

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

REQUEST FOR PROPOSALS

**EVIDENCE-BASED PRACTICE INITIATIVE:
OPIOID AND OTHER SUBSTANCE USE
DISORDERS**

October 22, 2019

Valerie L. Mielke, Assistant Commissioner
Division of Mental Health and Addiction Services

TABLE OF CONTENTS

I.	Purpose and Intent	3
II.	Background and Population to be Served	4
III.	Who Can Apply?.....	4
IV.	Contract Scope of Work	5
V.	General Contracting Information.....	8
VI.	Written Intent to Apply and Contact for Further Information	9
VII.	Required Proposal Content	9
VIII.	Submission of Proposal Requirements.....	15
IX.	Review of Proposals.....	16
X.	Appeal of Award Decisions.....	17
XI.	Post Award Required Documentation.....	18
XII.	Attachments.....	19
	Attachment A – Proposal Cover Sheet.....	20
	Attachment B – Addendum to RFP for Social Service and Training Contracts...	21
	Attachment C – Statement of Assurances	22
	Attachment D - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions	24

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 development of an Evidence-Based Practice Initiative (EBPI). This RFP is funded through the Substance Abuse and Mental Health Services Administration's (SAMHSA) State Opioid Response Grant (SOR). The SOR grant period is September 30, 2018 to September 29, 2020. The contract awarded as a result of this RFP is for one-time funding from award through September 29, 2020. Total funding for this RFP is \$1,500,000 subject to federal appropriations. Through this initiative, the successful bidder will provide robust training and consultation services with the goal of full implementation of evidence-based practices (EBPs) within agencies across New Jersey that offer Substance Use Disorder (SUD) services. DMHAS anticipates making one (1) award.

The successful bidder will provide an array of consultative services leading to full implementation of the EBPs, Motivational Interviewing (MI) and Cognitive Behavioral Therapy (CBT). These services include, among others, needs assessment, training, ongoing consultation, workshops, supervised practice, learning communities, coaching and rating-based feedback.

EBPs have become central to the provision of all health services; however, in the behavioral health field, full implementation of them across the states has lagged behind traditional medical services. While clinician and supervisor competence in an EBP is critical to the delivery of quality care, clinicians cannot implement an EBP without the full support of provider agencies. An organization's policies, procedures and quality improvement programs are critical to ensuring that clients receive an EBP with fidelity to the model.

The purpose of this grant is two-fold: 1) To improve agencies' provision of MI and CBT and 2) To improve clinical staff skills in practicing therapeutic approaches that ensure outcomes meaningful to the people they serve. Through this EBPI, agencies will fully support staff efforts to provide enhanced and innovative services that sustain clients' recovery.

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 of a proposal in response to this RFP from current DHS/DMHAS contracts.

The following summarizes the RFP schedule:

October 22, 2019	Notice of Funding Availability
November 19, 2019	Deadline for receipt of proposals - no later than 4:00 p.m.
December 10, 2019	Preliminary award announcement
December 17, 2019	Appeal deadline

December 24, 2019
January 15, 2020

Final award announcement
Anticipated contract start date

II. Background and Population to be Served

SAMHSA's Center for Substance Abuse Treatment released the Fiscal Year (FY) 2018 SOR funding opportunity for states and territories in June 2018. Funding was made available for grants to states and territories via a formula based on unmet needs for OUD treatment and drug poisoning. The goals of the SOR are to address the opioid crisis by increasing access to MAT using medications approved by the federal Food and Drug Administration (methadone, buprenorphine and naltrexone). SOR funding is also meant to reduce unmet treatment needs and opioid overdose-related deaths through the provision of prevention, treatment, and recovery activities for people addicted to, or at risk of becoming addicted to, prescription opioids, heroin, morphine, fentanyl and its analogs, and semi-synthetic opioids, such as oxycodone and hydrocodone.

Substance use and misuse continue to be a serious condition that have an impact on individuals, their family members, and success in school, work and other domains of a quality life. Opioid use has become a pervasive problem throughout New Jersey and cannot be neatly compartmentalized by specific race, ethnicity, age or socio-economic group. According to the 2015 Treatment Episode Data Set, New Jersey is fifth in the nation for primary heroin admissions for persons aged 12 and older and sixth in the nation for admissions related to other opiates. The rate of admissions per 100,000 people aged 12 and older was 360 for heroin and 64 for non-heroin opiates/synthetics. The New Jersey 2017 Substance Abuse Overview indicates that heroin and other opiates were the primary drugs in 52% of treatment admissions, with 45% due to heroin and 7% for other opiates.¹

As the number of individuals needing treatment continues to rise, the need for MAT, along with EBPs, also becomes exponentially greater, so that agencies providing SUD services in New Jersey can provide supportive environments that match the unique needs of the people they serve.

III. Who Can Apply?

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

- The bidder may be a non-profit or for-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,

¹ New Jersey Drug and Alcohol Abuse Treatment: Substance Abuse Overview 2016.

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 as an employee or in a consultant capacity; and
- 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

DMHAS expects that the funding awarded to the successful bidder will significantly improve SUD providers' capacity, ability and commitment to sustained recovery for the people they serve through the use of MI and CBT. MI and CBT will be implemented fully across agencies' organizational structure, including policies and practices related to workforce development, billing, supervision, workflow, recruiting, orientation and policies and practices related to eligibility of clients. The work must include plans for training and consultation with executive leadership, directors, managers, supervisors and clinical direct-care staff. The EBPI must include activities that address agency and staff obstacles to full implementation, develop solutions to overcome those obstacles and provide comprehensive technical assistance throughout the grant period to design feasible workplans that agencies can implement within the grant period and also continue to use to guide implementation afterward.

The successful bidder will provide training and consultation services designed to implement MI and CBT through state-of-the art strategies designed for adult learners including, but not limited to, in-person trainings, technology-based services, workshops, supervised practice, simulations, coaching, videotaped practice, and critique by fellow trainees.

The successful bidder will provide training and consultation services to providers around the state which DMHAS staff will identify. At each site, the bidder must design and deliver technical assistance plans for all levels within each agency's organizational structure. Among clinical, direct-care staff, the bidder must offer training and consultation to a minimum of 300 participants, such that they will either earn certification in or demonstrate competence in both MI and CBT.

The successful bidder will provide training and consultation services at the provider agency in a way that minimizes impact on service delivery, while supporting individual staff members' learning. Proposed plans must outline how the bidder will motivate continued participation in the EBPI among all levels of agencies' organizational structure.

To fulfill the purpose and intent of this grant, bidders must demonstrate:

- Expertise and knowledge of MI and CBT
- Success with implementing EBPs within a treatment agency
- Success with implementing EBPs at multiple agencies throughout an entire state
- Experience with implementing and sustaining an EBP to fidelity. (Note that contract funds may be used for the purchase of fidelity assessment tools.)
- Ability to develop plans for certification (training time plus field experience) during the grant period
- Ability to develop plans, for staff who do not possess baseline skills, that measure improved competence during the grant period
- Ability to design training plans that support participants improved competency
- Capacity to respond to turnover of staff
- Ability to measure improvement in client outcomes within the grant period

The successful bidder is responsible for all training logistics, including but not limited to, training space, equipment, marketing, purchase of EBP copywritten training materials, registration and tracking of participants, refreshments, hiring and payment of consultants, and cost of electronic training and consultation tools.

All technical assistance activities must be sensitive to differences related to age, culture, religion/spirituality, language, gender, race/ethnicity, disabilities, behavioral health issues and gender identity. EBPI team members will have expertise in educating behavioral health providers about the validity and efficacy of MAT in cases where these staff have not yet come to accept that people take many different paths to recovery, including MAT.

The EBPI should embrace cultural appropriateness, which should be evident throughout the bidder's proposal. EBPI staff must be representative of the diversity of both the participants and the people they serve in terms of cultural, economic, and linguistic backgrounds that complement the individuals to be served.

This initiative will be funded through cost reimbursement contracting.

Proposals must provide specific project timelines, including milestones and target dates for every activity outlined in this *Contract Scope of Work*.

Data Collection/Evaluation

The successful bidder will provide an evaluation plan for full implementation of MI and CBT in the agencies participating in the EBPI. The bidder must be prepared to supply:

- Method used to determine participants at each agency
- Number of participants trained at all levels of each agencies' organizational structure

- Number of hours of trainings (both in-person and web-based platforms if applicable)
- Number of contacts with leadership at each agency per week
- Number of hours and full description of all consultation activities
- Obstacles to full implementation of the EBP at each agency
- Efforts to overcome obstacles unique to each agency
- Clients' perception of progress with recovery as a result of the clinician's use of MI and CBT

This plan must include measures you will use to identify progress, along with the reporting tools you will use to communicate with DMHAS. Your proposal must include assurances that you will participate in weekly status meetings with DMHAS (either in-person or by teleconference) and that you will provide any ad hoc reports requested by DMHAS.

Budget

Eligible expenses include:

- Staff hiring and compensation
- Training, practice and assessment materials
- Technological training and consultation tools
- Fidelity tools
- Marketing materials
- Registration and tracking tools
- Light refreshments not to exceed \$3.00 per person
- Office space
- Training space
- Supplies
- Training logistics
- Equipment, including lap-top computers, cell phones and other equipment required for web-based technical assistance

Other

All data, technical information, materials gathered, originated, developed, prepared, used or obtained in the performance of the requested services, including but not limited to, all papers, reports, surveys, plans, charts, records, analyses or publications produced for, or as a result of, this agreement (hereinafter "Work Product") shall bear an acknowledgement of DMHAS' support and shall be the property of DMHAS. The awardee shall submit any such work product to DMHAS sixty (60) days prior to the publication or presentation. DMHAS shall have sixty (60) days from the date the document is delivered to review. A party shall agree to abide by the policies of the applicable journals and presentations organizers as to such matter as the public release or availability of data related to the publication or presentation (including poster

presentations) (collectively “Publications”). All parties shall mutually agree to resolve any difference which may arise during the review of a Publication. Authorship of Publications of the research results will be determined in accordance with appropriate scientific and academic standards and customs. Proper acknowledgements will be made for the contribution of each party to the research. Due consideration shall be given to the scheduling of any Publication to allow time to: (a) seek protection of any intellectual property which may be developed by one of the parties, such period not to exceed thirty (30) days and (b) identify confidential information which one party may wish to delete. It is recognized that due to the nature of the services of the RFP, articles may be jointly authored, and such joint authorship shall be so recognized where appropriate. No work product produced utilizing funds or data obtained under this Agreement shall be released to the public without the prior written consent of DMHAS. DMHAS shall have the right to edit such work product and shall further have the right to add co-authorship or disclaimers as it, in its sole discretion, deems appropriate. DMHAS shall assume all responsibilities relative to determining compliance and effect of the Open Public Records Act (N.J.S.A. 47:1A-1) as it pertains to work products provided by the successful bidder.

DMHAS reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, the work products (deliverables) developed pursuant to the RFP.

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 website at: <http://www.nj.gov/humanservices/olra/ocpm/resources/manuals/>.

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.

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 is for one-time funding from award through September 29, 2020. 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 Policy P1.12 available on the web at <http://www.nj.gov/humanservices/olra/ocpm/resources/manuals/>, 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 and availability of funding. 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. Written Intent to Apply and Contract for Further Information

Bidders must email RFP.submissions@dhs.nj.gov no later than November 12, 2019 indicating their agency's intent to submit a proposal. Submitting a notice of intent to apply does not obligate an agency to apply. Failure to submit a letter of intent by this deadline shall not disqualify a bidder from applying to this grant opportunity.

Any questions regarding this RFP should be directed via email to RFP.submissions@dhs.nj.gov no later than October 29, 2019. All questions and responses will be compiled and emailed to all those who provided a notice of intent to apply. Bidders are guided to rely upon the information in this RFP and the responses to questions that were submitted by email to develop their proposals. Specific guidance, however, will not be provided to individual applicants 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 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 training and consultation services and explain how the bidder is qualified to fulfill the obligations of this RFP. The written narrative should:

1. Describe your organization's history, mission, purpose, current licenses and record of accomplishments, most importantly, those related to implementation of evidence-based practices (EBPs)
2. Describe why your organization is the most appropriate and best qualified to provide robust and innovative technical assistance at each SUD agency, including:
 - Expertise and knowledge of Motivational Interviewing (MI) and Cognitive Behavioral Therapy (CBT)
 - Success with implementing EBPs throughout a system
 - Success in training and measuring staff competence
 - Experience with implementing and sustaining an EBP to fidelity. (Note that contract funds may be used for the purchase of fidelity assessment tools.)
 - Ability to accommodate varying levels of staff baseline knowledge and skill
 - Capacity to respond to turnover of staff
 - Ability to measure improvement in client outcomes within the grant period
3. Summarize your administrative and organizational capacity to establish and implement sound administrative practices and successfully carry out the proposed EBPI.
4. Attach a one-page copy of your organizational chart showing the location of the proposed project and its links in the organization. This chart must show the names of key staff, as well as where the EBPI will be housed.
5. Describe your 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 your proposal.
6. Provide a description of all active litigation in which your agency is involved, including pending litigation of which the bidder has received notice. Failure to disclose active or pending litigation may result in your agency being ineligible for contract award at DMHAS' sole discretion.
7. Demonstrate your organization's commitment to cultural competency and diversity (Law against Discrimination, N.J.S.A. 10:5-1et seq.) and ability to provide culturally competent services.
8. Describe your organization's current status and compliance with DMHAS contract commitments in regard to programmatic performance and level of service, if applicable.

Project Description (40 points)

In this section, you must provide an overview of how you will deliver the services detailed in the *Contract Scope of Work*.

Agency Implementation:

- a. Describe how you will design technical assistance to address varying agency needs.
- b. Describe how the EBPI will significantly improve each SUD agency's capacity to improve services.
- c. Describe how you will ensure full implementation at each agency, including but not limited to:
 - Policies and practices
 - Workforce development
 - Billing
 - Supervision
 - Workflow
 - Recruiting
 - Orientation
 - Admission and termination criteria of clients managing SUD
- d. Explain how you will motivate continued participation in the EBPI throughout the grant period without a negative impact on service delivery.
- e. Explain how you will prepare an agency to respond to staff turnover as part of its effort to implement MI and CBT
- f. Describe how you will assess, monitor and assure fidelity to MI and CBT throughout each agency.
- g. Provide a description of all anticipated barriers and potential problems each agency may encounter implementing MI and CBT and how you will develop solutions to overcome these obstacles.
- h. Explain how you will prepare each agency to sustain the use of MI and CBT after the grant period ends.

Clinician Training:

- a. Define the criteria you will use to choose the EBPI training participants (300 of which must be clinical direct-care staff, including those who provide supervision).
- b. Explain how you will assess clinical staff base line competency in MI and CBT.
- c. Describe how you will design and implement training and consultation to address varying clinician needs and schedules.
- d. Submit your plan showing details of all trainings and consultation activities, including but not limited to: number of participants attending each training or consultative service, dates of the trainings, number of trainings, length of trainings, supervision sessions, how often and when participants will be evaluated and how the evaluation will be used to tailor or adjust training.

General:

- a. Describe how you will collaborate with the Motivational Interviewing Network of Trainers (MINT) and the Beck Institute for Cognitive Behavioral Therapy or other nationally recognized CBT institution, including affiliation agreements or draft contracts.
- b. Include the implementation schedule for the contract, including a detailed monthly timeline of activities, commencing with the Contract Start Date, through service initiation, to timely contract closure. Proposals must provide specific project timelines, including milestones and target dates for every activity outlined in the *Contract Scope of Work*.
- c. Identify any technical assistance tools or materials that you will be required to purchase.

Outcome(s) and Evaluation (10 points)

Include in your proposal an evaluation plan for full implementation of MI and CBT in the agencies participating in the EBPI. The bidder must be prepared to supply:

- Number of participants trained from all levels of each agencies' organizational structure
- Number of contacts with agency leadership each week
- Number of hours of trainings (both in-person and web-based platforms if applicable)
- Number of hours and full description of all consultation activities
- Obstacles at each agency
- Efforts to overcome obstacles unique to each agency
- Clients' perception of progress after having received MI and CBT

Please describe the measures you will use to identify progress and the reporting mechanisms you will use to communicate with DMHAS. Your proposal must include assurances that you will participate in weekly status meetings with DMHAS (either in-person or teleconference) and that you will provide any ad hoc reports requested by DMHAS.

Staffing (15 points)

All staff, including outside consultants, must have experience in providing technical assistance to agencies that provide SUD services.

A minimum of 75% of staff (including consultants) who will provide training and consultation services in MI must be certified by the MINT.

A minimum of 75% of staff (including consultants) who will provide training and consultation services in CBT must have completed high level training and supervision demonstrating competence in that EBP. (If certification from the Beck Institute has become available by the Contract Start Date, a majority of staff must be certified in CBT.)

Your proposal must include a staffing plan providing:

- Your organizational chart, as an appendix, including where the EBPI will be housed in your organization, along with names of key staff
- The EBPI staffing structure
- Key existing staff
- Key staff you plan to hire or enter into contracts with, including your recruitment plan
- For all key staff: job descriptions, curriculum vitae (CVs)/resumes, skill sets, qualifications, certifications, professional licenses, competencies, fluency in non-English languages and related experience
- For all contracted or subcontracted staff, a clear description of tasks and timeline in which you will require those tasks to be completed
- Details for Full Time Equivalent (FTE) and/or Part Time Equivalent (PTE) employees
- Your organization's hiring policies, including background and credential checks, as well as handling of prior criminal convictions
- Your board members, their current terms, professional licensure and organizational affiliation(s). The proposal must indicate if the Board of Directors votes on contract-related matters.

Facilities, Logistics, Equipment (5 points)

Your proposal must detail your facilities, where normal business operations will be performed and identify equipment and other logistical issues, including at a minimum:

- A description of the plan for office space, and other space for the technical assistance activities specific to the EBPI
- A description of how the plan will be implemented to best accommodate the participating provider agencies
- A description of the manner in which tangible assets, i.e., computers, phones, other special service equipment, etc., will be acquired and allocated
- A description of the bidder's Americans with Disabilities Act (ADA) accessibility to its facilities and/or offices for individuals with disabilities

Budget (20 points)

DMHAS will consider the cost efficiency of the proposed budget as it relates to all of the requirements in the *Contract Scope of Work*. In addition to the required budget forms, you must provide budget notes.

All costs associated with the completion of the EBPI 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 Excel budget template will be emailed to those who submit a written intent to apply. The Annex B Excel template must be uploaded as an Excel file onto the file transfer protocol site described 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 & 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, labeled sections:

- a. Section 1 – Full annualized operating costs to satisfy the scope of work detailed in the RFP and revenues; (which by formula will be included in total award) and
 - b. Section 2 - Proposed one-time costs up to \$100,000 of total budget.
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 (only if being allocated to this program) and total hours per workweek.
 5. Identify the number of hours per consultant and subcontractee.
 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.

Appendices

The following items must be included as appendices with the bidder's proposal, limiting appendices to a total of 50 pages. **Omission of items #7-10 with proposal will exclude proposal from review.**

1. Bidder mission statement;
2. Organizational chart as described in *Staffing*
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 (www.njconsumeraffairs.gov/charities);
8. Department of Human Services Statement of Assurances (RFP Attachment C);
9. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (RFP Attachment D);
10. Disclosure of Investment in Iran (www.nj.gov/treasury/purchase/forms.shtml); and
11. Statement of Bidder/Vendor Ownership Disclosure (www.nj.gov/treasury/purchase/forms.shtml); and
12. Original and/or copies of letters of commitment/support.

Additional attachments that are requested in the written narrative section and not listed in items #1-12 under Appendices do not count towards the 50-page limit for appendices. Appendix information exceeding 50 pages will not be reviewed.

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. Audits do not count towards appendices 50-page limit.**

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 10 pages, be single-spaced with one (1") inch margins, and no 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. on November 19, 2019. 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 private delivery vendor such as UPS or FedEx:

Helen Staton
 Department of Human Services
 Division of Mental Health and Addiction Services
 120 South Stockton Street, 3rd Floor

Trenton, NJ 08611

OR

For U.S. Postal Service delivery:

Helen Staton
Department of Human Services
Division of Mental Health and Addiction Services
PO Box 362
Trenton, NJ 08625-0362

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 proposal narrative, budget, budget notes, and appendices) electronically. The proposal must be uploaded as a PDF file and the Excel budget template as an Excel file by the deadline using a file transfer protocol site. Username and password are case sensitive and must be typed exactly as shown below. Once logged in, the upload button is on the upper left side. Upload the proposal PDF file and budget Excel file separately, including the bidder's name in both file names. Click on the green check mark in order to submit the files. Once the upload is complete, click the red logout button at the top right of the screen.

Go to: <https://ftpw.dhs.state.nj.us>.

Username - xbpupload

Password - Network1!

Directory - /ftp-dmhas/xbpupload

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 120 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 Policy Circular P1.04 (<http://www.nj.gov/humanservices/olra/ocpm/resources/manuals/>).

DMHAS will notify all bidders of contract awards, contingent upon the satisfactory final negotiation of a contract, by December 10, 2019.

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. on December 17, 2019. The written appeal must clearly set forth the basis for the appeal.

Appeal correspondence should be addressed to:

Valerie L. Mielke, Assistant Commissioner
Division of Mental Health & Addiction Services
5 Commerce Way
PO Box 362
Hamilton, NJ 08691-0362
Fax: 609-341-2302

Or via email: Helen.Staton@dhs.nj.gov

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 December 24, 2019. Contract award 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);
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 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 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; 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); and
26. Chapter 51 Pay-to-Play Certification (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: **Evidence-Based Practice Initiative: Opioid and Other Substance Use Disorders**

Incorporated Name of Bidder: _____

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

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

DUNS 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 _____

Brief description of services 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 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 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 are 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.