

NEW JERSEY DEPARTMENT OF HUMAN SERVICES

Division of Mental Health and Addiction Services

Request for Proposals (RFP)

**Contract Funds for Drug Court:
Halfway House
Substance Abuse Treatment Services**

Proposal Due: August 18, 2014

Date of Issuance: July 11, 2014

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Agency

The New Jersey Department of Human Services (DHS), Division of Mental Health and Addiction Services (DMHAS) in partnership with the Administrative Office of the Courts (AOC) is pleased to release this Request for Proposals (RFP) for Halfway House (HWH) substance abuse treatment services to build new capacity to meet the needs of the Phase 2 Drug Court expansion.

Purpose of this Announcement

DMHAS is soliciting proposals to procure slot-based halfway house (HWH) substance abuse treatment services for Drug Court participants. Since these awards are meant to build capacity and not repurpose existing capacity, DMHAS is looking for those residential providers that have had previously licensed or licensable beds, have current licensed but not obligated capacity or who will obtain a DHS Office of Licensing (OOL) substance abuse treatment license by the contract start date to apply.

A total of up to \$566,500 in one-time dollars will be made available required to implement this new service. These one-time dollars may be used for expenses such as minor renovations, minor equipment costs and new employee recruitment. Specifically, this RFP is to develop 73 halfway house male and female beds at an annualized treatment rate of \$20,395. These beds are to be reserved exclusively for Drug Court clients. Five bonus priority points overall will be given for male halfway house beds.

This opportunity is open to all residential facilities licensed to provide HWH substance abuse treatment services or agencies that are not licensed, have a physical site identified where the services will be provided. The provider shall provide to the DMHAS an attestation that the appropriate certificate of occupancy (I-1) for the physical site has been or can be obtained from the local municipality. Within 30 days of receiving a final award of a successful bid, an application (with required fee) must be submitted to the DHS OOL for HWH licensure. If a licensed agency is adding beds, an application to OOL for a modification to their current license must be submitted and a physical plant review must be conducted to ensure that there is space as per the regulations. Agencies proposing to provide HWH substance abuse treatment services at multiple DHS licensed sites may submit one proposal which identifies the number of reserved beds per licensed site.

As was the case previously, through adoption of the new 2008 sentencing guidelines, the treatment component requirements of Drug Court have moved away from pre-set lengths of stay to a clinically-driven movement through services, in order to provide clients with services that match their level of severity, and offer clients the appropriate dose and duration of treatment based on their clinical needs. This approach also has

the potential to make the most effective use of the existing treatment capacity and of available financial resources.

Agencies will be contracted for treatment at the current Drug Court rates for HWH. DMHAS currently has multiple initiatives providing a full continuum of care to clients through a network of licensed providers who are reimbursed via fee-for-service (FFS). The Co-Occurring Network provides FFS funding to provide integrated co-occurring services to individual clients who are receiving substance abuse treatment services. The Co-Occurring FFS Network strives to advance the integration of mental health services into client's substance abuse treatment. It provides reimbursement for an array of co-occurring services when a co-occurring mental health diagnosis, has been determined by an appropriately licensed behavioral health professional. Co-occurring disorder enhancements are FFS enhancements in addition to the existing slotted rate and reimbursable only to those agencies who apply for and are accepted into the co-occurring and Drug Court networks. Enhanced services will include the full array of co-occurring services, transportation, case management, court liaison services, physical exams and labs, and urine drug screenings, and medication (reimbursement for medications will only be available for up to two months). Authorization for service provision will be based on assessments and recommendations made by appropriately credentialed clinicians and individual treatment planning. Providers must meet staffing requirements as per licensure regulations NJAC 10:161A-10.1 Provision of Substance Abuse Counseling. Please refer to the N.J.A.C. 10:161A, Licensure of Residential Substance Use Disorders Treatment Facilities at the following website: http://www.state.nj.us/humanservices/providers/ruleadop/ruleadoptfiles/Rule_d_063_45_NJR_1725a_2013.pdf. Providers are required to submit co-occurring policies and procedures to OOL during the licensing application process.

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. Contracts awarded through this RFP will be budgeted separately from other existing components for contract application and reporting. Cost sharing is not required. Actual funding levels will depend upon the availability of funds. These contracts will be annually renewable each year. Annual continuation and renewal are subject to availability of funds, satisfactory performance, as well as compliance and completion of all required and requested reports.

Background

The Drug Court expansion as enacted in July 2012 with the Governor's Office ensuring implementation to the Drug Court expansion in P.L. 2012, c.23 and the legislature passing S881. The implementation of the Drug Court expansion required a two phase process; Phase 1 which began January 1, 2013 expanded the legal eligibility to include second degree burglary and robbery, and Phase 2 which allows for mandatory Drug Court sentences. Phase 2 implementation started July 1, 2013 and established three

pilot vicinages in five counties: Vicinage 14: Ocean County, Vicinage 13: Hunterdon, Somerset and Warren Counties and Vicinage 6: Hudson County. It is estimated the initial Phase 2 Drug Court expansion will yield an estimated 620 additional Drug Court participants needing access to the DMHAS' substance abuse treatment delivery system. The phase three expansion is scheduled to begin on July 1, 2014 with three additional vicinages implementing a mandatory component to their existing Drug Court programs. The vicinages are Vicinage 1: Atlantic/ Cape May, Vicinage 7: Mercer, and Vicinage 11: Passaic. Given the existing demand for substance abuse treatment, additional capacity will be needed in order to address the influx of these new Drug Court clients.

Who Can Apply?

Agencies/organizations that may apply must meet the following eligibility criteria:

1. Eligibility is open to fiscally viable private for-profit, non-profit corporations or a public/government entity.
2. This opportunity is open to all residential facilities licensed to provide HWH substance abuse treatment services or agencies that are not licensed, have a physical site identified where the services will be provided. And shall provide to the DMHAS an attestation that the appropriate certificate of occupancy (I-1) for the physical site has been or can be obtained from the local municipality. Within 30 days of receiving a final award of a successful bid, an application must be submitted to the DHS OOL for HWH licensure.
3. Non-public applicants must demonstrate that they are incorporated through the New Jersey Department of State.
4. Non-profit applicants must provide documentation of their current non-profit status.
5. Government entity must be a corporation duly registered to conduct business in the State of New Jersey.
6. 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. 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.
7. 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.
8. Applicants must not be suspended or debarred by DMHAS or any other State or Federal entity from receiving funds.

9. Applicants must have all outstanding DHS Licensure and DMHAS monitoring Plans of Correction (PoC) for deficiencies submitted to the appropriate party (DHS PoC must be submitted to DHS OOL, DMHAS monitoring PoC must be submitted to DMHAS) prior to submission of a proposal in response to this RFP.
10. Applicants must agree to additional Drug Court Initiative specific requirements which are outlined in the Annex A that will be disseminated at the Mandatory Bidders' Conference.
11. Applicants must have a governing body that provides oversight as is legally permitted. No member of the Board of Directors can be employed by and serve as a consultant for the successful applicant.
12. Applicants must also attend the Mandatory Bidders' Conference on July 18, 2014.

RFP Package

DMHAS RFP package includes the following:

- RFP, including narrative instructions for this specific contract;
- DMHAS Contract Application; and
- Attachments.

How to Get an RFP Package

- Contact Helen Staton at:
Division of Mental Health and Addiction Services
New Jersey Department of Human Services
PO Box 700
Trenton, NJ 08625-0700
helen.staton@dhs.state.nj.us
609-633-8781
- Download RFP from the DHS website at <http://www.state.nj.us/humanservices/providers/grants/rfprfi/>.
- Download the contract application forms from the DMHAS website at <http://www.state.nj.us/humanservices/das/information/contracts/>.
- Attend the Mandatory Bidders' Conference.

Proposal Due Date

Proposals must be received at DMHAS by 5:00 p.m. on August 18, 2014 and include one signed original and seven (7) copies. Faxed or electronic proposals, as well as those received after the deadline, will not be reviewed.

Where to Send Proposals

Submit your proposal in a single PDF file via email to RFP.submissions@dhs.state.nj.us. Your email "subject" should include your agency name, and the proposal name and date. Proposals should be limited to 25 pages, with the exception of the budget and supporting documents – in a font size no smaller than 12.

Additionally, one hard copy of the proposal with an original signature and seven 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

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.

Mandatory Bidders' Conference/Contacts for Further Information

A Mandatory Bidders' Conference will be held in the first floor conference rooms from 1:00 p.m. to 3:00 p.m. on July 18, 2014 at DHS, located at 222 South Warren Street in Trenton. This conference will provide applicants the only opportunity to ask questions about the RFP requirements or the award process. At no other time will DMHAS staff answer substantive questions. This is necessary to ensure that all potential applicants will have equal access to information. Applicants are requested to pre-register online at <http://njsams.rutgers.edu/training/cfdc/register.aspx>. You may contact Helen Staton at Helen.Staton@dhs.state.nj.us or 609-633-8781 if you have difficulties accessing the web-based registration.

The meeting room and facility will be accessible to individuals with physical disabilities. In addition, anyone who may require other special accommodations should notify Helen Staton. For sign language interpretation, please notify Helen Staton. Once reserved, a minimum of 48 hours is necessary to cancel this service, or else the cost will be billed to the requestor.

Applicants are guided to rely upon the information in this RFP and the details provided at the Mandatory Bidders' Conference to develop their proposals. Substantive questions regarding intent or allowable responses to the RFP, outside the Mandatory Bidders' Conference, will not be answered individually. Any necessary response to questions posed by a potential applicant during the Mandatory Bidders' Conference that cannot be answered at that time will be furnished in writing to all potential applicants registered as being in attendance. Specific guidance will not be provided to individual applicants at any time.

Contract Overview/Expectations

Any applicant not licensed to provide HWH substance abuse treatment services must vet the physical plant with DHS OOL and submit an application for licensure to the DHS OOL within 30 days of receipt of final award of successful bid. Contract will not be fully executed until a license is issued for the site and one-time funds will not be issued until plans for renovations are approved by DMHAS and OOL (as deemed necessary). If a licensed agency is adding beds, an application to OOL for a modification to their current license must be submitted and a physical plant review must be conducted to ensure that there is space as per the regulations.

Any agency holding both a FFS Drug Court contract and a slot based Drug Court contract must ensure that they have sufficient capacity in their agency both in terms of licensed beds and adherence to staff client ratio regulatory requirements. In addition,

Drug Court clients must first be placed in contracted slotted beds before an agency can bill FFS for Drug Court clients.

DMHAS requires a minimum of a 95% utilization rate. Underutilization is a serious compliance issue that could result in the reduction/withdrawal of contract funds if the contractee, upon notice from the Division, is unable to increase the number of clients served to the funded level.

Contractees will agree with the following requirements:

Licensing and Service Descriptions

Please refer to the N.J.A.C. 10:161A, Licensure of Residential Substance Use Disorders Treatment Facilities at the following website:

http://www.state.nj.us/humanservices/providers/ruleadop/ruleadoptfiles/Rule_d_063_45_NJR_1725a_2013.pdf

Contractees must be licensed at the primary site and at each of the satellite sites being funded. The licensee(s) must hold a full license or conditional to provide halfway house substance abuse treatment services and all plans of correction accepted. Contractees must comply with the following level of care description for Halfway House treatment, which approximate ASAM Criteria 2013 Level of care III.1.

**CLINICALLY MANAGED LOW-INTENSITY RESIDENTIAL TREATMENT
HALFWAY HOUSE SUBSTANCE ABUSE TREATMENT
Level III.1**

Definition: Halfway House Substance Abuse Treatment is provided in a licensed residential facility which provides room, board, and services designed to apply recovery skills, prevent relapse, improve emotional functioning, promote personal responsibility and reintegrate the individual into work, education and family life. Halfway house services must be physically separated from short term and long term program. In addition, clinical services must be separate from short term and long term residential services. This modality includes no fewer than 5 hours per week of counseling services. A minimum of 7 hours per day of structured activities must be provided on each billable day. (Note: Self-help meetings may be included as part of structured activities. This care approximates ASAM Criteria 2013 Level III.1 care.

Medical Services: Must be provided as per licensing requirements.

Counseling/Therapy Services:

- Individual: 1 hour/week minimum.
- Group: 3 hours/week minimum.
- Family: To be included during course of treatment as clinically indicated.

Psycho-education:

- Didactic sessions: 1 hours/week minimum.
- Family education and information sessions as clinically indicated.

Structured Activities: 7 hours a day required. Example of activities:

- a. Counseling Services;
- b. Psycho-education;
- c. Employment;
- d. Vocational Training;
- e. Recovery Support Services; and
- f. Recreation.

Essential Policies and Procedures

Contractees must:

1. Establish and submit a hiring policy that ensures all references, credentials, and background checks of current and prospective staff are verified. Additionally, contractees are required to include a policy that addresses how the agency will ensure that any previous convictions or ethical violations do not impact staff's ability to perform their current job duties. The cost of conducting background checks may be included in the agency's operational budget supported by contract funds.
2. Submit facility-wide policy which supports a client who is receiving medication assisted therapy (MAT). Specifically, agencies will have to be able to demonstrate that if a client is denied admission on the grounds that the facility does not have the capacity to support the client's MAT; it shall refer the client to an appropriate facility and shall document the referral. Furthermore, if a facility admits a client pursuing MAT and the client requires pharmaceutical services it shall support, or at a minimum shall not interfere with the client's MAT.
3. Enter client admission information into NJ-SAMS, and use ASI, DSM-5, and ASAM Criteria 2013.
4. Outline and submit agency admission process and criteria, including a comprehensive bio-psychosocial/spiritual assessment which determines the DSM-5 diagnosis and ASAM Criteria 2013 level of care, and all admissions clinical documentation policies and forms (i.e., treatment plans, progress notes, release of information forms, client rights and responsibilities, medical, urine drug screen, and discharge summary).
5. Submit agency policies and procedures for denying admissions to Drug Court participants which includes the manner by which the court and DMHAS is notified in writing at the time of the denial and how the agency will assist in placing the client in a more appropriate Level of Care or agency.
6. Submit agency plan that ensures every Drug Court client will be assigned a **primary counselor** who holds a valid LCADC or holds a valid CADC who

receives weekly clinical supervision and that all non-clinical staff who have contact with Drug Court clients are given regular supervision regarding Drug Court mandates. The plan must include entering clinician information per site into CRIS.

7. Submit agency plan for conducting ongoing clinical supervision which meets or exceeds the requirements outlined in Subchapter 6. Clinical Supervision 13:34C-6.1-6.4 of the Division of Consumer Affairs, State Board of Marriage and Family Therapy Examiners Alcohol and Drug Counselor Committee statutes and regulations and DMHAS standards set forth in the proposed regulations for all staff clinically or therapeutically responsible for or engaging with Drug Court clients (Powell, D.J., and Brodsky, A. 1993. *Clinical Supervision in Alcohol and Drug Abuse Counseling: Principles, Models, Methods*. New York, Lexington Books.).

Course of Treatment

Contractees must:

1. Submit agency protocol for providing clinically driven variable lengths of stay that incorporates ASAM Criteria 2013, evidence-based/ best practices and DSM-5 and agency policy and procedures on how clinical staff will interface with Judiciary staff including probation officers and other Drug Court team members around issues of relapse, movement through the continuum of care, and treatment compliance.
2. Submit agency protocol/policy for ensuring how a CADC or LCADC level clinician will be present for all required closed court staffing sessions and accompany Drug Court participants that are required to make court appearances. Note that FFS billing for this service is available.
3. Submit agency policy on clinical documentation for required Drug Court monthly reports and ongoing communication with Drug Court coordinators and probation officers include an example of the actual reporting form to be implemented.
4. Submit agency protocol for handling in-house client infractions including the manner in which your agency will communicate with the appropriate Drug Court team members the request for a court intervention or jail sanction and a detailed list of client infractions.
5. Submit protocols for accommodating Drug Court clients who present for treatment and are currently taking medication(s) prescribed by a physician. This may include provisions to dispense prescribed medications, the development of a viable network, referral process, consultation or sub-contracting with those who are licensed and equipped to address a client's medication and health needs; including but not limited to psychotropic medications.
6. Meet all DMHAS and Drug Court FFS Initiative Annex A requirements.
7. Submit policy for informing the Department of Human Services, Office of Licensure of any reportable events, as per 10:161A 3.8.

8. Submit policy that addresses how Drug Court probation officers will be notified within a maximum of **sixty minutes** of all Drug Court client problematic behaviors; include a comprehensive list of possible problematic behaviors based on experience working with Drug Court clients to date, if applicable.
9. **Submit a policy that addresses how your agency will deal with Drug Court clients who abscond from treatment. The policy should include reporting immediately to the court and/ or probation officer unless the facility has court permission in writing regarding a different procedure. Local courts should provide guidance on specific contact numbers.**
10. Submit policy that ensures that no paid or volunteer staff involved in the criminal justice system can have authority over or access to any Drug Court participant's confidential information including but not limited to clinical reports and record keeping, information disclosed in individual, group, and family or community meetings.

Discharge Planning and Continuum of Care

Contractees must:

1. Submit agency policy and procedures for executing a seamless continuum of care plan which commences within the first week of treatment and references ASAM Criteria 2013 dimensions.
2. Submit agency discharge criteria based on ASAM Criteria 2013.
3. Thoroughly outline an effective protocol for communicating discharge plans with each client's probation officer and Drug Court coordinator that includes enough lead time to adequately address and arrange drug-free housing, if necessary.
4. Submit your agency's policy on how you will assist clients with the transition from one level of care to the next including how your agency will facilitate client engagement with the next level of care, communicate with the Drug Court team and ensure discharge summaries are forwarded to the next level of care provider in a timely manner. A copy needs to be made available to the courts, if requested. The discharge summary should include but is not limited to treatment issues identified throughout the course of treatment, treatment progress and regressions, medications administered throughout treatment and continued at discharge, issues to be addressed as part of aftercare and any co-occurring issues identified and/ or addressed while in treatment.
5. Enter all admission and discharge information in NJ-SAMS in a timely manner.

Requirements for Contracting

Contractees must:

1. Follow specific protocols for slot-based contracts as outlined in the DHS Contracting Manual Ensure that this funding will not be used to supplant existing funding streams. This funding level is intended to provide increased capacity to serve this specific population.

2. Bill separately for the Drug Court enhancements. Follow FFS protocols for DMHAS or DMHAS' identified Fiscal Agent guidelines for reimbursement for enhancements. The agency must understand and comply with the billing codes established by DMHAS or the Fiscal Agent. The agency's billing person must understand the differences in levels of care in order to be able to have precise and timely billing. All fiscal information must be submitted accurately or may risk non-reimbursement.
3. All NJ-SAMS data must be completed in a timely fashion, including Client Fiscal Eligibility, Admission, and Discharge data.

Additional DMHAS Requirements

Contractees must:

1. Attend all scheduled DMHAS meetings including regional provider meetings, billing and IT systems trainings.
2. Attend all DMHAS required trainings.
3. Submit staff training and development plan with timeframes including when all staff will be trained in ASAM Criteria 2013, Level of Care Index (LOCI) and issues of cultural competencies such as race, age, size, sexual orientation, gender identity, and differently abled.
4. Obtain affiliation agreements for any services your facility cannot provide.
5. Submit your agency's philosophy of treatment, mission statement and any policies or documentation that demonstrates the delivery of client-centered treatment and implementation of recovery management principles.
6. Submit an organizational chart that includes the identification of those staff members who have primary responsibility for Drug Court clients.
7. Submit agency's policy on screening, assessing, treating and referring clients with co-occurring disorders; including a plan with timeframes to train staff in the full spectrum of co-occurring issues and completion of DMHAS' network provider application for co-occurring services and current and anticipated capacity to meet those requirements.
8. Submit agency's policy on admitting Drug Court clients who are being maintained on methadone, buprenorphine, or naltrexone. Include a staff training and development plan with timeframes for training on medically assisted treatment.

General Contracting Information

The Department reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. The Department's best interests in this context include, but not limited to: State loss of funding for the contract; insufficient infrastructure agency wide; inability of the applicant to provide adequate services; indication of misrepresentation of information; and/or non-compliance with any existing Department contracts and procedures or State and/or Federal laws and regulations.

All applicants will be notified in writing of the State's intent to award a contract. All proposals are considered public information and as such will be made available upon request after the completion of the RFP process.

All applicants will be required to comply with the Affirmative Action requirements of P.L. 1975 c. 127 (N.J.A.C. 17:27), Executive Order 117 (formerly P. L. 2005, c.51) and N.J.S.A. 52:34-13-2 Source Disclosure Certification (replaces Executive Order 129).

Proposals must include a Statement of Assurances, signed by the Chief Executive Officer or equivalent, as well as a signed debarment certification statement that the applicant is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from local, State or Federal funded contracts.

Awardees will be required to comply with the DHS contracting rules and regulations, including the Standard Language Document, the Department of Human Services Contract Reimbursement Manual, and the Contract Policy and Information Manual. Manuals may be downloaded from the DHS website of the Office of Contract Policy and Management (OCPM) at <http://www.state.nj.us/humanservices/ocpm/home/resources/manuals/index.html>. The awardees will be required to negotiate contracts with DHS/DMHAS upon award, and may also be subject to a pre-award audit survey.

Funding will be available for multiple awards. Applicants should submit reasonable budgets based on the type of service(s) proposed, and adhere to the contract ceiling limits by modality. DMHAS recommends applicants are thorough in their budget request to meet the requirements of this RFP. Budgets should reflect the scope of responsibilities in order to accomplish the goals of this project.

The preliminary awards will be announced on September 22, 2014 with a scheduled contract start date of October 2014. Any expenses incurred by successful applicants during the transition period after selection, but prior to the effective date of the contract, will not be reimbursed.

Contracts awarded for slot based HWH services as a result of this RFP may be annually renewable based on continuing appropriations and achievement of contractual commitments. State representatives' site visits and review of progress reports submitted by successful applicants will be the primary basis for the State's compliance reviews. Funds may only be used to support services and one-time expenses for minor renovations that are specific to this award; hence, this funding may not be used to supplant or duplicate existing funding streams.

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. Award(s) under this RFP will be clustered separately from other existing components for contract application and reporting.

An appeal based on the determination must be filed in writing to the DMHAS Assistant Commissioner and received by DMHAS at the address below no later than September 29, 2014. An appeal of the selection process shall be heard only if it is alleged that the Division has violated a statutory or regulatory provision in the awarding of the contract. An appeal will not be heard based upon a challenge to the evaluation of a proposal. Appeals of any award determinations may be made only by the respondents to this proposal. The written request must clearly set forth the basis for the appeal.

Appeal correspondence should be addressed to:

Lynn Kovich, Assistant Commissioner
Division of Mental Health and Addiction Services
222 South Warren Street, PO Box 700
Trenton, New Jersey 08625-0700

Please note that all costs incurred in connection with any appeals of DMHAS decisions are considered unallowable costs for purposes of DMHAS contract funding. The DMHAS will review any appeals and render final funding decisions by October 6, 2014. Awards will not be considered final until all timely appeals have been reviewed and final decisions rendered.

Proposal Requirements and Scoring

Applicants must provide a written description of the proposed services. The narrative portion should be single-spaced, no smaller than 12 point font, not exceed 25 pages, and be organized in the order of the key concepts outlined below. Items included in the appendices and budget do not count towards the narrative page limit. Please number all pages of each proposal consecutively including the appendices (except IRS Form 990 and single audit report). Funding decisions will be based on such factors as the scope and quality of the proposal and appropriateness and reasonableness of the budget. The review committee will also be looking for evidence of cultural competence in each section of the narrative. The review committee may choose to visit any applicants' existing program(s) and/or review any programmatic or fiscal documents in the possession of DMHAS. Any disciplinary action in the past must be revealed and fully explained. **The following are KEY CONCEPTS that must be addressed in the proposal narrative. The number after the key concepts is the weight given to each section of the proposal by the review committee.**

HISTORY AND EXPERIENCE - 5 POINTS

Applicants that do not have a DHS OOL license for HWH substance abuse treatment answer A through C.

- A. Provide a brief narrative describing agency's history, its primary purpose, target population and the number of years of experience and success with services. How does agency's experience and success demonstrate its ability to provide services to individuals involved in the criminal justice system?
- B. How does agency address criminal thinking in participants? Explain agency's familiarity with and ability to implement "Thinking for a Change" or any other evidenced-based practices for addressing criminal thinking. What is agency's experience, if any, working with the team in the Drug Court vicinages?
- C. Has agency ever been debarred by any State, Federal or local government agency? If so, please explain and include documentation as an Appendix. Describe any active litigation in which agency is involved. Also, describe any pending litigation of which agency has been notified.

Applicants that CURRENTLY have a DHS OOL license for HWH substance abuse treatment answer D through F.

- D. Provide a brief narrative describing agency's history, its primary purpose, target population and the number of years of experience and success with addiction treatment services. How does agency's experience and success demonstrate its ability to provide appropriate treatment services to Drug Court participants? Describe agency's experience and success providing residential services.
- E. How does agency address criminal thinking in participants? Explain agency's familiarity with and ability to implement "Thinking for a Change" or any other evidenced-based practices for addressing criminal thinking. What is agency's experience, if any, working with the team in the Drug Court vicinages?
- F. If currently funded by DMHAS, has any disciplinary action been taken against agency in the past five years? If so, please explain and include documentation as an Appendix. Has agency ever been debarred by any State, Federal or local government agency? If so, please explain and include documentation as an Appendix. Describe any active litigation in which agency is involved. Also, describe any pending litigation of which agency has been notified.

LICENSING - 10 POINTS

Applicants that do not have a DHS OOL license for HWH substance abuse treatment answer A through F and complete Agency Capacity Grid.

- A. Identify and describe the physical site where the HWH services will be provided. Provide an attestation that the appropriate certificate of occupancy (I-1) for the physical site has been or can be obtained from the local municipality. Provide an attestation that within 30 days of receiving a final award of a successful bid, an

application (including required fee) will be submitted to the DHS OOL for HWH licensure.

- B. Provide a description of the feedback the applicant has received from OOL regarding the ability of the designated site to comply with licensing standards for HWH. ***Applicants that had site and architectural plans vetted with DHS OOL will receive 5 BONUS POINTS. Applicants must submit supportive documentation from DHS OOL with proposal.***
- C. Provide the number of HWH beds that you will be licensing for the Drug Court capacity expansion to be used **exclusively** for Drug Court clients in response to receiving final award of successful bid.
- D. Indicate if the proposed HWH beds will be male or female. ***Applicants proposing male HWH beds will receive 5 BONUS POINTS overall.***
- E. Provide an assurance statement that these beds are 75% **new bed capacity** and not more than 25% repurposed bed capacity.
- F. Submit a detailed written plan and chart, graph, and/or table depicting a realistic timeline and showing key activities, milestones, and responsible staff for bringing online previously licensed or licensable beds, currently licensed beds, but not obligated capacity or who will be licensed by the award date, but not limited to staff, equipment, and minor renovations.

Applicants that CURRENTLY have a DHS OOL license for HWH substance abuse treatment answer G through O and complete Agency Capacity Grid.

- G. Describe agency's current DHS OOL license: i.e. level of care, number of slots, and site address.
- H. Has agency been approved by DHS OOL to provide co-occurring services?
- I. Provide number of HWH beds that agency will be licensing or currently have licensed for the Drug Court capacity expansion to be used **exclusively** for Drug Court clients through the course of this award and going forward. ***Due to the urgent need for HWH beds to come online, applicants that successfully demonstrate existing licensed, HWH new bed capacity will receive 10 bonus points.***
- J. Indicate if the proposed HWH beds will be male or female. ***Applicants proposing male HWH beds will receive 5 BONUS POINTS overall.***
- K. Provide an assurance statement that these beds are 75% **new bed capacity** and not more than 25% repurposed bed capacity.

- L. If a new DHS OOL license is required, identify and describe the physical site where the HWH services will be provided. Provide an attestation that the appropriate certificate of occupancy (I-1) for the physical site has been or can be obtained from the local municipality. Provide an attestation that within 30 days of receiving a final award of a successful bid, an application (including required fee) will be submitted to the DHS OOL for HWH licensure.

- M. If a new DHS OOL license is required, provide a description of the feedback the applicant has received from OOL regarding the ability of the designated site to comply with licensing standards for HWH. ***Applicants that had site and architectural plans vetted with DHS OOL will receive 5 BONUS POINTS. Applicants must submit supportive documentation from DHS OOL with proposal.***

- N. If an amended DHS OOL license is required, provide documentation that a Functional Review with DHS OOL was conducted. Provide an attestation that within 30 days of receiving a final award of a successful bid, an application (including required fee) will be submitted to the DHS OOL for amended HWH licensure.

- O. Submit a detailed written plan and chart, graph, and/or table depicting a realistic timeline and showing key activities, milestones, and responsible staff for bringing online previously licensed or licensable beds, currently licensed beds, but not obligated capacity or who will be licensed by the award date, but not limited to staff, equipment, and minor renovations.

All applicants complete the following Agency Capacity Grid.

Agency Capacity Grid

<u>Level of Care</u>	<u>Complete Site Address</u>	<u>Currently Licensed by DHS-OOL (Yes or No)</u>	<u>Date new /amended DHS-OOL application was/will be submitted</u>	<u>Number of current beds</u>	<u>Number of proposed Drug Court HWH beds and how many are repurposed</u>

STAFFING AND POLICIES – 15 POINTS

All applicants answer A through M.

- A. Describe the number of key personnel who will be involved with the contract, including their qualifications and related experience in providing addictions treatment. Detail if they are current staff or to be hired, and include if staff will be bilingual. If proposing to outsource staff, provide appropriate consult/affiliation agreements with those entities. If proposing to provide services in multiple sites within one region, provide a thorough description of the staffing pattern at each site, including provision of clinical supervision, job titles and individual staff roles and responsibilities.
- B. Attach resumes of current staff (limited to two pages each) and any anticipated new hire(s) in an Appendix. Redact staff personal information on resumes i.e. address, telephone, email address, etc. Include job descriptions for key personnel with oversight and involvement in completing the responsibilities of the contract.
- C. Provide a list of agency's board members, their professional licenses and their organizational affiliations. Specifically identify whether any board member is also an employee of the agency applying for this funding or an employee of a Parent company affiliated with the applicant agency (if applicable). Indicate if the Board of Directors votes on items relating to DMHAS contracts.
- D. Provide a list of names of agency's consultants or the consultants that agency plans on utilizing for this RFP, including their professional licenses and organizational affiliations. Identify whether any of these consultants are also board members, identify any reimbursement the member received as a board member over the last 12 months and indicate which members are voting members.
- E. Identify and submit all related party transactions including related principal staff as well as professional affiliation agreements (see Annex B-Schedule 4 at the end of this RFP).
- F. Describe agency's existing/draft hiring policy and procedures that ensure the references, credentials, and background checks of current and prospective professional and non-professional staff are first party verified. Additionally, include a policy that addresses how agency will ensure that any previous convictions or ethical violations do not impact staff ability to perform their current job duties. The cost of conducting background checks may be included in the agency's operational budget supported by contract funds.
- G. Describe how agency will ensure that every Drug Court client will be assigned a primary counselor who is a CADDC that receives weekly clinical supervision or an LCADC and that all staff that has contact with Drug Court clients has weekly clinical

supervision. Submit a completed up-to-date DMHAS professional staff summary form.

- H. Describe agency's existing/draft model for conducting ongoing clinical supervision for all staff clinically or therapeutically responsible for or engaging with Drug Court clients which meets or exceeds the requirements in Subchapter 6. Clinical Supervision 13:34C-6.1-6.4 of the Division of Consumer Affairs, State Board of Marriage and Family Therapy Examiners Alcohol and Drug Counselor Committee statutes.
- I. Submit facility-wide existing/draft policy which supports a client who is receiving medication assisted therapy (MAT). Specifically, agencies will have to be able to demonstrate that if a client is denied admission on the grounds that the facility does not have the capacity to support the client's MAT; it shall refer the client to an appropriate facility and shall document the referral. Furthermore, if a facility admits a client pursuing MAT and the client requires pharmaceutical services it shall support, or at a minimum shall not interfere with the client's MAT.
- J. Submit agency's mission statement and philosophy of treatment that demonstrates the delivery of evidence-based practices such as client-centered treatment and implementation of recovery management principles.
- K. Describe and submit agency's existing/draft policy on screening, assessing, treating and referring clients with co-occurring disorders; including a plan with timeframes to train staff in the full spectrum of co-occurring issues and completion of DMHAS' network provider application for co-occurring services.
- L. Describe and submit agency's existing/draft policy on admitting Drug Court clients who are being maintained on methadone, buprenorphine, or naltrexone, and include a staff training and development plan on medically assisted treatment with timeframes for implementation.
- M. Describe fully facility's clinical integration of evidence-based practices throughout a Drug Court client's course of treatment.

ADMISSION - 10 POINTS

All applicants answer A through F.

- A. Describe how agency will ensure all clients' admission information is entered into NJ-SAMS.
- B. Describe the protocol agency will use to ensure the client's State Bureau of Investigation (SBI) # is correct and entered correctly into NJ-SAMS. Any drug court participant would have received and SBI # as part of the criminal processing protocol. The local courts will have the SBI # for each participant.

- C. Describe and include agency's existing/draft policy that addresses how agency reviews and incorporates the referring Drug Court's substance abuse evaluator's Addiction Severity Index at time of admission and in treatment plan.
- D. Describe agency's existing/draft admission criteria and process. Submit the following documents as attachments in support of the above narrative: comprehensive bio-psychosocial/spiritual assessment which determines the DSM-5 diagnosis and ASAM Criteria 2013 level of care and all admissions clinical documentation (i.e., treatment plans, progress notes, release of information forms, client rights and responsibilities, medical, urine drug screen, and discharge summary).
- E. Describe agency's existing/draft policy and procedures for denying admissions to Drug Court participants. Submit documents to be used to keep the Drug Courts and the DMHAS Drug Court coordinator notified of all denials which includes referrals to a more suitable level of care
- F. Describe agency's existing/draft policy for providing clinically driven variable lengths of stay that incorporates ASAM Criteria 2013 and the use of evidenced-based practices. Submit any clinical documents being utilized with this policy.

COURSE OF TREATMENT - 10 POINTS

All applicants answer A through L.

- A. Describe how agency will monitor for continuous quality improvement throughout its facility including client's perception of care received.
- B. Describe how agency will ensure that a CADC or LCADC level clinician will be present for all required closed court client staffing and accompany Drug Court participants that are required to make court appearances.
- C. Agencies must provide an orientation on Drug Court mandates to all non-clinical staff that have contact with Drug Court clients. Describe agency's existing/draft policy and procedure regarding non-clinical staff orientation to the Drug Court program and mandates.
- D. Describe agency's existing/draft policy and procedures to coordinate with the Drug Court team regarding Drug Court participants, community based housing arrangements, employment, medical and any other resources needed.
- E. Describe agency existing/draft policy and procedure for notifying the referring Drug Court and DMHAS regarding client non-adherence to treatment and Drug Court program requirements within two hours of any relevant incident and report immediately to the court and/ or probation officer when a client absconds.

- F. Describe agency's existing/draft policy and procedure for submitting monthly Drug Court client reports; include in your description how agency will maintain communication with Drug Court coordinators and probation officers on an ongoing basis to ensure appropriate case management. Submit an example of the actual reporting form to be implemented.
- G. Describe agency's existing/draft policy for handling in-house Drug Court client infractions including the manner in which agency will communicate with the appropriate Drug Court team members the request for a court intervention or jail sanction. Submit a detailed list of what agency considers a client infraction.
- H. Describe agency's existing/draft policy for addressing how Drug Court probation officers will be notified within a maximum of **sixty minutes** of all Drug Court client problematic behaviors that might result in an immediate legal intervention including but not limited to any positive Urine Drug Screens, physical altercations or other serious program violations. With the exception of those clients who abscond, then notification **MUST** be immediate to the court and/ or probation officer.
- I. Describe agency's existing/draft waiting list policy for Drug Court clients.
- J. Describe agency's existing/draft practice for accommodating Drug Court clients who present for treatment and are currently taking medication prescribed by a physician. This may include provisions to dispense prescribed medications, the development of a referral process, consultation or sub-contracting with those who are licensed and equipped to address a client's medication and health needs, including, but not limited to, psychotropic medications. Submit all agency documents required in this process.
- K. Describe agency's existing/draft policy for informing DHS' Office of License/Special Operations of any reportable events involving Drug Court clients.
- L. Submit a detailed existing/draft policy that ensures no paid staff or volunteer involved in the criminal justice system can have authority over or access to any Drug Court participant's confidential information including but not limited to clinical reports and record keeping, information disclosed in individual, group, and family or community meetings.

CULTURAL COMPETENCY - 10 POINTS

All applicants answer A and B.

- A. Applicant must demonstrate their ability to serve individuals for whom English is not their primary or preferred language. Include if applicant will hire bi-lingual/bi-cultural staff to facilitate increased access to services, what languages staff will be proficient in and how the organization determines proficiency. Specify how interpreters and/or translation services will be made available, as necessary.

- B. Include how the proposed service will address cultural competence such as age and generational influences, disabilities, religion and spiritual orientation, ethnic and racial identity, sexual orientation, indigenous heritage, national origin, gender and socioeconomic factors that must be considered in delivering services to this population.

DISCHARGE PLANNING AND CONTINUUM OF CARE - 10 POINTS

All applicants answer A through I.

- A. Describe agency's existing/draft policy and procedures for executing a seamless continuum of care plan for Drug Court clients which commences within the first week of treatment. Submit documentation that supports the above narrative.
- B. Describe in specific detail agency's existing/draft discharge criterion that incorporates a Drug Court client's variable length of stay. Thoroughly outline and describe an effective protocol for clearly and accurately communicating discharge plans with each Drug Court client's probation officer and Drug Court coordinator that includes providing enough lead time to adequately address and arrange drug-free housing, employment, and medical needs that satisfies all parties.
- C. Describe and explain agency's existing/draft policy and procedures regarding discharge summaries being completed and forwarded to the Drug Court client's next level of care provider. Include how a copy will be made available to the Drug Court probation officers. The discharge summary should include but is not limited to treatment issues identified throughout the course of treatment, treatment progress and regressions, medications administered throughout the course of treatment and continued at discharged, issues to be addressed as part of aftercare and any co-occurring issues identified and/ or addressed while in treatment. Submit a copy of the discharge summary forms to be used.
- D. Describe agency's existing/draft policy for re-admitting those clients who have relapsed and have been clinically assessed to need a brief residential relapse intervention. Policy should be based on the individualized client needs and address how it will differ from the usual residential programming track.
- E. Describe and provide agency's existing/draft policy on how you will ensure that all discharge information will be entered into NJ-SAMS in a timely manner.
- F. Describe agency's staff training and development plan which includes training in the areas of NJ-SAMS, ASI, DSM-5, ASAM Criteria 2013, clinical supervision, clinical reports and record keeping, co-occurring disorders, methadone maintenance/medically assisted treatment and multi-cultural competencies. The plan must include timeframes for implementation.

- G. Describe agency's experience to date, if any, with the NIATx process improvement approach.
- H. Submit existing/draft affiliation agreements that were obtained for any services that agency cannot provide.
- I. Submit agency's philosophy of treatment that demonstrates the delivery of client-centered treatment and implementation of recovery management principles.

DESCRIPTION OF SERVICES - 10 POINTS

All applicants answer A through E.

- A. Provide a detailed description of the specific treatment modality(ies) agency proposes to provide. Discuss the specific types of treatment services that will be offered including such details as the length and frequency of sessions. Describe how agency will participate in the Drug Court team meetings, as requested.
- B. Describe and attach agency's existing/draft co-occurring (substance use disorder with co-occurring mental illness) admission policy. Describe any additional transportation, medical services and case management services that will be provided.
- C. Detail the information that will be kept in client files, and how agency complies with State and Federal privacy laws. Include a brief description of agency's existing/draft policies and procedures that ensure 42-CFR confidentiality and Health Insurance Portability and Accountability Act (HIPAA) compliance.
- D. Describe the timeline for the implementation of services upon award. Include specific milestones and party(ies) responsible for achieving them.
- E. Describe and attach existing/draft policy regarding agency's use of electronic health records, if applicable.

METHODS AND EVALUATION - 5 POINTS

Applicants that do not have a DHS OOL license for HWH substance abuse treatment answer A through C.

- A. Describe program's ability to measure and report performance outcomes. Briefly describe how the project is to be self-evaluated. Describe agency's ability to collect and report data. Describe program's ability to accurately document all required data in the DMHAS' real-time web-based client administrative data system, the New Jersey Substance Abuse Monitoring System (NJ-SAMS), including admission and discharge data for all clients to ensure reporting to produce state outcome measures. All providers who are licensed to provide substance abuse treatment in New Jersey

are required to report into NJ-SAMS. List the method(s) to be used to attain objective(s) described above and note the dates of estimated completion.

- B. Describe agency's most recent continuous quality improvement effort. What issues were identified as needing improvement? What actions were taken? What was the outcome of agency's effort? Describe how agency plans to utilize the Provider Performance Reports. The Provider Performance Report includes statewide treatment data for all agencies and is issued by DMHAS. Describe how agency will incorporate the Provider Performance Report into its quality improvement activities. Who will review these reports?
- C. Describe how agency will work with the Drug Court teams on engagement and retention of drug court clients. Include a description of how agency will work to coordinate information with the Drug Court teams which includes meetings, sharing UDS results and case management coordination.

Applicants that CURRENTLY have a DHS OOL license for HWH substance abuse treatment answer D through H.

- D. Describe program's ability to measure and report performance outcomes. Briefly describe how the project is to be self-evaluated. Describe program's ability to accurately document all required data in NJ-SAMS, including admission and discharge data for all clients to ensure participation in the National Outcome Measures (NOMs) reporting process. List the method(s) to be used to attain objective(s) described above and note the dates of estimated completion.
- E. Are agency's submissions up-to-date in NJ-SAMS? What is the number of walk-ins for the past month? What is the number of referrals for the past month? What is the number of no-shows for the past month? Is this representative of the agency's caseload? If not, please describe.
- F. Describe the data included in agency's most recent Provider Performance Reports, and how these reports were incorporated into the agency's quality improvement activities. Were the data reviewed by management and staff? What actions were taken as a result of the review of these reports?
- G. Describe agency's most recent continuous quality improvement effort. What issues were identified as needing improvement? What actions were taken? What was the outcome of agency's effort?
- H. Describe how agency will work with the Drug Court teams on engagement and retention of drug court clients. Include a description of how agency will work to coordinate information with the Drug Court teams which includes meetings, sharing UDS results and case management coordination.

BUDGET - 10 POINTS

All applicants answer A through E.

- A. Submit a budget for Drug Court expansion project expenses including, but not limited to, recruitment and hiring of staff, equipment costs, and minor renovations or refurbishing of existing space utilizing the Application for Contract Funds. Submit a slot contract budget which details the annualized costs of delivering HWH services including staffing and facilities costs. Please ensure that the budget narrative contains adequate detail to determine the purpose and necessity of the budgeted line items.
- B. Describe the kinds of electronic reports that the agency files externally and the frequency (quarterly, monthly) of submitting these reports. Identify the software programs that are utilized for financial reporting, and identify fiscal staff responsible for administering the program. Identify all agencies, including Medicaid, that are billed electronically.
- C. If any current and/or former paid employees and/or board members actively participate in lobbying activities, identify and detail any of the costs allocated to any state contracts. If the agency has any paid registered lobbyists, identify and detail any of the costs allocated to your DMHAS budget proposal.
- D. Provide the amount of agency's line of credit. Identify what organization provides the line of credit. Define the maximum amount that the agency has borrowed in the last 12 months. Describe its purpose and explain if it is expected to continue for the next 12 months.
- E. If there are there any audits, other than the required single audit, pending or in progress, detail who requested the audit, the firm's name and telephone number, and the type of audit it is.

Required Documentation

Applicants responding to this RFP shall submit their application organized in the following manner.

Part I

1. Cover letter signed by CEO or Agency/Organization Director
2. Narrative in response to the Proposal Requirements
3. Budget for expansion project expenses utilizing Application for Contract Funds
4. Budget for slot-based contract which details the annualized costs including staffing and facilities costs utilizing Application for Contract Funds
5. Original signed Standard Language Document

Part II - Appendices

1. Agency Information
 - a. Copy of DHS license(s) for all sites
 - b. Copy of a Certificate of Incorporation in New Jersey for non-public applicants
 - c. Evidence of the applicant's non-profit status, if applicable
 - d. Agency mission statement
 - e. Job descriptions of key personnel and resumes (limited to two pages each) if on staff
 - f. Current salary ranges, if not included in the job descriptions
 - g. Organizational chart
 - h. Documentation of agency's prior disciplinary action, if any
2. Agency Policies
 - a. Agency hiring policy regarding persons whose criminal background checks report criminal activity
 - b. Agency admission policy regarding persons with co-occurring disorders
 - c. Agency policy(ies) on admitting clients with prescribed medications
 - d. Agency policy(ies) on non-discrimination of clients using prescribed medications
 - e. Copy of agency code of ethics and/or conflict of interest policy
 - f. Copy of policy on non-discrimination of clients because of affectional and/or sexual orientation
3. Existing/ Draft Affiliation Agreements
4. Fiscal Documentation
 - a. List of all contracts and grants to be awarded to the agency by the Federal, State, local government or a private agency during the contract term, 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
 - b. Affirmative Action Certificate of Employee Information Report and /or newly completed AA 302 form
 - c. Source Disclosure Certification Form
 - d. Disclosure of Investment in Iran (attached to this RFP)
 - e. Related Organization Schedule (attached to this RFP)
 - f. Department of Human Services Statement of Assurances (attached to this RFP)
 - g. Certification Regarding Debarment, Suspension, Ineligibility (attached to this RFP)
 - h. List of the names and addresses of those entities providing support and/or money to help fund the program for which the proposal is being made, including the funding amount
 - i. Most recent and previous single audit report (A133) or certified statements (submit only two copies)
 - j. Most recent IRS Form 990/IRS Form 1120, and Pension Form 5500 (if applicable) (submit only two copies)

Review and Award Information

A) Schedule

The following summarizes the application schedule:

July 11, 2014	Notice of availability of funds
July 18, 2014	Mandatory Bidders' Conference
August 18, 2014	Deadline for receipt of proposals - no later than 5:00 p.m.
September 22, 2014	Preliminary award announcement
September 29, 2014	Appeal deadline
October 6, 2014	Final award announcement
October 2014	Award start date

B) Screening for Eligibility, Conformity and Completeness

DMHAS staff will screen proposals for eligibility and conformity with the specifications in this RFP. The initial screen will be conducted to determine whether or not the proposal is eligible for review. To be eligible for review by the committee, staff will verify with the proper authority and through a preliminary review of the proposal that:

1. the applicant is in good standing and not debarred or suspended by DHS or any other State or Federal entity from receiving funding;
2. non-public applicant is incorporated in the State of New Jersey;
3. the proposal is complete; and
4. all outstanding PoC's have been submitted to DMHAS, if applicable.

Those proposals that fail this eligibility screen will not be reviewed. Those proposals found eligible for review will be distributed to the review committee as described below.

C) Review Committee

DMHAS will convene a committee consisting of state employees that include Drug Court and Administrative Office of the Courts (AOC) representatives who will conduct a review of each proposal, in accordance with the review criteria. All potential reviewers will complete conflict of interest forms. Those with conflicts or the appearance of conflicts will be disqualified from participating in the review.

The review committee will have sole authority to determine the outcome of the review. The committee will score proposals and recommend for funding in the priority order of the scores (highest score = most highly recommended). The review committee reserves the right to request applicants to present their proposals in person prior to final scoring.

The review will be conducted according to the criteria below.

D) Review Criteria

Funding decisions will be based on such factors as the scope and quality of the proposal and appropriateness and reasonableness of the budget. The review committee will also be looking for evidence of cultural competence in each section of the narrative. The review committee may choose to visit any applicants' existing program(s) and/or review any programmatic or fiscal documents in the possession of DMHAS. Any disciplinary action in the past must be revealed and fully explained.

Applicants may also be required to provide additional information or make oral presentations to the review committee in order to clarify or elaborate on elements of their proposals.

A minimum score of 66.5 points must be achieved in order to be considered for funding.

E) Funding Recommendations

The chair of the review committee will convey the recommendations of the review committee to the Assistant Commissioner of DMHAS, who will make the final decision on the awards.

Applicants are advised that awards may be made conditional upon changes suggested by the review committee and/or DMHAS staff. The requested changes, along with their requested implementation dates, will be communicated to the prospective awardees prior to award.

Post Award Requirements

A) Documentation

Upon award announcement, the successful applicant must submit one copy of the following documentation (if not already submitted with the proposal) in order to process the contract in a timely manner:

1. Proof of insurance naming the State of New Jersey, Department of Human Services, Division of Mental Health and Addiction Services, PO Box 700, Trenton, NJ 08625-0700 as an additional insured;
2. Board Resolution authorizing who is approved for entering into a contract and signing related contract documents;
3. Department of Human Services Standard Language Document;
4. Current Agency By-laws;
5. Current Personnel Manual or Employee Handbook;
6. Copy of Lease or Mortgage;
7. Certificate of Incorporation;

8. Conflict of Interest Policy;
9. Affirmative Action Policy;
10. Affirmative Action Certificate of Employee Information Report and/or newly completed AA 302 form (AA Certificate must be submitted within 60 days of submitting completed AA302 form to Office of Contract Compliance);
11. A copy of all applicable licenses;
12. Local Certificates of Occupancy;
13. Most recent State of New Jersey Business Registration;
14. Procurement Policy;
15. Current Equipment inventory of items purchased with DHS funds (Note: the inventory shall include: a description of the item, a State identifying number or code, original date of purchase, date of receipt, location at the Provider Agency, person(s) assigned to the equipment, etc.);
16. All Subcontracts or Consultant Agreements, related to the DHS Contracts, signed and dated by both parties;
17. Business Associate Agreement (BAA) for Health Insurance Portability Accountability Act of 1996 compliance, if applicable, signed and dated;
18. Updated single audit report (A133) or certified statements, if differs from one submitted with proposal;
19. Updated IRS Form 990, if differs from one submitted with proposal;
20. Updated Pension Form 5500, if applicable, if differs from one submitted with proposal;
21. Copy of Annual Report;
22. Department of Human Services Statement of Assurances (attached to this RFP);
23. Source Disclosure Certification Form (replaces Executive Order 129 form);
24. Disclosure of Investment in Iran (attached to this RFP); and
25. Certification Regarding Debarment, Suspension, Ineligibility (attached to this RFP).

B) Award Requirements

Awardees must adhere to the following:

1. Enter into a contract with DMHAS and comply with applicable contracting rules and regulations, including the Standard Language Document;
2. Comply with all applicable State and Federal assurances, certifications and regulations regarding the use of these funds;
3. Inform the Program Management Officer of any publications/publicity based on the award;
4. Comply with all appropriate State licensure regulations; and
5. Comply with Americans with Disabilities Act requirements.

C) Other Information

1. DMHAS may provide post contract support to awardees through technical assistance on data collection, analysis, and interpretation, as well as development of reports, products, and publications.

2. DMHAS Program Management Officers and DMHAS Drug Court staff will conduct site visits to monitor the awardees' progress and failures in accomplishing responsibilities and corresponding strategy for overcoming these problems. An awardees' failure to comply with reporting requirements may result in loss of the contract. Awardees will receive a written report of the site visit findings and will be expected to submit a plan of correction.

Attachments

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

**Addendum to Request for Proposal
For Social 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 which 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 which 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 2

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 and as such 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 on the basis of 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 on the basis of 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. Will have on file signed certifications 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: Chief Executive Officer or Equivalent

Date

Typed Name and Title

6/97

Attachment 3

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 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 Nonprocurement 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 4

Related Organization Schedule

Report on this schedule any budgeted or actual purchases from related organizations. A related organization is one under which one party is able to control or influence substantially the actions of the other. Such relationships include but are not limited to those between (1) divisions of an organization; (2) organizations under common control through common officers, directors, or members, and (3) an organization and a director, trustee, officer, or key employee or his/her immediate family, either directly or through corporations, trusts, or similar arrangements in which they hold a controlling interest.

Costs of services, facilities, and supplies furnished by organizations related to the provider agency must not exceed the competitive price of comparable services, facilities, or supplies purchased elsewhere.

DHS (REV 7/86)

Agency: _____ Contract #: _____	STATE OF NEW JERSEY DEPARTMENT OF HUMAN SERVICE RELATED ORGANIZATION SCHEDULE Page ____ of ____	Purpose: <input type="checkbox"/> Budget Preparation <input type="checkbox"/> Expenditure Report Period Covered: _____ to _____
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NAME OF RELATED ORGANIZATION(S)	TYPE OF SERVICES, FACILITIES AND/OR SUPPLIES FURNISHED BY THE RELATED ORGANIZATION(S)	EXPLAIN RELATIONSHIP	COST	NAME AND COLUMN NUMBER OF PROGRAM/COMPONENT CHARGED

Disclosure of Investment in Iran

Bidder: _____

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

- I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

- I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

Using attached sheets, provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above.

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the

law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (print): _____

Signature: _____

Title: _____

Date: _____