



REQUEST FOR QUALIFICATIONS

FOR

Community Engagement and Facilitation Support Vendor Pool

Publication Date: September 2, 2026

Questions Due: September 24, 2026

AOR Form Due: October 7, 2026

Response Deadline: October 14, 2026 by 12:00 NOON

**There will be a non-mandatory virtual conference
on September 22, 2026 at 1:30 P.M.**

The link for the conference is:

<https://www.zoomgov.com/j/1658632819>

Joesph E. Ribsam Jr.

Acting Commissioner

The Department of Children and Families (DCF) is the agency dedicated to ensuring all New Jersey residents are safe, healthy, and connected. To that end, DCF announces to potential respondents its intention to award a new contract.

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Section I - General Information

A. Summary Program Description:

The New Jersey Department of Children and Families (DCF), Division of Family and Community Partnerships (FCP), Office of Family Support Services (OFSS), announces its intent to establish a qualified vendor pool of providers with experience delivering supplemental workshop facilitation support, training support, coaching, and continuous quality improvement support to DCF contracted service providers.

Respondents who become qualified through this RFQ process will be included on DCF's List of Qualified Technical Assistance Providers (QTAP). This list will be maintained by DCF and will be located on the DCF Website. The list will be valid for three years. QTAPs may also be removed from the list subject to failure of the provider to meet the conditions specific within the RFQ.

This RFQ is intended to identify providers that can help strengthen the ability of DCF-funded programs to plan, facilitate, and improve group-based services, trainings, workshops, and other structured program activities. These supports may be used by providers operating programs such as Family Success Centers, Kinship Navigator Program providers, School Based Youth Services Programs, NJ4S and other DCF-approved programs.

DCF is seeking to establish a list of QTAPs with experience and/or expertise in:

- Workshop facilitation, delivery of evidence-based programs and participant engagement;
- Communication strategies, presentation skills, and audience engagement;
- Coaching provider staff to facilitate structured workshops, trainings, group sessions, or learning activities with youth, parents/caregivers, families, school staff, or community participants;
- Supporting provider staff in managing group dynamics, encouraging participation, and adapting facilitation style to different audiences;
- Training or coaching related to adult learning, experiential learning, role play, modeling, practice sessions, and feedback;
- Development of facilitation tools, practice guides, job aids, templates, or other materials that support provider staff in delivering approved workshops, trainings, or group-based activities;
- CQI skill-building related to using data, feedback, and reflection to strengthen facilitation, engagement, workshop delivery, and participant experience;

- Trauma-informed, culturally responsive, developmentally appropriate, and inclusive facilitation practices; and
- Delivery of supplemental technical assistance in person, virtually, or through blended formats.

Qualified providers are not intended to replace DCF's role in program oversight, contract monitoring, policy direction, required technical assistance, data review, or approval of program models, curricula, or service expectations. Qualified providers are not awarded a DCF contract from this RFQ. Any support provided through the qualified vendor pool must align with applicable DCF program requirements and the scope approved by the DCF contracted service provider engaging the qualified vendor for services.

Provider Context

DCF funds a range of prevention, family support, school-based, and community-based programs that serve children, youth, parents/caregivers, kinship families, schools, and communities across New Jersey. These programs often deliver group-based services, workshops, trainings, community sessions, school-based activities, parent/caregiver engagement activities, and other structured supports.

Across programs, providers may need additional support to strengthen facilitation, engagement, communication, implementation, and continuous quality improvement practices. DCF's service providers may utilize the QTAP list when they need specialized support in these areas.

Supports may be provided to program leadership, supervisors, direct service staff, facilitators, trainers, outreach staff, prevention staff, or other staff identified by the DCF contracted service provider.

B. Funding Information:

No funding is directly associated with this RFQ. This solicitation will **not** result in a contract with DCF.

DCF makes no representation regarding the volume of activity that a provider may expect as a consequence of becoming a QTAP through this RFQ. There is no guarantee that the services will be accessed.

C. Pre-Response Submission Information:

Virtual Conference

There will be a non-mandatory virtual conference for all respondents held on September 22, 2026 at 1:30 P.M.

Join ZoomGov Meeting

<https://www.zoomgov.com/j/1658632819>

Meeting ID: 165 863 2819

One tap mobile

+16692545252,,1658632819# US (San Jose)

+16469641167,,1658632819# US (US Spanish Line)

Dial by your location

- +1 669 254 5252 US (San Jose)
- +1 646 964 1167 US (US Spanish Line)
- +1 646 828 7666 US (New York)
- +1 669 216 1590 US (San Jose)
- +1 415 449 4000 US (US Spanish Line)
- +1 551 285 1373 US (New Jersey)

Meeting ID: 165 863 2819

Find your local number: <https://www.zoomgov.com/u/acq5iH5pwz>

Join by SIP

- [1658632819@sip.zoomgov.com](https://www.zoomgov.com/j/1658632819@sip.zoomgov.com)

Join by H.323

- 166.108.98.42 (US West)
- 166.108.66.42 (US East)

Meeting ID: 165 863 2819

Questions

Respondents may not contact DCF in person or by telephone concerning this RFQ. Questions may be submitted in advance of the response deadline via email to DCF.ASKRFP@dcf.nj.gov.

Technical inquiries about forms, documents, and format may be submitted at any time prior to the response deadline, but **questions about the content of the RFQ must be submitted by 12 P.M. on September 24, 2026.**

Questions should be asked in consecutive order, from beginning to end, following the organization of the RFQ and each question should reference the page number and section number to which it relates. All inquiries submitted should reference the program name appearing on the first page of this RFQ.

Written inquiries will be answered and posted on the DCF website as a written addendum to this RFQ at: <https://nj.gov/dcf/providers/notices/requests/>

D. Response Submission Instructions:

All responses must be delivered **ONLINE by 12:00 P.M. on October 14, 2026**. Responses received after this deadline will not be considered.

To submit online, respondent must first complete an Authorized Organization Representative (AOR) registration form found at [AOR.pdf \(nj.gov\)](#) and send it to DCF.ASKRFP@dcf.nj.gov no later than five business days before the response due date. AOR registration forms received after close of business **Wednesday, October 7, 2026**, may not be processed in time for the response due date.

AOR registration forms must be signed and dated by the Chief Executive Officer or designated alternate and sent to DCF.ASKRFP@dcf.nj.gov. Only one AOR registration form is required, even if the respondent intends to file multiple responses. The respondent is required to enter each location to be served on the AOR registration form.

Upon receipt of the completed AOR registration form, DCF will grant the respondent permission to proceed and provide instructions for the submission of the response(s) electronically. DCF recommends emailing your AOR registration forms as soon as you know you will be filing a response to allow time to report to DCF any technical difficulties you may encounter and resolve them.

E. Respondent Eligibility Requirements:

Respondents that have State or Federal grants or contracts must be compliant with all their terms and conditions and in good standing as grantees and contractors.

Respondents must not be suspended, terminated, or barred for deficiencies in the performance of any grant or contract award, and if applicable, all past issues must be resolved as demonstrated by written documentation.

DCF may disqualify and/or decline to forward for the review of the Evaluation Committee a response from those under a corrective action plan or performance improvement plan in process with DCF or any other New Jersey State agency or authority.

Where required, all respondents must hold current State licenses.

Respondents must have a governing body that provides oversight as is legally required in accordance with how the entity was formed, such as a board of directors for corporations, or the managing partners of a Limited Liability Corporation

(LLC)/Partnership, or the members of the responsible governing body of a county or municipality.

Respondents must have the capability to uphold all administrative and operating standards as outlined in this RFQ.

Respondents must be business entities that are duly registered to conduct business within the State of New Jersey, for profit or non-profit corporations, partnerships, limited liability companies, etc. or institutions of higher education located within the State of New Jersey.

F. Required PDF Content of the Response:

In response to this RFQ, you are required to submit three separate PDF documents labeled as follows:

- **PDF 1:** Signed Statement of Acceptance,
- **PDF 2:** Narrative Response to Questions, and
- **PDF 3:** Documents Requested to be Submitted with This Response.

Section II - Program/Services Description and Statement of Acceptance

A. Required PDF Content of the Response

When answering the questions in Section III, respondents should describe their ability to provide technical assistance in one or more of the following areas:

☐

TA Area	Examples of Support
Workshop Facilitation and Participant Engagement	Coaching staff on workshop facilitation, group engagement, conversational skills, presentation techniques, managing group dynamics, and encouraging meaningful participation from youth, parents/caregivers, families, school staff, or community participants.
Communication and Skill-Building	Supporting staff in clearly communicating program purpose, services, expectations, and available supports to participants, families, schools, and community partners. This may include coaching on plain language, audience awareness, presentation style, and responsive communication.
Implementation Support	Helping programs apply practice expectations, tools, frameworks, or program models in real-world settings. This may include supporting program planning, staff readiness, structured implementation, and consistent use of approved materials or practices.

Continuous Quality Improvement	Coaching staff on CQI practices, including reviewing data, identifying service or participation trends, understanding barriers, using participant feedback, identifying service gaps, and making practical improvements to outreach, facilitation, or service delivery.
Training Support and Adult Learning	Developing or delivering training sessions, practice sessions, role plays, coaching calls, peer learning opportunities, observation and feedback sessions, job aids, templates, or tools that help staff apply learning in their day-to-day work.
Trauma-Informed and Culturally Responsive Facilitation	Supporting staff in delivering workshops, trainings, and group activities in ways that are trauma-informed, culturally responsive, inclusive, developmentally appropriate, and responsive to the needs of diverse participants and communities.

Methods of TA Delivery

Technical assistance may be provided in person, virtually, or through blended formats. Examples include, but are not limited to:

- Workshops or training sessions;
- Coaching or consultation calls;
- Facilitated practice sessions or role plays;
- Modeling or shadowing with feedback;
- Peer-learning cohorts or communities of practice;
- Observation and feedback sessions;
- CQI coaching sessions;
- Development of job aids, templates, facilitation guides, or other tools; and
- Follow-up support to help staff apply learning in practice.

Respondents should describe how they tailor technical assistance to different program types, staff roles, audiences, and settings, including school-based, community-based, family support, and prevention-focused programs.

Target Audiences for TA

Respondents should be able to support staff of DCF contracted service provider providers, which may include:

- Program directors and assistant directors;
- Supervisors and managers;
- Direct service staff;
- Prevention, outreach, engagement, or facilitation staff;
- Training or workshop facilitators;
- Clinical or support staff, where applicable to the program model;
- Administrative or data staff involved in implementation or reporting; and
- Other program staff identified by the DCF contracted service provider.

B. Signature/Statement of Acceptance:

With your proposal, you must submit a signed statement of acceptance as a single pdf document. This will be the first submission in your response packet and must be labeled as: PDF 1.

By my signature below, I hereby certify that I have read, understand, accept, and will comply with all the terms and conditions of providing services described in this RFQ, the associated response, and any referenced documents. I understand that the failure to meet the conditions specified within this RFQ is a basis for removal from the QTAP list. I have the necessary authority to execute this agreement between my organization and DCF.

Name:

Signature:

Title:

Date:

Organization:

Federal ID No.:

Charitable Registration No.:

Unique Entity ID #:

Contact Person:

Title:

Phone:

Email:

Mailing Address:

Section III A: Questions

Your responses to these questions will be the second pdf submission in your response packet and must be labeled as: PDF 2:

DCF requests narrative responses to the following 19 specific questions. If a question is not applicable, please respond with N/A and provide a thorough explanation of why it is not applicable. There is a five-page limitation for this narrative section of the response. The five-page narrative should be double-spaced with margins of one inch on the top and bottom and one inch on the left and right. The font shall be no smaller than 12 points in Arial or Times New Roman.

Please include the question numbers in your narrative. Your responses to these questions will be the second pdf submission in your response packet and must be labeled as: PDF 2.

Each question is worth a maximum of three points for a maximum total score of fifty-seven points.

Strong responses will be clear, specific, and relevant, and be supported by concrete examples, tools, methods, or outcomes connected to the question. Responses to questions may be supported by documents included in Section IIIB below.

Experience and Capacity

1. Describe your organization's experience providing TA on communication/facilitation skills, implementation science and CQI.
2. Describe your capacity to support multiple project sites (hubs) that might be located regionally/statewide.
3. Introduce the team members who will be working on this project. Provide brief bios highlighting their expertise and relevant experience.
4. Provide examples of training modules or curricula you have developed and implemented.

Approach and Methods

5. Explain your CQI framework and how it supports program fidelity.
6. How do you integrate trauma-informed and culturally responsive practices in TA delivery?
7. What methods do you use to measure the impact of TA. What metrics or evaluation tools do you employ? (e.g., pre/post assessments, application rate, CQI outcomes)?
8. Describe how you have used community or program data to understand needs and inform decisions.

9. Describe your TA delivery model, including preferred formats, and how you ensure consistent application of learning across teams.
10. Explain how you manage project timelines and ensure quality control.
11. Detail the tools, software, and resources you will use to complete the work requested.
12. How do you incorporate interactive and experiential learning techniques into your training programs?
13. Share any innovative training methods you have used to enhance participant engagement and learning outcomes.
14. Provide examples of how you have assessed the effectiveness of your training and its impact on community and school outcomes.
15. Describe your approach to adapting training programs to meet the specific needs of different communities and schools.
16. Share examples of how you have modified your training in response to feedback or changing circumstances.

Collaboration and Cultural Competence

17. Describe examples of how you have addressed diverse needs and backgrounds in your training sessions.

Sustainability and Follow-up

18. How do you ensure the sustainability of the training impact over time? What follow-up support or resources do you provide to trainees?
19. Describe any strategies you use to encourage continued learning and application of training concepts in the field.

Section III B - Documents Requested to be Submitted with This Response

These documents will be the third pdf submission in your response packet and must be labeled as: PDF 3.

1) Previous Work Samples

Please provide samples of your previous work that are similar to the scope of this project. This may include, but is not limited to:

- a. Project descriptions,
- b. Client testimonials or references,
- c. Case studies or detailed reports,
- d. Past training materials developed, e.g.,
 - i. Lesson plans,
 - ii. Handouts,

- iii. Presentation slides, or
- iv. Video recordings of training sessions, if available.

2) Online portfolio

If an online portfolio is available, please include links to or screenshots of relevant online content.

3) Past Conference Presentations and Workshops

Have you or your team presented at any conferences or workshops relevant to this RFQ in the past? If so, please provide details, including:

- a. The name of the conference or workshop,
- b. The title of your presentation or workshop,
- c. A brief summary of the content covered,
- d. Any materials (slides, handouts, videos) you can share from these presentations, and
- e. Feedback or testimonials received from attendees, if available.

4) Corrective action plans, performance improvement plans, or reviews in process or completed by DCF (inclusive of DCF Licensing, Divisions and Offices) or other State entities within the last two (2) years.

If applicable, a copy of the corrective action plan or performance improvement plan should be provided and any other pertinent information that will explain or clarify the respondent's current position under the corrective action plan and remedial measures implemented.

If not applicable, the respondent should complete, sign, date, and submit the Statement of Non-Applicability Regarding Corrective Action or Performance Improvement Plan.

Form: [Statement of Non-Applicability Regarding CAP or PIP](#)

DCF may consider all materials in our records concerning audits, reviews, performance improvement, or corrective action plans as part of the review process. DCF may disqualify and/or decline to forward for the review of the Evaluation Committee responses from those under corrective action plans or performance improvement plans in process with DCF or any other New Jersey state agency or authority.

5) Certification Regarding Debarment

Form: <https://www.nj.gov/dcf/documents/contract/forms/Cert.Debarment.pdf>

6) Disclosure of Investigations & Other Actions Involving Respondent

Form:

<https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestigations.pdf>

- 7) **System for Award Management (SAM)** - Submit a printout showing the Unique Entity Identification Number, active status, and the expiration date. Available free of charge.
Website: <https://sam.gov/content/home>
Helpline: 1-866-606-8220
- 8) **Organizational Chart of Respondent** - Ensure chart includes the agency name, current date, and the allocation of personnel among each of the agency's DCF programs with their position titles and names.
- 9) **Trauma Informed Practices** - Submit written policies describing the incorporation of these practices into your provision of services. See [Office of Resilience](#) for guidance and tools on trauma informed practices.
- 10) **Three Letters of Support** from community organizations with which you already partner specific to the provisions of services under this RFQ. Letters from family members of individuals receiving services and New Jersey State employees are prohibited. Please include telephone numbers and e-mail for all references so they may be contacted directly.

Section V - Response Screening and Review Process

A. Response Screening for Eligibility, Conformity, and Completeness:

DCF will conduct a preliminary review of each response to determine whether it is eligible for evaluation or immediate rejection in accordance with the following criteria:

- 1) The response was received prior to the stated deadline.
- 2) The Statement of Acceptance is signed by the person with the necessary authority to execute the agreement.
- 3) The response is complete in its entirety, including all documents requested to be submitted in support of the response listed. If any of these documents are missing from the response, DCF may provide an email notice to the respondent after the response is submitted. Respondents will have up to five (5) business days after notice from DCF to provide the missing documentation. If the documents are not then timely submitted in response to that notice, the response may be rejected as non-responsive.
- 4) The response conforms to the specifications set forth in the RFQ.

Failure to meet the criteria outlined above constitutes grounds for rejection of the response.

Responses meeting the initial screening requirements of the RFQ will be distributed to the Evaluation Committee for its review and recommendations.

B. Response Review Process

DCF convenes an Evaluation Committee in accordance with existing policy to review all responses. All voting and advisory reviewers complete a conflict-of-interest form. Those individuals with conflicts or with the appearance of a conflict are disqualified from participation in the review process. The voting members of the Evaluation Committee will review responses, deliberate as a group, and recommend final decisions for inclusion on the QTAP list.

DCF reserves the right to reject any response when circumstances indicate that it is in its best interest to do so. DCF's best interests in this context include, but are not limited to, inability of the respondent to provide adequate services, applicant's lack of good standing with a State Department, and an indication or allegation of misrepresentation of information or non-compliance with any State contracts, policies and procedures, or State or Federal laws and regulations.

A response to this RFQ may result in the qualification of the respondent if the Evaluation Committee concludes the respondent has demonstrated the experience, capacity, approach, and qualifications needed to provide supplemental technical assistance, workshop facilitation support, training support, coaching, and CQI skill-building support to DCF-funded service providers.

In order to be qualified and added to the QTAP list a respondent must provide clear, specific, and relevant answers to the questions in Section III A of this RFQ, supported by descriptions or attachments of concrete examples, tools, methods, or outcomes connected to the question.

All respondents will be notified in writing of DCF's intent to qualify a respondent.

C. Appeals

An appeal of a determination to reject a response as incomplete or unresponsive may be considered only to dispute whether the facts of a particular case are sufficient to meet the requirements for rejection and not to dispute the existence of any of the requirements.

An appeal of a determination not to qualify a respondent may be considered only if it is alleged that DCF has violated a statutory or regulatory provision in its review and evaluation process.

Pursuant to DCF policy P1.08, such appeals must be submitted in writing within ten (10) business days following the date on the Notice of Disqualification or Notice of Regret letter by emailing it to DCF.AHUAppeals@dcf.nj.gov and/or mailing it to:

Department of Children and Families
Office of Legal Affairs
Contract Appeals
50 East State Street 4th Floor
Trenton NJ 08625