

STATE OF NEW JERSEY  
DEPARTMENT OF HUMAN SERVICES  
DIVISION OF MENTAL HEALTH AND ADDICTION SERVICES

REQUEST FOR PROPOSALS

**Counseling and Wellness Services for  
Peer Recovery Specialists and  
Opioid Use Disorder Treatment Providers**

March 31, 2021

Valerie L. Mielke, Assistant Commissioner  
Division of Mental Health and Addiction Services

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## **I. Purpose and Intent**

This Request for Proposals (RFP) is issued by the New Jersey Department of Human Services (DHS), Division of Mental Health and Addiction Services (DMHAS) for the provision of professional counseling and wellness services for peer recovery specialists (peer specialists) and substance use disorder (SUD) treatment professionals working in opioid use disorder (OUD) treatment facilities and recovery centers.

Throughout New Jersey, peer specialists and OUD treatment professionals have been integral to the ongoing recovery of individuals with opioid and other SUDs. Understandably, some individuals may feel overwhelmed and overextended as a result of the complexity and significance of this responsibility. For example, compassion fatigue occurs when an individual experiences stress due to their exposure to another individual who has undergone traumas.

The successful bidder will utilize licensed clinical professionals to provide tailored counseling and wellness services to address the needs of peer specialists and OUD treatment professionals. Services will include individual assessments, evidence-based and/or best practice treatment modalities, acute and/or ongoing therapy, self-care plans, and wellness activities which support personal and professional growth.

This RFP is funded through the Substance Abuse and Mental Health Services Administration's (SAMHSA) State Opioid Response Grant (SOR). Total annualized funding for this RFP is approximately \$500,000, subject to federal appropriations. The contract award is through September 29, 2021. Funding may be available through September 29, 2022, depending on federal appropriations. DMHAS anticipates making two (2) awards of up to \$250,000 each.

Through this initiative, the successful bidder will provide professional counseling and wellness services by licensed clinical professionals to a combined total of 150 peer specialists and OUD treatment professionals employed within DMHAS-funded programs, recovery centers, and community peer initiatives.

The services provided through this initiative aim to address the following challenges, among others faced by peer specialists and OUD treatment professionals:

- trauma (e.g., the death of client they served);
- compassion fatigue;
- emotional and behavioral triggers that may impact their own recovery;
- maintaining ethical, professional, and legal standards;
- strain on job demands including maintaining ethical, professional and legal standards, including client brokering;
- professional development;
- role confusion;
- staff discrimination and prejudice regarding the peer specialist role;
- burnout;

- setting and maintaining boundaries;
- ethical standards including client brokering; and
- understanding and providing accurate information on the use of naloxone and formulations of medication FDA-approved to treat a substance use disorder specifically opioid use disorders.

No funding match is required; however, bidders will need to identify any other sources of funding, both in-kind and monetary, that will be used. Bidders may not fund any costs incurred for the planning or preparing of a proposal in response to this RFP from current DHS/DMHAS contracts.

The following summarizes the RFP schedule:

March 31, 2021	Notice of Funding Availability
April 28, 2021	Deadline for receipt of proposals - no later than 4:00 p.m.
May 21, 2021	Preliminary award announcement
May 28, 2021	Appeal deadline
June 4, 2021	Final award announcement
June 25, 2021	Anticipated contract start date

## **II. Background and Population to be Served**

SAMHSA’s Center for Substance Abuse Treatment released the Fiscal Year (FY) 2020 SOR funding opportunity for states and territories in March 2020. Funding was made available for grants to states and territories via a formula based on unmet needs for OUD treatment and drug poisoning. The goals of the SOR are to address the opioid crisis by increasing access to MAT using medications approved by the federal Food and Drug Administration (methadone, buprenorphine and naltrexone). SOR funding is also meant to reduce unmet treatment needs and opioid overdose-related deaths through the provision of prevention, treatment, and recovery activities for opioid use disorder (OUD) (including illicit use of prescription opioids, heroin, and fentanyl and fentanyl analogs). SOR funding also supports evidence-based prevention, treatment and recovery support services to address stimulant misuse and use disorders, including for cocaine and methamphetamine. Additionally, SOR funding is used to support the peer and OUD treatment professional workforce through trainings, assistance with obtaining peer certification, continuing education, and professional development.

Peer specialists in particular may enter the field in a vulnerable state. A primary function of the peer specialist role is to use their own personal recovery experiences to engage and support the recovery of individuals with SUDs, including modeling and teaching self-care. In order to perform this role effectively, peers exhibit competence and understanding of the importance of self-care. However, the significant responsibility for others can become a barrier to focusing on one’s own wellness (City of Philadelphia, Department of Behavioral Health and Intellectual Disability Services and Achara Consulting Inc., 2017). And well-being can become further compromised as a result of

secondary stressors and subsequent burnout, such as compassion fatigue (Cocker & Joss, 2016).

### **III. Who Can Apply?**

To be eligible for consideration for this RFP, the bidder must satisfy the following requirements:

- The bidder may be a non-profit, for-profit or governmental entity;
- For a bidder that has a contract with DMHAS in place when this RFP is issued, that bidder must have all outstanding Plans of Correction (PoC) for deficiencies submitted to DMHAS for approval prior to proposal submission;
- The bidder must be fiscally viable based upon an assessment of the bidder's audited financial statements. If a bidder is determined, in DMHAS' sole discretion, to be insolvent or to present insolvency within the twelve (12) months after bid submission, DMHAS will deem the proposal ineligible for contract award;
- The bidder must not appear on the State of New Jersey Consolidated Debarment Report at <http://www.nj.gov/treasury/revenue/debarment/debsearch.shtml> or be suspended or debarred by any other State or Federal entity from receiving funds;
- The bidder shall not employ a member of the Board of Directors as an employee or in a consultant capacity; and
- Pursuant to N.J.S.A. 52:32-44, a for-profit bidder and each proposed subcontractor must have a valid Business Registration Certificate on file with the Division of Revenue. This statutory requirement does not apply to non-profit organizations, private colleges and universities, or state and municipal agencies.

### **IV. Contract Scope of Work**

DMHAS expects that the funding awarded to the successful bidder will improve the wellness of peer specialists, and as a result, their ability to maintain recovery while continuously providing quality peer support services. The successful bidder will also improve the wellness of OUD treatment providers. Counseling and wellness services will be provided by licensed clinical professionals who have an understanding and applied knowledge of the peer workforce, OUD, and SUD. The successful bidder will provide counseling through therapeutic treatment modalities and wellness activities gaged to improve the personal and professional growth of individuals who seek treatment and services.

The successful bidder's proposal must include strategies to promote their services and engage peer specialists and OUD treatment professionals throughout New Jersey. The proposal should be inclusive of staff qualifications, a schedule of services that demonstrates flexibility, and a plan for sustainability (e.g., sliding fee) to continue counseling services after the close of the grant period. The proposal must include services and activities designed to alleviate compassion fatigue, enhance self-care, and address challenges, as well as other issues experienced by peer specialists and OUD treatment professionals. The proposal should also include the type of counseling and

wellness services to be provided (i.e., face-to-face, telehealth, individual, group or combination) and the duration of these services. Therapeutic treatment modalities must be evidence-based or best practice and may include, but are not limited to:

- Short Term Therapy
- Cognitive Behavioral Therapy
- Motivational Enhancement therapy
- Person Centered Therapy
- Holistic/Integrative Therapy
- Mindfulness Based Relapse Prevention

The proposal should address agency and staff obstacles to implement counseling services and wellness activities, as well as any potential barriers for individuals accessing services and solutions to overcome these obstacles. The bidder must offer services to a minimum of a combined total of 150 peer specialists and OUD treatment professionals employed within DMHAS-funded programs, recovery centers, and community peer initiatives.

The successful bidder will provide professional counseling services in a way that minimizes impact on the daily tasks of the peer specialists and OUD treatment professionals. Proposed plans must outline how the bidder will establish and motivate continued participation in counseling and wellness services.

To fulfill the purpose and intent of this grant, bidders must demonstrate:

- knowledge of the peer specialist role;
- understanding and applied knowledge of providing counseling services to adults with SUDs;
- success with engaging clients in activities that improve wellness;
- ability to successfully provide services to peer specialists and OUD treatment professionals with various schedules;
- ability to maintain confidential client information; and
- ability to measure improvement in the well-being of individuals receiving services within the grant period.

The successful bidder is responsible for all service logistics, including but not limited to, space, equipment, marketing, hiring and payment of staff and consultants, and all tools required for service delivery.

All services provided by the successful bidder must be sensitive to differences related to age, culture, religion/spirituality, language, gender, race/ethnicity, disabilities, behavioral health issues, sexual orientation, and gender identity. All practitioners providing therapy will have familiarity with the role of peer specialists and applied knowledge in the therapeutic treatment of individuals with SUDs.

The successful bidder should embrace cultural appropriateness, which should be evident throughout the bidder's proposal. Staff who provide services through this initiative must be representative of the diversity of both the participants and the people they serve in terms of cultural, economic, and linguistic backgrounds that complement the individuals to be served.

This initiative will be funded through cost reimbursement contracting.

Proposals must provide specific project timelines, including milestones and target dates for every activity outlined in this *Contract Scope of Work*.

### **Data Collection/Evaluation**

The successful bidder will provide an evaluation plan for the provision of therapeutic counseling and wellness services for peers and OUD treatment professionals. The bidder must be prepared to supply:

- method used to promote services to peer specialists and OUD treatment professionals from various agencies throughout New Jersey;
- number of peer specialists engaged in counseling and wellness services;
- number and type of OUD treatment professionals engaged in counseling and wellness services;
- average length of time individuals attended services;
- types of outcomes experienced by peer specialists and OUD treatment professionals;
- number of hours and full description of all counseling, wellness and self-care activities;
- types of counseling modalities utilized;
- obstacles to the provision of services;
- efforts and solutions to overcome obstacles;
- types of issues that prompted peer specialists and OUD treatment professionals to seek services;
- peer specialists' perception of progress and attainment of wellness and sustained recovery; and
- OUD treatment professionals' perception of progress and attainment of wellness and sustained recovery.

This plan must include measures to identify progress, along with the reporting tools to communicate with DMHAS. The proposal must include assurances to participate in weekly status meetings and/or reports with DMHAS (via email, in-person or by teleconference) and to provide any ad hoc reports requested by DMHAS.

## **Budget**

Eligible expenses include:

- Staff hiring and compensation
- Therapeutic and assessment materials
- Marketing materials
- Tracking tools
- Light refreshments not to exceed \$3.00 per person
- Office space
- Supplies
- Event, training, or service location logistics

## **Other**

All data, technical information, materials gathered, originated, developed, prepared, used or obtained in the performance of the requested services, including but not limited to, all papers, reports, surveys, plans, charts, records, analyses or publications produced for, or as a result of, this agreement (hereinafter "Work Product") shall bear an acknowledgement of DMHAS' support and shall be the property of DMHAS. The awardee shall submit any such work product to DMHAS sixty (60) days prior to the publication or presentation. DMHAS shall have sixty (60) days from the date the document is delivered to review. A party shall agree to abide by the policies of the applicable journals and presentations organizers as to such matter as the public release or availability of data related to the publication or presentation, including poster presentations (collectively "Publications"). All parties shall mutually agree to resolve any difference which may arise during the review of a Publication. Authorship of Publications of the research results will be determined in accordance with appropriate scientific and academic standards and customs. Proper acknowledgements will be made for the contribution of each party to the research. Due consideration shall be given to the scheduling of any Publication to allow time to: (a) seek protection of any intellectual property which may be developed by one of the parties, such period not to exceed thirty (30) days and (b) identify confidential information which one party may wish to delete. It is recognized that due to the nature of the services of the RFP, articles may be jointly authored, and such joint authorship shall be so recognized where appropriate. No work product produced utilizing funds or data obtained under this Agreement shall be released to the public without the prior written consent of DMHAS. DMHAS shall have the right to edit such work product and shall further have the right to add co-authorship or disclaimers as it, in its sole discretion, deems appropriate. DMHAS shall assume all responsibilities relative to determining compliance and effect of the Open Public Records Act (N.J.S.A. 47:1A-1) as it pertains to work products provided by the successful bidder.

DMHAS reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, the work products (deliverables) developed pursuant to the RFP.



## V. General Contracting Information

Bidders must currently meet or be able to meet the terms and conditions of the Department of Human Services (DHS) contracting rules and regulations as set forth in the Standard Language Document (SLD), the Contract Reimbursement Manual (CRM), and the Contract Policy and Information Manual (CPIM). These documents are available on the website at: <http://www.nj.gov/humanservices/olra/ocpm/resources/manuals/>.

Bidders are required to comply with the Affirmative Action Requirements of Public Law 1975, c. 124 (N.J.A.C. 17:27) and the requirements of the Americans with Disabilities Act of 1991 (P.L. 101-336).

Budgets should be reasonable and reflect the scope of responsibilities in order to accomplish the goals of this project.

All bidders will be notified in writing of the State's intent to award a contract. All proposals are considered public information and will be made available for a defined period after announcement of the contract awards and prior to final award, as well as through the State Open Public Records Act process at the conclusion of the RFP process.

The contract awarded as a result of this RFP may be renewable for one (1) year at DMHAS' sole discretion and with the agreement of the awardee. Funds may only be used to support services that are specific to this award; hence, this funding may not be used to supplant or duplicate existing funding streams. Actual funding levels will depend on the availability of funds and satisfactory performance.

In accordance with Policy P1.12 available on the web at <http://www.nj.gov/humanservices/olra/ocpm/resources/manuals/>, programs awarded pursuant to this RFP will be separately clustered until the DMHAS determines, in its sole discretion, that the program is stable in terms of service provision, expenditures, and applicable revenue generation.

Should service provision be delayed through no fault of the provider, funding continuation will be considered on a case-by-case basis based upon the circumstances creating the delay and availability of funding. In no case shall the DMHAS continue funding when service commencement commitments are not met, and in no case shall funding be provided for a period of non-service provision in excess of three (3) months. In the event that the timeframe will be longer than three (3) months, DMHAS must be notified so the circumstances resulting in the anticipated delay may be reviewed and addressed. Should services not be rendered, funds provided pursuant to this agreement shall be returned to DMHAS.

The bidder must comply with all rules and regulations for any DMHAS program element of service proposed by the bidder. Additionally, please take note of Community Mental Health Services Regulations, N.J.A.C. 10:37, which apply to all contracted mental health services. These regulations can be accessed at

<http://www.nj.gov/humanservices/providers/rulefees/regs/>.

## **VI. Written Intent to Apply and Contact for Further Information**

Bidders must email [SUD.upload@dhs.nj.gov](mailto:SUD.upload@dhs.nj.gov) no later than April 21, 2021, indicating their agency's intent to submit a proposal. Submitting a notice of intent to apply does not obligate an agency to apply.

Any questions regarding this RFP should be directed via email to [SUD.upload@dhs.nj.gov](mailto:SUD.upload@dhs.nj.gov) no later than April 7, 2021. All questions and responses will be compiled and emailed to all those who submit a question and/or provide a notice of intent to apply. Bidders are guided to rely upon the information in this RFP and the responses to questions that were submitted by email to develop their proposals. Specific guidance, however, will not be provided to individual applicants at any time.

## **VII. Required Proposal Content**

All bidders must submit a written narrative proposal that addresses the following topics, adheres to all instructions and includes required supporting documentation noted below:

### **Funding Proposal Cover Sheet (RFP Attachment A)**

#### **Bidder's Organization, History and Experience (10 points)**

Provide a brief and concise summary of the bidder's background and experience in providing professional counseling and wellness services and explain how the bidder is qualified to fulfill the obligations of this RFP. The written narrative should:

1. Describe your organization's history, mission, purpose, current licenses and record of accomplishments, most importantly, those related to the provision of counseling and wellness services.
2. Describe why your organization is the most appropriate and best qualified to provide counseling and wellness services to peer specialists and OUD treatment professionals, including:
  - Knowledge of the peer specialist role
  - Understanding of addiction, OUD, and recovery pathways
  - Knowledge of therapeutic modalities specific to individuals with opioid and other SUDs
  - Success with engaging individuals to improve their wellness and self-care
  - Competence in assisting individuals to improve their wellness and self-care
  - Ability to measure improvement in client outcomes within the grant period
  - Knowledge of the emotional and behavioral triggers that may impact an individual's recovery

- Providing accurate information on the use of naloxone and formulations of medication FDA-approved to treat a substance use disorder specifically opioid use disorders
3. Summarize your administrative and organizational capacity to establish and provide the services required to successfully carry out this initiative.
  4. Attach a one-page copy of your organizational chart showing the location of the proposed project and its links in the organization. This chart must show the names of key staff, as well as where services will be housed.
  5. Describe your current status and history relative to debarment by any State, Federal or local government agency. If there is debarment activity, it must be explained with supporting documentation as an appendix to your proposal.
  6. Provide a description of all active litigation in which your agency is involved, including pending litigation of which the bidder has received notice. Failure to disclose active or pending litigation may result in your agency being ineligible for contract award at DMHAS' sole discretion.
  7. Demonstrate your organization's commitment to cultural competency and diversity (Law against Discrimination, N.J.S.A. 10:5-1et seq.) and ability to provide culturally competent services.
  8. Describe your organization's current status and compliance with DMHAS contract commitments in regard to programmatic performance and level of service, if applicable.

### **Project Description (40 points)**

In this section, you must provide an overview of how you will deliver the services detailed in the *Contract Scope of Work*.

#### Implementation:

1. Describe how you will design and provide professional counseling and wellness activities that address the unique needs of peer specialists and OUD treatment professionals throughout DMHAS-funded agencies, recovery centers, and community peer initiatives.
2. Describe the method for choosing specific treatment modalities.
3. Describe the types of wellness activities that will be provided.
4. Describe how this initiative will significantly improve the well-being of peer specialists and their ability to maintain recovery while continuously providing peer supports.
5. Describe how this initiative will significantly improve the well-being of OUD treatment professionals.
6. Describe how you will ensure provision of professional counseling and wellness services as described in this initiative including but not limited to:
  - Counseling modalities
  - Promotion of services
  - Billing
  - Supervision
  - Workflow

- Staff recruiting
  - Staff orientation
  - Scheduling of counseling sessions
  - Adherence to recipient confidentiality, specifically 42-CFR
  - Evaluation, referral, and termination criteria
7. Explain how you will motivate participation in the provision of counseling and wellness activities throughout the grant period without a negative impact on recovery center or treatment service delivery.
  8. Describe how you will assess and monitor services and activities provided to individuals throughout the grant period.
  9. Provide a description of all anticipated barriers and challenges that individuals may face when seeking these services and how you will develop solutions to overcome these obstacles.
  10. Explain how you will sustain the provision of counseling and wellness activities geared to peers after the grant period ends.

### **Outcome(s) and Evaluation (10 points)**

1. Include in your proposal an evaluation plan for the provision of professional counseling and wellness activities for peers and other OUD treatment professionals participating in this RFP. The bidder must be prepared to supply:
  - Number of peer specialists and OUD treatment professionals who receive counseling services
  - Number of hours dedicated to providing professional counseling and wellness services
  - Description of therapeutic modalities utilized
  - Description of wellness activities
  - Obstacles for the provision of services
  - Efforts to overcome obstacles
  - Peer specialists' perception of progress after having received professional counseling and being engaged in wellness activities
  - OUD treatment professionals' perception of progress after having received professional counseling and being engaged in wellness activities
2. Describe the measures you will use to identify progress and the reporting mechanisms you will use to communicate with DMHAS.
3. Include assurances to communicate weekly with DMHAS (either in person, teleconference, or email) and that you will provide any ad hoc reports requested by DMHAS.

### **Staffing (15 points)**

All staff providing counseling and wellness activities must have understanding, applied knowledge, and experience providing services to individuals with SUDs. Particular attention to the unique needs of peer specialists is helpful. Staff are required to be

licensed clinical professionals and receive clinical supervision in accordance to the standards set forth by the State of New Jersey.

The proposal must include a staffing plan providing:

1. An organizational chart as an appendix, including where this initiative will be housed in your organization, along with names of key staff
2. The staffing structure
3. Key existing staff
4. Key staff you plan to hire or enter into contracts with, including your recruitment plan
5. For all key staff: job descriptions, curriculum vitae (CVs)/resumes, skill sets, qualifications, certifications, professional licenses, competencies, fluency in non-English languages and related experience
6. A clear description of staff tasks and the timeframe in which these tasks will be completed. Details for Full Time Equivalent (FTE) and/or Part Time Equivalent (PTE) employees.
7. Your organization's hiring policies, including background and credential checks, as well as handling of prior criminal convictions.
8. Your board members, their current terms, professional licensure and organizational affiliation(s). The proposal must indicate if the Board of Directors votes on contract-related matters.

### **Facilities, Logistics, Equipment (5 points)**

Your proposal must detail your facilities, where normal business operations will be performed and identify equipment and other logistical issues, including at a minimum:

1. Description of the plan for office space.
2. Description of the method for choosing facilities for wellness activities and individual and group counseling.
3. Description of how the plan will be implemented to best accommodate the schedules of peer specialists and OUD treatment providers.
4. Description of the manner in which tangible assets, i.e., computers, phones, other special service equipment, etc., will be acquired and allocated,
5. Description of the bidder's Americans with Disabilities Act (ADA) accessibility to its facilities and/or offices for individuals with disabilities.

### **Budget (20 points)**

DMHAS will consider the cost efficiency of the proposed budget as it relates to all of the requirements in the *Contract Scope of Work*. In addition to the required budget forms, budget notes must be included in this proposal.

All costs associated with the completion of this initiative be delineated, and the budget notes must clearly articulate budget items including a description of miscellaneous expenses and other costs.

1. A detailed budget using the Annex B Excel template is required. The Excel budget template will be emailed to those who submit a written intent to apply. The Annex B Excel template must be uploaded as an Excel file onto the file transfer protocol site

described in VIII. Submission of Proposal Requirements. Failure to submit the budget as an Excel file may result in a deduction of points. The standard budget categories for expenses include: A. Personnel, B. Consultants and Professionals, C. Materials & Supplies, D. Facility Costs, E. Specific Assistance to Clients, and F. Other. Supporting schedules for Revenue and General and Administrative Costs Allocation are also required. The budget must include:

- a. Section 1 – Full annualized operating costs to satisfy the scope of work detailed in the RFP and revenues; (which by formula will be included in total award)
2. Budget Notes that detail and explain the proposed budget methodology and estimates and assumptions made for expenses and the calculations/computations to support the proposed budget. The State's proposal reviewers need to fully understand the bidder's budget projections from the information presented in its proposal. Failure to provide adequate information could result in lower ranking of the proposal. Budget Notes, to the extent possible, should be displayed on the Excel template itself.
3. The name and address of each organization – other than third-party payers – providing support and/or money to help fund the program for which the proposal is being submitted.
4. For all proposed personnel, the template should identify the staff position titles and staff names for current staff (only if being allocated to this program) and total hours per workweek.
5. Identify the number of hours per consultant and subcontractee.
6. Staff fringe benefit expenses, which may be presented as a percentage factor of total salary costs, should be consistent with the bidder's current fringe benefit package.
7. If applicable, General & Administrative (G&A) expenses, otherwise known as indirect or overhead costs, should be included if attributable and allocable to the proposed program. Since administrative costs for existing DMHAS programs reallocated to a new program do not require new DMHAS resources, a bidder that currently contracts with DMHAS should limit its G&A expense projection to “new” G&A only by showing the full amount of G&A as an expense and the off-set savings from other programs’ G&A in the revenue section.
8. Written assurance that if the bidder receives an award pursuant to this RFP, it will pursue all available sources of revenue and support upon award and in future contracts.

## **Appendices**

The following items must be included as appendices with the bidder's proposal, limiting appendices to a total of 50 pages. **Please note that if items #7 through #11 are not submitted and complete, the proposal will not be considered.**

1. Bidder mission statement;
2. Organizational chart as described in *Staffing*
3. Job descriptions of key personnel;
4. Resumes of proposed personnel if on staff, limited to two (2) pages each;
5. A description of all pending and in-process audits identifying the requestor, the firm's name and telephone number, and the type and scope of the audit;
6. List of the board of directors, officers and terms;

7. Copy of documentation of the bidder's charitable registration status ([www.njconsumeraffairs.gov/charities](http://www.njconsumeraffairs.gov/charities));
8. Department of Human Services Statement of Assurances (RFP Attachment C);
9. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (RFP Attachment D);
10. Disclosure of Investment in Iran ([www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)); and
11. Statement of Bidder/Vendor Ownership Disclosure ([www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)); and
12. Original and/or copies of letters of commitment/support.

Additional attachments that are requested in the written narrative section and not listed in items #1-12 under Appendices do not count towards the 50-page limit for appendices. Appendix information exceeding 50 pages will not be reviewed.

The documents listed below are also required with the proposal unless **the bidder has a current contract with DMHAS and these documents are current and on file with DMHAS. Audits do not count towards appendices 50-page limit.**

1. Most recent single audit report (A133) or certified statements; and
2. Any other audits performed in the last two (2) years.

### **VIII. Submission of Proposal Requirements**

DMHAS assumes no responsibility and bears no liability for costs incurred by the bidder in the preparation and submittal of a proposal in response to this RFP. The narrative portion of the proposal should not exceed 10 pages, be single-spaced with one (1") inch margins, normal character spacing that is not condensed, and no smaller than twelve (12) point Arial, Courier New or Times New Roman font. For example, if the bidder's narrative starts on page 3 and ends on page 13 it is 11 pages long, not 10 pages. DMHAS will not consider any information submitted beyond the page limit for RFP evaluation purposes.

The budget notes and appendix items do not count towards the narrative page limit. Proposals must be submitted no later than 4:00 p.m. on April 28, 2021. The bidder must submit its proposal (including proposal narrative, budget, budget notes, and appendices) electronically using the DHS secure file transfer protocol (SFTP) site. Additionally, bidders must request login credentials by emailing [SUD.upload@dhs.nj.gov](mailto:SUD.upload@dhs.nj.gov) **no later than one (1) week before the proposal is due**, in order to receive unique login credentials to upload your proposal to the SFTP site. Email requests for login credentials must include the individual's first name, last name, email address and name of agency/provider.

Proposals must be uploaded to the DHS SFTP site, <https://securexfer.dhs.state.nj.us/login> using your unique login credentials.

### **IX. Review of Proposals**

There will be a review process for responsive proposals. DMHAS will convene a review committee of public employees to conduct a review of each proposal accepted for review.

The bidder must obtain a minimum score of 70 points out of 100 points for the proposal narrative and budget sections in order to be considered eligible for funding.

DMHAS will award up to 20 points for fiscal viability, using a standardized scoring rubric based on the audit, which will be added to the average score given to the proposal from the review committee. Thus, the maximum points any proposal can receive is 120 points, which includes the combined score from the proposal narrative and budget as well as fiscal viability.

In addition, if a bidder is determined, in DMHAS' sole discretion, to be insolvent or to present insolvency within the twelve (12) months after bid submission, DMHAS will deem the proposal ineligible for contract award.

Contract award recommendations will be based on such factors as the proposal scope, quality and appropriateness, bidder history and experience, as well as budget reasonableness. The review committee will look for evidence of cultural competence in each section of the narrative. The review committee may choose to visit a bidder's existing program(s), invite a bidder for interview, and/or review any programmatic or fiscal documents in the possession of DMHAS. The bidder is advised that the contract award may be conditional upon final contract and budget negotiation.

DMHAS reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. DMHAS' best interests in this context include, but are not limited to, loss of funding, inability of the bidder(s) to provide adequate services, an indication of misrepresentation of information and/or non-compliance with State and federal laws and regulations, existing DHS contracts, and procedures set forth in Policy Circular P1.04 (<http://www.nj.gov/humanservices/olra/ocpm/resources/manuals/>).

DMHAS will notify all bidders of contract awards, contingent upon the satisfactory final negotiation of a contract, by May 21, 2021.

## **X. Appeal of Award Decisions**

An appeal of any award decision may be made only by a respondent to this RFP. All appeals must be made in writing and be received by DMHAS at the address below no later than 4:00 p.m. on May 28, 2021. The written appeal must clearly set forth the basis for the appeal.

Appeal correspondence should be addressed to:

Valerie L. Mielke, Assistant Commissioner  
Division of Mental Health & Addiction Services  
5 Commerce Way  
PO Box 362  
Hamilton, NJ 08691-0362



Fax: 609-341-2302

Or via email: [Helen.Staton@dhs.nj.gov](mailto:Helen.Staton@dhs.nj.gov)

Please note that all costs incurred in connection with appeals of DMHAS decisions are considered unallowable cost for the purpose of DMHAS contract funding.

DMHAS will review all appeals and render a final decision by June 4, 2021. Contract award will not be considered final until all timely filed appeals have been reviewed and final decisions rendered.

## **XI. Post Award Required Documentation**

Upon final contract award announcement, the successful bidder(s) must be prepared to submit (if not already on file), one (1) original signed document for those requiring a signature or copy of the following documentation (unless noted otherwise) in order to process the contract in a timely manner, as well as any other contract documents required by DHS/DMHAS.

1. Most recent IRS Form 990/IRS Form 1120, and Pension Form 5500 (if applicable) (submit two [2] copies);
2. Copy of the Annual Report-Charitable Organization (for information visit: <https://www.njportal.com/DOR/annualreports/>);
3. A list of all current contracts and grants as well as those for which the bidder has applied from any Federal, state, local government or private agency during the contract term proposed herein, including awarding agency name, amount, period of performance, and purpose of the contract/grant, as well as a contact name for each award and the phone number;
4. Proof of insurance naming the State of New Jersey, Department of Human Services, Division of Mental Health and Addiction Services, PO Box 362, Trenton, NJ 08625-0362 as an additional insured;
5. Board Resolution identifying the authorized staff and signatories for contract actions on behalf of the bidder;
6. Current Agency By-laws;
7. Current Personnel Manual or Employee Handbook;
8. Copy of Lease or Mortgage;
9. Certificate of Incorporation;
10. Co-occurring policies and procedures;
11. Policies regarding the use of medications, if applicable;
12. Policies regarding Recovery Support, specifically peer support services;
13. Conflict of Interest Policy;
14. Affirmative Action Policy;
15. Affirmative Action Certificate of Employee Information Report, newly completed AA 302 form, or a copy of Federal Letter of Approval verifying operation under a federally approved or sanctioned Affirmative Action program. (AA Certificate must be submitted within 60 days of submitting completed AA302 form to Office of Contract Compliance);

16. A copy of all applicable licenses;
17. Local Certificates of Occupancy;
18. Current State of New Jersey Business Registration;
19. Procurement Policy;
20. Current equipment inventory of items purchased with DHS funds (Note: the inventory shall include: a description of the item [make, model], a State identifying number or code, original date of purchase, purchase price, date of receipt, location at the Provider Agency, person(s) assigned to the equipment, etc.);
21. All subcontracts or consultant agreements, related to the DHS contract, signed and dated by both parties;
22. Business Associate Agreement (BAA) for Health Insurance Portability Accountability Act of 1996 compliance, if applicable, signed and dated;
23. Updated single audit report (A133) or certified statements, if differs from one submitted with proposal;
24. Business Registration (online inquiry to obtain copy at [https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp); for an entity doing business with the State for the first time, it may register at <http://www.nj.gov/treasury/revenue>);
25. Source Disclosure (EO129) ([www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)); and
26. Chapter 51 Pay-to-Play Certification ([www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)).

## **XII. Attachments**

**Attachment A – Proposal Cover Sheet**

\_\_\_\_\_ Date Received

**STATE OF NEW JERSEY  
DEPARTMENT OF HUMAN SERVICES**  
Division of Mental Health and Addiction Services  
Proposal Cover Sheet

Name of RFP: **Counseling and Wellness Services for Peer Recovery Specialists and OUD Treatment Providers**

Incorporated Name of Bidder: \_\_\_\_\_

Type: Public \_\_\_\_\_ Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_ Hospital-Based \_\_\_\_\_

Federal ID Number: \_\_\_\_\_ Charities Reg. Number (if applicable) \_\_\_\_\_

DUNS Number: \_\_\_\_\_

Address of Bidder: \_\_\_\_\_

Chief Executive Officer Name and Title: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Person Name and Title: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Total dollar amount requested: \_\_\_\_\_ Fiscal Year End: \_\_\_\_\_

Funding Period: From \_\_\_\_\_ to \_\_\_\_\_

Brief description of services to be provided:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** In order to contract with the State of New Jersey, all providers applying for contracts, or responding to Request for Proposals (RFPs), *MUST* be pre-registered with the online eProcurement system known as NJSTART. You may register your organization by proceeding to the following web site: <https://www.nj.gov/treasury/purchase/vendor.shtml>. Or via telephone: (609) 341-3500.

Authorization: Chief Executive Officer (printed name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Attachment B – Addendum to RFP for Social Service and Training Contracts**

### **STATE OF NEW JERSEY DEPARTMENT OF HUMAN SERVICES**

#### **ADDENDUM TO REQUEST FOR PROPOSAL FOR SOCIAL SERVICE AND TRAINING CONTRACTS**

Executive Order No. 189 establishes the expected standard of responsibility for all parties that enter into a contract with the State of New Jersey. All such parties must meet a standard of responsibility that assures the State and its citizens that such parties will compete and perform honestly in their dealings with the State and avoid conflicts of interest.

As used in this document, "provider agency" or "provider" means any person, firm, corporation, or other entity or representative or employee thereof that offers or proposes to provide goods or services to or performs any contract for the Department of Human Services.

In compliance with Paragraph 3 of Executive Order No. 189, no provider agency shall pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any State officer or employee or special State officer or employee, as defined by N.J.S.A. 52:13D-13b and e, in the Department of the Treasury or any other agency with which such provider agency transacts or offers or proposes to transact business, or to any member of the immediate family, as defined by N.J.S.A. 52:13D-13i, of any such officer or employee, or any partnership, firm, or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52:13D-13g.

The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any State officer or employee or special State officer or employee from any provider agency shall be reported in writing forthwith by the provider agency to the Attorney General and the Executive Commission on Ethical Standards.

No provider agency may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such provider agency to, any State officer or employee or special State officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to any State agency or any instrumentality thereof, or with any person, firm or entity with which he is employed or associated or in which he has an interest within the meaning of N.J.S.A. 52:13D-13g. Any relationships subject to this provision shall be reported in writing forthwith to the Executive Commission on Ethical Standards, which may grant a waiver of this restriction upon application of the State officer or employee or special State officer or employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest.

No provider agency shall influence, or attempt to influence or cause to be influenced, any State officer or employee or special State officer or employee in his official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.

No provider agency shall cause or influence, or attempt to cause or influence, any State officer or employee or special State officer or employee to use, or attempt to use, his official position to secure unwarranted privileges or advantages for the provider agency or any other person.

The provisions cited above shall not be construed to prohibit a State officer or employee or special State officer or employee from receiving gifts from or contracting with provider agencies under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines the Executive Commission on Ethical Standards may promulgate.

## **Attachment C – Statement of Assurances**

### **Department of Human Services Statement of Assurances**

As the duly authorized Chief Executive Officer/Administrator, I am aware that submission to the Department of Human Services of the accompanying application constitutes the creation of a public document that may be made available upon request at the completion of the RFP process. This may include the application, budget, and list of applicants (bidder's list). In addition, I certify that the applicant:

- Has legal authority to apply for the funds made available under the requirements of the RFP, and has the institutional, managerial and financial capacity (including funds sufficient to pay the non-Federal/State share of project costs, as appropriate) to ensure proper planning, management and completion of the project described in this application.
- Will give the New Jersey Department of Human Services, or its authorized representatives, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with Generally Accepted Accounting Principles (GAAP). Will give proper notice to the independent auditor that DHS will rely upon the fiscal year end audit report to demonstrate compliance with the terms of the contract.
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. This means that the applicant did not have any involvement in the preparation of the RFP, including development of specifications, requirements, statement of works, or the evaluation of the RFP applications/bids.
- Will comply with all federal and State statutes and regulations relating to non-discrimination. These include but are not limited to: 1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352; 34 CFR Part 100) which prohibits discrimination based on race, color or national origin; 2) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 CFR Part 104), which prohibits discrimination based on handicaps and the Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.; 3) Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et. seq.; 45 CFR part 90), which prohibits discrimination on the basis of age; 4) P.L. 2975, Chapter 127, of the State of New Jersey (N.J.S.A. 10:5-31 et. seq.) and associated executive orders pertaining to affirmative action and non-discrimination on public contracts; 5) federal Equal Employment Opportunities Act; and 6) Affirmative Action Requirements of PL 1975 c. 127 (NJAC 17:27).
- Will comply with all applicable federal and State laws and regulations.
- Will comply with the Davis-Bacon Act, 40 U.S.C. 276a-276a-5 (29 CFR 5.5) and the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.27 et seq. and all regulations pertaining thereto.
- Is in compliance, for all contracts in excess of \$100,000, with the Byrd Anti-Lobbying amendment, incorporated at Title 31 U.S.C. 1352. This certification extends to all lower tier subcontracts as well.

- Has included a statement of explanation regarding any and all involvement in any litigation, criminal or civil.
- Has signed the certification in compliance with federal Executive Orders 12549 and 12689 and State Executive Order 34 and is not presently debarred, proposed for debarment, declared ineligible, or voluntarily excluded. The applicant will have signed certifications on file for all subcontracted funds.
- Understands that this provider agency is an independent, private employer with all the rights and obligations of such and is not a political subdivision of the Department of Human Services.
- Understands that unresolved monies owed the Department and/or the State of New Jersey may preclude the receipt of this award.

\_\_\_\_\_  
Applicant Organization

\_\_\_\_\_  
Signature: CEO or equivalent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name and Title

6/97

**Attachment D - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions**

READ THE ATTACHED INSTRUCTIONS BEFORE SIGNING THIS CERTIFICATION. THE INSTRUCTIONS ARE AN INTEGRAL PART OF THE CERTIFICATION.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This certification is required by the regulations implementing Executive order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510.

## **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions**

### Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of facts upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-- Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.