

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

REQUEST FOR PROPOSALS

**Supporting Students in Recovery:
Recovery Housing and/or Recovery Supports to
Prevent and Reduce Substance Abuse on
College Campuses in New Jersey**

July 6, 2022

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Division of Mental Health and Addiction Services

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I. Purpose and Intent

The New Jersey Department of Human Services (DHS) Division of Mental Health and Addiction Services (DMHAS) is issuing this Request for Proposals (RFP) for Supporting Students in Recovery to provide supportive, substance-free living environments and services for college students in recovery. The total amount of funds available through this RFP is \$2,250,000. This RFP is funded through Federal Substance Abuse Block Grant COVID-19 Supplement funding ending on March 14, 2023. DMHAS will make up to seven (7) awards to two- or four- year public institutions of higher education to provide recovery housing and/or recovery support services. It is anticipated up to three (3) awards to two-year institutions shall not exceed \$250,000 for each award; and up to four (4) awards to four-year institutions shall not exceed \$375,000 for each award. This RFP does not support capital costs. However, it is permissible to budget funds for general maintenance (e.g. interior painting, carpeting) on existing assets, or for new furnishings, to be dedicated exclusively for recovery housing and/or recovery support services.

Institutions that already have designated housing for students in recovery may still apply for funding for recovery programs and related services. Each college or university awardee will be required to: provide individual and group substance abuse recovery-oriented programs and services, implement campus-wide environmental prevention strategies, provide assessment, academic, and relapse prevention services to students, and other appropriate services. Note that designated recovery housing may include a dorm, floor, wing or other designated area within an existing residential building or other student housing and does not require that an entire dormitory be substance-free. Project oversight will be provided by the DMHAS. The funding available is one-time only and not renewable.

The successful bidder will ensure that the services provided ensure diversity, inclusion, equity, and cultural and linguistic competence to the target population. The successful bidder will continually assess and utilize demographic data of participants' catchment area in its development and delivery of programming, evaluation, and program outcomes to ensure it is relevant to the population served. Additionally, the successful bidder will analyze data to implement strategies to increase program participation.

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 a proposal in response to this RFP from current DHS/DMHAS contracts.

The following summarizes the RFP schedule:

July 6, 2022	Notice of Funding Availability
July 13, 2022	Questions on RFP are due - no later than 4:00 p.m. EST
July 27, 2022	Deadline to submit written intent to apply - no later than 4:00 EST
July 27, 2022	Deadline to request DHS secure file transfer protocol (SFTP) site login credentials - no later than 4:00 EST

August 3, 2022	Deadline for receipt of proposals - no later than 4:00 p.m.
August 26, 2022	Preliminary award announcement
September 2, 2022	Appeal deadline
September 9, 2022	Final award announcement
September 30, 2022	Anticipated contract start date

II. Background and Population to be Served

On-Campus Recovery Programs. DMHAS is increasing spending by \$2,250,000 for colleges and universities to provide on-campus recovery programs, giving New Jersey two- and four-year public colleges and universities the ability to apply for contracts in order to invest in recovery housing and/or supportive services for students in recovery.

According to the 2019 National Survey on Drug Use and Health (NSDUH) 52.5 percent of full-time college students drank alcohol in the past month; 33.0 percent of college students reported binge drinking in the past month; and 8.2 percent of college students reported heavy alcohol use in the past month.

On an average day during the past year, full-time college students used the following substances:

- 1.2 million full-time college students drank alcohol;
- 703,759 full-time college students used marijuana;
- 11,338 full-time college students used cocaine;
- 9,808 full-time college students used hallucinogens;
- 4,570 full-time college students used heroin; and
- 3,341 full-time college students used inhalants.

Full-time college students who used alcohol in the past month drank an average of 4.1 drinks per day on the days on which they drank. Full-time college students who used alcohol in the past month drank on an average of 6.4 days per month.

The risks and adverse consequences associated with adolescent and young adult alcohol and illicit drug abuse are well-documented. Wechsler and Nelson (2010) report that students who met criteria for binge drinking two (or three) times in a two-week period were twice as likely to: engage in unplanned sex, get into trouble with police, need medical treatment for alcohol overdose, and drive under the influence. According to the National Institute on Alcohol Abuse and Alcoholism (NIAAA) in 2017, 1,825 college students between the ages of 18-24 die each year from alcohol-related injuries (including driving while intoxicated). The NIAAA also reports that 25% of college students reported adverse academic consequences due to alcohol abuse, and that 2.1 million students drove under the influence of alcohol last year.

College Characteristics: According to NIAAA, a number of environmental influences working in concert with other factors may affect students' alcohol consumption. Schools where excessive alcohol use is more likely to occur include those:

- Where Greek systems dominate (i.e., fraternities, sororities);
- Where athletic teams are prominent; and
- Located in the Northeast.

Legislation: In response to these issues, the New Jersey Senate and General Assembly enacted legislation in 2015 that mandated that, “Within four years...each four-year public institution, in which at least 25% of the undergraduate students live in on-campus housing shall establish a substance abuse recovery housing program.” Many of New Jersey’s 11 public colleges and universities are subject to this Campus Recovery Housing law that required dedicated substance-free housing for students by 2019.

The funding available for recovery housing and/or recovery support programs through this RFP is not restricted to colleges meeting the requirements of the legislation. All other two and four year public colleges and universities are eligible to apply for funding to provide recovery housing and/or recovery support services. Public colleges or universities that already provide recovery housing can apply for funding to develop or augment their school’s recovery program.

The design of the program should be consistent with the findings of existing programs and the current literature which maintain that recovery housing operates and is successful if it is non-stigmatizing and offered within the context of a comprehensive community recovery program promoting recovery and normalizing a substance-free lifestyle.

The specific contract-related expectations are listed in the Contract Scope of Work section of this RFP.

III. Who Can Apply?

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

1. The bidder must be a State recognized accredited two or four-year public institution of higher learning in New Jersey;
2. The bidder may have received previous or current funding for recovery support services/housing from the DMHAS;
3. The bidder must be a fiscally viable public college or university;
4. The bidder must comply with all rules and regulations for any DMHAS program element of service proposed by the bidder;
5. For a bidder that has a contract with the DMHAS in place when this RFP is issued, that bidder must have all outstanding Plans of Correction for deficiencies submitted to the DMHAS for approval prior to submission;
6. The bidder must be fiscally viable based upon an assessment of the bidder's audited financial statements. If a bidder is determined, in the DMHAS’ sole discretion, to be insolvent or to present insolvency within the twelve (12) months after bid submission, the DMHAS will deem the proposal ineligible for contract award;

7. 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; and
8. The bidder shall not employ a member of the Board of Directors as an employee or in a consultant capacity.

IV. Contract Scope of Work

The goal of this project is to provide students in recovery from a substance use disorder (SUD), students at-risk of developing a SUD, and students not in recovery who choose not to misuse alcohol and drugs, with a supportive community that promotes physical, psychological, social, and spiritual health. By providing this support, it is easier for a student who is in recovery to thrive in the college setting and work toward his/her/their academic goals. It also provides comfort to families who have to manage the fears and reservations of letting their recovering loved one enter an environment that is well-known for drinking and partying. As such, recovering students have the opportunity to complete their college education in an environment that values and supports recovery from addiction.

The specific requirements for recovery housing and/or recovery support services are set forth below:

I. Recovery Housing (desirable not required)

- A. Designation of a dorm or provision of space within existing residential housing (e.g., dorm, floor, wing, suite, etc.) as safe space for students in recovery. Such housing may be available to students at risk of developing a SUD and individuals wishing to reside in substance-free housing with **priority given to those in recovery from SUD.**
 1. Ensure privacy and confidentiality of residents in recovery housing.
 2. Establish written policies and procedures for eligibility and retention of housing, including commitment of residents to policy compliance.
- B. Staffing – the residential assistants on a recovery dorm, floor, wing or suite must be trained so that they can promote the recovery process; peer mentors may be considered for these roles.
- C. Marketing – Schools must promote recovery housing with materials that are positive and non-stigmatizing and reference the available campus supports; schools must also preserve the anonymity of recovering students who elect to reside in recovery housing.
- D. Environmental Management – Schools must promote and provide substance free activities for all dorm residents as well as substance free campus activities.

II. Recovery Support

- A. Screening and Intervention Services:
 1. Offer screening and intervention for SUDs (and mental health services for students with co-occurring disorders).
 2. Provide referral to assessment for students who are identified as at-risk.

3. Provide recovery support services, including mentoring, academic support, crisis management, and relapse prevention and response to recovering and at-risk students.
 4. Adhere to the New Jersey Board of Marriage and Family Therapists Alcohol and Drug Counselor Committee regulations regarding the practice of substance abuse counseling, as appropriate and indicated.
 5. Use evidence-based tools and practices for all screening and intervention services.
 6. Designate physical space on campus for students in recovery, peer mentors, and recovery allies, to meet and gather.
- B. Self-Help and Mentoring
1. Ensure that 12-step meetings and/or other self-help groups are available to students on campus and provide guidance to students regarding maximizing attendance at meetings by holding meetings at sites that afford some degree of privacy, for example, providing meetings that are held at easily accessible off-campus locations at times when students will most likely be able to attend. Schools should facilitate transportation for students in recovery as needed.
 2. Consider developing a peer mentor program and provide training to peer mentors so that students in recovery have role models who can provide relatable reinforcement and support.
 3. Identify organizations, services and groups that can provide students in recovery access to recovery resources in the broader community (support programs, counseling, housing, etc.).
 4. Identify organizations, groups and clubs that facilitate involvement in community service, philanthropy, and civic engagement (speaking at local high schools, community service projects, etc.).
- C. Community Education
- Provide to the general student population, faculty and administrative (and residential) staff in order to promote substance-free lifestyles.
- D. Environmental Management
- Promote and provide substance free activities and events for students in recovery as well as substance free campus activities.

Cultural Competency

The successful bidder will include evidence of their commitment to equity and reduction of disparities in access, quality, and program outcomes of marginalized populations. This includes a diversity, inclusion, equity, cultural/linguistic competence plan as outlined in the National CLAS standards. The plan should include information about the following domains: workforce diversity (data informed recruitment), workforce inclusion, reducing disparities in access, quality, and outcomes in the target population, and soliciting input for diverse community stakeholders and organizations. Additionally, the successful bidder will use available demographic data from agency and target population catchment area (race/ethnicity/gender/sexual/orientation/language) to shape decisions pertaining to services, policies, recruitment, and hiring of staff.

Successful bidders and their system partners will work together to identify and combat barriers that may impede the target population from seeking and accessing services. Obstacles to services may include misinformation and lack of knowledge regarding the target populations' race, ethnicity, sexual orientation, substance use, socioeconomic status, generational considerations, and language, etc.

The successful bidder will:

- Collaborate with system partners to ensure coordination, equity, and inclusion of care/services
- Deliver services in a culturally competent manner that exemplify National CLAS Standards
- Ensure services meet the language access needs of individuals served by this project (e.g., limited English proficiency, Deaf/ASL, Braille, limited reading skills).
- Coordinate and lead efforts to reduce disparities in access, quality, and program outcomes

The successful bidder will describe their efforts to ensure workforce diversity and inclusion in the recruiting, hiring, and retention of staff who are from or have had experience working with target population and other identified individuals served in this initiative. Additionally, the successful bidder will ensure that there is a training strategy related to diversity, inclusion, cultural competence, and the reduction of disparities in access, quality, and outcomes for the target population. The training will include education about implicit bias, diversity, recruitment, creating inclusive work environments, and providing language access services.

Coordinating Agency

DMHAS will assume the coordinating and oversight functions for this contract. Oversight will include approval of the final proposal and implementation plan and schedule, quarterly oversight meetings with the awardee schools to review data reports, implementation progress and obstacles, and a fiscal audit at the program's conclusion. Quarterly meetings will be attended by college officials, including those responsible for administering the recovery program and recovery housing.

Evaluation and Data Reporting

Institutions will be required to submit quarterly reports to the DMHAS on the following:

- Information regarding recovery housing and support services, if applicable (number of students receiving services, student retention, types and frequency of services provided to students, successes and challenges related to delivery of services; marketing and anti-stigma activities);
- Progress toward the provision of recovery housing and anticipated availability of housing and supports, if applicable.

- Develop and implement a program performance assessment plan for all students in recovery receiving housing and support services that incorporates outcome measures, such as: substance use, education and employment, stability in housing and social connectedness.

In addition, schools must conduct a student satisfaction survey regarding views of recovery housing and/or recovery supports.

DMHAS will develop guidelines for the appropriate use of funds, monitor invoices for payment, and conduct a fiscal audit at the conclusion of the project.

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, the Contract Reimbursement Manual, and the Contract Policy and Information Manual. These documents are available on the website at: <https://www.nj.gov/humanservices/olra/contracting/policy/>.

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 DHS' intent to award a contract.

The contract awarded as a result of this RFP is not renewable. 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 <https://www.nj.gov/humanservices/olra/assets/documents/CPIManual.pdf>, programs awarded a contract 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 the provision of services be delayed through no fault of the awardee, funding continuation will be considered on a case-by-case basis dependent upon the circumstances creating the delay. In no case shall 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 the DMHAS.

The awardee must comply with all rules and regulations for any DMHAS program element of service proposed by the bidder. Additionally, please take note of the 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

Bidders must send an email to SUD.upload@dhs.nj.gov no later than 4:00 pm. EST on July 27, 2022 indicating their agency's intent to submit a proposal for the Recovery Housing and Supports on College Campuses RFP. It is required that the bidder email their notice of intent to submit a proposal no later than the July 27, 2022 deadline. If a bidder's notice of intent to submit a proposal is received after the deadline their agency is not eligible to submit a proposal for consideration. 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 no later than 4:00 pm. EST on July 13, 2022. All questions and responses will be compiled and posted on the DHS website with the RFP. 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 bidders at any time.

VII. Required Proposal Content

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

Funding Proposal Cover Sheet (RFP Attachment A)

Bidder's Organization, History and Experience (15 points)

1. Provide a brief narrative describing the bidder's history, its primary purpose, target population and marginalized underserved populations and the number of years of experience. Describe how the bidder's experience and success demonstrate its ability to provide the expected services.
2. For bidder's that are currently receiving funding from the DHS/DMHAS, please provide an explanation and all relevant documentation regarding any disciplinary action that has been taken against the bidder in the past five years.
3. Provide a statement of need for these services on campus – including qualitative and quantitative information to substantiate the need.

4. Describe the bidder’s history and experience in providing substance abuse prevention, treatment and/or recovery services.
5. Provide a description of all active litigation in which the bidder is involved, including pending litigation of which the bidder has received notice. Failure to disclose active or pending litigation may result in the agency being ineligible for contract award at DMHAS’ sole discretion.
6. Include a description of the bidder’s ability and commitment to provide culturally competent services (CLAS Standards) and diversity (Law against Discrimination, N.J.S.A. 10.5-1et seq.). Attach a cultural competency plan as an addendum and discuss in the narrative how the plan will be updated and reviewed regularly.
7. In order to establish a bidder’s need for a program of campus-based recovery housing and/or recovery support services, bidders must complete the following grid (using information for the previous academic year (September – May) and include it as an attachment to the proposal. If the Indicator does not apply, it is to be noted on the grid.

Indicator **	Number
Full time undergraduate students	
Part time undergraduate students	
Full time graduate students	
Part time graduate students	
Student deaths due to alcohol/drug use	
Alcohol/drug policy violations	
Alcohol/drug arrests on campus	
Alcohol/drug arrests off campus	
Academic suspensions due to alcohol/drugs	
College infirmary visits due to alcohol/drugs	
Emergency room visits due to alcohol/drugs	
Alcohol poisonings	
Drug overdoses	
Campus vandalism incidents	
Number of students living in on-campus housing	
Students living on campus as a percent of student population	

**** It is noted some indicators may not apply due to recent COVID-19 restrictions on campus, and should be so noted.**

Project Description (40 points)

1. Describe how the bidder will provide the services outlined in the contract scope of work of this RFP. Include details on how these activities will be conducted on campus.

2. Describe how this project will address the problem of substance abuse on campus and how it will ultimately enhance students' college experience.
3. Describe the bidder's approach to monitoring and evaluating meaningful performance measures related to program outcomes.
4. Describe where and how recovery support services will be provided including academic support services, screening and intervention services, peer support/mentoring, crisis management, relapse prevention and response, training and community education. Describe the bidder's plan to provide access to services, including how individual students will be identified as both eligible for and in need of services. Describe how the institution will ensure that all services related to this project are delivered with an adequate degree of privacy and discretion.
5. If applicable, describe and detail how recovery housing will be provided and publicized, who will be eligible and conditions for retention of housing, including how student relapse will be handled. Describe housing eligibility criteria if recovery housing is to be provided. Describe recovery housing policies and procedures including protection of participants' anonymity and efforts to ensure that program participation is non-stigmatizing. Discuss how the housing will be staffed and the training that will be provided to ensure the availability of qualified personnel, including peer mentors.
6. Describe the substance-free activities that will be available to students in recovery. Describe the efforts and types of substance-free activities that will be undertaken to promote substance-free lifestyles more generally on campus.
7. Provide a detailed description of evidence-based programs that will be utilized in the recovery support components of the program.
8. Describe how the proposed project will address issues of age, race, ethnicity, culture, language, sexual orientation, disability, literacy and gender within your college/university.
9. Describe the organization's committees or workgroups that focus on efforts to reduce disparities in access, quality, and program outcomes for the target population. Include the membership of committee members and their efforts to review agency services/programs, correspond and collaborate with quality assurance/improvement, and make recommendations to executive management with respect to cultural competency.
10. Describe how the demographic makeup of the catchment area population (race, ethnicity, gender, sexual orientation, language, etc.) will shape the design and implementation of evidence based and best practice program approaches.
11. Describe any foreseen barriers to the implementation of this project and plans to overcome them. At a minimum, be sure to include community, cultural, economic and

academic barriers.

12. Describe the program performance assessment plan for recovery housing and support recipients. Include the institution's strategy to incorporate the use of recipient/client-level outcome measures (i.e. substance use, education and employment, stability in housing, social connectedness).

Staffing (15 points)

1. Describe the number of key personnel who will be involved with fulfilling the requirements of this RFP, including their qualifications (i.e., professional licensing and related experience). Indicate whether they are current staff or if they are expected to be hired, and include if staff will be bilingual.
2. Attach resumes and copies of credentials of current staff members in an Appendix.
3. Include job descriptions for all key personnel with oversight and involvement in completing the responsibilities of the contract.
4. Describe the institution's organizational structure and provide an organizational chart showing the proposed 'Supporting Students in Recovery Program' in an Appendix.
5. Detail the institution's hiring policies regarding background and credential checks, as well as past criminal convictions.
6. Describe program efforts to recruit, hire and train staff who are from or have experience working with target population.
7. Describe the management level person responsible for coordinating and leading efforts to reduce disparities in access, quality, and outcomes for the populations served. Information provided should include the individual's title, organizational positioning, education, and relevant experience.
8. Describe the strategy to deliver topics related to diversity, inclusion, cultural competence, and the reduction of discrepancies in the access, quality, and program outcomes, which includes information on implicit bias, diversity, recruitment, creating inclusive working environments, and providing languages access services.

Facilities, Logistics, Equipment (10 points)

1. Describe how tangible assets, such as computers and hardware, phones, and other special service equipment will be acquired or allocated for staff and/or students, who may require these services.
2. Describe facilities and equipment required to execute the project. Include in-kind resources, as well as facilities and equipment to be purchased with project funds. Describe where recovery support services will be provided, as well as measures to ensure compliance with HIPAA and 42 CFR requirements.

3. If designating new recovery housing, describe the existing housing facilities to be made available to the project, including the total number of students in recovery who can be served and support services available within the housing component. Include a description of the process to apply for, be accepted into, and continue to receive recovery housing, including eligibility for financial aid or other assistance to subsidize the cost of housing for students in recovery who qualify for assistance.

Budget (20 points)

The DMHAS will consider the cost efficiency of the proposed budget as it relates to the scope of work. Therefore, bidders must clearly indicate how this funding will be used to meet the program goals and/or requirements. In addition to the required Budget forms, bidders are asked to provide budget notes.

The budget should be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. All costs associated with the completion of the project must be delineated and the budget notes must clearly articulate budget items including a description of miscellaneous expenses and other costs.

This RFP does not support capital costs. However, bidders may request up to 5% of its proposed total budget for this project (up to a maximum of \$12,500 for two year institutions, and up to a maximum of \$17,500 for four year institutions) for general maintenance (e.g. interior painting, carpeting) on existing assets that are dedicated exclusively for recovery housing and/or recovery support services (e.g. a recovery lounge). General maintenance funding cap is set by the SAMHSA. Narrative justification and maintenance cost estimates should be displayed on the Excel budget template, if applicable.

1. A detailed budget using the Annex B Excel template is required. The Excel budget template will be emailed to those that submit a written intent to apply. The Annex B Excel template must be uploaded as an Excel file onto the file transfer protocol site as instructed in VIII. Submission of Proposal Requirements. Failure to submit the budget as an Excel file will result in a deduction of points. The standard budget categories for expenses include: A. Personnel, B. Consultants and Professionals, C. Materials and 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 two (2) separate, clearly labeled sections:
 - a. Section 1 – Full annualized operating costs to satisfy the scope of work detailed in the RFP and revenues excluding one-time costs; and
 - b. Section 2 - Proposed one-time costs, if any, which will be included in Total Gross Costs.
2. Budget Notes detailing and explaining the proposed budget methodology, estimates and assumptions made for expenses and the calculations/computations to support the proposed budget are required. 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 (if allocated from other DMHAS contracted services), and hours per workweek.
5. Identify the number of hours per clinical consultant.
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 the 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 enumerated items (#1 through #16) must be included as appendices with the bidder's proposal.

Please note, that if items #1 through #4 are not submitted and complete, the proposal will not be considered. The collective of appendices is limited to a total of 50 pages.

Items #12 through #14 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 the appendices’ 50-page limit.

1. Department of Human Services Statement of Assurances (RFP Attachment C);
2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (RFP Attachment D);
3. [Disclosure of Investment in Iran](#)¹;
4. Statement of [Bidder/Vendor Ownership Disclosure](#)²;
5. Copy of documentation of the [bidder’s charitable registration status](#)³;
6. Bidder mission statement;
7. Organizational chart;

¹ www.nj.gov/treasury/purchase/forms.shtml

² www.nj.gov/treasury/purchase/forms.shtml

³ www.njconsumeraffairs.gov/charities

8. Job descriptions of key personnel;
9. Resumes of proposed personnel if on staff, limited to two (2) pages each;
10. List of the board of directors, officers and terms;
11. Original and/or copies of letters of commitment/support;
12. Pursuant to Policy Circular P. 11, 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;
13. Audited financial statements (AFS) and Single Audits (A133), prepared for the two (2) most recent fiscal years;
14. All interim financial statements prepared since the end of the bidder's most recent fiscal year. If interim financial statements have not already been prepared, provide interim financial statements (balance sheet, income statement and cash flows) for the current fiscal year through the most recent quarter ended prior to submission of the bid.
15. Three (3) most recent interim financial statements; and
16. Any other audits performed in the last two (2) years.

Additional attachments that are requested in the written narrative section such as the grid under the Bidder's Organization, History and Experience section and Cultural Competency Plan and not listed in items 1-16 under Appendices do not count towards the 50-page limit for appendices. Appendix information exceeding 50 pages will not be reviewed.

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 be no more than 10 pages, be single-spaced with one (1") inch margins, normal character spacing that is not condensed, and not be in 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. EST on August 3, 2022. 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 no later than 4:00 p.m. EST on July 27, 2022, in order to receive unique login credentials for Recovery Housing and Supports on College Campuses RFP to upload your proposal to the SFTP site. Email requests for login credentials must include the title of this RFP, 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 responsive proposal.

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 review committee's averaged score for the proposal's narrative and budget sections combines with the fiscal viability score.

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 all bidder finalists to review existing program(s) and/or invite all bidder finalists for interview. 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 (<https://www.nj.gov/humanservices/olra/contracting/policy/>).

DMHAS will notify all bidders of contract awards, contingent upon the satisfactory final negotiation of a contract, by August 26, 2022.

X. Appeal of Award Decisions

An appeal of any award decision may be made only by a bidder to this RFP. All appeals must be made in writing and be received by the DMHAS at the address below no later than 4:00 p.m. EST on September 2, 2022. The written appeal must clearly set forth the basis for the appeal.

Appeal correspondence should be addressed to:

Valerie L. Mielke, Assistant Commissioner
Department of Human Services
Division of Mental Health and Addiction Services
5 Commerce Way
PO Box 362
Trenton, NJ 08625
Fax: 609-341-2302

Or via email: 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.

The DMHAS will review all appeals and render a final decision by September 9, 2022. Contract award(s) 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 08625-362 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; for an entity doing business with the State for the first time, it may register at);
25. Source Disclosure (EO129) (www.nj.gov/treasury/purchase/forms.shtml); and
26. Chapter 51 Pay-to-Play Certification (www.nj.gov/treasury/purchase/forms.shtml).

XII. Attachments

Attachment A – Proposal Cover Sheet

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

Attachment C – Statement of Assurances

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

Attachment E – Mandatory Equal Employment Opportunity Language

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: **Recovery Housing and/or Recovery Supports on College Campuses** _____

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 _____

Total number of unduplicated consumers who can access dedicated recovery housing, if applicable: _____

Total number of unduplicated consumers to be served with recovery supports: _____

County in which services are to be provided: _____

Brief description of services by program name and level of service 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 C.F.R. 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 P.L. 1975 c. 127 (N.J.A.C. 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 C.F.R. 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 is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by an 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 C.F.R. 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.

Attachment E - Mandatory Equal Employment Opportunity Language

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.