

**CGS Family Partnership Inc.  
REQUEST FOR PROPOSAL**

**Expansion/Creation of a Social Skills Program for youth ages 11-16 and their families who have Developmental Disabilities in Cumberland, Gloucester, and Salem Counties**

CGS Family Partnership Inc., as part of New Jersey's Division of Children's System of Care, is committed to developing additional community resources and also expanding existing resources to meet the needs of children and families in Cumberland, Gloucester, and Salem Counties. Our mission is to help develop a community that assists in keeping children with emotional/behavioral challenges, developmental/intellectual disabilities, and substance abuse issues at home, in school, and in the community.

**Proposal Information**

CGS Family Partnership currently seeks an agency/entity/individual to Expand or Create and implement a Social Skills Program to enhance the Social Functioning of children 11- 16 years of age. The Program will also address Sibling Role Modeling and Support, and provide Parent Education. The program will serve 15 youth and their families.

The successful candidate will expand or implement a Social Skills Program to provide a viable and safe environment for the children served. In the RFP explain how current or new program will expand or implement to accommodate this need.

The Program is to commence providing service within 30 days of receiving funds.

**Due to the nature of the funds school systems or schools may not apply for these funds.**

**The total funds available are \$25,000.00 which must be fully and totally utilized by June 30, 2018. Fund disbursements are contingent upon D.C.S.O.C. authorization and approval.**

**Application deadline is June 15, 2017 at 5:00 p.m.**

All proposals shall show evidence of the following elements:

- Programs will be tailored to meet the needs of 15 children and families.
- Applicant commits to working in partnership with CGS Family Partnership Inc., and other community based resources.
- Ability to document and measure program outcomes.
- Sustainability of program is demonstrated beyond the initial funding.
- Funds may not be used to supplant existing funds.
- Entities applying for these funds may not be a school or school district

**Awardees will be required to submit quarterly reports including progress on measurable outcomes and financial expenditures. Reports received more than 2 weeks beyond the due dates will be considered delinquent. A final “close-out” report will be due. Final reports received more than 30 days beyond the due date will be considered delinquent.**

**Funds for this program will be dispersed in a one time payment.**

**Prior approval must be obtained before any changes in the program and or budget.**

### **Proposal Components**

**Each proposal should be submitted using the following component headings.**

- I. **Organizational Overview:** Please provide a brief overview of your organization, including mission statement, length of existence, existing programs, incorporation and tax status.
- II. **Proposed Project:** Provide a Program description that includes: Services provided, current or proposed hours of operation, and staffing levels for the Social Skills program. Examples of specific activities to be utilized to improve Social Functioning.
- III. **Program Evaluation and Outcome Indicators:** Describe the measurable outcomes of this proposed service.
- IV. **Proposed Budget:** Attach a proposed budget for this project including line items and total costs. General and Administrative cost are not to exceed 15% of the total allocation.
- V. **Sustainability:** Describe how this project will be sustained on an on-going basis after being initially supported by CGS Family Partnership Inc.
- VI. **Licenses, Certifications, and Insurance:** If the program you are proposing requires any specific licenses, certifications, or insurance, please include a copy of these documents or indicate how you will obtain the required documents.
- VII. **References** and/or letters of support

Proposals will be from two (2) to ten (10) pages in length, not including any supporting documents. Submit two (2) copies of the cover sheet and completed proposal to the CGS Community Resources Manager, 445 Woodbury-Glassboro Rd., Suite 1, Sewell, NJ 08080

**GENERAL CONDITIONS  
SUPPORTING DOCUMENTATION**

Any or all of the following policies/documents may be requested in addition to the proposal from the applicant or the lead agency:

1. A copy of the State License (if applicable)
2. A copy of the applicant's organizational chart
3. A copy of the applicant's code of ethics and/or conflict of interest policy
4. A list of the Board of Directors and Officers and their terms of office and a statement that the application is devoid of any conflict of interest
5. A completed budget proposal, with a separate column for each service to be provided and with the same program and service names used consistently throughout the proposal
6. Certifications that all federal and state laws and regulations are being followed including:
  - a) Funds will not be used for lobbying in any manner
  - b) The applicant complies with all EEOC requirements
  - c) The applicant has not been debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from covered transactions by any Federal Dept or Agency; OR have not within a 3 year period preceding this application been convicted of or had a civil judgment rendered for fraud or a criminal offense related to obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract; violation of Federal or State Antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements ,or receiving stolen property; OR are not presently indicted or within a 3 year period preceding this application had one or more public transactions terminated for cause or default.
  - d) Where the applicant is unable to certify the above, an explanation must be attached to this application.
7. A request for a statement of adequacy of accounting system and internal controls
12. Job descriptions and credentials

**APPLICATION FOR COMMUNITY RESOURCE DEVELOPMENT FUNDS 2011**

**COVER SHEET**

Date of Request:

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Contact person for this proposal:

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Name of Organization:

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Mailing Address:

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Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Program Area Applying For:

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\*Please be sure to include this cover sheet when submitting proposals.

CGS PROPOSAL EVALUATION SCORING FORM

Agency Applicant \_\_\_\_\_

SCORE

1. **Organizational Overview & History (5 points)**  
(Mission, length of existence, existing programs) \_\_\_\_\_
  
2. **Proposed program design (40 points)**  
(Target population and number to be served; program components; how it differs from existing programs; staffing considerations; value to community; Implementation plans and schedule; embodiment of the Children’s System of Care)
  
3. **Program Evaluation and Outcome Indicators (20 points)** \_\_\_\_\_  
(Clear program goals and the ability to document and measure outcomes)
  
4. **Program Budget (20 points)** \_\_\_\_\_  
(Does the budget efficiently and adequately support the program, not supplanting existing funds?)
  
5. **Sustainability (15 points)** \_\_\_\_\_  
(Is there a viable plan for sustainability beyond CGS Family Partnership Inc. Funding?)

- Proposals must have at least **75** points to be considered

TOTAL \_\_\_\_\_

Community Resource Board Reviewer

Name \_\_\_\_\_ Date \_\_\_\_\_