

**NJ Department of Human Services (DHS)**  
**Division of Mental Health and Addiction Services (DMHAS)**  
**Request for Proposals (RFP)**  
**Regional Legal Services for Individuals with Substance Use Disorder**  
**Questions and Answers**  
**June 25, 2025**

Q	Bidder Question	DMHAS Answer	RFP Section	Pg. #
1.	The RFP indicates that attorneys may not serve as <i>primary</i> counsel in Superior Court but may liaison with public defenders or private counsel. However, matters such as landlord tenant disputes, consumer debt, family law, and other civil legal matters are Superior Court matters in which are outside the jurisdiction of public defenders. Public defenders provide representation on criminal, involuntary commitment, child welfare, and expungement matters. The legal needs of the SUD population are well served by attorneys who provide full representation as primary counsel to landlord tenant disputes, consumer debt, family law, and other civil legal matters.	<p>The funding for this RFP is not intended to replace a public defender. In this model, the attorney can serve as an advocate or counsel in civil and municipal criminal matters. Attorneys will not serve as primary counsel in Superior Court matters but may liaison with the public defender (or the individual's private counsel) to assist individuals in their case. This RFP supports primary representation for landlord tenant disputes, consumer debt, family law, and other civil legal matters.</p> <p>The attorney will be obligated, consistent with licensure standards, to comply with all ethical standards. The attorney will adhere to the New Jersey Rules of Professional Conduct and New Jersey Court Rules.</p>	IV. Contract Scope of Work	7
2.	Can the application be submitted jointly by more than one legal services organization to cover one region? Or can an applicant submit an application that covers parts of each region?	This RFP is looking to have one legal services entity awarded for each region. A legal services entity may apply for more than one region, but would submit a separate proposal. Regions cannot be broken up.	I. Purpose and Intent	3
3.	Do the legal services have to be covered only by FTE attorneys? For example, a family law case would be assigned to our family law attorneys. They would not otherwise be able to quickly take on an entirely different matter such as a bankruptcy or landlord tenant without extensive training. Assigning cases to an attorney	This RFP has attorneys and navigators employed by the legal services agency to work with at least 500 individuals referred by licensed Substance Use Disorder (SUD) treatment providers. Under Staffing, the RFP states to identify the number of work hours per week that constitute each FTE in the bidder's proposal.	I. Purpose and Intent  VII. Required Proposal Content	3  13 - 14

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	based on one's expertise ensures qualified representation and reduces the time for training. So, it's possible that only a portion of an attorneys' time will be spent working on this grant.	If applicable, define the Part Time Equivalent work hours.		
4.	Does it have to be a legal service that applies for this as opposed to a general human services agency or a treatment agency?	Yes, it has to be a legal services organization.	III. Who Can Apply?	6
5.	Can the Navigators be provided through a subcontract with a legal entity?	Yes, the agency/bidder may subcontract provided the agreement is for a single, full time, navigator expressly dedicated to work on this initiative. The navigator must be obligated to serve and satisfy all the functions outlined in the RFP. Also, refer to section 5.02 (Subcontracts) of the Standard Language Document and note that Provider Agency shall be responsible for all services performed by the subcontractor, and all such services shall conform to the provisions of the Contract. SLD: Policy Circular P2.01.	IV. Contract Scope of Work	8
6.	Do the lawyers have to have two years experience after passing the bar? Or can it be a place like Rutgers that has students who are working under someone with many years of experience?	The attorneys must have graduated from an accredited law school with a Juris Doctor, be admitted to practice as an Attorney at Law in the State of New Jersey, and have a minimum of two years of legal practice experience in a field of law appropriate to the position.  The attorney will be obligated, consistent with licensure standards, to comply with all	IV. Contract Scope of Work	8

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		ethical standards. The attorney will adhere to the New Jersey Rules of Professional Conduct and New Jersey Court Rules.		
7.	Do we need to have a SUD license for each location in the regions?	The legal services organization awarded under this RFP does not need to have a SUD license, but must affiliate with SUD treatment providers for referrals and to work with SUD treatment providers to assist individuals that are referred.	III. Who Can Apply?	6
		Priority referrals will come from DMHAS funded programs.	I. Purpose and Intent	3
8.	As I read the RFP, we cannot apply for this grant, because our fellows, all graduates of ABA accredited law schools, who would be the front-line providers of the legal services for the target population, are necessarily not lawyers with two or more years' experience, albeit all are working under the direct supervision of staff attorneys with far more experience than that, and under my direct supervision as well, in all their work. Thus, although Rutgers Law Associates maintains a sufficiently robust legal team to perform 10-15,000 hours of legal services each year and would be capable of satisfying the formidable expectation of serving 500 PWUDs in a year, we would not qualify and should not apply for this grant. Is that correct?	Bidders should meet the requirements of this RFP and intend to employ licensed attorneys that meet the staffing qualifications.	III. Who Can Apply?  IV. Contract Scope of Work  VII. Required Proposal Content	6 - 7  8  13 - 14

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9.	The RFP states that "each awarded regional legal services provider will serve at least 500 individuals per year," do you have a recommended number of attorneys and recommended number of navigators that a provider should have on staff to adequately serve 500 individuals per year?	The staffing numbers are determined by the bidder and outlined in the bidder's proposal to meet the needs specified in the RFP.	I. Purpose and Intent  IV. Contract Scope of Work  VII. Required Proposal Content	3  8  13 - 14
10.	Is it expected that grantees will provide criminal <i>and</i> civil legal assistance?	Please see the answer to question #1.	IV. Contract Scope of Work	7
11.	Can a bidder subcontract part of the services to be provided through the RFP?	Subcontracting of attorneys is not permissible under this RFP. Subcontracting of other services may be permissible and must be written into the proposal and articulated in the proposed budget.  Also, refer to section 5.02 (Subcontracts) of the Standard Language Document and note that Provider Agency shall be responsible for all services performed by the subcontractor, and all such services shall conform to the provisions of the Contract. SLD: Policy Circular P2.01.	VII. Required Proposal Content	15 - 16
12.	Since the DMHAS "Regional Legal Service" section on the NJ/DHS RFP website does not post an RFP budget template, should we use the RFP budget template that is posted under the DMHAS "Medical legal partnership for individuals with a substance	Please see site again, it is now posted.	VII. Required Proposal Content	15

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	abuse disorder at Licensed SUD treatment agencies”? (Please see attachment)			
13.	An annual budget and a one-time budget must be submitted as per the RFP. Our question is, if a one million dollar annual budget is submitted along with a fifty thousand one time budget, will the one time budget be added to the one million dollar annual budget, thus putting us over the one million dollar limit; or will the one time budget be considered a separate budget and not be added to the one million annual budget?	The maximum award amount is \$1,000,000 per award. Any costs including one-time must be within this limit and approved by DMHAS.	VII. Required Proposal Content	15
14.	If we want to serve more than one region under this RFP, should we submit a separate application for each region or should we submit one application that includes all regions we wish to serve?	Bidders applying for more than one region must submit separate proposals for each region.	I. Purpose and Intent	3
15.	The RFP states that “attorneys will not serve as primary counsel in Superior Court matters but may liaison with the public defender (or the individual’s private counsel) to assist individuals in their case.” Based on the above, are the attorneys dedicated to this program prohibited from representing individuals in all Superior Court matters, including both criminal and civil matters? If so, attorneys would be precluded from representing individuals in landlord/tenant matters (which are civil matters) since these	Attorneys will not serve as primary counsel in Superior Court matters but may liaison with the public defender (or the individual’s private counsel) to assist individuals in their case.  Please see answer to question #1.	IV. Contract Scope of Work	7

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	proceedings take place in Superior Court which would place limits on the attorneys' ability to fully assist individuals when they are facing a housing crisis like an eviction. It would also preclude the attorneys from handling other civil matters requiring litigation such as family matters like domestic violence or child support matters which proceedings also occur in Superior Court. Therefore, can you please clarify as to whether the prohibition against serving as primary counsel in Superior Court matters also applies to all civil matters?			
16.	In the RFP, page 13 under Staffing, it states that "the successful bidder must also hire a navigator." Since "navigator" is mentioned in the singular in this section, does this mean that a bidder can only hire one navigator per region, or is a bidder permitted to hire more than one navigator per region?	The bidder should determine the staffing that will address the needs as outlined in this RFP and within the budget parameters.	IV. Contract Scope of Work  VII. Required Proposal Content	7  13 - 14