

## **NOTICE OF FUNDING AVAILABILITY**

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

#### **New Jersey Self-Help Clearinghouse**

**TAKE NOTICE** that, in compliance with N.J.S.A. 52:14-34.4, 34.5 and 34.6, the Division of Mental Health and Addiction Services (DMHAS) hereby announces the availability of the grant program funds described herein.

**Program Name:** New Jersey Self-Help Clearinghouse

**Purpose:** DMHAS is pleased to release this Request for Proposals (RFP) for an entity to operate and manage the statewide New Jersey Self-Help Clearinghouse.

The DMHAS seeks proposals from non-profit, for-profit, or governmental entities qualified to conduct business in New Jersey to operate and manage a statewide Self-Help Clearinghouse. The clearinghouse is to provide assistance to the public and professionals in finding and establishing self-help groups throughout the state through the use of a toll-free helpline, an online database, group resource handouts, training, and continued development of a wide range of how to and resource materials that the clearinghouse provides in order to increase public and professional awareness and utilization. The clearinghouse supports new group development and the sustainability and effectiveness of existing volunteer run groups.

**Available Funding Amount:** We are rebidding a total of \$89,000 in annualized funding subject to State appropriations for the statewide provision of this service. The final FY 16 contract award amount is estimated to be \$37,083.00 and is subject to adjustment once the contract period of performance is finalized. Start-up funds may be available and are subject to negotiation upon final contract award. DMHAS anticipates awarding one (1) contract award, which is intended to be renewed annually.

**Who Can Apply/Bidder Qualifications:** To be eligible for consideration for this RFP, the bidder must satisfy the following requirements:

- The bidder may be a non-profit, for-profit or governmental entity;
- 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 (PoC) for deficiencies submitted to DMHAS for approval prior to submission;
- 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;

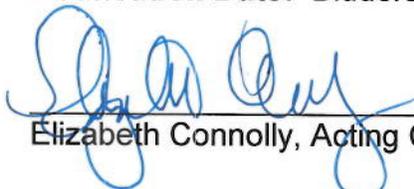
- The bidder must not appear on the State of New Jersey Consolidated Debarment Report at <http://www.state.nj.us/treasury/revenue/debarment/debarsearch.shtml> or be suspended or debarred by any other State or Federal entity from receiving funds;
- The bidder shall not employ a member of the Board of Directors in a consultant capacity;
- 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; and
- The bidder must attend the Mandatory Bidders conference as described in the RFP.

**Proposal Procedure:** Effective November 2, 2015 the RFP is available at [www.state.nj.us/humanservices/providers/grants/rfprfi/index.html](http://www.state.nj.us/humanservices/providers/grants/rfprfi/index.html) and [www.state.nj.us/humanservices/dmhas/provider/funding/](http://www.state.nj.us/humanservices/dmhas/provider/funding/). A proposal must be submitted that comports with the RFP requirements and instructions.

**Proposal Receiving Office:** Alicia Meyer  
Division of Mental Health and Addiction Services  
Capital Place One, 3rd Floor  
222 South Warren Street  
Po Box 700  
Trenton, NJ 08625-0700

**Submission Deadline:** Proposals must be received by 4:00 p.m. Eastern Standard Time on December 10, 2015.

**Notification Date:** Bidders will be notified on or before January 19, 2016.

  
Elizabeth Connolly, Acting Commissioner

10/15/15  
Date