

Fact Sheet – Preparation for Direct Negotiation

Targeted Earlier Intervention and Family Connect and Support recommissioning

October 2025

Introducing the Community and Family Support Program

All Targeted Earlier Intervention (TEI) and Family Connect and Support (FCS) contracts end on 31 December 2025.

The Department of Communities and Justice (DCJ) is recommissioning these programs under Community and Family Support (CAFS), to deliver flexible support to children, young people, families and communities who are in need.

The final CAFS Program Specifications are available on the DCJ website now.

What you need to know about the new contracts

Commissioning and Planning contract managers will start negotiations from September 2025, ready for the new CAFS contract to start on **1 January 2026**.

We will continue to work collaboratively with peak agencies to provide ongoing sector support to transition to the new contracts. There will be a focus on supporting CAFS service providers to implement program data reporting requirements and develop program logics.

The CAFS program specifications have a strengthened focus on cultural safety and wellbeing and responsiveness for Aboriginal and CALD communities. You will be expected to embed the principles of the cultural safety and wellbeing program logic in service design and delivery, and this will be explained further in the negotiation meetings.

Contract terms

Commissioning and Planning will work with service providers to negotiate contract terms. Agreements will be based on the CAFS program objectives, and priorities for your service delivery locations.

Sector engagement, community consultation and data helped us identify what priorities we need to focus on in each community. If changes to service delivery are needed, we will discuss any new requirements with you.

You will be asked to provide us with contract level budget information to ensure the CAFS contract is sustainable.

Preparing for direct negotiation

Your organisation will require a minimum of two representatives to form a negotiation team.

As part of the contract negotiation we will discuss the following points:

- **What?** The program activities and service types will you deliver.
- **Who?** Your target groups for service delivery.
- **Where?** Your geographic coverage.
- **Why?** Your intended outcomes.
- **How Much?** Your client numbers, which will be based on an agreed budget within the available funding envelope.

We understand negotiations are a process and may require multiple conversations before landing on an agreed position.

The contracting documents DCJ will use are as follows:

Agreement for Funding of Services	Schedule attachments
• Standard Terms • CAFS Schedule	• Attachment 1 – Services Table 1 and Table 2 • Attachment 2 – CAFS Program Specifications • Attachment 3 – I&E Statement (budget)

Information you need to prepare for the contract negotiations is linked in the table below.

Document	Description
Agreement for Funding of Services	These are the main contracting documents: • Standard Terms: https://dcj.nsw.gov.au/documents/service-providers/work-with-us/Agreement-for-Funding-of-Services-Standard-Terms.pdf • A template version of the Agreement for Funding of Services – CAFS Schedule is available: https://dcj.nsw.gov.au/documents/service-providers/deliver-services-to-children-and-families/targeted-earlier-intervention-program/Agreement-for-funding-of-services-CAFS-schedule.pdf
CAFS Program Specifications	The CAFS Program Specifications provide the details of the program and will form an attachment to the contract. https://dcj.nsw.gov.au/documents/service-providers/deliver-services-to-children-and-families/targeted-earlier-intervention-program/cafs-program-specifications-02-Sept-2025.pdf
Income and Expenditure (I&E) Statement (Budget) template	Providers will be required to submit a budget proposal for the services DCJ asks you to deliver under CAFS, using the I&E template. This is an overall budget for one year of your CAFS contract. The approved budget will be attached to the final contract. You will need to use this format for your budget. You are not expected to draft a budget before the first contract negotiation meeting. Download Income and Expenditure (I&E) Statement - budget template at:

	https://dcj.nsw.gov.au/service-providers/deliver-services-to-children-and-families/targeted-earlier-intervention-program/tei-recommissioning-2025.html
Negotiation Protocol	The Negotiation Protocol sets out the rules of the negotiation and the expected standards of conduct for both parties, and which meets the Government's probity requirements. https://dcj.nsw.gov.au/documents/service-providers/deliver-services-to-children-and-families/targeted-earlier-intervention-program/TEI-Recommissioning-Negotiation-Protocol.pdf
Parenting Program list and Supported Playgroup list – and form for locally designed programs	If you are asked to deliver Parenting Programs or Supported Playgroups under CAFS, you will discuss and agree with your contract manager as to whether these will be from the approved list or a locally designed program. Locally designed programs will need to be reviewed and approved, prior to contracts being signed. More information is available here: https://dcj.nsw.gov.au/service-providers/deliver-services-to-children-and-families/targeted-earlier-intervention-program/tei-parenting-programs-and-supported-playgroups.html
Program Logic templates	The first program logic/s will be due by 1 June 2026 and is not a requirement for the negotiations to be completed. However, both parties are encouraged to use this way of thinking to guide the discussion about what services should be delivered to address the needs in the community where services will be delivered. Key CAFS and TEI program resources Communities and Justice