

COUNTY OF BERGEN
Department of Human Services
Planning and Contract Administration
REQUEST FOR PROPOSALS No. BC-RFP-26-018

Protective Services for Children & Families and Older Adults

Proposal Guidelines

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Goal

The goal of this Request for Proposals (RFP) is to ensure that Bergen County residents have access to basic and core essential services, including but not limited to protective services for those at risk of abuse and neglect, and adult day care for frail elderly and disabled residents.

Target Population

The targeted populations are Bergen County residents who are:

- Children and families that have been affected by abuse and/or neglect;
- Survivors of sexual assault/harassment;
- Adults age 60 and over

Solicited Services

Protective Services for Children and Families:

- Psychological evaluations for children including custody and parent visitation issues at Family Court
- Psychological services for children who demonstrate developmental behaviors of concern
- Mentoring children and families that have been affected by abuse and/or neglect
- Domestic violence counseling and sheltering
- Crisis care and support to those affected by sexual victimization

Adult Services:

- Care management and counseling services to older adults
- Social and medical adult day care

Available Funds

Approximately \$450,000.00 is available through this RFP for the contract period of January 1, 2027 to December 31, 2027.

Note: Funds cannot be used to supplant, replace, or “free up” other funding sources for existing programs and services.

Budget Instructions and Forms

The budget form is available for download on the portal at www.bergenbids.com.

The budget reflects the financial plan for the program. Prepare a twelve (12) month budget. Round up to the nearest dollar throughout the budget.

Any existing program seeking supplemental funding should provide a clear separation of funds with a full program budget. All funding sources supporting the program should be shown.

The Budget Summary (page 1) provides a clear overview of the itemized expenses listed in the budget.

The “Program Total” column is the total program budget and is the sum of all columns.

Column 1 is the program costs that are being requested through this RFP.

Subsequent columns should document all other sources of funds supporting the program. (For example, agency contribution, additional grant funding, other revenue, etc.). If the funds being requested through this RFP are the only funds supporting the program, no costs will be reflected in this column.

The “Justification” column on pages 4 through 7 is for indicating the calculations/documentation used to determine the costs associated with the requested funds.

The “Net Cost” line in column 1 equals the amount of the request.

All costs in the subsequent columns, if any, must be offset by revenue on page 8.

The budget is comprised of both Budget Categories and Budget Line Items.

Budget Categories are the major classifications of expenses and are defined as follows:

A. Personnel

Total salary and wages of all full-time or part-time employees who are direct service staff and front line supervisors, plus all supplementary compensation and benefits (for example, FICA, SUI, medical, etc.).

B. Consultants/Professional Fees/Trainings

Costs of services rendered by professionals who are NOT employees of the provider organization (guest speakers, auditors, etc.).

C. Materials and Supplies

Costs of materials and supplies necessary to carry out the objectives of the program (office supplies, printing, books, etc.).

D. Facility/Contracted Services/Utility Costs

Expenses associated with the usage and maintenance of buildings and equipment related to the delivery of the program or service. Examples include rent, utilities, and phone.

E. Specific Assistance to Clients

Cash given to vendors on behalf of clients and expenditures made to purchase personal items for client use.

F. Miscellaneous

All costs not covered by previous categories (such as cost of transportation, travel, conferences, and meetings).

G. Furniture & Equipment

Cost of articles of non-capital property.

H. General & Administrative

Costs necessary for operations but not directly associated with the provision of service. Requested funds may not be used for general and administrative costs.

I. Revenue/Other Funding (Deduct)

Fees collected, co-payments, voluntary contributions, and other sources of income to be allocated to program/organization.

Budget Line Items are the individual cost items within each budget category. For the Personnel Category, for example, budget line items are the individual positions to be funded and the amount of time spent on the grant.

Eligible Applicants

Eligible applicants are governmental, non-profit, and for-profit organizations that serve Bergen County residents.

Methodology for Awarding Contract

Proposals will be reviewed by staff of the Bergen County Department of Human Services who are devoid of conflict. The methodology for awarding contracts is based on an evaluation and ranking, which includes technical, managerial, and cost-related criteria, and the weighting of the criteria.

Awarding of contracts is pending a decision by the Bergen County Board of County Commissioners. If the contract is not awarded within sixty (60) days of the submission date, the Division of Purchasing will send applicants a letter requesting an extension of a proposal for an additional time period. Failure to respond by the due date specified in the letter will result in the proposal being eliminated from consideration.

Contracts will be awarded for one (1) year (January 1, 2027 to December 31, 2027). There is no guarantee that the amount requested will be the amount of the award. Contracts will be monitored at minimum on a quarterly basis and may be modified based on continued need and expenditures.

Contracts will be renewable for up to four (4) one (1)-year options based on the availability of funds, continued need, positive monitoring, submission of required reports, and approval of each year's contract. It is the sole discretion of the County to exercise an option.

Compliance with Local, State, and Federal Requirements

The funded organizations will be required, but not limited to:

- Comply with affirmative action requirements.
- Comply with all federal, state, and local laws, rules and regulations.
- Indemnify, defend, and hold harmless the County from and against any and all liability, losses, damages, claims, causes of action, costs or expenses arising out of the performance of any service and caused by or resulting from the negligent acts or omissions of the organization, its agents, servants, and employees.
- Provide evidence of insurance sufficient to protect the organization and the County from property damage or bodily injury claims, including comprehensive general liability, automobile liability, worker's compensation, professional liability, and fidelity bond.
- Maintain accurate and confidential client records describing the screening, assessment, and services provided, and the results or outcomes of services.
- Submit quarterly level of service and fiscal reports to the County.

Submission Process

Submit the proposal through the online portal at www.bergenbids.com, **no later than the time specified in the Notice to Bidders.**

No extensions of the deadline will be considered. Failure to meet the deadline and/or include all required documents will result in the proposal being eliminated from consideration.

A complete proposal includes the following:

- Proposal Summary Sheet
- Proposal Narrative
- Budget
- Required documents listed on www.bergenbids.com.

If submitting proposals for more than one program, please complete one Proposal Summary Sheet, one Proposal Narrative, and one Budget for each program (e.g., if submitting for two programs, submit two Proposal Summary Sheets, two Proposal Narratives, and two Budgets).

Technical Assistance

All questions are to be submitted through the County's e-procurement system. If issues arise through written questions that require clarification to prepare a proposal, an addendum will be issued in accordance with applicable law.