposal.)

PROPOSALS, WHICH DO NOT CONFORM TO THE PROPOSAL FORMAT OR ARE INCOMPLETE, MAY NOT BE SUBMITTED TO THE REVIEW COMMITTEE. NO CHANGES, ADDITIONS OR OMISSIONS CAN BE MADE AFTER PROPOSAL DEADLINE DATE.

Proposals must be submitted in the following format and should contain only the information requested:

PART II
PROPOSAL REQUIREMENTS

Vendors are requested to propose Juvenile Justice Services for the County of Camden, New Jersey.

PROPOSAL SECTIONS

Attachment A- Application Summary (Described on Page 41)
1. Attachment A-1 Funding Proposal Cover Sheet (Page 42)
2. Program Profile
3. Logic Model
4. Scope of Services
5. Program Administration and Staffing / Resume
6. Facilities (use / refer to Attachment A-1)
7. Monitoring and Evaluation
8. Budget / Fees
9. Conflict of Interest
10. Form of Contract
11. Other Information
12. MBE/WBE Tracking Information
13. State Contractor Business Registration Program
14. Certification of Debarment

All sections are to be addressed and specifically referenced.

The following explains what we expect in each of the major sections and the scoring values for each section, where appropriate.

**ABSTRACT/EXECUTIVE SUMMARY (limit: 1 pages)**

Provide a summary of application that includes the following:

**A. Agency Overview:** Briefly describe the philosophy/mission of the agency itself. Include information on its incorporation date and status. Attach a copy of the agency's mission statement and a brief statement of the agency's history (can be placed in attachment section).

1. Problem area to be addressed.
2. Target population and geographic area to be served.
3. Brief overview of the service.
4. Intended effect of service on the problem and customer.
5. Total program cost and amounts being requested by this funding source.
6. Definition of a unit of service, including cost per unit of service, and how many units of service will be provided with these resources.
7. Any limitations, restrictions or priorities on the services delivered with these resources.
8. Any unique capabilities (multi-lingual, special reading programs, etc.).

**SECTION I – STATEMENT OF THE PROBLEM Limit 3 pages (Value of 5 points)**

**A. Statement of the Problem**

A statement of the problem describes the condition of the people that require improvement.

1. Describe the specific nature of the problem.
2. Describe who is experiencing the problem.
3. Describe where the people who are experiencing the problem live.
4. Provide relevant information/data, which indicates that there is a problem. (NOTE: The source of any documentation, data or statistics MUST be documented).
SECTION II – STRUCTURE OF SERVICES  Limit: 7 pages (Value of 30 points)

Note on Eligible Services:

During the 2017 Plan Update Process, the YSC identified gaps in services at several points along the juvenile justice continuum. Rather than creating additional JJC funded programs to address these gaps, the YSC determined sufficient programmatic resources existed within the community to address the identified gaps.

Applicants submitting proposals for service provision at points on the juvenile justice continuum where gaps have been identified, must include a statement in program description(s) acknowledging that service providers will be sensitive to any needs that emerge in these gap areas, and work collaboratively with the existing network of support services in the County to refer youth for additional supports and services, as needed. This network includes: Camden County’s Family Success Centers, the Camden Youth Education and Employment Success (YE2S) Center, the Camden One-Stop/Resource Center, and additional programs developed through the County’s Positive Youth Development initiative and the efforts of the Camden Youth Prevention Policy Board.

Applicants should consider the following gaps that have been identified along the continuum, as follows:

**Prevention:** mentoring programs; job readiness; and, parenting skills

**Diversion:** programs to address dating violence; and, programs for batterer, recreational activities, job placement

**Detention/Disposition/Re-entry:** gender specific programs for domestic violence and family planning; and, supportive housing.

Services are staff related activities or resources that together perform a single function for clients and are directed at meeting an objective. Services should relate logically and directly to the outcome objectives and therefore, to the goals and problem statement as well. This section of the proposal should show the flow of logic that providing the specified services would generate the desired outcome. This section will include:

A. **Program Components**

Describe the service components to be provided through this program. Include a clear delineated plan for direct family involvement and aftercare, as these are key factors in the success of local programming.

1. Describe the nature of services and sanctions that will be provided (e.g. mentoring, tutorial, counseling and personal development, etc).
2. Describe the service in detail.
3. Treatment Modality: Describe the treatment modality to be used in the program and how this addresses the identified population. Include what empirical data was used to determine choosing this modality.
4. Program Components must be demonstrated and match the Logic Model submitted.

B. Target Population/Eligibility

1. List eligibility criteria. Include who will be served, (a description of the target population to be served including offense history, age, gender, etc.); and number of customers served daily/weekly/annually.

2. Explain rationale for selecting this population segment.

3. Identify geographic service area for this program.

4. Provide a description of transportation options for clients in obtaining service. (Accessibility of the program for participants and their families, including availability of public transportation routes, barriers to access and strategies to address those barriers).

5. Describe handicapped limitations. Provide a description of handicapped accessibility accommodations. Location should meet basic safety standards and ADA guidelines.

C. Outreach

1. Describe how the applicant will recruit people for the program (publication, referral resources, etc.).

2. Describe how the affiliation agreements are developed and/or established with other community agencies, or if subcontracts will be utilized using identified vendors.

3. Attach affiliation agreements, subcontracts, and/or memorandum of understanding. (If agreements are pending award of application, attach letter requesting an agreement. Once an agency is confirmed documentation approving agreement must be submitted within 15 days of the award letter.)

D. Admission Criteria

1. Describe referral/intake process, (i.e., review paperwork-reports, forms, documents needed for admission, interview the juvenile, etc.). Include the length of time from referral to acceptance/admission. Discuss allowable parameters for the length of time from court order to program admission.

2. Describe limitations, if any of program to accept referrals.

3. Describe maintenance of a waiting list, should this become necessary.

4. Describe method for prioritization of intake requests.

E. Hours of Service

Complete attached 2017 Calendar of Service Days form (Attachment H). List program service days/holiday schedule.

1. Where will the service be provided? Specify location of program.
2. When will the service be provided, the hours and days that each service will be available to clients, including how emergencies are handled; for example, closure policies, crisis, after-hour contacts, etc.

F. **Level of Service** (How do you deliver the service?)
   1. What is the definition of Unit of Service? (i.e. Beds, Classes, Days, Evaluations, Other, Position, Group Sessions, Hours, Individual Sessions, Youth Slots)
   2. What is the expected level of service (LOS) for each unit for this contract period? (This must specify the number of youth to be served and the duration of the program/services per youth).
   3. What is the total level of service anticipated throughout the contract period?
   4. Describe the process and timeframe you will utilize to operate this program.
   5. Indicate those services that will require a subcontract and what organization will provide these sources (if known).
   6. Describe how the affiliation agreements are developed and/or established with other community vendors.
   7. The timeline of youth served and description of the level of service must be demonstrated and match the Logic Model And Program Profile submitted.

G. **Program Duration**
   1. Identify program funding period
   2. Attach an Implementation Timeline Chart.
   3. Implementation Chart must be demonstrated and match the Logic Model Submitted.

**SECTION III – PROGRAM ADMINISTRATION AND STAFFING limit 3 pages (Value of 20 points) (Attachments cannot exceed 7 pgs.; total pages cannot exceed 10 pgs.)**

A. **Statement of Organizational Capability**
   1. Describe the organization's experience in serving the targeted population group.
   2. Provide list of current programs managed by your organization and the funding sources (may be included as an attachment).
   3. State whether the proposed service has been previously provided by the agency and the agency's experience in providing the service.
   4. In order to be considered for funding, an applicant must be an existing provider of services and a non-profit 501 (c) (3) agency or a public agency (municipal, county, or state). A copy of the IRS letter, or a statement that the applicant is a public agency, must be attached to the proposal.
   5. If a non-profit organization, the applicant must have a volunteer governing body such as a Board of Trustees or Directors. A copy of governing body roster must be attached to proposal, listing members and their affiliations.
   6. Provide a copy of the Applicant's code of ethics and/or conflict of interest policy (may be included as an attachment).
7. Provide a statement that your firm will comply with the insurance coverage requirement as set forth in Part I, Section 5 of this RFP. (may be included as an attachment).

8. Provide a statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and regulations that may have an impact on your firm's operations. (may be included as an attachment).

9. Applicants must practice non-discrimination and applicants must comply with all requirements of New Jersey Law 1975, Chapter 127 regarding affirmative action. (refer to Part II, Section XI, below). When submitting your proposal please complete and sign the attached Affirmative Action Questionnaire (Attachment C).

B. Cultural Needs
Describe the capability of this program to meet the cultural needs of the clients to be served.

C. Rationale/Mission of Program
Describe the need that is being addressed and the methods/modalities to implement the program design.

1. Describe the philosophical theory on which the program is based. (Describe why the program should work.)

D. Staff Organization (limit: 2 page)
Describe the staffing configuration of the program, the number of staff needed, and the necessary qualifications to perform their duties. Attach a copy of an organizational chart and job descriptions for the program (can be placed in attachment section).

1. Detail the supervision lines of the program in relationship to overall agency operation.

2. Include organizational chart.

3. Detail who will be providing the service and the staffing requirements. Identify staff and their respective functions to implement this program. Identify staff supervision, reporting structure, and who is responsible for each program component.

4. Identify specific clinical staff titles, with qualifications and licenses to be included in the program and their respective functions.

5. List all other staff titles, qualifications, and functions.

E. Data Collection
1. Describe client record keeping system.

2. Include a written statement that the agency will comply with all requirements pertaining to the timely collection and submission of data for the Juvenile Automated Management System and any other data requirements as outlined by
the local County Youth Services Commission and the Juvenile Justice Commission.

SECTION IV – MONITORING, EVALUATION, GOALS & OBJECTIVES  
Limit: 3 pages  
(Value of 20 Points)

A. Monitoring and Evaluation

The purpose of evaluation is to document measurable achievements in meeting desired client impact, showing that a program is doing what it said it would be doing.

1. Describe the expected outcomes of the proposed program and services.
2. Describe the methodology for determining the program effectiveness.
3. Explain how the program correlates/evaluates outcomes in relation to its goals and objectives.
4. List the indicators that will be measured to determine if outcome objectives are being met and rationale for selecting these indicators.
5. Describe the tools and internal processes to measure and monitor client change as a result of having received services.
6. Describe prior evaluation results.
7. Describe how evaluation information is used to improve program services and customer success.
8. Describe prior monitoring and evaluation for services if agency has served under Camden County Youth Service Commission
9. Describe prior outcomes of services
10. Include a written statement that the agency will be cooperatively involved with the monitoring of the contracted program conducted by the County Youth Services Commission and Juvenile Justice Commission.
11. Include a written statement that the provided agency will comply with all requirements pertaining to the timely collection and submission of data as outlined by the County Youth Services Commission and the Juvenile Justice Commission.
12. All outcomes and objectives must be demonstrated and match the Logic Model and Program Profile submitted.

B. Goals and Objectives

Outline the purpose of the program design. Identify quantifiable goals, objectives, and outcomes and describe activities to meet these goals and objectives. Among these goals should be a strong emphasis upon reducing subsequent offending by youth served. Goals are general statements of ultimate ends. The Program Goals summarize the ultimate impact on the problem. Goals should clearly relate to the problem and lend themselves to objective measurements.

1. Detail the goals of the program.
2. Describe the measurable effects the program will have on the problem.
   a. An outcome objective is a problem related, attainable, and measurable statement of a program's intended effects on client knowledge, skills, attitudes, behavior or condition. Outcome objectives make clear why the program exists.
3. Describe the effect the program will have on clients. (State the outcome objectives).

4. How much and when change is expected?

5. Explain how/why program design is expected to result in stated outcomes.

6. If your program was funded last year, what were the outcomes achieved through funding? (Identify funding source)

7. All goals and objectives must be demonstrated and match the Logic Model and Program Profile submitted.

V. SECTION V – BUDGET (Value of 25 points)

A. Budget Narrative

Please provide a budget for each of the following:

1. A total operational budget request for Delinquency Prevention Program funding for contract period. (A line item budget must be included)

2. Briefly describe each budget line item listed on attachment D-2 Contract Expense Summary.

3. State what percent of the agency’s total budget the proposed program represents.

4. Detail personnel cost. List job titles with number of positions, a brief summary of job responsibilities, the salary and fringe benefits for each position, number of positions and number of full-time equivalents for each. Total of detailed salaries should equal the total for this item on the budget form.

5. Define a unit of service and the cost of a unit of service.

6. Indicate sources of income and specify whether they are projected or confirmed. Note assumptions upon which you have based any client-generated income and for third party reimbursement.

7. The budget section must also provide a rationale describing how these budget figures were calculated (Use Budget Narrative Forms Attached)

8. Include a written statement that the agency will comply with the timely submission of quarterly narrative and fiscal reports to be submitted by the provider agency through the County Youth Services Commission to the Juvenile Justice Commission.

9. In the event that less money is available than your original request from this funding source, indicate at what level of funding would you be unable to implement this program.

B. Fees/Contributions

1. Describe fees for service (if any), sliding fee schedules, donation policy and process to waiver fees, as necessary.

2. If applicable, describe co-payment systems.

3. Describe fee for service assessment.
C. **Budget Worksheets**

Please complete and submit the following worksheets:

- Attachment D-1. Program Budget Summary
- Attachment D-2. Contract Expense Summary
- Attachment D-3. Personnel
- Attachment D-4. Other than Personnel
- Attachment D-5. Revenue

**SECTION VI - CONFLICT OF INTEREST**

This section should disclose any potential conflicts of interest that the firm may have in performing these services for Camden County.

**SECTION VII - FORM OF CONTRACT**

The Office of County Counsel will supply the form of contract. If your firm has a proposed form of contract, please supply a copy with your proposal.

**SECTION VIII - OTHER INFORMATION**

This section is for any further pertinent data and information not included elsewhere in the RFP and found necessary by your firm.

**SECTION IX - MBE/WBE TRACKING INFORMATION**

Please complete Attachment J and return it along with your response to this Request For Proposals.

**SECTION X - CERTIFICATION OF DEBARMENT**

Please complete Attachment K and return it along with your response to this Request For Proposals.

**SECTION XI – STATE CONTRACTOR BUSINESS REGISTRATION PROGRAM**

Effective September 1, 2004, P.L. 2004, c. 57 expands the State Contractor Business Registration Program to contracting units as defined in the Local Public Contracts Law. (see attached sample Business Registration Certificate). Effective January 18, 2010, P.L. 2009, c.315 revises the State Contractor Business Registration requirement and permits filing a BRC prior to award of contracts if not filed with bid or RFP. **ALL BIDDERS (AND THEIR SUBCONTRACTORS) COMPETING FOR COUNTY CONTRACTS MUST PROVIDE A COPY OF THEIR BUSINESS REGISTRATION CERTIFICATE BY THE DATE THE BID OR RFP IS AWARDED. FAILURE TO DO SO WILL RESULT IN A REJECTION OF YOUR BID OR RFP.** Questions regarding this law may be directed to the New Jersey Department of Taxation. To obtain a Business Registration Certificate go to: [www.state.nj.us/treasury/revenue](http://www.state.nj.us/treasury/revenue) Click on: Business Registration & Formation. Click on: Obtain a certificate of registration. Click on: Obtain a certificate online.
The County strongly recommends that all vendors provide their BRC (and BRC’s for each subcontractor) with submission of bids or RFP’s.

SECTION XII- Exhibit of Allowable & Unallowable expenses

Camden County follows OMB Circular A-122 for determining allowable and unallowable costs. Certain allowable costs covered under OMB A-122 are allowable with conditions as specified below. All Costs deemed unallowable in OMB A-122 are unallowable by the County. The Following is an example of allowable and unallowable costs.

<table>
<thead>
<tr>
<th>Item of Costs</th>
<th>Allowable</th>
<th>Unallowable</th>
<th>With Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising</td>
<td>x</td>
<td></td>
<td></td>
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<tr>
<td>Alcoholic Beverages</td>
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<td>x</td>
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<tr>
<td>Bad Debts</td>
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<tr>
<td>Banking Fees</td>
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<td>Note 1</td>
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<td>Car Allowance</td>
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<tr>
<td>Communications</td>
<td>x</td>
<td></td>
<td>Note 2</td>
</tr>
<tr>
<td>Donations</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Employee Morale</td>
<td>x</td>
<td></td>
<td>Note 3</td>
</tr>
<tr>
<td>Entertainment Costs</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Fines/Penalties</td>
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<tr>
<td>Good or Services for personal use</td>
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<td></td>
<td></td>
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<tr>
<td>Meetings &amp; Conferences (In House)</td>
<td>x</td>
<td></td>
<td>Note 4</td>
</tr>
<tr>
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<td>Participant Incentives</td>
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<td>Note 6</td>
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<tr>
<td>Participant support costs.</td>
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<td>Note 7</td>
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<td>Staff Meals</td>
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<td>Taxes</td>
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<td>Note 8</td>
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<td>Transportation</td>
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<tr>
<td>Travel</td>
<td>x</td>
<td></td>
<td>Note 9</td>
</tr>
</tbody>
</table>

**Note 1** – The following banking fees are not allowable: ATM usage fees, late charges, overage fees.

**Note 2** - Proper documentation must be kept to determine program usage.

**Note 3** - Example of employee morale are in house publications, health clinics & recreational activities. Costs are allowable if incurred with established practice, reasonable, equitably distributed to all activities and offset by income earned.

**Note 4** – Cost associated with meeting and conferences hosted by the Sub recipient are allowable with the following condition: Costs for meals must receive pre approval as well as facility costs. Attendance to out of state conferences must have pre approval.

**Note 5** – Business Memberships and subscriptions are allowable. Costs of membership in any country club, social or dining club or organization are unallowable.

**Note 6** – An example of participant incentives would include gift cards or lunches/dinner for
positive behavior or reaching program goals. Participant incentives are allowable if the agency has set policy and procedures identifying the reward system which must be pre-approved by the county. Please refer to the county’s gift card policy.

**Note 7** – These costs include stipends or subsistence allowances, travel allowances and registrations fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia, or training projects and are allowable as direct costs with the prior approval of the awarding agency. Costs associated with participant support require proper documentation detailing the participants along with itemized receipts.

**Note 8** - Taxes from which exemptions are available are unallowable for example sales tax for nonprofit organizations.

**Note 9** – Local travel will be reimbursed at the agency mileage rate not to exceed the federal mileage rate. Out of state travel costs must be pre-approved by the granting agency. Lodging, meals and incidental costs must not exceed the rates outlined in the Federal Per Diem guidelines.

**Gift Card Policy & Procedure**

1. Purchase gift cards as needed

2. Maintain a log which includes date purchased, type of gift card (store/visa), amount, bar code ID number, issued to, issued by.

3. Receipt of gift card signature form which will include – Participants name, reason for giving gift card, date received, type of gift card, amount, the bar code number, signature and print of received by and issued by.

4. Copy front/back of gift card

5. Attach copy of the gift card to the receipt

6. Originals should be maintained and copies sent with reimbursement request
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
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:

1. Letter of Federal Affirmative Action Plan Approval; or

2. Certificate of Employee Information Report; or

3. Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division’s website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.
Equal Opportunity for Individuals with Disabilities.

The Contractor and the County do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the “Act”) (42 U.S.C. s12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the County pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the Contractor shall defend the County in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the County, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the County’s grievance procedure, the Contractor agrees to abide by any decision of the County, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding results in an award of damages against the County or if the County incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

The County shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the County or any of its agents, servants, and employees, the County shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading, or other process received by the County or its representatives.

It is expressly agreed and understood that any approval by the County of the services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Owner pursuant to this paragraph.

It is further agreed and understood that the Owner assumes no obligation to indemnify or save harmless the Contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this agreement. Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Contractor’s obligations assumed in this agreement, nor shall they be construed to relieve the Contractor from any liability, nor preclude the Owner from taking any other actions available to it under any other provisions of this agreement or otherwise at law.
ATTACHMENTS

A. Application Summary

A-1. Funding Proposal Cover Sheet

B. Audit Requirement

C. Affirmative Action Questionnaire

D. Program Budget Summary

D-1. Program Budget Summary

D-2. Contract Expense Summary

D-3. Personnel

D-4. Other than Personnel

D-5. Revenue

E. Proposal Review Process – Flowchart

E-1. Proposal Review Process – Appeals

E-2. Appeals Application and Instructions

F. Agreement to Indemnification

G. Notice of Intent to Apply for 2016 Youth Services Commission Funds

H. Calendar of Service Days

I. Evaluation Instrument Worksheet

J. MBE/WBE Tracking Information

K. Certification of Debarment

L. Criteria for agencies receiving county funding

M. Disclosure of Investments activities in IRAN

Supplement A for FCIU Applicants ONLY
ATTACHMENT A

2017 Youth Services Commission Funds
Application Summary

Applying Agency ____________________________________________________________

Contact Person ____________________ Phone # __________ Email: ___________ FAX _________

Chief Executive Officer _______________ Phone # ______ Email: __________ FAX _________

Program Name _____________________________________________________________

The following items are required and must be returned with your submittal to comply with this Request for Proposal (RFP):

One original + eight (8) copies of your Program Proposal Narrative to include:

_____ Application Summary
_____ Program Profile
_____ Logic Model
_____ Funding Proposal Cover Sheet
_____ Abstract
_____ Program Description
_____ Program Administration and Staffing
_____ Monitoring and Evaluation
_____ Budget/Budget Narrative (including forms)
_____ One Copy of NJ Business Registration Certificate

One original application and one (1) copy to include the following information

UNLESS you have submitted your Annual “RFP Completeness Package” to CPAC:

Copy of most recent Annual Audit (Audit cannot be dated back no later than (2) years previous).
Juvenile Justice Commission
2017 Youth Services Commission Funds
Funding Proposal
Cover Sheet

Proposal Summary Information

Incorporate Name of Applicant: ______________________________________________________

Type:  Public______  Profit______  Non-Profit______  Hospital-Based______

Federal ID Number: _________________________  Charities Reg. Number:___________________

Address of Applicant: ________________________________________________________________

Address of Service(s) ________________________________________________________________
(Attach list if necessary)

Contact Person: __________________ Phone No.: _______ Email:_______ FAX ___________

Total dollar amount requested:_______  Total match required:_______

Funding period:  From__________  to  __________  (if applicable)

Services: ____________________________________________________________
(for which funding is requested)

Total number of (check one) __ duplicated  ____ unduplicated clients to be served: ______________

Brief description of services by Program Name and Level of Service to be provided:

___________________________________________________________________________________

___________________________________________________________________________________

Brief Description of a Unit of Service:
___________________________________________________________________________________

Cost per Unit of Service____________________  Level of Service:____________________

Authorization:

Chief Executive Officer (Print)________________________________________________________

Signature:______________________________________  Date___________________________

PLEASE CIRCLE ONE PER PROPOSAL SERVICES APPLIED FOR

<table>
<thead>
<tr>
<th>Delinquency Prevention</th>
<th>Diversion</th>
<th>Detention/Detention Alternative</th>
<th>Dispositional</th>
<th>Reentry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afterschool/Weekend Summer</td>
<td>Arson Diversion</td>
<td>Evening/Weekend Reporting Center</td>
<td>Intensive Supervision/ In-Home MST</td>
<td>Transitional Services</td>
</tr>
<tr>
<td>Gender Specific</td>
<td>FCIU</td>
<td></td>
<td>Juvenile Sex Offender Services</td>
<td></td>
</tr>
<tr>
<td>Afterschool/Weekend Summer</td>
<td></td>
<td></td>
<td>Gender Specific</td>
<td></td>
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<tr>
<td>Gender Specific Seminars</td>
<td></td>
<td></td>
<td>Employment/Apprentice Job Readiness</td>
<td></td>
</tr>
</tbody>
</table>
AUDIT REQUIREMENTS

The Applicant shall permit the Juvenile Justice Commission and the Camden County Board of Freeholders and/or its independent auditors to have access, at a reasonable time and place, to the records and financial statements necessary to comply with the following audit requirements as applicable:

<table>
<thead>
<tr>
<th>TYPE OF CONTRACTOR</th>
<th>AUDIT REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Profits and Institutions of Higher Education</td>
<td>State Funds N.J.O.M.B. Circular Letter 98-07</td>
</tr>
<tr>
<td></td>
<td>Federal Funds - OMB Circular A-133</td>
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<tr>
<td>State and Local Governments</td>
<td>State Funds - N.J.O.M.B. Circular Letter 98-07</td>
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<tr>
<td></td>
<td>Federal Funds - OMB Circular A-133</td>
</tr>
<tr>
<td>For Profit</td>
<td>Camden County requirement of access as detailed above</td>
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</tbody>
</table>

Copies of the above-referenced circulars are available upon request, from the Camden County Internal Auditor.

All non-profits, institutions of higher education, and state and local government agencies shall annually forward a copy of their Single Audit Report to the County of Camden Internal Auditor, Court House - 16th Floor, 520 Market Street, Camden, New Jersey 08102.
AFFIRMATIVE ACTION QUESTIONNAIRE

Kindly complete this questionnaire in the event that your firm is awarded this contract. The necessary forms will be sent by our office, upon award. This questionnaire should be submitted with your bid.

1. Our Company has a Federal Affirmative Action Plan Approval.
   
   YES _____  NO _____
   
   a) if yes, submit a photo static copy of said approval.
   
   b) if no, submit a photo static copy of the New Jersey Certificate of Employee Information Report.

   NONE OF THE ABOVE _____

2. We have neither State nor Federal Affirmative Action evidence, therefore please send us Form AA-302 (Affirmative Action Employee Information Report application).
   
   (Check if applicable) _____

I certified that the above information is correct to the best of my knowledge.

NAME: ________________________________________________________________

SIGNATURE: __________________________________________________________

TITLE: _______________________________________________________________

CHIEF EXECUTIVE OFFICER: ___________________________________________

AGENCY: _____________________________________________________________

DATE: ____________________________

AN EQUAL OPPORTUNITY EMPLOYER
2017 Youth Services Commission Funds
Program Budget Summary Form
Page 1 of 5

Agency Name: ________________________________
Agency Federal I. D. #: ___ ___ - ___ ___ ___ ___ ___
Address: ________________________________
Charities Registration #: ___ ___ ___ ___ - ___ ___ ___ ___
Non-Profit Agency___ For-Profit Agency___ Public Agency____
Phone: ________________________________
Budget Period: From ___ To____ Agency Fiscal Year Ends:____
Chief Executive Officer: ________________________________
Prepared by: ________________________________

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Reimbursable Ceiling</th>
<th>Type of Service</th>
<th>Payment Method</th>
<th>Provider Agency, Contact Person &amp; Telephone #</th>
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Budget: I certify that the cost data used to prepare this contract budget is current, complete, and in accordance with the governing principles for determining costs.

X_________________________________________________ (Print & Sign)
# 2017 Youth Services Commission Funds

## Contract Expense Summary

### Page 2 of 5

<table>
<thead>
<tr>
<th>BUDGET CATEGORY</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
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</table>

A. PERSONNEL
B. CONSULTANTS & PROFESSIONAL FEES
C. MATERIALS & SUPPLIES
D. FACILITY COSTS
E. SPECIFIC ASSISTANCE TO CLIENTS
F. OTHER
G. GENERAL & ADMINISTRATIVE COST ALLOCATION
H. TOTAL OPERATING COSTS
I. EQUIPMENT (SCHEDULE 6)
J. TOTAL COST
K. LESS: REVENUE (SCHEDULE 2)
L. NET COST
M. PROFIT
N. REIMBURSABLE CEILING
O. UNITS OF SERVICE
P. UNIT COST

### ATTACHMENT D2
## 2017 Youth Services Commission Funds

### Personnel

#### Page 3 of 5

<table>
<thead>
<tr>
<th>POSITION TITLE/NAME OF EMPLOYEE</th>
<th>POSITION NUMBER</th>
<th>DATE EMPLOYED</th>
<th>HOURS/WEEK</th>
<th>TOTAL COST</th>
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<th>2</th>
<th>3</th>
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**UNALLOWABLE COSTS**

**GENERAL & ADMINISTRATIVE COSTS**
## 2017 Youth Services Commission Funds

*Other than Personnel (i.e. equipment)*

### Page 4 of 5

<table>
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<tr>
<th>BUDGET CATEGORY</th>
<th>BASIS FOR ALLOCATION</th>
<th>TOTAL COST</th>
<th>UNALLOWABLE COSTS</th>
<th>GENERAL &amp; ADMINISTRATIVE COSTS</th>
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### 2017 Youth Services Commission Funds

**Revenue**  
**Page 5 of 5**

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SUPPORTING DOCUMENTATION IS REQUIRED TO SUBSTANTIATE THE ALLOCATIONS

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49
Camden County Youth Services Commission
Proposal Review Process Flowchart

MANDATE:

- Designated by Freeholder Resolution as the Camden County Youth Services Commission/Juvenile Crime Enforcement Coalition, CPAC makes recommendations to various funding sources on how resources should be utilized to 1) prevent the duplication of services and 2) ensure the effective and efficient use of public funds.

HOW IT WORKS:

- Community Providers Interested In Responding To RFP’s Will Annually Submit:
  - Annual Audit (Audit cannot be dated back no later than (2) years previous).
  - Documentation of Incorporation and/or IRS 501(C)(3)
  - Affirmative Action Questionnaire
  - Debarment Certification
  - Agreement to Indemnification
  - Roster of Board Members Listing
  - Current Agency Consolidated Budget

This information will be submitted on an annual basis, during the month of July, and will be effective through June 30, of the next calendar year. This will be an open enrollment process. However, all materials will be voided on June 30 of each year.

- CPAC receives notification of available funding with a request for the Camden County Youth Services Commission to convene a Review Committee to make funding recommendations.

- The Planning Committee of the Camden County Youth Services Commission, constituted of non-conflicted members, prepares an annual spending plan based on expertise and information as provided by the YSC three-year plan. The YSC develops a service priority list and drafts the criteria for reviewing proposals based on the plan, availability of existing services and other relevant data.

- CPAC through the Camden County Youth Services Commission issues the RFP, and as a courtesy, may send notification to prospective applicants informing them of the availability of the RFP. A legal notice will be printed in the classified section of the Courier Post. In compliance with state regulations notices will be sent to the designated repositories, where applicable.

- A pre-bid meeting is held to allow prospective applicants the opportunity to ask questions and receive technical assistance. This is the only time when technical assistance is provided. Minutes from the pre-bid meeting are sent to all prospective applicants who picked up a copy of the RFP and/or attend the pre-bid meeting. In the event of a mandatory pre-bid meeting, minutes are sent ONLY to applicants who attended.
• A Review Committee composed of consumers, providers, and advocates who are not "in-conflict" are convened to review the applications. Review Committee members must sign a "conflict of interest" form which states that they have no fiduciary responsibility for funding.

• The decision of the Review Committee is shared with the applicants. There is an appeals process available if an applicant can demonstrate that there was an error or fault in the RFP or Review Process.

• The Review Committee makes service and allocation recommendations to the YSC, and then the Board of Freeholders. The final recommendation is then forwarded to the appropriate funding source.

Upon approval by the funding source, the appropriate contracting agency contacts the approved applicants to initiate the contracting process.

1. **CPAC** notified of availability of funds by:
   a) **Board of Freeholders**
   b) Juvenile Justice Commission
   c) Other

2. Notice goes to **YSC** where:
   a) The **YSC** Planning Committee determines gaps, needs, and priorities based on community priorities, funding guidelines and other relevant planning documents (Three-Year Youth Services Plan).
   b) Sets criteria for RFP.
   c) Sets date and agenda for bidder's conference.

3. Appropriate staff drafts and issues RFP and legal notice, and community notification document:
   a) Based on the criteria set by the Planning committee and voted on by the full Commission, staff person drafts RFP. The Planning committee reviews the RFP prior to issuance, as necessary.
   b) Designated staff person manages and controls distribution of RFP, issuing legal notice and notification to RFP mail list.
   c) Designated staff person plans and conducts bidders' conference and prepares minutes, which are distributed to any person who has signed out an RFP or attended the pre-bid meeting. In the event of a mandatory pre-bid meeting, minutes are sent ONLY to applicants who attended.

4. Agencies submit proposals in proper format no later than time/date specified in RFP:
   a) Proposals clocked in at reception desk and time/date stamped receipt is given to agency representative. Designated staff reviews proposals for annual completeness package; those applications missing elements of their completeness package as outlined in Attachment A of the RFP are given a deadline with which to comply. Proposals, which are not complete by the deadline, are presented to the Review Committee as incomplete and are not required to be reviewed.
b) Staff person sets up Review Committee from non-conflicted members of YSC sub-committees, community service providers, etc.

1) Potential conflict of interests is asked.
2) Broad-based composition is maintained to eliminate any potential bias, including experts and citizens at large.
3) At least four (4) people are available to review each proposal.

5. Review Committee Meets:

a) Staff member provides orientation to Review process and to the specifications of the RFP.
b) Proposals are assigned to Review Committee members. Members will have a minimum of 2 working days to read the proposals and individually evaluate each using the evaluation instrument as a guide. Each review committee member will be required to sign a code of ethics to ensure confidentiality.
c) The Review Committee discusses each proposal, using the evaluation instrument as a guide.
d) The Review Committee reaches consensus on a score for each proposal and provides supporting documentation and rationale for decisions. Rankings and allocation plans are recommended based on the score sheet plus the consensus discussion.
e) The Review Committee Chair puts consensus decisions in writing with the reasons for decisions made. The Chair is responsible for seeing that comments, rationale, limitations on funding or contracting requirements are in writing.
f) If the Chair determines that the Review Committee cannot arrive at a consensus, a new Review Committee will be convened.
g) At the conclusion of the Review Committee meeting, the Chair of the Committee signs a statement that indicates that the Review process conformed to the standards set within the guidelines.

6. Notice:

a) Designated staff person notifies each applicant of the Review Committee’s recommendations either via telephone or in writing. General comments of the Review Committee will be made available to applicants. Exact dollar amounts will not be available until the appeals process has been completed.

(If there are no appeals, go directly to #8).

7. Appeals:

a) An appeal of the Review Committee's recommendations is justified in that the applicant can demonstrate that there was an error or fault in the Request for Proposal (RFP) or Review Process as outlined in the RFP.
b) In the event that an applicant believes that there was an error or fault in the Request for Proposal or Review Process, an applicant can submit, within the timeframes outlined in the RFP, a written request for an appeal. This request must be received by the person designated in the RFP within the designated time frame and state the applicant's grounds for an appeal. Appeals received after the designated timeframe will not be heard.
c) An Appeals Committee is established, consisting of at least three individuals who are members of the Youth Services Commission and/or Human Service Advisory Council and the Review Chair as a non-voting resource person.
d) Appeals Committee members review the appeal request and determine if the request for appeal is based on the criteria outlined above.
e) If the request for appeal was not based on the criteria outlined above, then the Appeal Committee must inform the applicant that there is no ground for an appeal and the Review Committee's recommendations stand.

f) If the request for an appeal was based on the criteria outlined above, and the Appeals Committee believes that there was an infraction in the RFP or Review Process, then the Appeals Committee may call for a new review.

g) Written notice is then sent to the applicant to inform them of the decision of the Appeals Committee.

h) Upon conclusion of the Appeals Process, staff notifies each applicant in writing of the Review Committee's allocation recommendations.

8. Recommendations of the Review Committee are forwarded to the Youth Services Commission, CPAC Board, when applicable and to the Camden County Board of Chosen Freeholders for approval:

a) Designated staff, in conjunction with the Review Chair, prepares a written presentation for the YSC.

b) The Commission vote to accept or reject recommendations of the Review Committee.

c) Staff notifies the Camden County Board of Freeholders and the funding source, in writing, of YSC recommendations.

d) Results of the Review Process are presented to the Planning Committee for their information.
PROPOSAL REVIEW PROCESS:  
APPEALS

a) An appeal of the Review Committee's recommendations is justified in that the applicant can demonstrate that there was an error or fault in the Request for Proposal (RFP) or Review Process as outlined in the RFP.

b) In the event that an applicant believes that there was an error or fault in the Request for Proposal or Review Process, an applicant can submit, within the time frames outlined in the RFP, a written request for an appeal. This request must be received by the person designated in the RFP within the designated timeframe and state the applicant's grounds for an appeal. Appeals received after the designated time frame will not be heard.

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f) If the request for an appeal was based on the criteria outlined above, and the Appeals Committee believes that there was an infraction in the RFP or Review Process, then the Appeals Committee may call for a new review.

g) Written notice is then sent to the applicant to inform them of the Appeals Committee decision.

h) Upon conclusion of the Appeals Process, staff notifies each applicant in writing of the Review Committee's allocation recommendations.
CPAC: THE COMMUNITY PLANNING & ADVOCACY COUNCIL
APPEALS APPLICATION AND INSTRUCTIONS

Complete this form and submit to CPAC within three (3) days of receiving notification of the Review Committee's decision.

Agency Name: ________________________________

Address: ____________________________________

____________________________________________

____________________________________________

Chief Executive Officer: _________________________ Date: __________

Title of Proposal: ______________________________ Date Submitted: ________

Amount Requested: _____________________________

Clearly state the specific reason(s) for your appeal:
AGREEMENT TO INDEMNIFICATION

By submission of a proposal, the applicant agency acknowledges a Community Review Process administered by CPAC: The Community Planning & Advocacy Council through the YSC will evaluate proposals and make recommendations through CPAC's Board of Trustees, where applicable to the Camden County Board of Freeholders. The Applicant hereby releases and relieves the Camden County Board of Freeholders and the Community Planning and Advocacy Council, their respective officers, agents and/or employees from any liability arising out of, and the Applicant shall indemnify the Camden County Board of Freeholders and the Community Planning and Advocacy Council against any expenses, losses or liabilities which the Camden County Board of Freeholders and/or CPAC may incur in, the exercise and performance of its review and recommendation functions there under.

________________________________________________
Agency (please print)

________________________________________________
Authorized Agency Representative (please print)

________________________________________________
Authorized Agency Representative (signature)

________________________________________________
Title

________________________________________________
Chief Executive Officer

________________________________________________
Date
NOTICE OF INTENT TO APPLY FOR
2017 Youth Services Commission Funds

Name of Agency: ____________________________________________
Contact Person: ____________________________________________
Chief Executive Officer: ______________________________________
Address: __________________________________________________
Telephone: __________________________________________________

I wish to apply for the 2017 Youth Services Commission and have not completed the self-
evaluation process and Team Evaluation under the Management Assistance Program (MAP).
Please arrange for me to receive necessary materials in order to complete the MAP evaluation.

Return this form no later than Wednesday, September 14th 2016 to:

Hilary Colbert, Director of Grant Management
CPAC: The Community Planning & Advocacy Council
2500 McClellan Avenue, Suite 110
Pennsauken, New Jersey 08109

Deadline to submit MAP documentation is, Friday, September 23rd, 2016.
County of Camden
Juvenile Justice Commission

2017 Calendar of Service Days
(Include one calendar for each program component)

Service will be provided as followed: (fill in times)

Program name/component__________________________________________________________

Site Location____________________________________________________________________

Sunday_____________________________
Monday_____________________________
Tuesday_____________________________
Wednesday_________________________
Thursday____________________________
Friday______________________________
Saturday____________________________

Emergency Provisions:______________________________________________________________

________________________________________________________________________________

Holiday Schedule- Service will not be provided on the following:

Occasion Dates
MBE/WBE TRACKING INFORMATION

Definitions:

A Minority Business Enterprise (MBE) is defined in the Camden County Affirmative Action Plan as "a business which is independently owned and operated and is at least 51% owned and controlled by minority group members". Minority group members are defined in the Camden County Affirmative Action Plan as "persons who are Black, Hispanic, Portuguese, Asian-American, American Indian or Alaskan Natives"

A Women Business Enterprise (WBE) is defined in the Camden County Affirmative Action Plan as "a business which is independently owned and operated and is at least 51% owned and controlled by women".

Using the definitions above, please check the following space which best describes your firm:

___ Minority Business Enterprise (MBE)
___ Women Business Enterprise (WBE)
___ Neither

NAME OF FIRM: ______________________________________

ADDRESS:

DATE:
CERTIFICATION OF DEBARMENT

CERTIFICATION REGARDING THE DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, titled Participants’ Responsibilities. The Regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211)

I am _________________________ of the firm _________________________________
(Your Title) (Name of Your Organization)

(Address of Your Organization)

CHOOSE THE FOLLOWING

(     ) A. I hereby certify on behalf of _________________________________ that
          (Name of Your Organization)
          neither it nor its principals are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(     ) B. I am unable to certify to any of the statements set forth in this certification.
          I have attached an explanation to this form.

_________________________________________________________________
(Signature)

____________________________
Type Name & Title

Date:_______________________
INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (USDOL) may pursue available remedies, including suspension and/or debarment.

3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal” “proposal”, and “voluntary excluded”, as used in this clause, have the meanings as set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction unless authorized by the USDOL.

6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participants in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may, but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the USDOL may pursue available remedies, including suspension and/or debarment.

Attachment L
Criteria for Agencies Receiving County Funding

To be eligible for consideration for social services county funding, agencies must:

- Support the Vision of the Camden County Covenant for Children, Youth and Families that all children, youth, and families in Camden County will have the resources, opportunities, and support that they need to reach their greatest potential as safe, responsible, productive and caring members of their families and communities.
- Have received a compliance rating of 75% or above from the Management Assistance Program (MAP) administered by CPAC. The results of the MAP review will be considered by the Review Committee as one factor among many in recommending allocations to the County. Any agency wishing to apply for county funding that have not participated in MAP should schedule a MAP evaluation in time for the Review Committee to be able to consider the results of the evaluation as part of the review process. Map documentation must be kept current.
- Submit an Annual Completeness Package to CPAC.
- Have an accounting system in place and conduct an annual audit. The most recent agency audit must be attached with the agency’s proposal submittal or be on file at CPAC: The Community Planning and Advocacy Council.
- Applicants must practice non-discrimination and applicants must comply with all requirements of New Jersey Law 1975, Chapter 127 regarding affirmative action and when submitting proposal please complete and sign the attached Affirmative Action Questionnaire included as part of the RFP package.
- If a non-profit organization, the applicant must have a volunteer governing body such as a Board of Trustees or Directors. A copy of governing body roster must be attached to proposal, listing members and their affiliations.
- Include the Certification Regarding the Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction form as part of their proposal that states that they are not debarred, suspended, are ineligible or excluded from doing business in the State of New Jersey.
- Provide proof of appropriate insurance with the County and CPAC named as additional named insured on the policy.
- For any agency receiving funding specifically for homelessness or housing related services, the agency must participate in the Homeless Management Information System (HMIS). These agencies must also participate in mandatory and recommended training updates at least twice per year. These agencies must also attend monthly Systems Evaluation Committee meetings at CPAC.
- Designate a staff member to participate in the community review process at least once per year.
- Complete annual monitoring reviews that may consist of a site visit and/or review of random files.
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX. FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at:

http://www.state.nj.us.treasury/purchase/pdf/Chapter25List.pdf

Bidders must review this list prior to completing the below certification. Failure to complete the certification and return it with the RFP will render a bidder's proposal non-responsive and the RFP will be rejected. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

☐ I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012 c. 25, ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

☐ I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN - add additional sheets if necessary.

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing below:

Name of Entity: _______________________________; Relationship to Bidder: _______________________________

Description of Activities:______________________________________________________________________
   ________________________________________________________________________________________

Duration of Engagement: _______________________Anticipated Cessation Date: _______________________

Bidder/Offeror Contact Name: _____________________; Contact Phone: _____________________________

Sign Certification - next page
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

BIDDER: _________________________________

Certification:

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the County of Camden is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County to notify the County in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the County of Camden and that the County at its sole option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): ____________________________________

Signature: _________________________________________

Title: ______________________________________________

Date: ______________________