

Division of Mental Health and Hospitals
Administrative Bulletin 9:10

SUBJECT: Addendum To DHS Policy Regarding Requests For Proposals (RFPs)

Purpose

New Jersey Division of Mental Health and Hospitals (Division) encourages the solicitation of proposals for new program funding initiatives from the broadest possible spectrum of community agencies. This includes many agencies which may not have been aware of such funding opportunities in the past, and therefore were unable to compete in an RFP process. The Division proposes a more open RFP process, which would include existing mental health providers, as well as other community agencies/groups that have the potential to organize and deliver quality mental health services.

Scope

This bulletin applies whenever the Division utilizes the Department RFP procedures (DHS Contract Policy S1.05).

Authority

N.J.S.A. 30:9A-10

Procedures


The following procedures will be followed when the Division determines that an RFP is to be issued:

1. The Department of Human Services' RFP Regulation (N.J.A.C. 10:3-3 et seq.) is to be followed in all respects.
2. Prior to the RFP notification being published in the New Jersey Register, DMH&H Regional staff shall specify a mailing list of all appropriate, known human service/social service organizations in a defined geographical area (county; region; state). This mailing list should include all those organizations which are believed to be potentially interested in delivering the specified services.

An announcement of the RFP shall be sent to the specified mailing list by the appropriate DMH&H Regional office. A master listing of all relevant

agencies under contract with the Department of Human Services and those which have expressed an interest in receiving RFP announcements, shall be maintained by the DMH&H Contract Administration unit.

3. In addition to the required publication of a notification of an RFP in the New Jersey Register, the Division shall also publish an RFP announcement in at least two (2) newspapers/magazines with significant circulations that are directed towards minority populations. A listing of publications directed towards minority audiences shall be maintained by the Division, and updated annually.
4. The RFP panel(s) which is(are) established to develop RFP criteria and evaluate the responses, shall include minority representation. The members who comprise such panels must include persons who are representative of any cultural/ethnic groups(s) which may be impacted by the provision of such services.



Alan G. Kaufman, Director
Division of Mental Health and
Hospitals

2/3/94

Date

DEPARTMENT OF HUMAN SERVICES
INTER-OFFICE COMMUNICATION

TO: Assistant Division Directors
FROM: Alan G. Kaufman *AK*
DATE: February 3, 1994
SUBJECT: Administrative Bulletin 9:10 (RFPs)

Enclosed, for your information and future use, is our recently-finalized addendum to the DHS policy on Requests for Proposals (RFPs).

This policy addendum is effective immediately and should be followed whenever RFPs are issued by DMH&H. Please photocopy and distribute to your staff as necessary.

AGK:DS:mn
Enclosure
c: Dennis Lafer

D:04 Contract Manual

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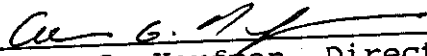
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