



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

REQUEST FOR PROPOSALS

**Regional Legal Services for Individuals with a
Substance Use Disorder (SUD)**

June 10, 2025

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Division of Mental Health and Addiction Services

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I. Purpose and Intent

This Request for Proposal (RFP) is issued by the New Jersey Department of Human Services (DHS), Division of Mental Health and Addiction Services (DMHAS) for legal and navigation services for individuals with a substance use disorder (SUD). Services will help address legal and social issues that present as barriers to accessing needed services (medical, behavioral health, housing, insurance, entitlements, etc.) for individuals with a substance use disorder and to reduce the burden of outstanding legal issues that negatively impact an individual's recovery process and ability to successfully live in the community of their choosing. The goal is to avoid incarceration whenever safely possible and to address any social inequities from a legal perspective. DMHAS plans to fund four (4) regional legal service providers that will cover four (4) regions of the state. It is anticipated that all 21 counties in the state will be served through this initiative with one award in each region.

In this model, attorneys, along with navigators, will serve individuals who have a SUD, individuals who use drugs and individuals who are in recovery. Grant awards will be made available to regional legal service providers to ensure that clients receive professional services for destabilizing co-occurring civil legal issues, such as landlord-tenant disputes, public entitlements, health insurance, debt collection, family law matters and other civil matters. Attorneys may serve as counsel in municipal court proceedings but not in Superior Court proceedings. Individuals may self-refer (without the requirement of being a service recipient of SUD services at time of referral) or may be referred by a service program. Priority referrals will come from DMHAS funded programs.

Up to four million dollars (\$4,000,000) will be awarded to support four (4) regional legal service contracts. This will enable the legal service providers to hire attorneys and navigators, and will cover any administrative costs (office space, computers, equipment, supplies, etc.) to support their work. DMHAS intends to make one award up to one million dollars (\$1,000,000) for each of the following regions.

- **Region 1:** Passaic, Bergen, Morris, Sussex, Warren and Hunterdon Counties
- **Region 2:** Hudson, Essex, Union and Somerset Counties
- **Region 3:** Burlington, Middlesex, Mercer and Monmouth Counties
- **Region 4:** Ocean, Camden, Gloucester, Salem, Atlantic, Cumberland and Cape May Counties

This RFP seeks to award contracts to regional legal service providers to support eligible individuals. These individuals must have an SUD and are either currently using substances or in recovery. No individual shall be denied full access to legal or navigation services due to the use of legitimately prescribed medications or actively using illicit or other drugs; priority will be given to individuals with low-income. It is anticipated that each awarded regional legal services provider will serve at least 500 individuals per year with a total of at least 2,000 individuals per year for this initiative.

This initiative supports a harm reduction model of care. Harm reduction is a practical and transformative approach that incorporates community-driven public health strategies —

including prevention, risk reduction, and health promotion — to empower people who use drugs (and their families) with the choice to live healthy, self-directed, and purpose-filled lives. Harm reduction focuses on the lived and living experience of people who use drugs, especially those in underserved communities when developing strategies and practices designed to support them.

Harm reduction incorporates a spectrum of strategies that includes safer use, managed use, abstinence, meeting people who use drugs “where they’re at,” and addressing conditions of use along with the use itself. Because harm reduction demands that interventions and policies designed to serve people who use drugs reflect specific individual and community needs, there is no universal definition of or formula for implementing harm reduction. (<https://harmreduction.org/about-us/principles-of-harm-reduction/>)

The successful bidder(s) shall ensure that the services provided ensure diversity, inclusion, equity, and cultural and linguistic competence to the target population. Services should ensure reach within underserved communities, including specific racial and ethnic groups, LGBTQIA+ communities, and/or historically marginalized, transient, or harder to reach communities, or regions of the state. The successful bidder(s) shall continually assess and utilize demographic data of participants’ service area in its development and delivery of programming, evaluation, and program outcomes to ensure it is relevant to the population served. Additionally, the successful bidder(s) shall analyze data to implement strategies to increase program participation.

This RFP is funded with settlement payments from major nationwide litigation and settlements that involve the opioid industry. Total annualized funding is \$4,000,000, subject to New Jersey’s Opioid Settlement State appropriations.

No funding match is required; however, bidders shall identify any other sources of funding, both in-kind and monetary, that shall be used on their proposal budget. Bidders may not fund any costs incurred for the planning or preparing a proposal in response to this RFP from current DHS/DMHAS contracts.

The following summarizes the **anticipated** RFP schedule:

June 10, 2025	Notice of Funding Availability
June 17, 2025	Questions on RFP are due no later than 4:00 p.m. ET
July 15, 2025	Deadline to submit written intent to apply - no later than 4:00 p.m. ET
July 15, 2025	Deadline to request DHS secure file transfer protocol (SFTP) site login credentials - no later than 4:00 p.m. ET
July 22, 2025	Deadline for receipt of proposals - no later than 4:00 p.m. ET
TBD	Appeal deadline - no later than 4:00 p.m. ET

Bidders are responsible for monitoring the DHS website¹ for updates to the RFP schedule.

¹ <https://www.nj.gov/humanservices/providers/grants/rfpri/>

II. Background and Population to be Served

The Opioid Recovery and Remediation Advisory Council, in its commitment to combat the opioid crisis, recommended funding through the State's portion of the opioid settlement funds to address recovery supports needs through legal services for individuals who have a history of SUD and low income.

The goal of this RFP is to provide legal assistance for individuals offered at the awarded agency. The funding through this RFP allows participants to receive the support and services they need to address legal challenges in their lives.

Many individuals with SUD have complex care needs with very limited incomes. They often experience court fines and fees related to municipal court fees or low-level criminal justice matters. These charges also impact an individual's access to housing, employment, and even obtaining a driver's license.

NJ Statewide SUD treatment admissions data from DMHAS' 2023 Substance Use Overview indicates that 11% of individuals who were in SUD treatment during CY 2023 had a pending legal case and 14% were on probation/ parole.² Individuals involved in the criminal justice system can benefit from legal assistance/ advice and navigation services.

Substance use and misuse continues to be a serious condition that negatively impacts individuals, their families, and communities. Opioid use has become a pervasive problem throughout New Jersey across all racial, ethnic, age, and socio-economic demographics. Additionally, the use of multiple substances, whether intentional or unintentional, continues to be an area of concern. Virtually every indicator, from overdose deaths to treatment figures, show that the opioid crisis has a firm grip on NJ. According to the 2022 Treatment Episode Data Set, NJ was second in the nation for primary heroin admission for persons aged 12 and older (n=30,421) and eighth in the nation for non-heroin opiates/synthetics (n=6,482). The rate of admissions per 100,000 population aged 12 and older was 381 for primary heroin admission and 81 for non-heroin opiates/synthetics. The National Vital Statistics System reported there were an estimated 107,543 overdose deaths in the US during 2023, a decrease of 3% deaths estimated in 2022. This is the first annual decrease in drug overdose deaths since 2018³. That same report indicated NJ had 2,727 estimated deaths in 2023, a decrease of 11.5% from 2022 to 2023.

²<https://www.nj.gov/humanservices/dmhas/publications/statistical/Substance%20Abuse%20Overview/2023/Statewide.pdf>

³ U.S. Overdose Deaths Decrease in 2023, First Time Since 2018. National Center for Health Statistics. https://www.cdc.gov/nchs/pressroom/nchs_press_releases/2024/20240515.htm#:~:text=Provisional%20%20data%20from%20CDC%27s%20National,drug%20overdose%20deaths%20since%202018

NJ ranked 9th in the greatest decrease for overdose deaths. According to NJ Coordinator for Addiction Responses and Enforcement Strategies (NJCARES), NJ experienced 2,564 suspected illicit and prescription drug overdose deaths during 2023.⁴ While NJ is witnessing a decline in overall drug overdose deaths and drug-related deaths among whites, racial minorities as well as older residents are experiencing wider disparities in rates of drug-related fatalities. The overdose death rates for 2020, the most recent year statistics are available, indicate Black residents experienced the highest risk for fatalities among racial/ethnic groups, with 51.4 deaths for every 100,000 residents compared with 38.9 for white residents.⁵ The overdose death rate for New Jerseyans ages 55-64 was 64 per 100,000 in 2020, tripling since 2015 when the overdose death rate for this age group was 21 per 100,000.⁶

Improving the lives of individuals struggling with opioid use disorder by addressing the Social Determinants of Health (SDOH) is critical to achieving a healthy recovery. Improvements in the domains of safe and stable housing, transportation, access to healthy food, education and economic well-being, can enhance recovery outcomes.

III. Who Can Apply?

To be eligible for consideration for this RFP, the bidder must satisfy the following requirements:

1. The bidder may be a non-profit or for-profit governmental entity
2. The bidder must employ licensed attorneys who can practice law in the state of NJ and have or agree to put in place affiliation agreements with the NJ Department of Health (DOH) licensed SUD treatment provider agencies and recovery support programs in the awarded region.
3. For a bidder that has a contract with DMHAS in place when this RFP is issued, that bidder must have all outstanding Plans of Correction for deficiencies submitted to DMHAS for approval prior to proposal submission.
4. The bidder must be fiscally viable based upon an assessment of the bidder's audited financial statements. If a bidder is determined, in DMHAS' sole discretion, to be insolvent or to present insolvency within the twelve (12) months after bid submission, DMHAS will deem the proposal ineligible for contract award.
5. The bidder must not appear on the State of New Jersey Consolidated Debarment Report⁷ or be suspended or debarred by any other State or Federal entity from receiving funds.

⁴ NJ Cares Suspected Overdose Deaths - New Jersey Office of Attorney General.
<https://www.njoag.gov/programs/nj-cares/nj-cares-suspected-overdose-deaths/>

⁵ NJHealth (2020). Population Health: New Jersey SUDORS Overdose Mortality Data Explorer. Department of Health. <https://www.nj.gov/health/populationhealth/opioid/sudors.shtml>

⁶ NJHealth (2020). Population Health: New Jersey SUDORS Overdose Mortality Data Explorer. Department of Health. <https://www.nj.gov/health/populationhealth/opioid/sudors.shtml>

⁷ <https://www.nj.gov/humanservices/olra/contracting/policy/>

6. Pursuant to DHS Contract Policy and Information Manual Policy Circular 8.05, the bidder shall not have a conflict, or the appearance of a conflict, between the private interests and the official responsibilities of a person in a position of trust. Persons in a position of trust include Provider Agency staff members, officers and Governing Board Members. A bidder must have written Conflict of Interest policies and procedures that satisfy the requirements of P8.05, thereby ensuring that paid Board members do not participate in transactions except as expressly provided in the P8.05 circular; and
7. Pursuant to N.J.S.A. 52:32-44, a for-profit bidder and each proposed subcontractor must have a valid Business Registration Certificate on file with the Division of Revenue. This statutory requirement does not apply to non-profit organizations, private colleges and universities, or state and municipal agencies.

IV. Contract Scope of Work

For this initiative, full-time attorneys along with navigators will work with SUD service providers to assist individuals and address legal and/or social issues that are impeding their recovery process and/or successful outcomes in treatment. 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. Navigators will provide one-to-one assistance to individuals to connect them to community resources and assist with navigating legal resources and needs.

Contracts will be awarded to legal service providers. Eligible participants are individuals who have a substance use disorder and are currently using substances or who are in recovery. Individuals may self-refer or may be referred by a SUD service program. Successful bidders must have or obtain affiliation agreements with Department of Health (DOH) licensed SUD treatment provider agencies and recovery support programs in the awarded region. Priority referrals will come from DMHAS funded programs.

This initiative supports a harm reduction model of care. Services provided should be delivered according to a person-centered philosophy. No individual shall be denied full access to legal or navigation services due to the use of legitimately prescribed medications or actively using illicit or other drugs.

Bidders must provide a plan for sustainability that details how the proposed project approach will create project self-sufficiency in order to be considered for funding. This is to help ensure that the impact of the project will continue after State assistance has ended. The bidder may include information on plans to secure additional financial resources in their proposal.

Budget:

DMHAS anticipates making four (4) awards of up to \$1,000,000 each. Funds may be used to lease a vehicle during the term of the contract and must cover all administrative costs (office space, computers, equipment, supplies, etc.).

Staffing:

Bidder must indicate on their proposal the number of staff, titles and job competencies and duties that will satisfy the requirements of this contract.

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. After contract award, successful bidder must submit the attorney's Certificate of Good Standing.

Navigators should be trained in court processes, substance use disorders, and have experience working with individuals with low-income; an associate's degree is preferred. Cultural appropriateness should be evident at all levels of this proposal. The successful bidder(s) will be expected to recruit, retain and train staff from cultural, economic, and linguistic backgrounds that complement the individuals to be served.

The successful bidder(s) shall describe their efforts to ensure workforce diversity and inclusion in the recruiting, hiring, and retention of staff who are from or have had experience working with target population and other identified individuals served in this initiative. Additionally, the successful bidder(s) shall ensure that there is a training strategy related to diversity, inclusion, cultural competence, and the reduction of disparities in access, quality, and outcomes for the target population. The trainings shall include education about implicit bias, diversity, recruitment, creating inclusive work environments, and providing languages access services.

It is expected that services are available as soon as possible and no later than three (3) months after contract award.

The successful bidder(s) shall include evidence of their commitment to equity and reduction of disparities in access, quality, and treatment/program outcomes of marginalized populations. This includes a diversity, inclusion, equity, cultural/linguistic competence plan as outlined in the National Culturally and Linguistically Appropriate Services (CLAS) standards. The plan should include information about the following domains: workforce diversity (data informed recruitment), workforce inclusion, reducing disparities in access quality, and outcomes in the target population, and soliciting input for diverse community stakeholders and organizations. Additionally, the successful bidder(s) should describe how it shall use available demographic data from agency and target population service area (race/ethnicity/gender/sexual/orientation/language) to shape decisions pertaining to services, agency policies, recruitment, and hiring of staff.

Providers and their system partners shall work together to identify and combat barriers that may impede the target population from seeking and accessing services. Obstacles to services may include misinformation and lack of knowledge regarding the target populations' race, ethnicity, sexual orientation, substance use, socioeconomic status, generational considerations, and language, etc.

The successful bidder(s) shall:

- Collaborate with system partners to ensure coordination, equity, and inclusion of care
- Deliver services in a culturally competent manner that exemplify National CLAS Standards.
- Ensure services meet the language access needs of individuals served by this project (e.g., limited English proficiency, Deaf/ American Sign Language (ASL), Braille, limited reading skills).
- Coordinate and lead efforts to reduce disparities in access, quality, and program outcomes.

The successful bidder(s) must have in place, established facility-wide policies that prohibit discrimination against consumers, of prevention, treatment and recovery support services, who are assisted in their prevention, treatment and/or recovery with legitimately prescribed medication(s). These policies must be in writing, legible, and posted in a clearly visible common location accessible to all who enter the facility.

Moreover, no individual admitted into a treatment facility, or a recipient of or participant in any prevention, treatment or recovery support services, shall be denied full access to, participation in, and enjoyment of that program, service or activity, available or offered to others, due to the use of legitimately prescribed medications.

Capacity to accommodate individuals who present or are referred with legitimately prescribed medications can be accomplished either through direct provision of services associated with the provision or dispensing of medications and/or via development of viable networks/referrals/consultants/sub-contracting with those who are licensed and otherwise qualified to provide medications.

Data Collection/Evaluation:

The successful bidder(s) will be required to comply with DMHAS' program evaluation by responding to data requests from DMHAS' evaluator, participating in the data collection system and tools to be developed for this program. The successful bidder(s) will document data such as demographics and units of service delivered using data collection forms to be provided by DMHAS.

V. General Contracting Information

Bidders must currently meet or be able to meet the terms and conditions of the Department of Human Services (DHS) contracting rules and regulations as set forth in the Standard Language Document, the Contract Reimbursement Manual, and the Contract Policy and Information Manual. These documents are available on the [DHS website](#).⁸

Bidders are required to comply with the Affirmative Action Requirements of Public Law 1975, c. 124 (N.J.A.C. 17:27) and the requirements of the Americans with Disabilities Act of 1991 (P.L. 101-336).

Budgets should accurately reflect the scope of responsibilities in order to accomplish the goals of this project.

All bidders will be notified in writing of the State's intent to award a contract.

The contract awarded as a result of this RFP is anticipated to have an initial term of one year. The contract may be renewable for up to two (2) additional one-year terms, at DMHAS' sole discretion, with the agreement of the successful bidder(s). Funds may be used only to support services that are specific to this award; hence, this funding may not be used to supplant or duplicate existing funding streams. Actual funding levels will depend on the availability of funds and satisfactory performance.

In accordance with Policy P1.12 available on the [DHS website](#),⁹ pro-grams awarded a contract pursuant to this RFP will be separately clustered until the DMHAS determines, in its sole discretion, that the program is stable in terms of service provision, expenditures, and applicable revenue generation.

Should the provision of services be delayed through no fault of the successful bidder(s), funding continuation will be considered on a case-by-case basis dependent upon the circumstances creating the delay. In no case shall the DMHAS continue funding when service commencement commitments are not met, and in no case shall funding be provided for a period of non-service provision in excess of three (3) months. In the event that the timeframe will be longer than three (3) months, DMHAS must be notified so the circumstances resulting in the anticipated delay may be reviewed and addressed. Should services not be rendered, funds provided pursuant to this agreement shall be returned to DMHAS.

All construction/renovation awards will be subject to a Capital Agreement at the discretion of DMHAS.

⁸ <https://www.nj.gov/humanservices/olra/contracting/policy/>

⁹ <https://www.nj.gov/humanservices/olra/documents/CPIManual.pdf>

VI. Written Intent to Apply and Contact for Further Information

Bidders must email SUD.upload@dhs.nj.gov no later than 4:00 p.m. ET on July 15, 2025, indicating their agency's intent to submit a proposal for the Regional Legal Services for Individuals with a SUD RFP. The bidder must email their notice of intent to submit a proposal no later than the July 15, 2025 deadline. If a bidder's notice of intent to submit a proposal is received after the deadline their agency is not eligible to submit a proposal for consideration. Submitting a notice of intent to apply does not obligate an agency to apply.

Any questions regarding this RFP should be directed via email to SUD.upload@dhs.nj.gov no later than 4:00 p.m. ET on June 17, 2025. All questions and responses will be compiled and emailed to all those who submit a question or provide a notice of intent to apply. Bidders are guided to rely upon the information in this RFP and the responses to questions submitted by email to develop their proposals. Specific guidance, however, will not be provided to individual bidders at any time.

VII. Required Proposal Content

All bidders must submit a written narrative proposal that addresses the following topics, adheres to all instructions, and includes the required supporting documentation noted below.

Funding Proposal Cover Sheet (RFP Attachment A)

Bidder's Organization, History and Experience (10 points)

Provide a brief and concise summary of the bidder's background and experience in implementing this or related types of services and explain how the bidder is qualified to fulfill the obligations of the RFP. The written narrative should:

1. Describe the agency's history, mission, purpose, current licenses, modalities, and record of accomplishments. Explain the agency's work with the target population and marginalized underserved populations, and the number of years' experience working with the target population and marginalized underserved populations.
2. Describe the bidder's background and experience in implementing this or related types of services. Describe why the bidder is the most appropriate and best qualified to implement this program in the target service area.
3. Summarize the bidder's administrative and organizational capacity to establish and implement sound administrative practices and successfully carry out the proposed program.
4. Describe the bidder's current status and history relative to debarment by any State, Federal or local government agency. If there is debarment activity, it must be explained with supporting documentation, such as an appendix, to the bidder's proposal.
5. Provide a description of all active litigation in which the bidder is involved, including pending litigation of which the bidder has received notice. Failure to disclose active or pending litigation may result in the agency being ineligible for contract award at DMHAS' sole discretion.

6. Include a description of the bidder's ability and commitment to provide culturally competent services (CLAS Standards) and diversity (Law against Discrimination, N.J.S.A. 10.5-1 et seq.). Attach a cultural competency plan as an addendum and discuss in the narrative how the plan shall be updated and reviewed regularly.
7. Describe the bidder's plan to bring the initiative to a conclusion at the end of the contract.
8. If applicable, document that the bidder's submissions are up-to-date in the New Jersey Substance Abuse Management System, Unified Service Transaction Form, Quarterly Contract Monitoring Report and Bed Enrollment Data System or other DMHAS required reporting.
9. Describe the bidder's current status and compliance with DMHAS contract commitments in regard to programmatic performance and level of service, if applicable.
10. Provide the bidders ownership chart that shows the financial and voting interests, among other attributes. The company ownership chart must identify the types of legal entities and FEIN.
11. A Department Contract is not a Marketable Asset that may be purchased from a Provider Agency by another organization through an Acquisition, Affiliation, Consolidation, Merger, etc. Provide details of recent or pending Acquisition, Affiliation, Consolidation, or Merger of the bidder.

Project Description (40 points)

In this section, the bidder shall provide an overview of how the services detailed in the scope of work shall be implemented and the timeframes involved, specifically addressing the following:

1. The bidder's proposed approach to the business opportunity or problem described in the State's RFP, including the following:
 - a. how the bidder's approach satisfies the requirements as stated in the RFP
 - b. the bidder's understanding of the project goals and measurable objectives
 - c. the bidder's justification of program services which includes assessment and needs of the target population
 - d. all anticipated collaboration with other entities in the course of fulfilling the requirements of the contract resulting from this RFP
 - e. all anticipated barriers and potential problems that the bidder foresees and/or the State encountering in the successful realization of the initiative described herein
 - f. all other resources needed by the bidder to satisfy the requirements of the contract resulting from this RFP
2. Describe how affiliation agreements will be obtained with Department of Health (DOH) licensed SUD treatment provider agencies and recovery support programs in the awarded region.
3. Describe the organization's committees or workgroups that focus on efforts to reduce disparities in access, quality, and program outcomes for the target population. Include the membership of committee members and their efforts to review agency services/programs, correspond and collaborate with quality assurance/improvement, and make recommendations to executive management with respect to cultural competency.
4. Describe how the demographic makeup of the service area population (race, ethnicity, gender, sexual orientation, language, etc.) shall shape the design and implementation

of evidence based and best practice program approaches and interpretation of outcomes.

5. Provide a summary of the policies that prohibit discrimination against individuals who are assisted in their prevention, treatment and/or recovery from substance use disorders and/or mental illness with legitimately prescribed medication(s).
6. A description of the bidder's last Continuous Quality Improvement effort, identified issue(s), actions taken, and outcome(s).
7. The implementation schedule for the contract, including a detailed monthly timeline of activities, commencing with the date of award, through service initiation, to timely contract closure.
8. Include process and criteria for identification of individuals to be referred and utilize this service.

Outcome(s) and Evaluation (5 points)

Provide the following information related to the projected outcomes associated with the proposal as well any evaluation method that shall be utilized to measure successes and/or setbacks associated with this project:

1. The bidder's approach to measurement of consumer satisfaction.
2. The bidder's measurement of the achievement of identified goals and objectives.
3. The evaluation of contract outcomes.
4. Description of all tools to be used in the evaluation.
5. Details about any outside entity planned for use to conduct the evaluation, including but not limited to the entity's name, contact information, brief description of credentials and experience conducting program evaluation.
6. Tools and activities the bidder shall implement to ensure fidelity to the evidence-based practice.
7. The assessment, review, implementation, and evaluation of quality assurance and quality improvement recommendations particularly noting any reduction of disparities and barriers in access, quality, and treatment/program outcomes.
8. Assurance that the bidder shall complete the data collection tool developed by DMHAS and cooperate with the DMHAS evaluator.
9. Add additional items for measurement.

Staffing (20 points)

Bidders must determine staff structure to satisfy the contract requirements. Bidders are to address staffing as indicated below. Bidders should describe the proposed staffing structure and identify how many staff members shall be hired to meet the needs of the program. Successful bidders must hire attorneys to represent the target population. The attorney must be licensed in the State of New Jersey to practice law. The successful bidder(s) must also hire a navigator. Navigators help guide individuals through the legal process. They may help attorneys, and individuals served, collect data and materials related to civil cases, landlord disputes, evictions, benefits (Medicaid, TANF, SSI, SSDI, etc.), appeals, and provide assistance with any other legal needs.

1. Describe the composition and skill set of the proposed program team, including staff qualifications. In this model, full-time attorneys along with navigators will work with SUD

service providers to assist individuals and address legal and/or social issues that are impeding their recovery process and/or successful outcomes in treatment. 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 can liaison with the public defender (or the individual's private counsel) to provide assistance with the individual's case. Provide details of the Full Time Equivalent (FTE) staffing required to satisfy the contract scope of work. Describe proposed staff qualifications, including professional licensing and related experience. Details should include currently on-board or to be hired staff, with details of recruitment efforts. Identify bilingual staff.

2. Describe program efforts to recruit, hire and train staff who are from or have experience working with target population.
3. Describe the management level person responsible for coordinating and leading efforts to reduce disparities in access, quality, and outcomes for the populations served. Information provided should include the individual's title, organizational positioning, education, and relevant experience.
4. Provide copies of job descriptions or resumes as an appendix – limited to two (2) pages each – for all proposed staff.
5. Identify the number of work hours per week that constitute each FTE in the bidder's proposal. If applicable, define the Part Time Equivalent work hours.
6. Description of the proposed organizational structure, including an organizational chart in an appendix to the bidder's proposal.
7. The bidder's hiring policies, including background and credential checks, training/experience working with this target SUD population, as well as handling of prior criminal convictions.
8. The successful bidder(s) shall describe their efforts to ensure workforce diversity and inclusion in the recruiting, hiring, and retention of staff who are from or have had experience working with target population and other identified individuals served in this initiative.
9. Describe the strategy to deliver training on topics related to working with an SUD population, diversity, inclusion, cultural competence, and the reduction of discrepancies in the access, quality, and program outcomes, which includes information on implicit bias, diversity, recruitment, creating inclusive working environments, and providing language access services.
10. The approach for supervision of clinical staff, if applicable.
11. A list of the bidder's board members and their current terms, including each member's professional licensure and organizational affiliation(s). The proposal shall indicate if the Board of Directors votes on contract-related matters.
12. A list of consultants the bidder intends to utilize for the contract resulting from this RFP, including each consultant's professional licensure and organizational affiliation(s). Each consultant must be further described as to whether they are also a board member and, if so, whether they are a voting member. The bidder must identify all reimbursement the consultant received as a board member over the last twelve (12) months.

Facilities, Logistics, Equipment (5 points)

The bidder should detail its facilities where normal business operations shall be performed and identify equipment and other logistical issues, including:

1. A description of the manner in which tangible assets, i.e., computers, phones, other special service equipment, etc., shall be acquired and allocated
2. A description of the bidder's Americans with Disabilities Act (ADA) accessibility to its facilities and/or offices for individuals with disabilities
3. A description of the location(s) in which the program shall be held. Please provide information about accessibility, safety, access to public transportation, etc.

Budget (20 points)

DMHAS will consider the cost efficiency of the proposed budget as it relates to the scope of work. Therefore, bidders must clearly indicate how this funding shall be used to meet the program goals and/or requirements. In addition to the required Budget forms, bidders are asked to provide budget notes.

The budget should be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. All costs associated with the completion of the project must be delineated and the budget notes must clearly articulate budget items including a description of miscellaneous expenses and other costs.

1. A detailed budget using the Excel Budget template is required. Bidders must submit pricing using the Excel Budget template accompanying this RFP. Bidders should refer to Instructions for Excel Budget Template (Attachment E) for a clear understanding of how to work within the template file. The Budget template must be uploaded as an Excel file onto the file transfer protocol site as instructed in VIII. Submission of Proposal Requirements. Failure to submit the budget as an Excel file may result in a deduction of points. The standard budget categories for expenses include: A. Personnel, B. Consultants and Professionals, C. Materials and Supplies, D. Facility Costs, E. Specific Assistance to Clients, and F. Other. Supporting schedules for Revenue and General and Administrative Costs Allocation are also required. The budget must include two (2) separate, clearly labeled sections:
 - a. Section 1 – Full annualized operating costs to satisfy the scope of work detailed in the RFP and revenues excluding one-time costs
 - b. Section 2 - Proposed one-time costs, if any, which shall be included in the Total Gross Costs and cannot exceed the annual award amount
2. Budget notes detailing and explaining the proposed budget methodology, estimates and assumptions made for expenses and the calculations/computations to support the proposed budget are required. The State's proposal reviewers need to fully understand the bidder's budget projections from the information presented in its proposal. Failure to provide adequate information could result in lower ranking of the proposal. Budget notes, to the extent possible, should be displayed on the Excel template itself.
3. The name and address of each organization – other than third-party payers – providing support and/or money to help fund the program for which the proposal is being submitted.
4. For all proposed personnel, the template should identify the staff position titles and staff names for current staff and total hours per workweek.

5. Identify the number of hours per clinical consultant.
6. Staff fringe benefit expenses, which may be presented as a percentage factor of total salary costs, should be consistent with the bidder's current fringe benefit package.
7. If applicable, General & Administrative (G&A) expenses, otherwise known as indirect or overhead costs, should be included if attributable and allocable to the proposed program. Since administrative costs for existing DMHAS programs reallocated to a new program do not require new DMHAS resources, a bidder that currently contracts with DMHAS should limit its G&A expense projection to "new" G&A only by showing the full amount of G&A as an expense and the off-set savings from other programs' G&A in the revenue section.
8. Written assurance that if the bidder receives an award pursuant to this RFP, it shall pursue all available sources of revenue and support upon award and in future contracts, including agreement to obtain approval as a Medicaid-eligible provider.

Attachments/Appendices

The enumerated items of Required Attachments #1 through #10 and Appendices #1 through #9 must be included with the bidder's proposal.

Please note that if Required Attachments #1 through #6 are not submitted and complete, the proposal will not be considered. Furthermore, the failure to provide documents necessary to assess fiscal viability (as identified in Attachments #7 through #9) may result in the disqualification of the bidder's proposal.

The collective of Required Attachments #1 through #6 and Appendices #1 through #9 is limited to a total of 50 pages. Audits and interim financial statements (Required Attachments #7, #8 and #9) do not count towards the appendices' 50-page limit. Attachments/Appendix information exceeding 50 pages will not be reviewed.

Required Attachments

1. Department of Human Services Statement of Assurances (RFP Attachment C)
2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (RFP Attachment D)
3. [Disclosure of Investment in Iran](#)¹⁰
4. [Certificate of Non-Involvement in Prohibited Activities in Russia and Belarus](#)¹¹
5. Statement of [Bidder/Vendor Ownership Disclosure](#)¹²
6. [Disclosure of Investigations and Other Actions Involving Bidder](#)¹³
7. Pursuant to Policy Circular P 1.11, a description of all pending and in-process audits identifying the requestor, the firm's name and telephone number, and the type and scope of the audit.
8. Audited financial statements and Single Audits (A133), prepared for the two (2) most recent fiscal years

¹⁰ www.nj.gov/treasury/purchase/forms.shtml

¹¹ <https://www.nj.gov/treasury/administration/pdf/DisclosureofProhibitedActivitesinRussiaBelarus.pdf>

¹² www.nj.gov/treasury/purchase/forms.shtml

¹³ www.nj.gov/treasury/purchase/forms.shtml

9. All interim financial statements prepared since the end of the bidder's most recent fiscal year. If interim financial statements have not already been prepared, provide interim financial statements (balance sheet, income statement and cash flows) for the current fiscal year through the most recent quarter ended prior to submission of the bid
10. Department of Human Services Commitment to Defend and Indemnify Form (Attachment G)

Appendices

1. Copy of documentation of the [bidder's charitable registration status](#)¹⁴
2. Bidder mission statement
3. Organizational chart
4. Job descriptions of key personnel
5. Resumes of proposed personnel if on staff, limited to two (2) pages each
6. List of the board of directors, officers and terms
7. Original and/or copies of letters of commitment/support
8. Provide an ownership chart that shows the financial and voting interests, among other attributes. The company ownership chart must identify the types of legal entities and FEIN, limited to four (4) pages
9. Cultural Competency Plan

VIII. Submission of Proposal Requirements

A. Format and Submission Requirements

DMHAS assumes no responsibility and bears no liability for costs incurred by the bidder in the preparation and submittal of a proposal in response to this RFP. The narrative portion of the proposal should be no more than 10 pages, be single-spaced with one (1") inch margins, normal character spacing that is not condensed, and not be in smaller than twelve (12) point Arial, Courier New or Times New Roman font. For example, if the bidder's narrative starts on page 3 and ends on page 13 it is 11 pages long, not 10 pages. DMHAS will not consider any information submitted beyond the page limit for RFP evaluation purposes. The budget notes and appendix items do not count towards the narrative page limit.

Proposals must be submitted no later than 4:00 p.m. ET on July 22, 2025. The bidder must submit its proposal (including proposal narrative, budget, budget notes, and appendices) electronically using the DHS secure file transfer protocol (SFTP) site.

Proposals should be submitted in the following three file formats.

1. PDF file of entire proposal consisting of proposal narrative, budget, budget notes, attachments and appendices. Do not include interim and audited financial statements and Single Audits (A133) which should be submitted in a separate PDF file (see #3 below). Label file with the following title: Name of Agency/Provider Regional Legal Services for Individuals with a SUD Proposal.

¹⁴ www.njconsumeraffairs.gov/charities

2. Excel file of budget using the DMHAS Excel budget template. Label file with the following title: Name of Agency/Provider Regional Legal Services for Individuals with a SUD Budget.
3. PDF file of interim and audited financial statements and Single Audits (A133), prepared for the two (2) most recent fiscal years. Label file with the following title: Name of Agency/Provider Regional Legal Services for Individuals with a SUD Audit.

Additionally, bidders must request login credentials for this RFP by emailing SUD.upload@dhs.nj.gov no later than 4:00 p.m. ET on July 15, 2025, in order to receive unique login credentials for the Legal Services for Individuals with a Substance Use Disorder (SUD) RFP to upload your proposal to the SFTP site. Email requests for login credentials must include the title of this RFP, individual's first name, last name, email address and name of agency/provider.

Proposals must be uploaded to the DHS SFTP site, <https://securexfer.dhs.state.nj.us/login> using your unique login credentials.

B. Confidentiality/Commitment to Defend and Indemnify

Pursuant to the New Jersey Open Public Records Act (OPRA), N.J.S.A. 47:1A-1 et seq., or the common law right to know, proposals can be released to the public in accordance with N.J.A.C. 17:12-1.2(b) and (c).

Bidder should submit a completed and signed Commitment to Defend and Indemnify Form (Attachment G) with the proposal. In the event that Bidder does not submit the Commitment to Defend and Indemnify Form with the proposal, DHS reserves the right to request that the Bidder submit the form after proposal submission.

After the opening of the proposals, all information submitted by a Bidder, in response to a Bid Solicitation, is considered public information notwithstanding any disclaimers to the contrary submitted by a Bidder. Proprietary, financial, security, and confidential information, may be exempt from public disclosure by OPRA and/or the common law when the Bidder has a good faith, legal/factual basis for such assertion.

As part of its proposal, a Bidder may request that portions of the proposal be exempt from public disclosure under OPRA and/or the common law. Bidder must provide a detailed statement clearly identifying those sections of the proposal that it claims are exempt from production, and the legal and factual basis that supports said exemption(s) as a matter of law. DHS will not honor any attempts by a Bidder to designate its price sheet, price list/catalog, and/or the entire proposal as proprietary and/or confidential, and/or to claim copyright protection for its entire proposal. If DHS does not agree with a Bidder's designation of proprietary and/or confidential information, DHS will use commercially reasonable efforts to advise the Bidder. Copyright law does not prohibit access to a record which is otherwise available under OPRA.

DHS reserves the right to make the determination as to what to disclose in response to an OPRA request. Any information that DHS determines to be exempt from disclosure under OPRA will be redacted.

In the event of any challenge to the Bidder's assertion of confidentiality that is contrary to the DHS' determination of confidentiality, the Bidder shall be solely responsible for defending its designation, but in doing so, all costs and expenses associated therewith shall be the responsibility of the Bidder. DHS assumes no such responsibility or liability.

In order not to delay consideration of the proposal or DHS' response to a request for documents, DHS requires that Bidder respond to any request regarding confidentiality markings within the timeframe designated in DHS' correspondence regarding confidentiality. If no response is received by the designated date and time, DHS will be permitted to release a copy of the proposal with DHS making the determination regarding what may be proprietary or confidential.

IX. Review of Proposals

There will be a review process for responsive proposals. DMHAS will convene a review committee of public employees to conduct a review of each responsive proposal.

The bidder must obtain a minimum score of 70 points out of 100 points for the proposal narrative and budget sections in order to be considered eligible for funding. In the event no bidder obtains the required minimum scores, DMHAS shall have discretion to award the contract to the highest scoring bidder(s).

DMHAS will award up to 20 points for fiscal viability, using a standardized scoring rubric based on the audit, which will be added to the average score given to the proposal from the review committee. Thus, the maximum points any proposal can receive is 120 points, which includes the review committee's averaged score for the proposal's narrative and budget sections combined with the fiscal viability score.

In addition, if a bidder is determined, in DMHAS' sole discretion, to be insolvent or to present insolvency within the twelve (12) months after bid submission, DMHAS will deem the proposal ineligible for contract award.

Contract award recommendations will be based on such factors as the proposal scope, quality and appropriateness, bidder history and experience, as well as budget reasonableness. The review committee will look for evidence of cultural competence in each not limited to, loss of funding, inability of the bidder(s) to provide adequate services, an indication of misrepresentation of information and/or non-compliance with State and federal laws and regulations, existing DHS contracts, and procedures set forth in [Policy Circular P1.04](#).¹⁵

¹⁵ <https://www.nj.gov/humanservices/olra/contracting/policy/>

DMHAS will notify all bidders of contract awards, contingent upon the satisfactory final negotiation of a contract.

X. Appeal of Award Decisions

All appeals must be made in writing by 4:00 p.m. ET on Date to Be Determined, by emailing it to SUD.upload@dhs.nj.gov (subject line must include "Appeal and Regional Legal Services for Individuals with a SUD") and/or mailing or faxing it to:¹⁶

Department of Human Services
Division of Mental Health and Addiction Services
Office of the Assistant Commissioner
PO Box 362
Trenton, NJ 08625-0362
Fax: 609-341-2302

The written appeal must clearly set forth the basis for the appeal.

Any appeals sent to an email/address/fax number not mentioned above, will not be considered.

Please note that all costs incurred in connection with appeals of DMHAS decisions are considered unallowable cost for the purpose of DMHAS contract funding.

DMHAS will review all appeals and render a final decision. Contract award(s) will not be considered final until all timely filed appeals have been reviewed and final decisions rendered.

XI. Post Award Required Documentation

Upon final contract award announcement, the successful bidder(s) must be prepared to submit (if not already on file), one (1) original signed document for those requiring a signature or copy of the following documentation (unless noted otherwise) in order to process the contract in a timely manner, as well as any other contract documents required by DHS/DMHAS.

1. Most recent IRS Form 990/IRS Form 1120, and Pension Form 5500 (if applicable) (submit two [2] copies)
2. Copy of the [Annual Report-Charitable Organization](#)¹⁷
3. A list of all current contracts and grants as well as those for which the bidder has applied from any Federal, state, local government or private agency during the contract term proposed herein, including awarding agency name, amount, period of

¹⁶ https://www.nj.gov/humanservices/dmhas/regulations/bulletins/Mental%20Health/9_11.pdf

¹⁷ <https://www.njportal.com/DOR/annualreports/>

performance, and purpose of the contract/grant, as well as a contact name for each award and the phone number.

4. Proof of insurance naming the State of New Jersey, Department of Human Services, Division of Mental Health and Addiction Services, PO Box 362, Trenton, NJ 08625-0362, as an additional insured.
5. Board Resolution identifying the authorized staff and signatories for contract actions on behalf of the bidder.
6. Current Agency By-laws
7. Current Personnel Manual or Employee Handbook
8. Copy of Lease or Mortgage
9. Certificate of Incorporation
10. Co-occurring policies and procedures
11. Policies regarding the use of medications, if applicable
12. Policies regarding Recovery Support, specifically peer support services
13. Conflict of Interest Policy
14. Affirmative Action Policy
15. Affirmative Action Certificate of Employee Information Report, newly completed AA 302 form, or a copy of Federal Letter of Approval verifying operation under a federally approved or sanctioned Affirmative Action program. (AA Certificate must be submitted within 60 days of submitting completed AA302 form to Office of Contract Compliance.)
16. A copy of all applicable licenses
17. Local Certificates of Occupancy
18. Current State of New Jersey Business Registration
19. Procurement Policy
20. Current equipment inventory of items purchased with DHS funds (Note: the inventory shall include: a description of the item [make, model], a State identifying number or code, original date of purchase, purchase price, date of receipt, location of the Provider Agency, person(s) assigned to the equipment, etc.)
21. All subcontracts or consultant agreements, related to the DHS contract, signed and dated by both parties.
22. Business Associate Agreement (BAA) for Health Insurance Portability Accountability Act of 1996 compliance, if applicable, signed and dated.
23. Updated single audit report (A133) or certified statements, if differs from one submitted with proposal.
24. Business Registration (online inquiry to obtain copy at [Registration Form](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLLoginJsp.jsp)¹⁸ for an entity doing business with the State for the first time, may register at the [NJ Treasury website](http://www.nj.gov/treasury/revenue).¹⁹
25. Source Disclosure ([EO129](http://www.nj.gov/treasury/purchase/forms.shtml))²⁰
26. Chapter 51 [Pay-to-Play Certification](http://www.nj.gov/treasury/purchase/forms.shtml)²¹
27. Successful bidder's active Unique Entity Identifier ("UEI"), if project funding includes any federal grant resources. The UEI is a 12-character alphanumeric ID assigned to an entity registered at SAM.gov; It replaced the DUNS, and is distinct from the entity's

¹⁸ https://www1.state.nj.us/TYTR_BRC/jsp/BRCLLoginJsp.jsp

¹⁹ <http://www.nj.gov/treasury/revenue>

²⁰ www.nj.gov/treasury/purchase/forms.shtml

²¹ www.nj.gov/treasury/purchase/forms.shtml

Employer Identification Number (EIN or Employer ID). The UEI provided must match the successful bidder's legal business name and address, and it must be updated annually (or sooner if changes occur) and maintained during the period of subaward.

XII. Attachments

Attachment A – Proposal Cover Sheet

Attachment B – Addendum to RFP for Social Service and Training Contracts

Attachment C – Statement of Assurances

Attachment D – Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion Lower Tier Covered Transactions

Attachment E – Instructions for Excel Budget Template

Attachment F – Mandatory Equal Employment Opportunity Language

Attachment G – Commitment to Defend and Indemnify Form

Attachment A – Proposal Cover Sheet

Date Received

STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
Division of Mental Health and Addiction Services
Proposal Cover Sheet

Name of RFP: Regional Legal Services for Individuals with a Substance Use Disorder

Incorporated Name of Bidder: _____

Type: Public _____ Profit _____ Non-Profit _____ Hospital-Based _____

Federal ID Number: _____ Charities Reg. Number (if applicable) _____

Unique Entity Identifier (UEI) Number: _____

Address of Bidder: _____

Chief Executive Officer Name and Title: _____

Phone No.: _____ Email Address: _____

Contact Person Name and Title: _____

Phone No.: _____ Email Address: _____

Total dollar amount requested: _____ Fiscal Year End: _____

Funding Period: From _____ to _____

Total number of unduplicated individuals to be served: _____

Region in which services are to be provided: _____

Brief description of services by program name and level of service to be provided:

NOTE: In order to contract with the State of New Jersey, all providers applying for contracts, or responding to Request for Proposals (RFPs), *MUST* be pre-registered with the online eProcurement system known as NJSTART. You may register your organization by proceeding to the following web site: <https://www.nj.gov/treasury/purchase/vendor.shtml> or via telephone: (609) 341-3500.

Authorization: Chief Executive Officer (printed name): _____

Signature: _____ Date: _____

Attachment B – Addendum to RFP for Social Service and Training Contracts

STATE OF NEW JERSEY DEPARTMENT OF HUMAN SERVICES

ADDENDUM TO REQUEST FOR PROPOSAL FOR SOCIAL SERVICE 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 that 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 that 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 C – Statement of Assurances

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 that 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 C.F.R. Part 100) which prohibits discrimination based on race, color or national origin; 2) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 C.F.R. Part 104), which prohibits discrimination based on 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 C.F.R. 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 (N.J.A.C. 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 C.F.R. 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. The applicant will have signed certifications on file 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: CEO or equivalent

Date

Typed Name and Title

6/97

Attachment D - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

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 are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a 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 C.F.R. 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 C.F.R. 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 C.F.R. 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 Non-Procurement 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 C.F.R. 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 E - Instructions for Excel Budget Template

The Excel template, posted with the RFP, contains a template spreadsheet. [Please open the respective template file tab and read the below guidance at the same time.](#) This will allow for a clear understanding of how to work within the template file.

1. In the turquoise section, you will enter the proposed costs for this RFP. This should include all information from budget categories A-F, G/A, as well as ***your number of consumers to serve***. FTEs in Category A are to be broken down between direct care, administration, and support. FTE's will not appear until three cells are completed: hours worked per employee on contract (column C), hours worked per employee per week (column D), and the amount of salary (column H) respectively. Category B is to be broken down between medical/clinical consultants, and non-medical/clinical consultants.
2. There is also a One-Time budget section at the bottom in the turquoise section for your use. One-times are shown separately, but included in Total Gross Costs right after Gross Costs.
3. Please use the ***"Explanatory Budget Notes"*** column to help support anything that you feel needs to be explained in written word for evaluators to understand your intent regarding any cost/volume data populated in your template submission. Please provide notes, as well as, calculations that support any and all offsetting revenue streams. If you double up expenses on one budget line, please provide the individual expense details in the budget notes. Many cells are protected, but you can expand rows to give more room in the note's column should you need it.
6. General and Administrative Costs should be recorded in the template per the instructions in the RFP. That is, only additional G&A associated with this proposal should be included, not your normal G&A rate.
7. Make sure to remember to place your Agency Name and Region or County in the subject line when you send your template in **Excel** format.

SAVE ALL YOUR WORK, REVIEW AND PREPARE TO SEND IN EXCEL FORMAT.

Attachment F - Mandatory Equal Employment Opportunity Language

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affection-al or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, up-grading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act. The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis

of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA-302 (electronically provided by the Division through the Division's website at:
https://www.nj.gov/treasury/contract_compliance/)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

Attachment G – Commitment to Defend and Indemnify Form

Department of Human Services Commitment to Defend and Indemnify Form

I, _____, on behalf of _____ (“Company”) agree that the Company will defend, and cooperate in the defense of, any action against the State of New Jersey (“State”) or the New Jersey Department of Human Services (“DHS”) arising from, or related to, the non-disclosure, due to the Company’s request, of documents submitted to the State of New Jersey and DHS, and relating to the Request for Proposals for Regional Legal Services for Individuals with a Substance Use Disorder (“RFP”), which may become the subject of a request for government records under the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq. (“OPRA”). The Company agrees to indemnify and hold harmless the State and DHS against any judgments, costs, or attorney’s fees assessed against the State of New Jersey or DHS in connection with any action arising from, or related to, the non-disclosure, due to the Company’s request, of documents submitted to the State and DHS, and relating to the RFP, which may become the subject of a request for government records under OPRA.

The Company makes the foregoing agreement with the understanding that the State and DHS may immediately disclose any documents withheld without further notice if the Company ceases to cooperate in the defense of any action against the State arising from or related to the above-described non-disclosure due to the Company’s request.

I further certify that I am legally authorized to make this commitment and thus commit the Company to said defense.

(Signature)

(Print Name)

Title

Entity Represented

Date