

DIVISION OF MENTAL HEALTH AND ADDICTION SERVICES

Notice of Availability of Funds

Funding for Training and Technical Assistance for Regional Prevention Coalitions

Take notice that, in compliance with N.J.S.A. 52:14-34.4 and 34.6, the Division of Mental Health and Addiction Services (DMHAS) hereby announces the availability of the following program funds.

Name of program: Funding for Training and Technical Assistance for Regional Prevention Coalitions

Purpose: DMHAS is seeking an experienced provider to deliver coordinated training and technical assistance to 17 regionally-based prevention coalitions, their stakeholders, partners, and staff. Funding for all services and activities described in this RFP will be provided by Strategic Prevention Framework – Partnerships for Success (SPF-PFS) federal grant funds and administered by DMHAS. The successful applicant will increase the capacity of funded coalitions by providing comprehensive training and technical assistance on one or more of three areas of focus: 1) prevention services to older adults; and/or 2) prevention services to military families; and/or 3) prevention of tobacco use.

Amount of funding available: Total funding available is \$80,000/annually up to five years. One award will be made for an annually renewable contract for up to five years. Actual funding levels will depend on the availability of federal funds. Annual continuation and renewal are subject to availability of federal funds, satisfactory performance, as well as compliance and completion of all required/requested reports.

All application and expenditure data pertaining to these contract funds must be independent of any other DMHAS or non-DMHAS funded program of the applicant/contractee. The award made under this RFP will be clustered separately from other existing components for contract application and reporting. Cost sharing is not required.

Organizations or individuals that may apply must meet the following eligibility criteria.

1. Have a minimum of five years experience in public health with particular experience in health promotion and disease prevention.
2. Have an applied knowledge of epidemiological principles and processes.
3. Be skilled in data collection and analysis.
4. Have experience working with community-based organizations.
5. Have experience in coalition development and maintenance.
6. Have extensive experience in the delivery of training and technical assistance related to cultural and linguistic competence.
7. Demonstrate knowledge of substance abuse issues, systems and terms.
8. Possess strong writing skills.
9. Not be an employee, consultant or subcontractee of any DMHAS funded provider, or immediate relative of same.
10. Eligibility for contract is limited to applicants who are either public or private non-profit agencies/organizations.
11. Applicants must have a New Jersey address and be able to conduct business from a facility located in New Jersey.
12. Non-public applicants must demonstrate that they are incorporated through the

New Jersey Department of State, and provide documentation of their current non-profit status under Federal IRS 501(c) (3) regulations, as applicable.

13. All New Jersey and out of State Corporations must obtain a Business Registration Certificate (BRC) from the Department of the Treasury, Division of Revenue prior to conducting business in the State of New Jersey.
14. Proof of valid business registration with the Division of Revenue, Department of the Treasury, State of New Jersey, shall be submitted by the bidder and, if applicable, by every subcontractor of the bidder, with the bidder's bid. No contract will be awarded without proof of business registration with the Division of Revenue. Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730. Form NJ-REG. can be filed online at www.state.nj.us/njbgs/services.html.
15. Before performing work under the contract, all subcontractors of the contractor must provide to the contractor proof of New Jersey business registration. The contractor shall forward the business registration documents on to DMHAS.
16. Applicants must not be suspended or debarred by DMHAS or any other State or Federal entity from receiving funds.
17. An applicant that is a current DHS/DMHAS contractee must be in compliance with the terms and conditions of its current contract. For example, applicants must have all Plans of Correction (PoC) for deficiencies submitted to DMHAS for approval prior to submission.
18. Applicants must have a governing body that provides oversight as is legally permitted. No member of the Board of Directors can be employed as a consultant for the successful applicant.

Qualifications needed by an applicant to be considered: Applicants should carefully review this RFP funding opportunity to determine if their organization has the capacity to meet both the administrative and programmatic criteria for funding.

Procedure to apply: Eligible and interested organizations may obtain the RFP and related materials from the Department of Human Services website at <http://www.state.nj.us/humanservices/providers/grants/rfprfi/>. Interested organizations may also contact Helen Staton at:

Division of Mental Health and Addiction Services

PO Box 700

Trenton, NJ 08625-0700

helen.staton@dhs.state.nj.us

609-633-8781

Email all proposal materials in an attachment to helen.staton@dhs.state.nj.us by **5:00 p.m. on July 29, 2014**. Submit all proposal materials in PDF file(s). Your subject line should include your organization's name and the title "Training and TA for Regional Prevention Coalitions."

Additionally, one hard copy of the proposal with five additional hard copies must be submitted by the deadline.

For United States Postal Service, please address to:

Helen Staton

Division of Mental Health and Addiction Services

New Jersey Department of Human Services

PO Box 700

Trenton, NJ 08625

609-633-8781

For FedEx, UPS, other courier service or hand delivery, please address to:

Helen Staton

Division of Mental Health and Addiction Services

New Jersey Department of Human Services

222 South Warren Street, 4th floor

Trenton, NJ 08608

609-633-8781

Proposals received after the deadline will not be reviewed. Please note that if you send your proposal package through United States Postal Service two-day priority mail delivery to the PO Box, your package may not arrive in two days. In order to meet the deadline, please send your package earlier than two days before the deadline or use a private carrier's overnight delivery to the street address.

You will NOT be notified that your package has been received. If you require a phone number for delivery, you may use 609-633-8781.

Deadline by which all proposals must be submitted: Proposals must be submitted to and received at DMHAS by 5:00 p.m. on July 29, 2014.

Date by which applicants will be notified of intent to award or not award:

Applicants will be notified on or before August 8, 2014.

Jennifer Velez
Commissioner

Date