

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

REQUEST FOR PROPOSALS

Projects for Assistance in Transition from Homelessness  
(PATH) in Essex County

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Division of Mental Health and Addiction Services

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## **I. Purpose and Intent**

This Request for Proposals (RFP) is issued by the New Jersey Department of Human Services (DHS), Division of Mental Health and Addiction Services (DMHAS) for the Projects for Assistance in Transition from Homelessness (PATH) program which serves adults with a serious mental illness or have a co-occurring serious mental illness and substance use disorder who are homeless or at risk of homelessness. Total annualized funding is \$474,942 subject to State and federal appropriations. DMHAS anticipates making one award in Essex County. This funding opportunity is not an expansion of services. It is a rebidding of existing funding.

The following summarizes the RFP schedule:

5/23/16	Notice of Funding Availability
6/2/16	Mandatory Bidders Conference
6/30/16	Deadline for receipt of proposals - no later than 4:00 p.m.
8/2/16	Preliminary award announcement
8/9/16	Appeal deadline
8/16/16	Final award announcement
10/1/16	Anticipated contract start date

PATH services will facilitate the delivery of mental health and related supportive services through street outreach and case management service delivery to the target homeless populations in Essex County. Per the Public Health Services Act SEC. 522[290CC-22] (a), the target population includes individuals who:

1. Are suffering from serious mental illness, or are suffering from serious mental illness and from substance abuse; and
2. Are homeless or at imminent risk of becoming homeless.

The term "homeless individual" is defined as follows: Individuals and families who lack a fixed, regular, and adequate nighttime residence; includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided; individuals who are fleeing or are attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life threatening conditions that relate to violence against the individual or a family member.

An individual is determined to be at "imminent risk for homelessness" when meeting one or more of the following criteria: doubled up living arrangement where the individual's name is not on the lease, living in a condemned building without a place to move, arrears in rent/utility payments, having received an eviction notice without a place to move, living in a temporary or transitional housing that carries time limits, and persons living in substandard conditions.

The objectives of the PATH program include but are not limited to:

- A. Increasing the number of homeless persons contacted through street outreach.
- B. Increasing the percentage of those contacted through street outreach who accept PATH services.
- C. Increasing the percentage of enrolled PATH consumers who are linked to community mental health treatment services, housing and other community services.

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

## **II. Background and Population to be Served**

Projects for Assistance in Transition from Homelessness (PATH) program was authorized by the Stewart B. McKinney Homeless Assistance Amendments Act of 1990, Public Law 101-645. In 1991, Federal PATH funds were allocated in the form of block grants to provide financial assistance to the States to support services for individuals who are suffering from serious mental illness or serious mental illness and co-occurring substance use disorder; and are homeless or at imminent risk of becoming homeless. The program funds community-based outreach, mental health, substance abuse, case management and other support services, as well as a limited set of housing services.

PATH is administered by the Center for Mental Health Services (CMHS) Homeless Programs Branch, a component of the Substance Abuse and Mental Health Services Administration (SAMHSA) within the U.S. Department of Health and Human Services, in accordance with the Public Health Service Act, Title V, Part C, Section 521, as amended, 42 U.S.C 290cc-21 et seq;. PATH allocations are made annually on a formula grant basis to States, based on the number of individuals residing in urbanized areas in the State as a percentage of the total United States population in urban areas. The New Jersey State PATH program is then administered by DMHAS to contracted service providers within each of the 21 counties.

The goal of the PATH program is to provide outreach, case management and other services that will enable adults, ages 18 and over, who are homeless or at imminent risk of homelessness and have a serious mental illness, to engage in mental health treatment to improve their mental health functioning. PATH programs should serve as the front door to services developed through the Continuum of Care process and to mainstream mental health, primary healthcare, and substance abuse service systems. Providers are expected to serve a high percentage of literally homeless persons (a person who lacks housing, is living in a place not meant for human habitation, or is in an emergency shelter) and are required to actively participate in the Continuum of Care process through the local County Emergency Assessment System (CEAS) committee, as well as provide outcome and performance data through the Homeless Management Information System (HMIS).

Utilization of evidence based practices including, but not limited to Motivational Interviewing, Critical Timed Intervention, Wellness Recovery Action Plan and Illness Management Recovery, trauma informed care are effective tools in engaging individuals and to support the achievement of individualized goals.

In 2013, the number of individuals with serious mental illness at risk of homelessness in Essex County was estimated to be 2,458 individuals. During the Point in Time Count in January of 2015, there were 1,723 literally homeless individuals identified in Essex County. Approximately 400 of these individuals reported having a disability of serious mental illness. In 2015, the two PATH programs in Essex County outreached a total of 800 homeless individuals, enrolled and served 260 individuals and provided and/or linked 194 enrollees to community mental health services.

### **III. Who Can Apply?**

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

- The bidder must be a non-profit entity 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 and
- The bidder must attend the Mandatory Bidders conference as described in the RFP.

### **IV. Contract Scope of Work**

Services that may be supported under this proposal include the following:

- A. Outreach - The processes involved in bringing into treatment individuals who do not access traditional services. Effective outreach utilizes strategies aimed at engaging persons to participate in the needed array of services. Outreach involves identification of individuals in need, screening, development of rapport, offering support while assisting with immediate and basic needs, and referral to appropriate resources. Outreach results in increased access to and utilization of

community services by people who are homeless and have mental illnesses. Active outreach is defined as face-to-face interaction with literally homeless people in streets, wooded areas, under bridges, and in other nontraditional settings. In active outreach, workers seek out homeless individuals. Outreach may include methods such as distribution of flyers and other written information, public service announcements, and other indirect methods. Outreach may also include "in-reach", defined as when outreach staff is placed in a service site frequented by homeless people, such as a shelter, community resource or drop in center, and direct, face to face interactions occur at that site. In this form of outreach, homeless individuals seek out outreach workers.

- B. Screening & Diagnostic Services - A continuum of assessment services that ranges from brief eligibility screening and Risk of Hospitalization Assessment to comprehensive clinical assessment.
- C. Case Management Services – Coordination of evaluation, treatment, housing, and/or care of consumers, tailored to individual needs and preferences. Case Managers assist the individual in accessing needed services, coordinate the delivery of services in accordance with the case plan, and follow-up and monitor progress. Activities may include financial planning, access to entitlement assistance, representative payee services and linkage and referral to mental health services, substance use treatment, medical services, dental services, food, clothing, emergency shelter, permanent and other relevant housing and support services, etc.
- D. Community Mental Health Services - Community based supports designed to stabilize and provide ongoing supports and services for individuals with mental illnesses/co-occurring disorders or dual diagnoses. These services include Counseling, Outpatient Services, Psychiatric Evaluations, Medication Monitoring, Co-occurring Mental Health and Substance Use Treatment Services.
- E. Alcohol and Drug Treatment Services – Preventative, diagnostic and other outpatient treatment services as well as support for people who have a psychological and/or other physical dependence on one or more addictive substances, and a co-occurring mental illness.
- F. Referrals for Primary Health Services, Community Mental Health Services, Substance Use Treatment Services, Job Training, Education Services and Relevant Housing Services - Services intended to link persons to primary health care, mental health treatment, substance use treatment; job training, income supports, education, housing, and other needed services not directly provided by the PATH program service provider.
- G. Housing Services - Specialized services designed to increase access to and maintenance of stable housing for PATH enrolled individuals who have significant or unusual barriers to getting or keeping housing.

- H. Security Deposits - Provision of funds for individuals enrolled in PATH who are in the process of acquiring rental housing but who do not have the assets to pay the first and last month's rent or other security deposits required to move into the residence. Up to 20% of the agency PATH budget can be used for security deposits, repair, expansion and one-time rental payments to prevent eviction.
- I. Costs associated with matching eligible homeless individuals with appropriate housing situations - Expenditures made on behalf of individuals enrolled in PATH to meet the costs, other than security deposits and one-time rental payments, of establishing a household. These may include items such as rental application fees, furniture and furnishings, and moving expenses. These may also include reasonable expenditures to satisfy outstanding consumer debts identified in rental application credit checks that otherwise preclude successfully securing immediately available housing.
- J. One-time rental payments to prevent eviction – One-time rental payments are made for individuals enrolled in PATH who cannot afford to make the payments themselves, who are at risk of eviction without assistance and who qualify for this service on the basis of income or need.
- K. Minor Renovation - Services or resources provided to make essential repairs to a housing unit in order to provide or improve access to the unit and/or eliminate health or safety hazards.
- L. Technical Assistance in Applying for Housing Services - Targeted training, guidance, information sharing, and assistance to, or on behalf of, individuals enrolled in PATH who encounter complex access issues related to housing.

Applicants should include special assistance to clients funding in their program budget.

Federal Government Performance and Results Act (GPRA) Measures include the following which are taken into consideration in determining program commitments:

- Enrollment of 58% of eligible persons outreached
- Successful linkage of 66% of enrolled persons to Community Mental Health Services

Contract commitments will be negotiated based upon representations made in response to this RFP. The agency awarded funding through this RFP will be expected to contract to deliver approximately the following levels of service:

- Outreach to 500 homeless individuals in Essex County
- Serve 200 Enrollees
- Link and/or provide to 132 enrollees Community Mental Health Services
- Link 40 enrollees to Financial Benefits
- Link 40 enrollees to Housing Placement (permanent housing)

- Link 35 enrollees to Relevant Housing Services (transitional or temporary housing)
- Link 15 enrollees to Substance Use Treatment Services
- Link 30 enrollees to Medical/Dental Services
- Link 10 enrollees to Habilitation/ Rehabilitation Services (job training, education)
- Provide approximately 9,000 face to face units of service to enrollees

Service levels and outcomes are reported to DMHAS via the Quarterly Contracted Monitoring Reports in the Foothold AWARDS Homeless Management Information System (HMIS). The awarded agency will also be required to report level of services and outcome data in an Annual Report to SAMHSA.

The awarded PATH projects must at a minimum meet 90% of contracted outcome measures. Failure to deliver contract commitments may result in a reduction of compensation or termination of contract.

These outcome measures must be formalized and conducted as part of the agency Performance Improvement activities. Regular evaluation of program level of service data reported in HMIS must be formalized and conducted as part of the agency Quality Assurance Procedures to ensure accuracy of program Quarterly Contracted Monitoring Reports and Annual Survey Reports. Please note that funding awarded through the RFP includes costs associated with HMIS license and fees (\$750). Training staff in the use of the HMIS system will be provided through the New Jersey Housing and Mortgage Agency.

It is expected that agency whose proposal is developed under this initiative will require intensive systems coordination with multiple entities. Applicants must demonstrate their ability to identify and engage eligible adults through proactive and county-wide outreach and collaboration with an array of community providers and resources. The provision of outreach services to street and sheltered homeless persons outside of normal working hours is recommended. The employment of peer and bilingual staff is also recommended.

Applicants must also demonstrate their ability to directly provide (or link consumers with) the community based mental health services while assuring the availability of other necessary services through affiliation or coordination agreements that would facilitate linkages to services identified above. Affiliating parties may include, but are not limited to:

- Peer Support Organizations/Provider Programs
- Housing Providers (emergency shelter, transitional housing, supportive housing, public housing authorities and/or private landlords)
- Community Mental Health Service Providers
- Substance Abuse Treatment Service Providers
- Local Hospital Emergency Services
- Local Jails/Police/Transit Authorities
- County Emergency Service Providers



- Non-Mental Health Homeless Outreach Service Providers
- Other Homeless Service Providers
- Non-Profit Service Providers and Faith Based Service Providers
- County Hospitals
- Soup Kitchens
- County Board of Social Services/Social Security Administration
- Veteran Services
- Primary Care Providers

## 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 (SLD), the Contract Reimbursement Manual (CRM), and the Contract Policy and Information Manual (CPIM). These documents are available on the DHS website at: <http://www.state.nj.us/humanservices/ocpm/home/resources/manuals/index.html>).

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 be reasonable and reflect the scope of responsibilities in order to accomplish the goals of this project. One time funds may be available to support necessary equipment, supplies, and other related start-up costs, if applicable. Although DMHAS does not have a dedicated source to fund one-time needs, requests for one-time funds will be entertained, and are part of the competitive aspect of the RFP process. Upon completion of the RFP process and award announcements, any one-time requests included in proposals will be addressed during the contract negotiation process. Successful awardees may be required, at DMHAS' discretion, to accept used but serviceable equipment in lieu of funds for new equipment.

All bidders will be notified in writing of the State's intent to award a contract. All proposals are considered public information and will be made available for a defined period after announcement of the contract awards and prior to final award, as well as through the State Open Public Records Act process at the conclusion of the RFP process.

The contract awarded as a result of this RFP may be renewable for one (1) year at DMHAS' sole discretion and with the agreement of the awardee. Funds may only be used 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 DHS Policy P1.12 available on the web at [www.state.nj.us/humanservices/ocpm/home/resources/manuals/index.html](http://www.state.nj.us/humanservices/ocpm/home/resources/manuals/index.html), programs

awarded 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 service provision be delayed through no fault of the provider, funding continuation will be considered on a case-by-case basis based 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.

The bidder must comply with all rules and regulations for any DMHAS program element of service proposed by the bidder. Additionally, please take note of Community Mental Health Services Regulations, N.J.A.C. 10:37, which apply to all contracted mental health services. These regulations can be accessed at <http://www.state.nj.us/humanservices/providers/rulefees/regs/>.

#### **VI. Mandatory Bidders Conference**

A bidder intending to submit a proposal in response to this RFP must attend a Mandatory Bidders Conference. It is the responsibility of the bidder to arrive promptly at the beginning of the Mandatory Bidders Conference and sign in to confirm attendance. A proposal submitted by a bidder not in attendance will not be considered. The Mandatory Bidders Conference will be held as follows:

Date: June 2, 2016  
Time: 10am  
Location: 222 South Warren Street  
1<sup>st</sup> Floor conference room A&B

The Mandatory Bidders Conference will provide the bidder with an opportunity to ask questions about the RFP requirements, the award process, and to clarify technical aspects of the RFP. This ensures that all potential bidders have equal access to information. Specific individual guidance will not be provided to individual bidders at any time.

Potential respondents to this RFP are requested to register for the Mandatory Bidders Conference via the registration link: <https://njsams.rutgers.edu/training/path/register.aspx> Additionally, if you require assistance with this registration link, please contact RFP.Submissions@dhs.state.nj.us no later than two (2) days prior to the Mandatory Bidders Conference.

The meeting room and facility is accessible to individuals with physical disabilities. Anyone who requires special accommodations should notify RFP.Submissions@dhs.state.nj.us. For sign language interpretation, please notify RFP.Submissions@dhs.state.nj.us at least five (5) business days in advance of the Mandatory Bidders Conference. Once reserved, a minimum of 48 hours is necessary to cancel this service, or else the cost will be billed to the requestor.

## **VII. Required Proposal Content**

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

### **Funding Proposal Cover Sheet (RFP Attachment A)**

#### **Bidder's Organization, History and Experience (5 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 and modalities, and record of accomplishments. Explain the work with the target population and the number of years' experience working with the target population.
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 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.
6. Describe the bidder's current status and compliance with contract commitments in regard to programmatic performance and level of service, if applicable.

#### **Cultural Competency (5 Points)**

1. Include a description of the bidder's ability to provide culturally competent services. Applicant must demonstrate their ability to serve individuals for whom English is not their primary or preferred language. Indicate if bi-lingual/bi-cultural staff will be hired and what language(s) staff is proficient in. Specify if interpreters and/or translation services will be made available, as necessary.
2. Include how the proposed service will address cultural competence such as age, generational influences, disabilities, religion and spiritual orientation, ethnic and racial identity, sexual orientation and identity, indigenous heritage, national origin,

veteran status, gender and socioeconomic factors that must be considered in delivering services to this population.

**Project Description (30 points)**

In this section, the bidder is to provide an overview of how the services detailed in the scope of work will 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 needs assessment to justify the services;
2. A description of the bidder's last Continuous Quality Improvement effort, identified issue(s), actions taken, and outcome(s).
3. 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.

Bidders should also provide the following programmatic information:

1. Indicate the total number of individuals to be outreached, including the percentage expected to be "literally" homeless;
2. Indicate the number of outreached individuals who will agree to allow the program to provide interventions (become enrolled);
3. Describe the proposed outreach process including outreach locations, engagement strategies and proposed schedule for outreach to those locations.
4. Describe other anticipated referral sources for your program.
5. Describe your agency's history of service to homeless veterans. If no current history of serving veterans experiencing homelessness, what steps will be taken to ensure outreach and services to this population?
6. Provide your proposed admission criteria (inclusionary and exclusionary if applicable). Programs may not have a policy of excluding individuals with a co-occurring substance use disorder.
7. Describe the demographics of the population within the service area and how you will ensure linguistic and cultural competence in the services provided. Also describe the avenues in which program participants and family members will have input into the evaluation and development of the program.
8. Provide a comprehensive description of the allowable services listed in section IV "Contract Scope of Work" to be provided and activities anticipated in order to meet the "Purpose and Intent of this Request" outlined in Section I of this RFP.

9. Identify any Evidence Based Practices (EBP) the agency will utilize in the design and implementation of services (Motivational Interviewing, Critical Timed Intervention, Illness Management Recovery, Wellness Recovery Action Plan, etc.)
10. Describe how enrolled individuals will be provided with or be linked to community mental health services. Provide affiliation agreements or Memorandum of Understanding with key mental health service providers.
11. Provide a brief description of partnerships with local community organizations (identified in Section IV above) that provide key services to PATH eligible persons and describe coordination of activities with those organizations.
12. Identify the units of service that you are committing to provide, defined as 15 contiguous minutes of face-to-face contact with the "enrolled" consumer, during the phase-in period and annually thereafter.
13. Provide statement of agreement to comply with Federal PATH funding restrictions, annual application and reporting requirements, as required by the Public Health Service Act, Title V, Part C, Section 521, et sec.
14. Provide statement of agreement to enter all PATH program outreach, consumer information, level of service delivery data and contracted service information required for state and federal reporting into the Foothold AWARDS Homeless Management Information System (HMIS).
15. Provide statement of agreement assuring program staff attendance and participation in program mandated trainings (including but not limited to HMIS).
16. Provide statement of intent to participate in the Essex County Continuum of Care process and identify staff who will be attending Continuum of Care Committee meetings.
17. Summary of the policies that prohibit discrimination against consumers who are assisted in their prevention, treatment and/or recovery from substance use disorders and/or mental illness with legitimately prescribed medication/s.
18. The bidder's capacity to accommodate all consumers who take legitimately prescribed medications and who are referred to or present for admission.
19. Applicants who do not currently contract with the DMHAS must also include the following:
  1. Organization history including mission, and goals.
  2. Overview of agency services.
  3. Documentation of incorporation status.
  4. Agency organization chart.

5. Agency code of ethics and /or conflict of interest policy.
6. Most recent agency audit.
7. Listing of current Board of Directors, officers and terms of each.
8. Documentation that agency meets qualifying requirements for DHS program contract.
9. Current Agency Licensure/Accreditation Status

### **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 will 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, including Government Performance and Results Act (GPRA) measures.
3. The evaluation of contract outcomes based on data extracted from HMIS.
4. Description of all tools to be used in the evaluation.
5. Details about any an 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 will implement to ensure fidelity to the evidence-based practice.

### **Staffing (10 points)**

Bidders must determine staff structure to satisfy the contract requirements. Bidders should describe the proposed staffing structure and identify how many staff will be hired to meet the needs of the program.

1. Describe the composition, credentials and skill set of the proposed program team, including staff qualifications.
2. 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 the recruitment effort. Identify bilingual and peer staff, if applicable.
3. Provide copies of job descriptions or resumes as an appendix – limited to two (2) pages each – for all proposed staff.
4. Identify the number of work hours per week that constitute each FTE in the bidder's proposal. If applicable, define the Part Time Equivalent (PTE) work hours. Provide a workweek schedule for PATH Program staff, showing any after or before normal operating hours.
5. Description of the proposed organizational structure, including an organizational chart in an appendix to the bidder's proposal.
6. The bidder's hiring policies, including background and credential checks, as well as handling of prior criminal convictions.
7. The approach for supervision of clinical staff, if applicable.

8. A list of the bidder's board members and current term, including each member's professional licensure and organizational affiliation(s). The bidder's proposal must identify each board member who is also an employee of the bidder or an affiliate of the bidder. The proposal shall indicate if the Board of Directors votes on contract-related matters.
9. A list of names 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 (10 points)**

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

1. A description of the manner in which tangible assets, i.e., computers, phones, other special service equipment, etc., will 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. Indicate accessibility of facility to public transportation.
4. Location of facility in relation to proximity to known target population centers.

**Budget (35 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 will 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 Annex B Excel template is required. The standard budget categories for expenses include: A. Personnel, B. Consultants and Professionals, C. Materials & 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 Excel budget template will be emailed to all attendees from the Mandatory Bidders Conference. 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; and
  - b. Section 2 - Proposed one-time costs (see Section V)
2. Budget Notes that detail and explain the proposed budget methodology and estimates and assumptions made for expenses and the calculations/computations to support the proposed budget. 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 will pursue all available sources of revenue and support upon award and in future contracts, including agreement to obtain approval as a Medicaid-eligible provider. Please note that funds awarded pursuant to this RFP will remain clustered, and to the extent revenue exceeds projected amounts, a commensurate reduction in DMHAS funding will occur.

### **Appendices**

The following items must be included as appendices with the bidder's proposal, limiting appendices to a total of 45 pages:

1. Bidder mission statement;
2. Organizational chart;
3. Job descriptions of key personnel;
4. Resumes of proposed personnel if on staff, limited to two (2) pages each;
5. 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;
6. List of the board of directors, officers and terms;
7. Copy of documentation of the bidder's charitable registration status;
8. Original and/or copies of letters of commitment/support/affiliation agreements/ Memorandum of Understanding;
9. Department of Human Services Statement of Assurances (RFP Attachment C);
10. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (RFP Attachment D);
11. Disclosure of Investment in Iran ([www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)); and
12. Statement of Bidder/Vendor Ownership Disclosure ([www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)).



The documents listed below are also required with the proposal, **unless the bidder has a current contract with DMHAS and these documents are current and on file with DMHAS.**

1. Most recent single audit report (A133) or certified statements (submit only two [2] copies); and
2. Any other audits performed in the last two (2) years (submit only two [2] copies).

### **VIII. Submission of Proposal 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 not exceed 20 pages, be single-spaced with one (1") inch margins, and no smaller than twelve (12) point Arial, Courier or Times New Roman font. For example, if the bidder's narrative starts on page 3 and ends on page 23 it is 21 pages long, not 20 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. Eastern Daylight Time on June 30, 2016. All bidders are required to submit one (1) original and five (5) copies of the proposal narrative, budget and appendices (six [6] total proposal packages) to the following address:

For U.S. Postal Service delivery:

Alicia Meyer, RFP Coordinator  
Division of Mental Health and Addiction Services  
PO Box 700  
Trenton, NJ 08625-0700

OR

For private delivery vendor such as UPS or FedEx:

Alicia Meyer, RFP Coordinator  
Division of Mental Health and Addiction Services  
222 South Warren Street, 3<sup>rd</sup> Floor  
Trenton, NJ 08608

The bidder may mail or hand deliver its proposal, however, DMHAS is not responsible for items mailed but not received by the due date. Note that U.S. Postal Service two-day priority mail delivery to the post office box listed above may result in the bidder's proposal not arriving timely and, therefore, being deemed ineligible for RFP evaluation. The bidder will not be notified that its proposal has been received. The State will not accept facsimile transmission of proposals.

**In addition to the required hard copies**, the bidder must also submit its proposal (including budget, budget notes, and appendices) in a PDF formatted file via email to [RFP.submissions@dhs.state.nj.us](mailto:RFP.submissions@dhs.state.nj.us). The email "subject" should include the bidder's name and the proposal name. The bidder must also submit the completed budget template file as an excel attachment to [RFP.submissions@dhs.state.nj.us](mailto:RFP.submissions@dhs.state.nj.us).

Proposal(s) must also be submitted to the County Mental Health Administrator for Essex County. For those counties requiring postal mail submission, submit four (4) copies.

**Joseph Scarpelli, D.C., Administrator**                      Email + Postal Mail  
Essex County Mental Health Board  
204 Grove Avenue  
Cedar Grove, NJ 07009  
Email: [jscarpelli@health.essexcountynj.org](mailto:jscarpelli@health.essexcountynj.org)

## **IX. Review of Proposals**

There will be a review process for all timely submitted proposals. DMHAS will convene a review committee of public employees to conduct a review of each proposal accepted for review.

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.

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 100 points, which includes the combined score from the proposal narrative and budget as well as fiscal viability.

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 section of the narrative. The review committee may choose to visit a bidder's existing program(s), invite a bidder for interview, and/or review any programmatic or fiscal documents in the possession of DMHAS. The bidder is advised that the contract award may be conditional upon final contract and budget negotiation.

DMHAS reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. DMHAS' best interests in this context include, but are 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 DHS Policy Circular P1.04  
(<http://www.state.nj.us/humanservices/ocpm/home/resources/manuals/index.html>).

DMHAS recognizes the invaluable perspective and knowledge that consumers, family members and County Mental Health Boards possess. Input from these groups is an integral component of a system that holds wellness and recovery principles at its core. Consequently, DMHAS will convene an advisory group consisting of consumers and family members to provide input to the review committee regarding the proposals submitted.

County Mental Health Board recommendations and comments must be received by DMHAS no later than July 21, 2016. This input will be incorporated in the final deliberations of the review committee.

DMHAS will notify all bidders of contract awards, contingent upon the satisfactory final negotiation of a contract, by August 2, 2016

#### **X. Appeal of Award Decisions**

An appeal of any award decision may be made only by a respondent to this RFP. All appeals must be made in writing and be received by DMHAS at the address below no later than 4:00 p.m. Eastern Daylight Time on August 9, 2016. The written appeal must clearly set forth the basis for the appeal.

Appeal correspondence should be addressed to:

Valerie Mielke, Assistant Commissioner  
Division of Mental Health & Addiction Services  
222 South Warren Street, 3<sup>rd</sup> Floor  
PO Box 700  
Trenton, NJ 08625-0700

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 by August 16, 2016. 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 (for information visit: [http://www.state.nj.us/treasury/revenue/dcr/programs/ann\\_rpt.shtml](http://www.state.nj.us/treasury/revenue/dcr/programs/ann_rpt.shtml));
3. A list of all current contracts and grants as well as those for which the bidder has applied for from any Federal, state, local government or private agency during the contract term proposed herein, including awarding agency name, amount, period of performance, and purpose of the contract/grant, as well as a contact name for each award and the phone number;
4. Proof of insurance naming the State of New Jersey, Department of Human Services, Division of Mental Health and Addiction Services, PO Box 700, Trenton, NJ 08625-0700 as an additional insured;
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 at 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 [https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp); for an entity doing business with the State for the first time, it may register at <http://www.nj.gov/treasury/revenue>);
25. Source Disclosure (EO129) ([www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)); and
26. Chapter 51 Pay-to-Play Certification ([www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)).

## **XII. Attachments**

**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 \_\_\_\_\_

Incorporated Name of Bidder: \_\_\_\_\_

Type: Public \_\_\_\_\_ Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_ Hospital-Based \_\_\_\_\_

Federal ID Number: \_\_\_\_\_ Charities Reg. Number (if applicable) \_\_\_\_\_

Address of Bidder: \_\_\_\_\_  
\_\_\_\_\_

Contact Person Name and Title: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Total dollar amount requested: \_\_\_\_\_ Fiscal Year End: \_\_\_\_\_

Funding Period: From \_\_\_\_\_ to \_\_\_\_\_

Total number of unduplicated consumers to be served: \_\_\_\_\_

County in which services are to be provided: \_\_\_\_\_

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

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 RFI, including development of specifications, requirements, statement of works, or the evaluation of the RFI applications/bids.
- Will comply with all federal and State statutes and regulations relating to non-discrimination. These include but are not limited to: 1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352; 34 CFR Part 100) which prohibits discrimination based on race, color or national origin; 2) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 CFR Part 104), which prohibits discrimination 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 CFR part 90), which prohibits discrimination on the basis of age; 4) P.L. 2975, Chapter 127, of the State of New Jersey (N.J.S.A. 10:5-31 et. seq.) and associated executive orders pertaining to affirmative action and non-discrimination on public contracts; 5) federal Equal Employment Opportunities Act; and 6) Affirmative Action Requirements of PL 1975 c. 127 (NJAC 17:27).
- Will comply with all applicable federal and State laws and regulations.
- Will comply with the Davis-Bacon Act, 40 U.S.C. 276a-276a-5 (29 CFR 5.5) and the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.27 et seq. and all regulations pertaining thereto.
- Is in compliance, for all contracts in excess of \$100,000, with the Byrd Anti-Lobbying amendment, incorporated at Title 31 U.S.C. 1352. This certification extends to all lower tier subcontracts as well.



- Has included a statement of explanation regarding any and all involvement in any litigation, criminal or civil.
- Has signed the certification in compliance with federal Executive Orders 12549 and 12689 and State Executive Order 34 and is not presently debarred, proposed for debarment, declared ineligible, or voluntarily excluded. 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 is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by an Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This certification is required by the regulations implementing Executive order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of facts upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and 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 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.