



**CGS Family Partnership, Inc.**  
**Serving Cumberland, Gloucester, and Salem Counties**

February 28, 2022

**REQUEST FOR PROPOSALS**

Dear Community Provider,

The New Jersey Department of Children and Families (NJDCF) Children's System of Care (CSOC) and CGS Family Partnership, Inc. (CGS) announce the availability of Community Resource Development (CRD) funds. The available CRD funds of **\$68,678.46** (less may be applied for) is contingent on the sufficiency and availability of CSOC funding. Final decisions regarding grant awards will be at the discretion of CSOC.

The NJDCF is a statewide family and child-serving agency, working to assist NJ families in becoming or remaining safe, healthy, and connected. CGS is the care management organization (CMO) which provides care coordination services to children and youth experiencing emotional, behavioral, developmental, intellectual, and substance use needs, and their families in Cumberland, Gloucester, and Salem Counties. CGS is committed to ensuring wraparound services have the best chance to succeed in our counties.

**This letter serves as a "Request for Proposals" (RFP) to develop and/or increase the availability of community-based resources in Cumberland, Gloucester, and Salem Counties for youth experiencing emotional, behavioral, developmental, intellectual, and/or substance use needs, and their families.**

The CRD funds are designated solely for the purpose of developing or expanding existing sustainable community resources or services based on the unmet needs of youth and families in Cumberland, Gloucester, or Salem Counties. CRD funds cannot be used to purchase land, buildings, vehicles, and equipment.



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**Proposals Submission Timeline for FY 2023**

**Virtual Bidder's Q&A Meeting: 10:00 AM, Tuesday, March 8, 2022**

This sole meeting will be held virtually. During this informational meeting, CGS Family Partnership's Community Resource Department (CRD) will answer any questions regarding the RFP purpose and timeline. Bidders who would like to attend can request the meeting Zoom link from CGS Director of Community Resources James Sampson at [jsampson@cgscmo.org](mailto:jsampson@cgscmo.org). Attendance is optional.

**Proposals Submission Deadline: 5:00 PM, Friday March 25, 2022**

CRD will not accept any RFPs after the submission deadline. The preferred method for submission of the RFP is a Word or PDF document attached via email sent to [jsampson@cgscmo.org](mailto:jsampson@cgscmo.org) and copy Community Resource Manager Ronald Hudak at [rhudak@cgscmo.org](mailto:rhudak@cgscmo.org). CRD will also accept RFPs through the United States Postal Service, and same day delivery services, before the 5 PM deadline.

**CGS Submission of CRD Funding Recommendation to CSOC: April 18, 2022**

CRD will submit the chosen RFP or RFPs to the Children's System of Care (CSOC) for review and approval.

**CSOC Funding Approval Date: May 18, 2022**

CSOC will issue its CRD Funding Approval to CGS.

**CGS Award Notification for Chosen Proposals: May 18, 2022**

CRD will notify CRD funds awardee by phone and send an official email to the awarded entity May 18, 2022.

**Disbursement of CRD funds and Program Implementation: July 1, 2022**

Upon disbursement of funds, NJDCF and CGS expect the new or expanded program to serve children and/or families for one year with CRD fund, but continue the new or expanded program on with a sustainable funding source.



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A maximum total of **\$68,678.46** is available to fund one or more projects. Awardee (s) will use the funds to expand or create a resource (s) available to youth, and their families, in Cumberland, Gloucester, and Salem Counties who experience emotional, behavioral, developmental, intellectual, and substance abuse challenges. Data sources are numbered 1-10. Links to the full documents are in Appendix III. **All types of projects that result in the expansion or creation of community-based resources will be considered.** Below are needs identified in the counties data as priorities:

**Cumberland County (1)**

- Housing (1)
  - Lack of affordable housing
  - Long wait lists with no service centers in high need areas
  - Policy exclusions for tenants, especially residents with criminal backgrounds
  - Lack of awareness of housing services
  - Chronic health conditions and substance abuse disorders create barriers
  
- Community Safety (1)
  - Mistrust between the community and law enforcement
  - Lack of resources and opportunities for youth to earn money legally
  - Lack of pro social activities in public housing and high crime areas
  
- Behavioral Health Services for Adults (8)
  - Long waiting lists for services.
  - More services offered after 5p.m.
  - Lack of awareness of services
  - No all-inclusive mental health center to address access and lack of transportation to services.
  
- Behavioral Health Services for Children (8,10)
  - Lack of mental and behavioral health services
  - Poor awareness of available services.
  - Education on Adverse Childhood Experiences (ACEs) for school professionals, students, and community (10)
  - Stigma for seeking help



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**Gloucester County (2)**

- Housing (2,5)
  - Limited housing for transition age youth, people with intellectual and disabilities (I/DD) and senior citizens
  - Lack of affordable housing options
  - Increase awareness of available housing services
  
- Health care (2)
  - No service in rural communities
  - No transportation out of rural areas
  - Lack of awareness of available services
  - Cultural barriers/ lack of cultural competency
  - Lack of variety in services
  
- Behavioral/Mental Health Services Adults (2)
  - Long wait lists
  - Lack of transportation
  - Unaware of available services.
  - Stigma attached to seeking help
  - Professional navigator to help navigate the confusing system
  - Spanish speaking clinicians for adult services
  - Lack of cultural competency
  
- Behavioral/Mental Health Services for Children (8,10)
  - Lack of awareness
  - Transportation to available services
  - Long wait lists
  - Stigma attached to seeking help
  - Intellectual/Developmental Disabilities (I/DD) eligibility process is lengthy and challenging with no navigator to help families complete the application
  - Self-hired respite (10)
  - Spanish speaking clinicians for children's services
  - Education on Adverse Childhood Experiences (ACEs) for school professionals, students, and community (10)



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**Salem County (3)**

- Employment and Career Service
  - Services do not exist
  - Lack of Transportation
  - Lack of awareness of services
  - No variety of services (One size fits all)
  - Cultural and language barriers
  
- Housing (3)
  - Long wait lists
  - Transportation
  - Unaffordable
  - Lack of awareness of service
  - Limited housing options
  
- Behavioral Health/Mental Health Services for Adults
  - Lack of service providers in the community
  - Lack of awareness of services
  - Limited hours to access available services
  - Limited public transportation options
  - Spanish speaking clinicians for adult services
  
- Transportation
  - Limited personal and public transportation
  
- Domestic Violence Services (3,4)
  - Lack of awareness of services
  - Stigma which leads to avoidance of services
  - Transportation to services

This funding solicitation reflects current needs of youth in Cumberland, Gloucester and Salem Counties as well as youth served by these counties Local Systems of Care and the NJ Children's System of Care Community Resource Development (CRD) funding guidelines.

**Collaborative and innovative resource ideas which maximize the impact of these limited 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 youth and their families; and to increase positive outcomes for youth, and their families,**



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experiencing emotional, behavioral, developmental, intellectual, and substance use needs in Cumberland, Gloucester, and Salem Counties.

**RFP Timeline**

***Virtual Bidders Meeting: 10:00 am Tuesday, March 8, 2022***

This sole meeting will be held virtually. During this informational meeting CRD will answer any questions regarding the RFP purpose and deadlines. The meeting is not mandatory, but attendance is strongly encouraged.

***Proposal Submission Deadline: 5:00 PM Friday, March 25, 2022***

Proposals received after this deadline will not be considered for funding. All proposals shall include the information listed in ***Appendix I – 2023 CGS Family Partnership, Inc. Community Resource Development Funds Application*** and will be evaluated based on the ***Appendix II - Community Resource Development Funds Request for Proposals Rating Scale***. Incomplete proposals 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: [jsampson@cgscmo.org](mailto:jsampson@cgscmo.org) copy [rhudak@cgscmo.org](mailto:rhudak@cgscmo.org). Please leave a phone message at 856.341.6453 to confirm your proposal was sent.

***Proposal(s) will be recommended to NJ-CSOC by Monday, April 18, 2022.***

***CSOC will notify CGS of the CRDF approval on May 18, 2022, and CGS will notify awardees.***

***Disbursal of funds and program implementation is anticipated for July 1, 2022.***

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

*\*RFP timelines are subject to change.*

Please feel free to contact me at 856.341.6453 if you have any questions regarding the deadline. Thank you so much for your consideration and efforts to improve the lives of our most vulnerable youth and families.

Sincerely,

James Sampson  
Director of Community Resources  
CGS Family Partnership, Inc.



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**RFP Distribution:**

- CSOC Leadership
- CIACC Member List in Cumberland, Gloucester, and Salem Counties
- Youth Services Commission in Cumberland, Gloucester, and Salem Counties
- Human Services Advisory Council in Cumberland, Gloucester, and Salem Counties
- CGS Community Provider List
- Special Education Directors in Cumberland, Gloucester, and Salem Counties
- CGS Board of Directors
- Posted on: [www.cgscmo.org](http://www.cgscmo.org)
- Posted on: [www.cgsresourcenet.org](http://www.cgsresourcenet.org)



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**Appendix I – 2022 CGS Family Partnership, Inc. Community Resource Development Funds Application**

Legal Name of Organization:

Date of RFP:

Mailing Address:

Contact:

Telephone:

Fax:

Email:

Address and Phone *(if different from above)*

**1. Organizational Overview and History:**

Organizational capability to initiate and sustain current and proposed programs, preferably Evidence Based Practices (EBPs), promising practices, or best practices, where applicable. (Mission, Time in existence, current programs)

**2. Needs Statement:**

- Understanding needs of youth in Cumberland, Gloucester, and Salem Counties with emotional, behavioral, developmental, intellectual, and substance use needs especially regarding Medicaid and Evidence Based Practices (EBPs), promising practices, or best practices, where applicable.
- Understanding of referral needs for all NJ Children’s System of Care Partners.
- General and specific knowledge of cultural competencies necessary to be successful in Cumberland, Gloucester, and Salem Counties.

**\*\* Important - Please cite data sources. Data sources referenced in this RFP and recommended data sources are listed in Appendix 1. Data sources are not limited to those listed in Appendix III. Bidder may provide additional credible data sources \*\***





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

- Specific implementation plan, informed by a qualified purveyor of that best practice, promising practice, or evidence-based practice, particularly around fidelity to the model when applicable.
- Activities and services to be provided during the funding period, and those to commence beyond the funding period.
- Background, qualifications, and justification of organization to provide work as part of this proposal.
- Agreement to serve Medicaid-eligible youth and their families.
- Agreement to serve all eligible NJ Children's System of Care youth (No eject - No reject).
- The effective period or term of the service or activity.

**4. Anticipated Outcomes:**

- 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, including any plans for third party reimbursement, funding, and/or client fees.
  - Defined anticipated quantifiable deliverables, level of service, and/or outcomes.
  - Affirmation of required periodic fiscal and or program reports to demonstrate compliance with the bid requirements.

**5. Evaluation Methods**

- Evaluation of practice or program adherence/fidelity/effectiveness and participation in ongoing outcomes research, if applicable, to the practice or program proposed.
- Documentation of a quality assurance effort and outcomes monitoring plan.

**6. Budget**

- ✓ Exact amount of funds requested and detailed budget for the expenditure of these funds.

**7. Sustainability**

- ✓ Does the proposal demonstrate a clear path to sustainability for the expanded or new service or program?

*Note: There may be further information required before a cooperative agreement can be executed. All awards are contingent on the sufficiency and availability of state funding.*

Completed proposals are due: **Friday, March 25, 2022 by 5pm.**

*No proposal will be accepted after Friday, March 25, 2022. Incomplete proposals will not be considered for funding.*



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**Appendix II - Community Resource Development Funds Request for Proposals Rating Scale**

**Organizational Overview and History - 10 points**

- Does the agency or program have the ability to provide services to youth and families who are experiencing emotional, behavioral, developmental, intellectual, or substance use needs? Is the agency duly prepared to operate the service or program element for which funding is applied?

**Needs Statement - 20 points**

- Are the needs of the community which this proposal aims to address well-articulated and based on reliable sources of information and data?
- Do the needs cited in the proposal coincide with the criteria for usage of funds targeted to agencies serving youth and families experiencing serious emotional, behavioral, developmental, intellectual, or substance use needs?
- **Does the need statement address the development of new services where service expansion is necessary because services cannot be secured through an existing agency; or, service availability is non-existent?**
- Do the needs cited in the proposal coincide with service need priorities identified by local planning bodies?
- Demonstrates understanding that services should be made available (No Eject-No Reject policy) for all eligible NJ Children's System of Care youth/families.
- Demonstrates knowledge of cultural considerations necessary to be successful in Cumberland, Gloucester, and/or Salem Counties.

**Description of Service (s) to be funded - 20 points**

- Is the target population and number of youth and families to be served identified?
- Describe program components and how they differ from existing programs. Is the description of the service(s) or program element well-articulated, reasonably attainable and based on best practice models?
- What are the staffing considerations? Does the proposal articulate the staffing structure of the proposed program or service?
- Is value to the community and inclusivity articulated?
- What is the implementation plan and schedule? Is there a clear plan on how to implement and start/expand the program? Include effective period or term of the service or activity.
- Embodiment of CSOC values including No eject - No reject policy and an agreement to serve Medicaid-eligible youth and their families, all eligible youth in Cumberland, Gloucester and Salem Counties.



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**Program Evaluation Methods and Outcome Indicators - 15 points**

- Are the anticipated outcomes quantifiable deliverables, level of service, and/or outcomes realistic, measurable, observable, and verifiable?
- Are the outcomes and methods of evaluation relevant to the need(s) that the program aims to address and the services to be provided?
- Does the project demonstrate sustainability after initial funding?
- Does the proposal describe how services will be evaluated, including how activity will be monitored and accountability will be assured?
- Is there adequate description of administration and programmatic and fiscal oversight of the program or service?
- Does the proposal acknowledge the obligation to provide reports of activity to CGS Family Partnership, Inc.?
- Documentation of a quality assurance effort and outcomes monitoring plan.
- Affirmation of required periodic fiscal and or program reports to demonstrate compliance with the bid requirements.

**Program Budget - 20 points**

- Is a complete and clear budget included?
- Is the budget reasonable based on established rates for services and the amount of funds available?
- Does the budget account for all staff, supplies, and services included in the description of service(s) or program element to be funded (either through fund request or match by other funding source)?
- Are other funding sources cited viable to be applied as a match to community resource development funds?
- Is the service for which funding is requested clearly a new service/program element or expansion of services/programs not otherwise funded by another source?

**Sustainability 15 points**

- ✓ Does the proposal demonstrate a clear path to sustainability for the expanded or new service or program after the period of Community Resource Development Funding?



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**Appendix III - Data Sources**

1. Cumberland County HSAC Needs Assessment 2020 -  
[CumberlandCountyHSACNeedsAssessmentReport2020.pdf \(nj.gov\)](#)
2. Gloucester County HSAC Needs Assessment  
[Gloucester County Needs Assessment Report 2020.pdf \(nj.gov\)](#)
3. Salem County HSAC Needs Assessment  
[Salem County Needs Assessment Report 2020.pdf \(nj.gov\)](#)
4. DCF Commissioner's Dashboard: <https://www.nj.gov/dcf/childdata/continuous/index.html>
5. DCP&P Dashboard: [DCF Needs Assessment 2018 \(nj.gov\)](#)
6. DCF Rutgers Data Hub and Portal: <https://njchilddata.rutgers.edu/>
7. NJ DOH COVID Data Dashboard: [New Jersey COVID-19 Data Dashboard \(nj.gov\)](#)
8. DCF Adverse Childhood Experiences: [DCF | Adverse Childhood Experiences \(ACEs\) \(nj.gov\)](#)
9. Kids Count: [New Jersey Kids Count 2020 | Advocates for Children of New Jersey \(acnj.org\)](#)
10. CIACC Dashboards: <https://www.nj.gov/dcf/childdata/interagency/index.html>

Additional data sources:

- Department of Mental Health and Addiction Services: [Department of Human Services | Statistical Reports \(nj.gov\)](#)
- DCF HSAC Needs Assessment: [DCF | DCF/HSAC County Needs Assessment \(nj.gov\)](#)