



Children's System of Care (CSOC)
2025 RFP Adolescent Substance Use Recovery Initiative

Written questions related to the *content* of this RFP were due on **August 21, 2025**.

Written *technical* questions about forms, documents, and format may be emailed at any time up to the due date to dcf.askrfp@dcf.nj.gov.

All responses must be submitted ONLINE.

To submit online, respondent must **first** complete and submit an Authorized Official Representative (AOR) registration form: AOR Registration Form.

[Click here to access the AOR Form.](#)

AOR Registration forms must be received by **Wednesday, September 3, 2025**.

All responses must be received by **Wednesday, September 10, 2025** (by 12:00 NOON)

1. **Q.** As part of the program requirements, we need to obtain formal approval to provide adolescent services issued by the New Jersey Department of Health (NJDOH) – Division of Certificate of Need & Licensing.

Could you kindly provide guidance on the process for obtaining this approval?

What do we need to include with this application from DOH?

A. To be considered for this RFP, there are two specific requirements, in addition to a NJDOH license to provide substance use treatment.

Substance use treatment providers licensed by NJDOH must apply for separate **approval to deliver co-occurring treatment** as defined at N.J.A.C. 10:161B Standards for Licensure of Outpatient Substance Use Disorder Treatment Facilities.

To apply, contact NJDOH – Division of Certificate of Need & Licensing (BH-Applications@doh.nj.gov).

A license to provide co-occurring substance use services or a letter from NJDOH must be submitted with the response to this RFP. The letter from NJDOH should specify either approval, or proof of application pending approval, for delivery of co-occurring treatment.

Additionally, applicants must be **certified by NJDOH to provide adolescent services**. Certificates of approval to provide adolescent services are issued by the NJDOH – Division of Certificate of Need & Licensing.

To apply, contact NJDOH – Division of Certificate of Need & Licensing (BH-Applications@doh.nj.gov).

A copy of the certificate to provide adolescent services or a letter from DOH is required to be submitted with the response to this RFP. The letter from DOH should specify either approval, or proof of application pending approval for the provision of adolescent services.

1. **Q.** The RFP states: All applicants must have a license from the NJDOH to deliver co-occurring outpatient, and intensive outpatient, substance use treatment. Applicants must also be able to provide proof of approval from NJDOH Division of Certificate of Need and Licensing to provide adolescent services.

Can these requirements be waived if the organization has awards from DCF for school-based youth services and from NJ Courts for mental health services but does not have a DOH license?

A. No. Applicants must be licensed and certified to provide co-occurring substance use treatment to adolescents through the NJDOH. These requirements cannot be waived.

2. **Q.** Must a provider have a licensed facility in each county in a region?

A. No. Only one licensed facility where treatment will be provided is required in the region to be served.

3. **Q.** If we are licensed in only one county in a region, can we still apply for that region?

A. Yes. Only one licensed facility is required in the region to be served.

4. **Q.** Must a provider provide services in all counties in a region?

A. Yes. While only one licensed facility is required, outreach and marketing must be provided to all counties in the entire region.

- 5. Q.** Is there a limit on how many letters of collaboration and letters of support we can submit?

A. As long as you have submitted the minimum required number of collaboration letters, there is no limit on the total number of letters you can submit.

- 6. Q.** In re: Section C-1, Page 10: Level of Service Hours: Does this include the case management/psychoeducation and Allied hours or is this purely clinical treatment hours? If purely clinical, what is the staffing model recommended to meet the need?

A. The Level of Service hours referred to in the RFP are hours that are to be delivered to adolescents from clinical staff in a calendar year. These hours include individual, group and family therapy as determined through individual treatment plans.

NOTE: The number of clinical treatment hours noted in the RFP is for a full calendar year. Initial contracts for FY26 shall be prorated. Awarded respondents shall deliver a minimum of 1400 clinical hours for a 7-month contract. If the contract is renewed, the awarded respondent shall deliver a minimum of 2400 clinical hours per year.

The recommended staffing structure is stated in the RFP. Psychoeducation delivered by the licensed staff is included in the total for clinical hours. Case management delivered by the case manager will be reported to DCF separately.

- 7. Q.** Section C-8 Page 11: Can a youth be eligible if Mental Health is the primary diagnosis but clearly has Substance Use Disorder (SUD) needs?

A. Youth may have a co-occurring diagnosis. However, their substance use needs must meet American Society of Addiction Medicine (ASAM) criteria determined by the program's clinician and then authorized by PerformCare.

- 8. Q.** Can you expand upon the minimum staffing and salary requirements? It appears that the minimum requirements of four positions per region, at a minimum, total \$206,000; yet, the total region award is \$213,118, per region. Does the minimum salary amount include fringe costs?

Reference: RFP Pages 18-20

A. The minimum salary does not include fringe costs. The salaries in this RFP represent a full year, but Fiscal Year 2026 contracts will be for 7 months only.

Fiscal Year 2026 funding of \$213,118 is prorated, and salary costs should be prorated to reflect the length of the initial contract.

Page 3 of the posted RFP states “DCF anticipates authorizing a total of \$983,583 per year for two fiscal years (July 1, 2026 – June 30, 2028)”.

The expected award will be \$327,861 per 12-month contract during fiscal years 2027 and 2028. Note: contract renewal is contingent on the availability of funds.

- 9. Q.** Transportation within 30 miles for regions without robust public transportation can be very costly. Is there a cap on transportation costs? Are agencies required to have a company vehicle for transportation?

Reference: RFP Page 18

A. There is no cap on transportation costs. Applicants may propose to purchase an agency vehicle, use ride share companies, or a combination of both.

- 10. Q.** Can you expand on the licensing requirement, including proof of an approval letter from the Department of Health/Division of Certificate of Need and Licensing with approval to provide adolescent services? Is there a specific licensing for adolescent services? Is the letter required before the RFP submission?

Reference: RFP Page 6, Paragraph 3

A. Please refer to Question #1.