

NOTICE OF FUNDING AVAILABILITY

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

TAKE NOTICE that, in compliance with N.J.S.A. 52:14-34.4, 34.5 and 34.6, the Division of Mental Health and Addiction Services (DMHAS) hereby announces the availability of the grant program funds described herein.

Program Name: Supported Employment for Consumers of Mental Health Services

Purpose: The DMHAS is announcing the availability of funds to provide recovery-oriented career services, specifically Supportive Employment (SE) for persons with Mental Illness and/or Co-Occurring Disorders (MI/COD). Applicants will propose strategies that promote and actively support recovery, independent living, economic self-sufficiency, personal growth and fulfillment through employment.

The overall intention of this Request For Proposal (RFP) is to continue the DMHAS service delivery system's capacity to promote integrated employment opportunities through the following goals:

- Maximize the number of individuals with MI/COD who secure and retain competitive employment in integrated settings with support;
- Ensure that employment and career development are integral to the agency's recovery mission and service system in core functions such as planning, systems development, monitoring, evaluation and human resource development;
- Make available a flexible array of services and supports that assist individuals to obtain and retain part or full-time integrated competitive employment and/or career-related education/training based on informed choice and the person's strengths and preferences; and
- Build intra, local and regional interagency / resource partnerships with such entities as psychiatric rehabilitation, clinical and housing providers, as well as business and industry to maximize resources, support and insure the continuity of service delivery.

Available Funding Amount: SE services are being rebid in the 13 counties listed below. Annualized funding up to the amount listed below is available through this announcement to provide supported employment opportunities in the following counties: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Hunterdon, Mercer, Ocean, Passaic, Salem, Sussex, and Warren. DMHAS expects applicants to deliver 2,586 units of service at \$58 per unit for \$150,000.

Who Can Apply/Bidder Qualifications: In order to be eligible for consideration for this RFP:

1. The applicant must be a fiscally viable for-profit or non-profit organization and be able to document the extent of their experience in successfully providing career services to individuals with mental illness and with a co-occurring mental illness and substance use disorder;
2. The applicant must be able to clearly demonstrate the ability to provide, or have had experience and success in providing career services; integrated employment and to a lesser extent educational services and support for adults consumers with mental illness and/or COD described in this RFP;
3. The applicant must demonstrate the ability to comply with all rules and regulations for any DMHAS program element of service proposed by the applicant;
4. Non-public applicants must demonstrate that they are incorporated through New Jersey Department of State and provide documentation of their current non-profit status;
5. The applicant must be a government entity or a corporation duly registered to conduct business in the State of New Jersey. If the applicant is a for-profit entity, the applicant must obtain a business registration certificate from the New Jersey Department of the Treasury prior to the time the contract is awarded. For-profits may obtain this certificate at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>; and
6. The applicant must comply with the terms and conditions of the Department of Human Services' contracting rules and regulations as set forth in the Standard Language Document, the Contract Reimbursement Manual (CRM) and the Contract Policy and Information Manual (CPIM). A copy of this manual can be accessed from the webpage of the Office of Contract Policy and Management at: <http://www.state.nj.us/humanservices/ocpm/home/resources/manuals/>. Applicants may contact the DMHAS Contract Unit at 609-777-0628 with any general questions about requirements in these manuals.

Proposal Procedure: Effective September 16, 2014, the Request for Proposal (RFP) is available at www.state.nj.us/humanservices/providers/grants/rfp/rfi/index.html and <http://www.state.nj.us/humanservices/dmhs/info/notices/>. A proposal must be submitted that comports with the RFP requirements and instructions.

Mandatory Bidders Conference: A Mandatory Bidders Conference will be conducted for interested applicants. All applicants intending to submit a proposal in response to this request must attend the Mandatory Bidders Conference on September 23, 2014. Information regarding the time and location of the bidder's conference may be found in the RFP. *Proposals submitted by an applicant not in attendance at the Mandatory Bidders Conference will not be considered.*

Proposal Receiving Office: Sandra Opoku
Division of Mental Health and Addiction Services
Capital Place One, 3rd Floor

222 South Warren Street
Po Box 700
Trenton, NJ 08625-0700

Submission Deadline: Electronic and mailed proposals must be received by 5:00 p.m. eastern standard time on October 21, 2014. Bidders must submit proposals electronically in PDF format to RFP.submissions@dhs.state.nj.us. Additionally, one hard copy of the proposal with an original signature and six additional hard copies must be submitted to the attention of Sandra Opoku. No format other than the PDF and one original signed hardcopy and six hard copies will be accepted for this RFP.

Notification Date: Bidders will be notified on or before November 24, 2014.

Jennifer Velez, Commissioner

Date