

February 28, 2022

REQUEST FOR PROPOSAL (RFP)

Dear Community Provider,

Circle of Care for Families and Children of Passaic County (COC) provides care management services to children and youth experiencing emotional, behavioral, developmental, intellectual, and substance use needs, and to their families. As part of our contract with the New Jersey Children's System of Care (CSOC), COC has access to funds designated for one time use by community organizations to promote and develop new, additional, and/or unique resources addressing an unmet or under-served need in Passaic County.

This letter serves as a "Request for Proposals" (RFP) to support the development, enhancement and/or expansion of the availability of community-based resources that reduce risks to child and youth well-being and promote their safety, health, and connections at home and in the community in Passaic County.

A maximum total of \$68,678.46 (less can be applied for) is available to fund one or more projects. This funding is available for the period of July 1st, 2022 – June 30, 2023.

Funding is not intended to purchase services for specific individuals or families, but rather, to support new or existing activities or services through collaboration with community partners.

Projects that address the following needs will be considered, in no specific order (see Rationale and Background for details on need identification):

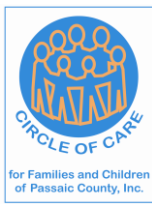
- Prevention programs and community-based mentoring accessible without system (DCPP, CMO, legal) involvement for at risk youth.
- After-school programs that provide recreational, psycho-education and socialization opportunities, through the arts, sports, and other enrichment outlets both for neurotypical youth and youth with developmental disabilities.
- Programming that supports teens in their efforts to transition to adulthood, such as college and career readiness, financial literacy, entrepreneurship.
- Programming that targets the prevention of substance use while engaging both youth and parents

This funding solicitation reflects current needs of youth in Passaic county, as well as youth served by Passaic County's Children's System of Care and the NJ Children's System of Care Community Resource Development (CRD) funding guidelines.

Collaborative applications that maximize the impact of these funds are encouraged as well as projects that include family participation. The overall goal of this RFP is twofold: to develop and/or increase the availability of resources to Passaic County youth and their families; and to increase positive outcomes.

Circle of Care for Families and Children of Passaic County, Inc.

3 Garret Mt. Plaza, Suite 200 Woodland Park, NJ 07424 • Phone 973.942.4588 • Fax 973.942.4688



All awards are contingent on the sufficiency and availability of CSOC funding. Final decisions regarding grant awards will be at the discretion of CSOC.

Only complete proposals that are submitted on time, following indicated format and with all the attachments will be considered. All applications will be reviewed and scored via a panel consisting of COC Community Resource Manager, member(s) of COC Board of Trustees, representatives from COC leadership and staff, and various members of the Passaic County Children's Interagency Coordinating Council (CIACC), including parents.

All proposals shall be submitted using the template form attached, and include the following information and will be evaluated based on the "Rating Scale" included with this announcement;

1. A Needs Statement:

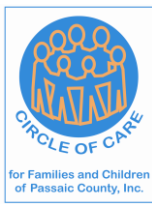
- An explanation/rationale/justification for the proposed activity: a statement of understanding of the needs of Passaic County, that is grounded in Evidence Based Practices (EBPs), promising practices, or best practices, wherever applicable.
- Statement should display an understanding of the needs of youth and families in our community, that are disproportionately impacted by the social determinants of health.
- Knowledge and understanding of the NJ Children's System of Care;
- General and specific knowledge of cultural competencies necessary to be successful in Passaic County

2. Description of Agency and History of Service to Youth and Families:

- Provide a brief overview of the organization, including mission statement, length of existence, current programs, incorporation and tax status.

3. Description of Service(s) to be funded:

- Organizational capability to initiate and sustain current and proposed program, preferably Evidence Based Practices (EBPs), promising practices, or best practices, where applicable (what experience that the organization have in addressing the targeted need).
- Eligibility criteria for targeted population is clearly defined, outlining expected number of youth and/or families to be served.
- Outline of project activities and services to be offered during the funding period and beyond, that show a clear path to how these will address the unmet needs that project has identified and seeks to target.



- Agreement to provide equitable access of the services/supports to all youth and families with the identified needs, and the assurance that the access process will be free from any form of discrimination.
- Hours of operation, staffing needs, and location(s) of program(s) being offered.
- The effective period or term of the service or activity;

4. Anticipated Outcomes

- Clearly defined anticipated deliverables, level of service, methods of measurements and/or outcomes that are reasonable, quantifiable and time-framed.
- Affirmation of required periodic fiscal and/or program reports to demonstrate compliance with the bid requirements.

5. Sustainability Plan

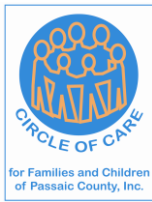
- All projects must demonstrate sustainability after initial funding. Demonstrate that the service is sustainable after the end of the effective term and provide a plan outlining relevant strategies. Please describe how these services will continue into the future, including a growth plan, plans for third party reimbursement and/or client fees, etc.

6. Evaluation Methods

- Clearly defined quality assurance efforts and methods of measurement to gauge progress and show outcomes.
- Awardee(s) must agree to submit quarterly comprehensive reports, documenting a quality assurance effort, program performance reports and expenditure reports that include detailed submission of all documents that substantiate funding use (receipts, time logs, invoices, mileage, etc.)

7. Budget

- Exact amount of funds requested and detailed budget for the expenditure of these funds.
- Costs should be reasonable, provide adequate justification of costs SPECIFIC ONLY to this proposal (i.e. overhead costs of agency or salaries not directly related to project are NOT acceptable).
- Requested funding must be used towards direct services for youth and families, funding is not intended to purchase services or goods for specific individuals or families, but rather, to support new or existing activities or services through collaboration with community partners.



RFP Timeline

Bidders Virtual Conference Call: March 7th 12pm & March 16th 3pm

The meeting(s) will be held virtually. This is an informational meeting where all questions regarding the RFP process will be addressed. Meeting(s) is not mandatory, but attendance is strongly encouraged. Bidders may use these meetings as technical assistance during the RFP writing process. To request link, email pdupton@cocucmo.org

Submission Deadline: 5:00 PM Monday, March 21st, 2022

Proposals received after this deadline will not be considered for funding. The preferred method for submission for the Request for Proposal is a Word or PDF document attachment via email sent to: pdupton@cocucmo.org. To ensure email delivery, please leave a phone message at 973-406-9028 that the proposal was sent.

COC Submission of CRD Funding Recommendation to CSOC: Monday April 18th, 2022

Proposal(s) are anticipated to be recommended to NJ-CSOC based on the approval of the Circle of Care CEO. RFP timelines are subject to change.

Announcement of CRD Funding Award: Wednesday, May 18th, 2022

CSOC will notify COC of approved proposals. Upon approval, COC and awardee(s) will sign MOU supporting CRD award.

Disbursement of funds and program implementation is anticipated for July 1st, 2022.

The program is expected to run for no longer than twelve (12) months, commencing from the actual date of funding.

Please feel free to contact me at 973-406-9028 if you have any questions. Your consideration of this request is greatly appreciated.

Sincerely,

Paulina Dutton, LAC, NCC
Community Relations & Resource Development Director
Circle of Care for Families and Children of Passaic County

cc: Cynthia Heller, LCSW, Circle of Care - CEO

Distribution:

Passaic County Human Service Advisory Council
Passaic Community Provider List
Passaic Youth Service Commission
Passaic CIACC Member List
Passaic CNA Member List
Paterson Alliance (Vibrant Paterson) Member List

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