



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

REQUEST FOR PROPOSALS

## **Community Peer Recovery Centers**

July 19, 2024

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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 Human Services (DHS), Division of Mental Health and Addiction Services (DMHAS) to develop Community Peer Recovery Centers (CPRC). The CPRC is a place where individuals can access peer support, information about substance use disorder (SUD) treatment, recovery support services and information about other community resources in a supportive substance free environment. The Opioid Recovery and Remediation Advisory Council created via Executive Order No. 305 and then codified into state law (P.L. 2023, c. 25) recommended the following proposal for funding through the State's portion of Opioid Recovery and Remediation Funds, subsequently approved by the Governor's Office.

This RFP is funded with settlement payments from major nationwide litigation and settlements that involve the opioid industry and the Substance Abuse and Mental Health Services Administration's (SAMHSA) State Opioid Response (SOR) Grant funding. The current SOR grant funding period is through September 29, 2024. A new funding cycle of the SOR grant may be available depending on federal appropriations. Total annualized funding is \$7,875,000 subject to New Jersey's Opioid Settlement State and SOR grant federal appropriations. DMHAS anticipates making up to twenty-one (21) awards for each county in the amount of \$375,000, one award for each of New Jersey's 21 counties. The contract may be renewable for up to two (2) additional one-year terms at DMHAS' sole discretion with the agreement of the successful bidder.

Successful bidders will provide peer-to-peer recovery support services that are responsive to community needs. All activities and services are led and driven by "peers" (i.e., individuals who have experienced addiction and recovery, either directly or indirectly as a family member or friend). The overall goal of the CPRC is to provide a safe place for individuals in all phases of recovery to gather in support of one another, share experiences, discuss coping skills, and offer each other hope in a community setting. It is the ideal place for those in recovery to receive peer-to-peer support and attain guidance in a number of life-skill areas. The CPRC will offer social support and give those in recovery a place where they feel that they belong. CPRC will be a place where those in recovery can have the opportunity to give back to their community thereby fostering a sense of empowerment and independence.

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

Bidders applying for more than one (1) county must submit separate proposals for each county.

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

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

July 19, 2024	Notice of Funding Availability
July 26, 2024	Questions on RFP are due no later than 4:00 p.m. ET
August 23, 2024	Deadline to submit written intent to apply - no later than 4:00 p.m. ET
August 23, 2024	Deadline to request DHS secure file transfer protocol (SFTP) site login credentials - no later than 4:00 p.m. ET
August 30, 2024	Deadline for receipt of proposals - no later than 4:00 p.m. ET
TBD	Appeal deadline - no later than 4:00 p.m. ET

Bidders are responsible for monitoring the DHS website<sup>1</sup> for updates to the RFP schedule.

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

The Opioid Recovery and Remediation Advisory Council in its commitment to combat the opioid crisis recommended funding through the State's portion of the opioid settlement funds address Prevention and Recovery Supports by creating enhanced CPRCs. Currently, in New Jersey there are two state-funded Recovery Centers, one located in the Northern Region and one in the Southern Region. RFPs were issued in 2019 for three CPRCs, 2020 for seven CPRCs, and 2022 for the remaining eleven (11) counties. It is anticipated that this funding will lead to the development of CPRCs to ensure adequate staffing, facility costs, outreach activities, participant assistance, robust social/recreation and mutual aid offerings at each center.

Substance use and misuse continues to be a serious condition that has an impact on the individual, their family members, school, work relationships, etc. Opioid use has become a pervasive problem throughout New Jersey across all racial, ethnic, age, and socio-economic demographics. Additionally, the use of multiple substances whether intentional or unintentional continues to be an area of concern. According to the 2019 Treatment Episode Data Set, NJ was third in the nation for primary heroin admissions for persons aged 12 and older (n=41,625) and fifth in the nation for other opiates (n=5,781). The rate of admissions per 100,000 population aged 12 and older was 546 for heroin and 76 for non-heroin opiates/synthetics. The New Jersey 2022 Substance Abuse Overview indicated that heroin and other opiates were the primary drugs at

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<sup>1</sup> <https://www.nj.gov/humanservices/providers/grants/rfp/rfprfi/>

admission in 44% of treatment admissions, with 36% due to heroin and 8% for other opiates.

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

As the number of individuals seeking treatment, the need increases for peer run services and recovery-based centers that offers individuals a supportive, environment where they can engage and get involved with the recovery community and have access to resources within the community that increase personal, social and community recovery capital.

New Jersey's CPRCs provided peer support services to 12,885 unduplicated individuals during the Federal reporting year from October 1, 2022 through September 30, 2023. Many of the 12,885 unduplicated individuals took advantage of the wide range of services that the 21 CPRC's offered, which equated to 38,959 duplicated individuals being served during this funding period.

The CPRCs are among the most accessible resources in New Jersey, that are rooted in empowering people in recovery to be agents of change in the communities that they serve. The CPRCs serve as vital local hubs for the recovery community providing peer coaching, mutual support meetings, telephone recovery, social events and activities, wellness activities, and linkages to all supportive services needed by the recoveree such as co-occurring behavioral health treatment, medication assisted treatment, and harm reduction.

### **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 for deficiencies submitted to DMHAS for approval prior to proposal 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](#)<sup>2</sup> or be suspended or debarred by any other State or Federal entity from receiving funds;

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<sup>2</sup> <http://www.nj.gov/treasury/revenue/debarment/debarsearch.shtml>

- Pursuant to DHS Contract Policy and Information Manual Policy Circular 8.05, the bidder shall not have a conflict, or the appearance of a conflict, between the private interests and the official responsibilities of a person in a position of trust. Persons in a position of trust include Provider Agency staff members, officers and Governing Board Members. A bidder must have written Conflict of Interest policies and procedures that satisfy the requirements of P8.05, thereby ensuring that paid Board members do not participate in transactions except as expressly provided in the P8.05 circular; and
- 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**

The purpose of the CPRC is to provide an environment where individuals can access peer support, information about SUD treatment, recovery support services, and information about other community resources in a supportive substance free environment. No individual shall be denied full access to, participation in and enjoyment of CPRC services or activities, available or offered to others, due to the use of legitimately prescribed medications.

The CPRC will offer a warm and welcoming environment, that is a safe and sober space that allows individuals from all recovery backgrounds to come together to receive peer-to-peer support and be offered training, social, educational and recreational opportunities. Programming may include classes focused on wellness, nutrition and illness management, self-care, stress management, financial management, literacy education, job and parenting skills. Housing assistance such as finding sober living homes, apartments and roommates may also be provided as well as telephone support.

While all individuals can benefit from peer recovery support services, those individuals who did not complete treatment may find the CPRC beneficial and a gateway to treatment and/or sustained recovery. There is a group of individuals of unknown size who have never accessed formal treatment who could also benefit from recovery services. The CPRC and their system partners will work together to identify and combat barriers that may impede the target population from seeking and accessing services. Obstacles to services may include misinformation and lack of knowledge regarding the target populations' race, ethnicity, sexual orientation, substance use, socioeconomic status, generational considerations, and language, etc.

It is anticipated that the funding for the CPRC will expand the continuum of care to include an array of services that support individuals in their recovery from substance use and misuse. In summary, this funding will:

- Strengthen the linkage between treatment and recovery;

- Increase support for personal, social, and community recovery capital and sustained recovery within the community;
- Support individuals in their recovery and provide them with a sense of hope;
- Offer resources to individuals seeking information on SUD and behavioral treatment. Resources include accessing treatment information through NJ Connect, private insurance, DMHAS Interim Managing Entity (IME) Addictions Access Center, Family Support Centers, Support Team for Addiction Recovery, Medication for Opioid Use Disorder (MOUD) and Medication for Alcohol Use Disorder options, etc.;
- Help prevent recurrence of substance use;
- Inform individuals about the benefits of Naloxone, Naloxone training and where free Naloxone kits can be obtained;
- Provide recovery resources;
- Provide a trauma informed community where individuals can achieve a full and satisfying life free of trauma and its consequences;
- Help individuals in recovery to plan, create, invent, and make positive changes in their lives;
- Improve life skills;
- Provide a center for community-based leadership to grow and develop; and
- Lead to improved outcomes such as:
  - Abstinence from substances;
  - Increased employment;
  - Increased enrollment education/vocational training;
  - Increased social connectedness; and
  - Reduced involvement in the criminal justice system.

**It is expected that service delivery should begin as soon as possible and no later than three (3) months after contract award.**

Successful bidders will provide services that include the following:

- Enhancing existing services to fulfill SAMHSA's Recovery Oriented System of Care principles; and
- Encompassing the following Core Values:
  - Keeping Recovery First;
  - Participatory Process;
  - Authenticity of Peers Helping Peers;
  - Leadership Development; and
  - Cultural Diversity and Inclusion.

The CPRC will include evidence of their commitment to equity and reduction of disparities in access, quality, and treatment/program outcomes of marginalized populations. This includes a diversity, inclusion, equity, cultural/linguistic competence plan as outlined in the National CLAS standards. The plan should include information

about the following domains: workforce diversity (data informed recruitment), workforce inclusion, reducing disparities in access quality, and outcomes in the target population, and soliciting input for diverse community stakeholders and organizations. Additionally, the successful bidder should describe how it shall use available demographic data from agency and target population service area (race/ethnicity/gender/sexual/orientation/language) to shape decisions pertaining to services, agency policies, recruitment, and hiring of full, part-time, and volunteer staff.

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

The successful bidder shall:

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

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

### **Budget:**

The total funding for each CPRC is approximately \$375,000 to underwrite the services. Eligible expenses unique to the operation of the CPRC:

- Staff;
- Office/program space;
- Supplies; and
- Equipment, including a vehicle, a lap-top computer, and cell phones.
- Agencies not currently participating in the Recovery Data Platform (RDP), must acquire a license to participate in the RDP, a cloud-based HIPAA electronic record system designed to capture peer services offered by organizations to individuals impacted by substance use disorders.



## **Staffing:**

### **Lead Agency Staffing Requirements:**

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

In addition, describe how the program will prioritize retaining current CPRC staff wherever applicable and appropriate. Provide attestation that staff currently employed in a CPRC will be considered for employment

Staffing, such as volunteers or paid staff, may include:

- *Senior Peer Services Coordinator* who is intimately familiar with the local recovery community and knowledgeable of all local social services, businesses, faith-based organizations and neighborhoods. This individual must have two years' experience in the guiding principles of recovery that assist individuals to improve their health and wellness, live a self-directed life, and reach their full potential. This coordinator is responsible for planning, implementing and supervising the events, activities and services that support the mission of the CPRC. For example, planning special events such as Wellness Day or a Recovery Month Event would be an activity that falls under the Senior Peer Services Coordinator's responsibilities. This individual should also have strong fund-raising experience as well as some management experience. Additionally, the Senior Peer Services Coordinator will ensure the:
  - Communication and collaboration with system partners to ensure coordination, equity, and inclusion of care.
  - Services are delivered in a culturally competent manner that exemplify National CLAS Standards.
  - Ensure services meet the language access needs of individuals served by this project (e.g., limited English proficiency, Deaf/American Sign Language, Braille, limited reading skills).
  - Coordinate and lead efforts to reduce disparities in access, quality, and treatment outcomes.
- *Outreach Coordinator* may be a volunteer who can coordinate peer volunteer programs such as outreach, recruitment, retention, coaching, skill development and incentives. The Outreach Coordinator should create leadership opportunities and encourage peer volunteer participation.

- *Associate Peer Services Coordinator* to assist the Senior Peer Services Coordinator. This individual must have two years' experience in the guiding principles of recovery that assist individuals to improve their health and wellness, live a self-directed life, and reach their full potential.
- *Volunteers* are a resource and recommended to be part of the CPRC staff. Volunteers should be representative of the community that the CPRC will serve.
- *Certified Peer Recovery Specialists (Recovery Coaches)*  
All Agency staff (paid and volunteer) who provide direct support to individuals shall:
  1. complete the DMHAS 3-day Ethics Training;
  2. complete the Connecticut Community for Addiction Recovery 5-day training; or other peer training approved by the appropriate certification boards (NJ Addiction Professional Certification Board or NAADAC/NCC AP);
  3. be in the process of obtaining peer certification either through the NJ Addiction Professionals Certification Board as a Certified Peer Recovery Specialist or through NAADAC/NCC AP the Nationally Certified Peer Recovery Support Specialist;
  4. obtain the credential within 6 months of hire; and
  5. have a peer supervisor who has attended DMHAS approved peer supervisor training.

Recovery peer staff who provide co-occurring peer services can receive the mental health peer certification in addition to the substance use peer certification with appropriate supervision.

**Location:**

The CPRC will have a prominent, visible location in the county, whose sole purpose is to promote and increase recovery. It will be easily accessible to those without personal transportation. Satellite Sites and Pop-Up sites can be used in addition to reach individuals in different sections of the county to ensure all within the county have access to peer recovery support services. The facility must be compliant with New Jersey laws requiring a smoke-free environment and American with Disabilities compliant.

**Hours of Operation:**

The CPRC will be open 6 to 7 days per week and have evening capacity. This funding is intended to fund operating hours and overall capacity of the CPRC to ensure adequate staffing, facility costs, outreach activities, and robust social/recreational and mutual aid offerings at each CPRC. It should be open at least 45 hours per week. Thus, the schedule may be flexible; it may be open from 10 a.m. to 2 p.m., close for a few

hours, then reopen from 5 p.m. to 9 p.m. This example is for illustrative purposes only. The CPRC will ensure flexibility in hours of operation that complement the needs of the individuals to be served.

### **Program Design:**

CPRC expands the recovery continuum through peer-to-peer recovery support services to prevent recurrence of substance use and promote sustained personal, social and community recovery capital. It is the expectation that the CPRC be volunteer-driven, member-inspired and premised on peer support. The program efforts will be overseen by the paid staff but influenced by the local recovery community.

The CPRC will be inclusive to various groups, treatment protocols, self-help affiliations, or lack thereof. It will also be sensitive to differences related to age, culture, religion/spirituality, language, gender, race/ethnicity, disabilities, mental health issues and sexual orientation. It will recognize that there are many pathways to recovery and will not discriminate against those who choose Medication for Opioid Use, Alcohol Use Disorders, as well as other Behavioral Health Disorders. It is the expectation that the CPRC must be inclusive of a variety of self-help groups and offer itself as a resource to a broad range of addictions self-help communities.

The CPRC organization structure should create an advisory Recovery Center Board that is comprised with a percentage of representatives from the local recovery community. All program efforts shall be overseen by the paid staff and are influenced by the Recovery Center Board and the local recovery community. Additionally, recovery support services and/or activities may be provided such as:

- Social events and/or recreational activities
- Wellness classes
- Recovery coaching
- Recovery Capital Education and Assessments
- Telephone support
- Illness management
- SUD literacy
- Smoking cessation
- Harm Reduction
- Relaxation and meditation
- Nutrition
- Creative Arts
- Other classes such as literacy, parenting skills, English as a second language, vocational/education, financial literacy and management, etc.
- Support groups
- Learning circles
- Housing, childcare, language and employment assistance
- Special programs to address special issues and concerns

Cultural appropriateness should be evident at all levels of this proposal. It is important that the CPRC paid and volunteer staff are representative of the diversity of the community that it will serve. The successful bidders will be expected to recruit, retain and train staff from cultural, economic, and linguistic backgrounds that complement the individuals to be served. The successful bidders will be required to provide a staff and volunteer orientation program with applications kept on file.

It is expected that successful bidders will aggressively market the CPRC. They will need to outreach to other recovery support service providers, treatment providers, community leaders, and various support groups in order to increase Community Recovery Capital. Materials will also be available in Spanish or other languages appropriate to the target population. Client recruitment procedures will need to be included in the proposal to this RFP.

Successful bidders must have protocols and procedures linking and assisting families with accessing treatment including MOUD, Medication for Alcohol Use Disorder, other treatment resources such as the IME Addictions Access Center, NJ Connect and/or other support services. Successful bidders must have protocols and procedures in linking families to other services where there may be barriers to accessing treatment, such as transportation.

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

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

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

### **Data Collection/Evaluation:**

The successful bidders will be required to comply with DMHAS' program evaluation by responding to data requests from DMHAS' evaluator, participating in the data collection system and tools to be developed for this program, facilitating completion of consumer satisfaction questionnaires and any other monitoring and evaluation activities. The successful bidders will document units of service delivered using data collection forms developed by DMHAS. It is expected that clients will experience positive changes in social skills and increase social interaction in a sober setting. Data collection will be in

areas of client substance use, family and living condition, employment status, social connectedness, access to treatment, retention in treatment, criminal justice status, and the effectiveness of activities related to diversity, inclusion, equity, and cultural/linguistic competence. Minimally, data will be collected at baseline, six months and one year after baseline.

In addition, CPRCs will acquire a license to participate in the RDP. Currently 14 existing CPRCs participate in this system. RDP is a cloud-based HIPAA electronic record system designed to capture peer services offered by organizations to individuals impacted by substance use disorders.

It will be important to collect activity information beyond client level information. A data collection system will track the volume of visitors on a weekly basis, the number of different programs offered, program attendance, informational material distributed, outreach attempts to the community, etc. The successful bidders will work with the DMHAS' program evaluation team and other collaborative partners to identify specific program outcomes demonstrating the effectiveness of this service model.

## **V. General Contracting Information**

Bidders must currently meet or be able to meet the terms and conditions of the DHS contracting rules and regulations as set forth in the Standard Language Document, the Contract Reimbursement Manual, and the Contract Policy and Information Manual. These documents are available on the [DHS website](#)<sup>3</sup>.

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

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

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

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

In accordance with Policy P1.12 available on the [DHS website](#)<sup>4</sup>, programs awarded a contract pursuant to this RFP will be separately clustered until the DMHAS determines,

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<sup>3</sup> <https://www.nj.gov/humanservices/olra/contracting/policy/>

<sup>4</sup> <https://www.nj.gov/humanservices/olra/assets/documents/CPIManual.pdf>

in its sole discretion, that the program is stable in terms of service provision, expenditures, and applicable revenue generation.

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

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 the Community Mental Health Services Regulations N.J.A.C. § 10:37-1.1 et. seq., which apply to all contracted mental health services. These regulations can be accessed on the [DHS website](#)<sup>5</sup>.

## **VI. Written Intent to Apply and Contact for Further Information**

Bidders must email [SUD.upload@dhs.nj.gov](mailto:SUD.upload@dhs.nj.gov) no later than 4:00 p.m. ET on August 23, 2024 indicating their agency's intent to submit a proposal for the Community Peer Recovery Centers RFP. The bidder must email their notice of intent to submit a proposal no later than the August 23, 2024 deadline. If a bidder's notice of intent to submit a proposal is received after the deadline their agency is not eligible to submit a proposal for consideration. Submitting a notice of intent to apply does not obligate an agency to apply.

Any questions regarding this RFP should be directed via email to [SUD.upload@dhs.nj.gov](mailto:SUD.upload@dhs.nj.gov) no later than 4:00 p.m. ET on July 26, 2024. All questions and responses will be compiled and emailed to all those who submit a question or provide a notice of intent to apply. Bidders are guided to rely upon the information in this RFP and the responses to questions submitted by email to develop their proposals. Specific guidance, however, will not be provided to individual bidders at any time.

## **VII. Required Proposal Content**

All bidders must submit a written narrative proposal that addresses the following topics, 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 (10 points)**

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<sup>5</sup> <http://www.nj.gov/humanservices/providers/rulefees/regs/>

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 agency's work with the target population and marginalized underserved populations, and the number of years' experience working with the target population and marginalized underserved populations.
2. Describe the bidder's background and experience in implementing this or related types of services. Describe why the bidder is the most appropriate and best qualified to implement this program in the target service area.
3. Summarize the bidder's administrative and organizational capacity to establish and implement sound administrative practices and successfully carry out the proposed program.
4. Describe the bidder's current status and history relative to debarment by any State, Federal or local government agency. If there is debarment activity, it must be explained with supporting documentation, such as an appendix, to the bidder's proposal.
5. Provide a description of all active litigation in which the bidder is involved, including pending litigation of which the bidder has received notice. Failure to disclose active or pending litigation may result in the agency being ineligible for contract award at DMHAS' sole discretion.
6. Include a description of the bidder's ability and commitment to provide culturally competent services (CLAS Standards) and diversity (Law Against Discrimination, N.J.S.A. 10.5-1 et seq.). Attach a cultural competency plan as an addendum and discuss in the narrative how the plan shall be updated and reviewed regularly.
7. Describe how services will ensure reach within underserved communities, including specific racial and ethnic groups, LGBTQIA+ communities, and/or historically marginalized, transient, or harder to reach communities, or regions of the state.
8. Describe the bidder's plan to bring the initiative to a conclusion at the end of the contract.
9. If applicable, document that the bidder's submissions are up-to-date in the New Jersey Substance Abuse Management System, Unified Service Transaction Form, Quarterly Contract Monitoring Report and Bed Enrollment Data System.
10. Describe the bidder's current status and compliance with DMHAS contract commitments in regard to programmatic performance and level of service, if applicable.
11. Provide the bidders ownership chart that shows the financial and voting interests, among other attributes. The company ownership chart must identify the types of legal entities and FEIN.
12. A Department Contract is not a Marketable Asset that may be purchased from a Provider Agency by another organization through an Acquisition, Affiliation, Consolidation, Merger, etc. Provide details of recent or pending Acquisition, Affiliation, Consolidation, or Merger of the bidder.

## **Project Description (40 points)**

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

1. The bidder's approach satisfies the requirements as stated in the RFP.
2. The bidder's understanding of the project goals and measurable objectives.
3. The bidder's justification of program services which includes assessment and needs of the target population.
4. Describe the organization's committees or workgroups that focus on efforts to reduce disparities in access, quality, and program outcomes for the target population.
5. Describe how the demographic makeup of the service area population (race, ethnicity, gender, sexual orientation, language, etc.) shall shape the design and implementation of evidence based and best practice program approaches and interpretation of outcomes.
6. Provide a summary of the policies that prohibit discrimination against individuals who are assisted in their prevention, treatment and/or recovery from substance use disorders and/or mental illness with legitimately prescribed medication(s).
7. Indicate the number of total (duplicated) and unduplicated individuals you will serve annually.
8. Attach a flow chart outlining the operational steps of the proposed program.
9. Description of all anticipated barriers and potential problems the bidder foresees itself and/or the State encountering in the successful realization of the initiative described herein.
10. Provide a plan to address transportation barriers. Also, provide a plan to address provision of services during a sustained public health emergency (such a pandemic).
11. Description of any other resources needed by the bidder to satisfy the requirements of the contract resulting from this RFP.
12. Describe your Recovery Center Board.
13. Describe the organization's committees, boards, or workgroups that focus on efforts to reduce disparities in access, quality, and program outcomes for the target population. Include the membership of committee members and their efforts to review agency services/programs, correspond and collaborate with quality assurance/improvement, and make recommendations to executive management and program staff with respect to cultural competency.
14. Provide a draft of your Code of Ethics and grievance policy/procedures.
15. Provide a draft on how you will address recurrence of substance use.
16. Provide a draft on your policy regarding individuals who do not adhere to the 12 Steps and Traditions since CPRC exists as a recovery support and not affiliated with 12-step or any other sort of recovery program.
17. Description of collaboration with other entities in the course of fulfilling the requirements of the contract resulting from this RFP; include affiliation agreements.
18. Description of client recruitment procedures.
19. A description of the bidder's last Continuous Quality Improvement effort, identified issue(s), actions taken, and outcome(s).



20. 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.
21. Describe your plan to continue the proposed project after the funding period ends. Also describe how program continuity will be maintained when there is a change in the operational environment (e.g., staff turnover, change in project leadership) to ensure stability over time.
22. Provide a plan for sustainability that details how the proposed project approach will create project self-sufficiency and help to ensure that the impact of the project will continue after State assistance has ended. The bidder may include information on plans to secure additional financial resources.

### **Outcome(s) and Evaluation (10 points)**

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

1. The bidder's approach to measurement of consumer satisfaction.
2. The bidder's measurement of the achievement of identified goals and objectives that includes the assessment, review, implementation, and evaluation of quality assurance and quality improvement recommendations particular to the reduction of disparities and barriers in access, quality, and program outcomes.
3. Bidder's attestation to cooperate in the DMHAS evaluation and provide required data.
4. Details about any outside entity planned for use to conduct the evaluation, including but not limited to the entity's name, contact information, brief description of credentials and experience conducting program evaluation.
5. Assurance that the bidder shall complete the data collection tool developed by DMHAS and cooperate with the DMHAS evaluator.
6. Attestation that no work product produced utilizing funds or data obtained shall be released to the public without the prior written consent of DMHAS.

### **Staffing (15 points)**

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

1. Describe the composition and skill set of staff, including staff qualifications, competencies, and peer support and/or recovery experience.
2. Provide details for the Full Time Equivalent and/or Part Time Equivalent staffing required to satisfy the contract scope of work. Describe proposed staff qualifications, including certifications, competencies, trainings, professional licensing and related experience. Details should include currently on-board or to be hired staff, with details of recruitment effort. Identify bilingual staff.
3. Provide details on recruiting volunteer staff for the program and how volunteers will be trained to provide program requirements/activities.
4. Provide copies of job descriptions or resumes as an appendix – limited to two (2) pages each – for all proposed staff.

5. Identify the number of work hours per week that constitute each staff in the bidder's proposal.
6. Describe the proposed organizational structure, including an organizational chart in an appendix to the bidder's proposal.
7. Describe program efforts to recruit, hire and train staff or volunteers who are from or have experience working with peers.
8. Describe how the program will prioritize retaining current CPRC staff wherever applicable and appropriate. Provide attestation that staff currently employed in a CPRC will be considered for employment.
9. Describe the management level person responsible for coordinating and leading efforts to reduce disparities in access, quality, and treatment outcomes for the populations served. Information provided should include the individual's title, organizational positioning, education, and relevant experience.
10. Provide the agency's hiring policies, including background and credential checks, as well as handling of prior criminal convictions.
11. Provide the approach and scheduling of administrative and/or other types of supervision for all program staff.
12. Describe the strategy to deliver topics related to diversity, inclusion, cultural competence, and the reduction of discrepancies in the access, quality, and program outcomes, which includes information on implicit bias, diversity, recruitment, creating inclusive working environments, and providing languages access services.
13. Provide a list of the bidder's board members and their current terms, including each member's professional licensure and organizational affiliation(s). The proposal shall indicate if the Board of Directors votes on contract-related matters.
14. Provide a list of consultants the bidder intends to utilize for the contract resulting from this RFP, including each consultant's professional licensure and organizational affiliation(s).

### **Facilities, Logistics, Equipment (5 points)**

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

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

### **Budget (20 points)**

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

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

1. A detailed budget using the Excel Budget template is required. Bidders must submit pricing using the Excel Budget template accompanying this RFP. Bidders should refer to Instructions for Excel Budget Template (Attachment E) for a clear understanding of how to work within the template file. The Budget template must be uploaded as an Excel file onto the file transfer protocol site as instructed in VIII. Submission of Proposal Requirements. Failure to submit the budget as an Excel file may result in a deduction of points. The standard budget categories for expenses include: A. Personnel, B. Consultants and Professionals, C. Materials and Supplies, D. Facility Costs, E. Specific Assistance to Clients, and F. Other. Supporting schedules for Revenue and General and Administrative Costs Allocation are also required. The budget must include two (2) separate, clearly labeled sections:
  - a. Section 1 – Full annualized operating costs to satisfy the scope of work detailed in the RFP and revenues excluding one-time costs; and
  - b. Section 2 - Proposed one-time costs, if any, which shall be included in the Total Gross Costs.
2. Budget notes detailing and explaining the proposed budget methodology, estimates and assumptions made for expenses and the calculations/computations to support the proposed budget are required. The State's proposal reviewers need to fully understand the bidder's budget projections from the information presented in its proposal. Failure to provide adequate information could result in lower ranking of the proposal. Budget notes, to the extent possible, should be displayed on the Excel template itself.
3. The name and address of each organization – other than third-party payers – providing support and/or money to help fund the program for which the proposal is being submitted.
4. For all proposed personnel, the template should identify the staff position titles and staff names for current staff and total hours per workweek.
5. Identify the number of hours per clinical consultant.
6. Staff fringe benefit expenses, which may be presented as a percentage factor of total salary costs, should be consistent with the bidder's current fringe benefit package.
7. If applicable, General & Administrative (G&A) expenses, otherwise known as indirect or overhead costs, should be included if attributable and allocable to the proposed program. Since administrative costs for existing DMHAS programs reallocated to a new program do not require new DMHAS resources, a bidder that currently contracts with DMHAS should limit its G&A expense projection to “new” G&A only by showing the full amount of G&A as an expense and the off-set savings from other programs' G&A in the revenue section.

8. Written assurance that if the bidder receives an award pursuant to this RFP, it shall pursue all available sources of revenue and support upon award and in future contracts, including agreement to obtain approval as a Medicaid-eligible provider.

### **Attachments/Appendices**

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

**Please note that if Required Attachments #1 through #5 are not submitted and complete, the proposal will not be considered. Required Attachments #6 through #8 below are also required with the proposal.**

The collective of Required Attachments #1 through #7 and Appendices #1 through #10 is limited to a total of 50 pages. Audits and interim financial statements (Required Attachments #8 and #9) do not count towards the appendices' 50-page limit. Appendix information exceeding 50 pages will not be reviewed.

### **Required Attachments**

1. Department of Human Services Statement of Assurances (RFP Attachment C);
2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (RFP Attachment D);
3. [Disclosure of Investment in Iran](#)<sup>6</sup>;
4. [Certificate of Non-Involvement in Prohibited Activities in Russia and Belarus](#)<sup>7</sup>;
5. Statement of [Bidder/Vendor Ownership Disclosure](#)<sup>8</sup>;
6. Disclosure of Investigations and Other Actions Involving Bidder<sup>9</sup>;
7. Pursuant to Policy Circular P 1.11, a description of all pending and in-process audits identifying the requestor, the firm's name and telephone number, and the type and scope of the audit;
8. Audited financial statements and Single Audits (A133), prepared for the two (2) most recent fiscal years;
9. All interim financial statements prepared since the end of the bidder's most recent fiscal year. If interim financial statements have not already been prepared, provide interim financial statements (balance sheet, income statement and cash flows) for the current fiscal year through the most recent quarter ended prior to submission of the bid; and
10. Department of Human Services Commitment to Defend and Indemnify Form (Attachment G).

### **Appendices**

1. Copy of documentation of the [bidder's charitable registration status](#)<sup>10</sup>;
2. Bidder mission statement;

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<sup>6</sup> [www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)

<sup>7</sup> <https://www.nj.gov/treasury/administration/pdf/DisclosureofProhibitedActivitesinRussiaBelarus.pdf>

<sup>8</sup> [www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)

<sup>9</sup> [www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)

<sup>10</sup> [www.njconsumeraffairs.gov/charities](http://www.njconsumeraffairs.gov/charities)

3. Organizational chart;
4. Job descriptions of key personnel;
5. Resumes of proposed personnel if on staff, limited to two (2) pages each;
6. List of the board of directors, officers and terms;
7. Original and/or copies of letters of commitment/support;
8. Provide an ownership chart that shows the financial and voting interests, among other attributes. The company ownership chart must identify the types of legal entities and FEIN, limited to four (4) pages;
9. Cultural Competency Plan; and
10. Include additional attachments that were requested in the written narrative section.

## **VIII. Submission of Proposal Requirements**

### **A. Format and Submission Requirements**

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

Proposals must be submitted no later than 4:00 p.m. ET on August 30, 2024. The bidder must submit its proposal (including proposal narrative, budget, budget notes, and appendices) electronically using the DHS secure file transfer protocol (SFTP) site.

Proposals should be submitted in the following three files.

1. PDF file of entire proposal consisting of proposal narrative, budget, budget notes, attachments and appendices. Do not include interim and audited financial statements and Single Audits (A133) which should be submitted in a separate PDF file (see #3 below). Label file with the following title: Name of Agency/Provider CPRC Proposal
2. Excel file of budget using the DMHAS Excel budget template. Label file with the following title: Name of Agency/Provider CPRC Budget
3. PDF file of interim and audited financial statements and Single Audits (A133), prepared for the two (2) most recent fiscal years template. Label file with the following title: Name of Agency/Provider CPRC Audit

Additionally, bidders must request login credentials for this RFP by emailing [SUD.upload@dhs.nj.gov](mailto:SUD.upload@dhs.nj.gov) no later than 4:00 p.m. ET on August 23, 2024, in order to receive unique login credentials for the CPRC RFP to upload your proposal to the SFTP site. Email requests for login credentials must include the title of this RFP, individual's first name, last name, email address and name of agency/provider.

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

#### B. Confidentiality/Commitment to Defend and Indemnify

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

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

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

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

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

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

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

## **IX. Review of Proposals**

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

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

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

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

Contract award recommendations will be based on such factors as the proposal scope, quality and appropriateness, bidder history and experience, as well as budget reasonableness. The review committee will look for evidence of cultural competence in each section of the narrative. The review committee may choose to visit all bidder finalists to review existing program(s) and/or invite all bidder finalists for interview. 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](#)<sup>11</sup>.

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

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

All appeals must be made in writing by 4:00 p.m. ET on Date to Be Determined, by emailing it to [SUD.upload@dhs.nj.gov](mailto:SUD.upload@dhs.nj.gov) (subject line must include "Appeal Community Peer Recovery Centers RFP") and/or mailing or faxing it to:

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<sup>11</sup> <https://www.nj.gov/humanservices/olra/contracting/policy/>

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

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

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

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

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

#### **XI. Post Award Required Documentation**

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

1. Most recent IRS Form 990/IRS Form 1120, and Pension Form 5500 (if applicable) (submit two [2] copies);
2. Copy of the [Annual Report-Charitable Organization](#)<sup>12</sup>;
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;

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<sup>12</sup> <https://www.njportal.com/DOR/annualreports/>



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 [Registration Form](#)<sup>13</sup>; for an entity doing business with the State for the first time, it may register at the [NJ Treasury website](#)<sup>14</sup>;
25. Source Disclosure ([EO129](#))<sup>15</sup>;
26. Chapter 51 [Pay-to-Play Certification](#)<sup>16</sup>; and
27. Successful bidder's active Unique Entity Identifier ("UEI"), if project funding includes any federal grant resources. The UEI is a 12-character alphanumeric ID assigned to an entity registered at SAM.gov. It replaced the DUNS, and is distinct from the entity's Employer Identification Number (EIN or Employer ID). The UEI provided must match the successful bidder's legal business name and address, and it must be updated annually (or sooner if changes occur) and maintained during the period of subaward.

## **XII. Attachments**

Attachment A – Proposal Cover Sheet

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

Attachment C – Statement of Assurances

Attachment D – Certification Regarding Debarment, Suspension, Ineligibility and

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<sup>13</sup> [https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLLoginJsp.jsp)

<sup>14</sup> <http://www.nj.gov/treasury/revenue>

<sup>15</sup> [www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)

<sup>16</sup> [www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)

Voluntary Exclusion Lower Tier Covered Transactions

Attachment E – Instructions for Excel Budget Template

Attachment F – Mandatory Equal Employment Opportunity Language

Attachment G – Commitment to Defend and Indemnify Form

**Attachment A – Proposal Cover Sheet**

\_\_\_\_\_ Date Received

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

Name of RFP: Community Peer Recovery Centers

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

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

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

Unique Entity Identifier (UEI) Number: \_\_\_\_\_

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

Chief Executive Officer Name and Title: \_\_\_\_\_

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

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

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

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

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Authorization: Chief Executive Officer (printed name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

### **STATE OF NEW JERSEY DEPARTMENT OF HUMAN SERVICES**

#### **ADDENDUM TO REQUEST FOR PROPOSAL FOR SOCIAL SERVICE AND TRAINING CONTRACTS**

Executive Order No. 189 establishes the expected standard of responsibility for all parties that enter into a contract with the State of New Jersey. All such parties must meet a standard of responsibility that assures the State and its citizens that such parties will compete and perform honestly in their dealings with the State and avoid conflicts of interest.

As used in this document, "provider agency" or "provider" means any person, firm, corporation, or other entity or representative or employee thereof that offers or proposes to provide goods or services to or performs any contract for the Department of Human Services.

In compliance with Paragraph 3 of Executive Order No. 189, no provider agency shall pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any State officer or employee or special State officer or employee, as defined by N.J.S.A. 52:13D-13b and e, in the Department of the Treasury or any other agency with which such provider agency transacts or offers or proposes to transact business, or to any member of the immediate family, as defined by N.J.S.A. 52:13D-13i, of any such officer or employee, or any partnership, firm, or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52:13D-13g.

The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any State officer or employee or special State officer or employee from any provider agency shall be reported in writing forthwith by the provider agency to the Attorney General and the Executive Commission on Ethical Standards.

No provider agency may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such provider agency to, any State officer or employee or special State officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to any State agency or any instrumentality thereof, or with any person, firm or entity with which he is employed or associated or in which he has an interest within the meaning of N.J.S.A. 52:13D-13g. Any relationships subject to this provision shall be reported in writing forthwith to the Executive Commission on Ethical Standards, which may grant a waiver of this restriction upon application of the State officer or employee or special State officer or employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest.

No provider agency shall influence, or attempt to influence or cause to be influenced, any State officer or employee or special State officer or employee in his official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.

No provider agency shall cause or influence, or attempt to cause or influence, any State officer or employee or special State officer or employee to use, or attempt to use, his official position to secure unwarranted privileges or advantages for the provider agency or any other person.

The provisions cited above shall not be construed to prohibit a State officer or employee or special State officer or employee from receiving gifts from or contracting with provider agencies under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines the Executive Commission on Ethical Standards may promulgate.

## **Attachment C – Statement of Assurances**

### **Department of Human Services Statement of Assurances**

As the duly authorized Chief Executive Officer/Administrator, I am aware that submission to the Department of Human Services of the accompanying application constitutes the creation of a public document that may be made available upon request at the completion of the RFP process. This may include the application, budget, and list of applicants (bidder's list). In addition, I certify that the applicant:

- Has legal authority to apply for the funds made available under the requirements of the RFP, and has the institutional, managerial and financial capacity (including funds sufficient to pay the non-Federal/State share of project costs, as appropriate) to ensure proper planning, management and completion of the project described in this application.
- Will give the New Jersey Department of Human Services, or its authorized representatives, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with Generally Accepted Accounting Principles (GAAP). Will give proper notice to the independent auditor that DHS will rely upon the fiscal year end audit report to demonstrate compliance with the terms of the contract.
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. This means that the applicant did not have any involvement in the preparation of the RFP, including development of specifications, requirements, statement of works, or the evaluation of the RFP applications/bids.
- Will comply with all federal and State statutes and regulations relating to non-discrimination. These include but are not limited to: 1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352; 34 C.F.R. Part 100) which prohibits discrimination based on race, color or national origin; 2) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 C.F.R. Part 104), which prohibits discrimination based on handicaps and the Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.; 3) Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.; 45 C.F.R. part 90), which prohibits discrimination on the basis of age; 4) P.L. 2975, Chapter 127, of the State of New Jersey (N.J.S.A. 10:5-31 et seq.) and associated executive orders pertaining to affirmative action and non-discrimination on public contracts; 5) federal Equal Employment Opportunities Act; and 6) Affirmative Action Requirements of PL 1975 c. 127 (N.J.A.C. 17:27).
- Will comply with all applicable federal and State laws and regulations.
- Will comply with the Davis-Bacon Act, 40 U.S.C. 276a-276a-5 (29 C.F.R. 5.5) and the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.27 et seq. and all regulations pertaining thereto.
- Is in compliance, for all contracts in excess of \$100,000, with the Byrd Anti-Lobbying amendment, incorporated at Title 31 U.S.C. 1352. This certification extends to all lower tier subcontracts as well.

- Has included a statement of explanation regarding any and all involvement in any litigation, criminal or civil.
- Has signed the certification in compliance with federal Executive Orders 12549 and 12689 and State Executive Order 34 and is not presently debarred, proposed for debarment, declared ineligible, or voluntarily excluded. The applicant will have signed certifications on file for all subcontracted funds.
- Understands that this provider agency is an independent, private employer with all the rights and obligations of such, and is not a political subdivision of the Department of Human Services.
- Understands that unresolved monies owed the Department and/or the State of New Jersey may preclude the receipt of this award.

\_\_\_\_\_  
Applicant Organization

\_\_\_\_\_  
Signature: CEO or equivalent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name and Title

6/97

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

READ THE ATTACHED INSTRUCTIONS BEFORE SIGNING THIS CERTIFICATION. THE INSTRUCTIONS ARE AN INTEGRAL PART OF THE CERTIFICATION.

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

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals 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 C.F.R. Part 98, Section 98.510.

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

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of facts upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-- Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



## Attachment E - Instructions for Excel Budget Template

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

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

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

## **Attachment F - Mandatory Equal Employment Opportunity Language**

### **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

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

**N.J.A.C. 17:27**

### **GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

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

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

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

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

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

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

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

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

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

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

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report; or

Employee Information Report Form AA-302 (electronically provided by the Division through the Division's website at: [http://www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance)).

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

**Attachment G – Commitment to Defend and Indemnify Form**

**Department of Human Services  
Commitment to Defend and Indemnify Form**

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

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

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Entity Represented

\_\_\_\_\_  
Date