



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

REQUEST FOR PROPOSALS

**Mobile Medication Unit (MMU) for
Substance Use Disorder (SUD)**

July 8, 2024

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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?.....	5
IV.	Contract Scope of Work.....	6
V.	General Contracting Information	17
VI.	Written Intent to Apply and Contact for Further Information	18
VII.	Required Proposal Content.....	18
VIII.	Submission of Proposal Requirements	30
IX.	Review of Proposals	31
X.	Appeal of Award Decisions	32
XI.	Post Award Required Documentation	33
XII.	Attachments.....	34
	Attachment A – Proposal Cover Sheet	35
	Attachment B – Addendum to RFP for Social Service and Training Contracts ...	36
	Attachment C – Statement of Assurances	37
	Attachment D - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions	39
	Attachment E - Instructions for Excel Budget Template.....	41
	Attachment F - Mandatory Equal Employment Opportunity Language	42
	Attachment G – Commitment to Defend and Indemnify Form.....	44

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) to implement an initiative that will enable agencies to travel to communities on a regular basis to provide low-threshold medication services to people with a substance use disorder (SUD) who encounter obstacles to receiving services at traditional “brick-and-mortar” treatment agencies.¹ This initiative, *Mobile Medication Unit for Substance User Disorder* is designed to increase access to medications for SUD, i.e., methadone, buprenorphine, or naltrexone; medical referral services, case management; and recovery support services.

Total annual funding is \$3,225,000. DMHAS anticipates making up to three (3) awards up to \$1,075,000 each, which will include start-up funds in the amount of \$325,000 to purchase a Mobile Medication Unit (MMU). The remaining amount, \$750,000 will be funded through cost reimbursement contracting to provide the full services described in the *Contract Scope of Work* section of this RFP, as well as to maintain the MMU. When the initiative ends, the MMU will be the property of DMHAS, and successful bidders may continue to operate by transferring the title to DMHAS and renting the vehicle from the Division for a nominal cost. All funding is subject to New Jersey’s Opioid Settlement State appropriations. 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.

The successful bidder will be expected to dispense medications, including, but not limited to methadone and buprenorphine from the MMU and be compliant with regulations issued by the federal Drug Enforcement Agency². The successful bidder is responsible for serving a minimum of 200 people on an annual basis and maintaining a minimum caseload of 125 people (within one year of contract implementation) at all times.

The funding is limited to the provision of mobile medication services in the following counties, where mobile medication services do not currently exist through DMHAS funding: Bergen, Burlington, Cape May, Cumberland, Gloucester, Hunterdon, Middlesex, Monmouth, Morris, Ocean, Salem, Somerset, Sussex and Warren. Applicants may plan to service more than one of the listed counties in proposals submitted, but if applicants are looking to receive more than one MMU, an additional proposal would need to be submitted. Please note, this does not preclude applicants operating outside of one of the listed counties to apply for the funding opportunity.

No funding match is required; however, bidders must identify any other sources of funding, both in-kind and monetary, that will be used in 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.

¹ Low threshold medication services create access to care by removing traditional barriers such as requirements for abstinence or ongoing counseling, to people who are at high risk.

² <https://www.federalregister.gov/documents/2021/06/28/2021-13519/registration-requirements-for-narcotic-treatment-programs-with-mobile-components>

The successful bidder shall ensure that the services provided ensure diversity, inclusion, equity, and cultural and linguistic competence to the target population. The successful bidder shall continually assess and utilize demographic data of participants' catchment 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.

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

July 8, 2024	Notice of Funding Availability
July 15, 2024	Questions on RFP are due no later than 4:00 p.m. ET
August 12, 2024	Deadline to submit written intent to apply - no later than 4:00 p.m. ET
August 12, 2024	Deadline to request DHS secure file transfer protocol (SFTP) site login credentials - no later than 4:00 p.m. ET
August 19, 2024	Deadline for receipt of proposals - no later than 4:00 p.m. ET
To Be Determined	Appeal deadline - no later than 4:00 p.m. ET

Bidders are responsible for monitoring the DHS website³ for updates to the RFP schedule.

II. Background and Population to be Served

Background

While recent data of suspected drug-related deaths indicates that New Jersey had a decreased number of overdose deaths between 2018 and 2023, data continues to demonstrate the need to increase access to medications, case management and recovery supports in the State.

Studies of the treatment trajectories of people with a SUD demonstrate that many of those at the highest risk for opioid overdose do not enter or sustain treatment in typical SUD programs. This includes people who are homeless, attend Harm Reduction Centers (HRCs), have been discharged from emergency departments, released from jails/prisons, or are experiencing distress in other settings. These “hard to reach populations” are not likely to access traditional health care and social services on their own due to various barriers that may include mental illness, unstable housing, lack of transportation and substance use disorders (SUDs). Additionally, stigma and lack of trust often play a role in those with SUD not seeking out services.

Data from pilot programs in other states indicates that people who are facing instability in their lives will seek treatment more readily when services are brought to them rather than their having to go to a treatment provider.⁴ One popular method of community outreach

³ <https://www.nj.gov/humanservices/providers/grants/rfp/rfprfi/>

⁴ Legislative Analysis and Public Policy Association, *Mobile Outreach Vans*, July 2020

is through MMUs, which usually consist of box trucks, vans, trailers, or campers that are customized to provide care in targeted communities. A large benefit over brick-and-mortar clinics is the fact that MMUs can travel to those who most need services. Additionally, one MMU can service multiple neighborhoods and can travel to targeted areas in the community as drug use patterns emerge. By becoming a recognizable presence in a community, MMUs become familiar to, and gain credibility with, the community in high-risk neighborhoods.

Information on designing effective, evidence-based MMU programs is becoming increasingly available to SUD providers as they focus on improving access to medications for SUD. Bidders are expected to use state-of-the-art resources in the design of their proposals, for example, the *Mobile Addiction Services Toolkit*, published by the Kraft Center for Community Health.⁵

Population to Be Served

The MMU initiative shall serve people who are appropriate for immediate initiation of medication for an Opioid Use Disorder (OUD); meet the DSM-5 criteria for an OUD; have no known allergy/hypersensitivity to methadone, buprenorphine or naltrexone. In addition, the initiative shall coordinate care for people who have another SUD diagnosis or co-occurring diagnosis, to include those with Alcohol Use Disorder (AUD). People who have an interest in medication treatment will be provided access to medication on their first visit or the next available time when staff can arrange a telehealth or in-person visit with a prescriber. The prescriber may be located at the successful bidder's brick-and-mortar location or on the MMU. There shall be no gaps in medication services, caused by the provider or providers, for people served by this initiative, and follow up MMU services shall be made when referral arrangements for medication cannot be made.

III. Who Can Apply?

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

- *The bidder must be an ambulatory Opioid Treatment Program (OTP) licensed by the NJ Department of Health, Division of Certificate of Need and Licensing (CN&L) prior to the submission of proposal. The MMU will obtain full qualification as a mobile component of the OTP site in congruence with the licensed brick-and-mortar location;*
- The bidder must be a non-profit or for-profit 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,

⁵ <https://www.kraftcommunityhealth.org/wp-content/uploads/2020/01/Kraft-Center-Mobile-Addiction-Services-Toolkit.pdf>

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](#)⁶ or be suspended or debarred by any other State or Federal entity from receiving funds;
- 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;
- 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;
- The bidder will sustain the provision of medication services through Medicaid, the NJ Addictions Fee-for-Service (FFS) Network and/or commercial insurance; providers must have a sliding fee scale and cannot require self-pay for clients who have public and/or private insurance or who qualify for state funding; and
- The bidder must be an approved Medicaid provider.

IV. Contract Scope of Work

The successful bidder shall implement the MMU initiative by successfully serving, at minimum, 200 people on an annual basis and, at minimum, 125 at all times (within one year of contract implementation) at two site locations or MMU “stops”. Successful bidders shall provide medications for SUD, i.e., methadone, buprenorphine, or naltrexone; case management and recovery support services. Successful bidders are also required to identify and/or address the medical needs of people managing SUD. If medical issues are identified, provider must refer people to primary or specialty care providers for needed services.

At the start of this initiative, the successful bidder will be expected to work with DMHAS and the NJ Department of Health, Division of Certificate of Need & Licensing (CN&L) to obtain licensure of the mobile unit to allow for the dispensing of methadone and buprenorphine from the MMU.

The successful bidder shall maintain people on medications for SUD or provide a warm handoff to a community provider for continued medication maintenance. The agency receiving referrals may be the successful bidder’s agency or any medication provider of the person’s choosing including, *but not limited to*: an OTP, Office Based Addiction Treatment (OBAT) program, licensed SUD treatment program, a licensed mental health

⁶ <http://www.nj.gov/treasury/revenue/debarment/debarsearch.shtml>

provider that prescribes addiction medications, a Federally Qualified Health Center (FQHC) or a primary care provider. Bidders must agree to actively partner with other DMHAS-funded initiatives designed to increase access to medications for SUD to the targeted population described in the *Background and Population Served* section of this RFP.

Initiative Infrastructure

To fulfill all requirements, the successful bidder shall develop the following infrastructure:

- Within 15 business days of the contract start date, submit to DMHAS for approval three (3) quotes from reputable vendors that have the capacity to build or convert an MMU that meets the following requirements:
 1. An area for private assessments
 2. An area for people who are waiting to be seen
 3. An area for clean supplies, soiled supplies and for storage
 4. Bathroom to include a sink
 5. Refrigeration for proper storage of medications
 6. Area for dispensing of methadone/buprenorphine
 7. Mechanical design and heating/air conditioning systems
 8. Security cameras
 9. Exterior marketing that minimizes the stigma of receiving SUD services
- Once the MMU is the property of the successful bidder, in order to comply with federal/state cost and recordkeeping guidelines, the awardee must adhere to the below and document how it will comply:
 - Property records be maintained that include a description, cost, purchase date, source of funding, location and condition of each property item
 - Periodic physical inventories be taken and reconciled to the property records no less than every other year
 - Property purchased with government funds be tagged
 - Property be safeguarded to prevent loss or theft
 - The cost be reported on the Report of Expenditure (ROE) in the period incurred

- Develop a security plan that ensures that the MMU adheres to all requirements of the federal Drug Enforcement Agency (DEA) regarding storage of medication onboard. This may include security personnel on the MMU at all times of vehicle operation.
- Only after DMHAS provides written approval to contract with a vendor, the successful bidder may purchase the MMU and ensure it is fully equipped to begin services within six (6) months of the contract start date, or when the MMU is fully licensed/registered by the NJ Department of Health and the Drug Enforcement Agency (whichever time period may occur first).
- Develop a written policy stating where the MMU will be parked before and after initiative hours.
- Develop a specified route and schedule, with a minimum of two site locations for dispensing, that enables your agency to fill the unmet needs of the people in the geographic area you plan to serve. The route and schedule designed must enable your agency to serve 200 people annually, with a roster of no less than 125 people at all times (within a year of contract implementation) and must clearly reflect your intention to serve a majority of the people identified in your needs analysis. If you determine that the need for mobile services changes during the contract year, your route, with approval from DMHAS, may also change to accommodate the people you intend to serve.
- Develop a plan to publicize the route and schedule to the communities being served.
- Install computer systems in the MMU that allow for private and confidential transmission of all clinical and billing information to the electronic systems at the agency's brick-and-mortar location. These systems must comply with all federal and state rules and regulations regarding Private Health Information (PHI).
- Install private and confidential telehealth systems for medication services if the prescriber will be located at the agency's brick-and-mortar location. These systems must comply with all federal and state rules and regulations regarding PHI.
- Ensure that medical staff are licensed and trained in accordance with applicable licensing standards and criteria. Prescribers must be a Medical Doctor (MD), Advanced Practice Nurse (APN) or Physician Assistant (PA) who has attained all relevant certifications and credentials. New Jersey has designated two Centers of Excellence (COE) in the treatment of SUDs, one at Rowan University/Cooper Medical School (Southern COE) in Camden, NJ and another located at Rutgers University Medical School (Northern COE) in Newark, NJ. The COEs offer free training, mentoring and telephonic assistance to prescribers or people who are becoming certified to offer medications that treat people with a SUD. These services will be available to assist the successful bidder.
- Ensure that Peer Recovery support staff complete the DMHAS three-day *Peer Ethics Training* provided by the New Jersey Prevention Network. The DMHAS Initiative Manager will provide information about registration after the contract start date.
- Develop affiliation agreements with community providers who can offer continued medication services and counseling, including, *but not limited to*, OTPs, Federally Qualified Health Centers (FQHCs), Office Based Addiction Treatment providers,

licensed SUD treatment programs, licensed mental health providers who prescribe medications for SUD, or primary care providers. When possible, the successful bidder shall affiliate with providers who use a harm reduction approach to care and will accept people referred by this initiative regardless of continued drug use or relapses.

- Facilitate the transfer to a provider even if a person chooses to transfer to a provider other than the successful bidder's treatment program.
- Develop affiliation agreements with pharmacies in the communities near each stop along the specified routes. Affiliated pharmacies should collaborate with the *MMU* staff to ensure people are able to fill prescriptions (medication not dispensed by the *MMU*) in a timely manner.
- Develop affiliation agreements with primary care service providers who can provide follow-up for any co-occurring medical conditions.
- Develop affiliation agreements with Emergency Medical Services (EMS), public safety departments and psychiatric screening centers in the communities near each stop along the initiative's specified route.
- Design processes and workflows to allow for urine drug screens (UDS) to determine clinical appropriateness for SUD medication. Bidders may either access their affiliated laboratories or have CLIA-waived, rapid tests onboard.
- Develop a written policy for use in selecting people for admission to the program when the successful bidder has multiple applicants and may be near funding capacity.
- Develop plans to actively partner with other DMHAS-funded initiatives designed to respond to the opioid epidemic in New Jersey.
- Develop the procedures and workflow for screening and referring people with a co-occurring mental illness, including referrals to the successful bidder's brick-and-mortar site if appropriate.
- Develop procedures and workflows for individuals in crisis.
- Develop partnerships with local leaders in the communities along the specified route that ensure the *MMU* initiative will comply with all ordinances and statutes related to the provision of medications for SUD in those cities, townships and municipalities. **Include documentation in your proposal** verifying that your agency will be able to legally fulfill the requirements in this *Contract Scope of Work*.
- Begin services within six (6) months from the Contract Start Date or the time it takes for the NJ Department of Health and DEA to license/register the *MMU* as an OTP (whichever time occurs first), in congruence with the existing bricks-and-mortar site. If services do not begin in a timely manner, the contract may be forfeited.
- Fulfill all data collection requirements as specified the *Data Collection* section.
- Ensure that services are provided in accordance with all federal and state licensing standards.

Behavioral Health Medication Services

- Assess clients for SUD, including alcohol use disorder (AUD) and co-occurring mental illness, using DSM-5 criteria.
- Assess for withdrawal risk using the Clinical Opioid Withdrawal Scale/Subjective Opioid Withdrawal Scale (COWS/SOWS) and/or the Clinical Institute Withdrawal

- Assessment (CIWA), as appropriate.
- Ensure that people are referred to withdrawal management services, when clinically indicated.
 - Ensure people receive a screening/assessment for suicidal ideation or other mental health crises requiring immediate transfer to the State's psychiatric screening centers.
 - Determine clinical appropriateness for medications for OUD.
 - Ensure safe use of OUD medications for people under the age of 18 according to guidelines set by the federal Food and Drug Administration (FDA).
 - Collect initial and ongoing Urine Drug Screens (UDS).
 - Dispense methadone, buprenorphine or naltrexone and other medications that may become approved by the Federal Drug Administration (FDA) for treatment of OUD.
 - Provide or coordinate services for clients who may be assessed as having another SUD diagnoses, to include, but not limited to AUD.
 - Distribute naloxone kits and educate clients and their family members/loved ones, when appropriate, about their use in preventing overdose.
 - Distribute fentanyl test strips, xylazine test strips and any other test strips that may be appropriate as a harm reduction strategy for people to test their drug supply; this should include, but not be limited to education about their use in preventing overdose and other risks.
 - Distribute personal care items such as tooth brushes or disposable razors.
 - Distribute condoms and educate people about safer sex practices.
 - Refer people to any of the State's designated Harm Reduction Centers (HRCs), when appropriate.
 - Ensure people receive regular UDS for current drug use. Any incidents of self-reported diversion, or of a urine sample consistent with diversion, must be evaluated and addressed. The program must counsel the person and will use a risk-benefit approach to determine whether continued treatment despite non-adherence or diversion is in the person's best interests.
 - Develop policies ensuring that your organization will not refuse care to any person due to the **prescribed or un-prescribed** use of benzodiazepines or other substances.
 - Agency will not refuse care to any client due to the use of **prescribed** medications for co-morbid medical conditions.
 - An agency clinician will work with any client who has been **prescribed** medical marijuana to help that individual understand the risks of marijuana use and will work towards using evidence-based alternatives to treat their mental/substance use disorder.
 - Develop policies regarding administrative discharge to respond to relapses, such that people **will not be terminated** due to the use of substances. Alternatively, the successful bidder must use motivational strategies that support a person in being re- admitted when they are ready. Policies must clarify that your organization will not refuse care to any person who has been administratively discharged or barred from care for administrative reasons other than behavior that threatens the safety of other clients or staff. In these cases, the OTP must work to facilitate a transfer to another agency that can provide appropriate services.

- Develop policies/services in regards to harm reduction and how these policies/services will be integrated into the other MMU services being planned.
- Provide brief interventions focused on increasing a person's insight into and awareness about substance use and behavioral change with the goal of motivating people to remain in, resume or sustain medication treatment.
- Encourage, if appropriate, a person's approval to include family and/or supporters in the process for admission, treatment, and discharge. This approval shall be in writing, signed and included in the person's records.
- Maintain comprehensive and accessible records that document services provided directly and indirectly. Every file must contain the following:
 - Results of all assessments
 - Treatment plans, with no less than quarterly re-assessments
 - Time, date, type, and length of each visit
 - Referrals for primary or specialist treatment for medical issues, including results of referrals and follow-ups
 - Any interaction with other medical professionals or pharmacies on the person's behalf
 - Results of UDS
 - Progress notes documenting brief interventions, case management and recovery support services
 - Written approval to include family and/or supporters in the process for admission, treatment, and discharge, if the person has approved this decision
 - Discharge plan

Medical Referrals

Each successful bidder must:

- Conduct an interview to screen clients on their medical history and symptoms using a standard checklist approved by medical staff. Include medical issues common among people with SUD, such as cardio-metabolic syndrome, nicotine addiction, asthma, diabetes, high blood pressure and dental problems, and make referrals as necessary.
- Basic wound care related to the use of xylazine.
- Ensure people exhibiting signs of medical illness which could result in complications, such as HIV, hepatitis A, B, or C, sexually transmitted diseases (STDs), tuberculosis or other infectious diseases, are screened or referred to medical or specialty services to address these co-morbid medical issues. People interested in SUD medication services have the right to refuse HIV and Hepatitis testing, but they should be strongly encouraged to be tested and, if necessary, treated.
- Review all women's history of gynecological testing and mammograms, and refer as necessary.
- Ensure pregnant women receive prompt priority attention and are immediately referred for medical, obstetrical, and gynecological services, if they are not already receiving this care. Recent data confirm that medications for SUD are safe

and effective for women who are pregnant⁷; the determination of whether to dispense buprenorphine to a pregnant women must be individualized, with the medical risks of pharmacotherapy balanced against the risks of continued substance use without these treatments. In any case, prescribers should monitor closely any women who have: (a) Received medications for the treatment of SUD or have been prescribed opioid medications or sedative-hypnotics (confirmed using New Jersey's Prescription Monitoring Program); (b) Moderate to severe alcohol use disorder as determined by DSM-5 criteria; or (c) Serious mental illness that requires treatment for stabilization.

- Refer all people to primary care for routine vaccinations. People interested in medication services have the right to refuse vaccinations, but they should be strongly encouraged to prevent serious co-morbid medical conditions.
- Refer all people to COVID vaccination or testing. People interested in medication services have the right to refuse COVID-related services, but they should be encouraged to be tested and, if necessary, and vaccinated.

Case Management Services

- Facilitate referrals to primary and specialty services for medical conditions and pregnancy.
- Coordinate with affiliated pharmacies to ensure prescriptions for medications not dispensed by the MMU, are filled in a timely manner.
- Assess need for recovery supports, e.g., supportive housing, supported employment, supported education and harm reduction services, and make referrals as necessary.
- Provide case management services to address obstacles to participating in the *MMU* initiative.
- Offer case management services in locations convenient and preferable to people in the program.
- Implement an education plan based on harm reduction strategies to empower people with knowledge about:
 - Co-occurring SUD and mental illness
 - Co-occurring SUD, to include but not limited to, alcohol use disorder (AUD) and tobacco use disorder (TUD)
 - Sexually transmitted diseases
 - Prevention and treatment of HIV, hepatitis A, B and C
 - Nutrition
 - Sleep hygiene
 - Reproduction
 - Safe injection practices
 - Care for injection-related wounds, especially those associated with use of xylazine.
 - Use of naloxone to reverse overdose

⁷ Substance Abuse and Mental Health Services Administration. *Clinical Guidance for Treating Pregnant and Parenting Women with Opioid Use Disorder and Their Infants*. HHS Publication No. (SMA) 18-5054. Rockville, MD: Substance Abuse and Mental Health Services Administration, 2018.

- Use of fentanyl test strips, xylazine test strips and other future-used testing strips in preventing overdose
 - Protocols to prevent COVID-19
- Offer case management to people who are experiencing obstacles in transferring to other medication prescribers (e.g., lack of readiness for referral, lack of transportation to community prescribers or scheduling obstacles for interested people who work or attend school during program hours).
- Facilitate referral to affiliated providers by offering a warm hand-off to the affiliated receiving agency to assure continuity of services. If a person chooses to transfer to a provider other than the successful bidder's treatment program, the successful bidder will facilitate that transfer.
- Continue to coordinate with case management staff at the receiving affiliated agencies for, at minimum, three months to ensure that the person's medication services are being sustained.
- Refer people to community and social services to assist them with psychosocial supports, e.g., food, housing, transportation, employment, legal representation.
- Ensure people who are hospitalized for any physical condition or mental illness receive medication services for SUD while hospitalized, if possible. Upon discharge, work to help those people resume *MMU* services.
- Work to ensure that people who enter the criminal justice system receive medication services for SUD while incarcerated, if possible. Upon release, work to help those people resume *MMU* services.
- Facilitate access to shower trucks or libraries that allow people who are homeless to shower and attend to physical hygiene.
- For people who are Deaf or hard of hearing who require interpreters for assessment and/or treatment, please contact DMHAS via email at DMHAS-DHH@dhs.nj.gov for information about funded interpreter services.
- Work and assist people who may be eligible for Medicaid apply.
- Support the collection of data requested by DMHAS.

Peer Recovery Services

- Contribute lived experience of personally managing SUD or SUD and co-occurring mental illness, when appropriate.
- Educate people about coping skills to strengthen them and enable them to remain in the *MMU* initiative.
- Provide wellness coaching that addresses the co-morbid physical needs of people with SUD or SUD and co-occurring mental illness.
- Support the case manager in facilitating a warm handoff for people being transferred to affiliated community providers, hospitals, jails, prisons, skilled nursing facilities and homeless shelters.
- Facilitate the formation of support groups of people who have chosen medications to manage their SUD.
- Support the collection of all data requested by DMHAS.

NOTE: Peer Recovery support staff must complete the DMHAS three-day *Peer Ethics Training* provided by the New Jersey Prevention Network. The DMHAS Initiative Manager

will provide information about registration after the contract start date.

Data Collection

The successful bidder will be required to comply with DMHAS' program evaluation by responding to any data requests from the DMHAS' initiative manager and/or 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 bidder will document units of service delivered using data collection forms developed by DMHAS. The successful bidder will also submit any required information to the New Jersey Substance Abuse and Monitoring System (NJSAMS) as is required by all licensed SUD agencies.

The successful bidder must also submit monthly roster data and/or quarterly reports utilizing templates developed and provided by DMHAS.

Budget

The successful bidder will receive \$1,075,000, which will include start-up funds in the amount of \$325,000 for each successful bidder to purchase an MMU. Prior to payment, DMHAS reserves the right to on-site monitoring to ensure that start-up purchases are in compliance with the requirements in the *Infrastructure* section of this RFP.

Clinical services, operational services, security and maintenance of the MMU will be funded through cost reimbursement contracting of \$750,000 per year in combination with billing to Medicaid, Medicare, the NJ Addictions Fee-for-Service (FFS) Network and/or commercial insurance.

Funds can be used to provide:

- All costs related to the purchase and maintenance of the MMU including, but not limited to:
 - Initial purchase of the MMU
 - Modifications to the MMU to provide all services outlined in the *Contract Scope of Work* section
 - Anticipated, ongoing maintenance costs
 - Local service contracts
 - Unanticipated repair costs
 - Registration with the New Jersey Division of Motor Vehicles
 - Insurance
 - Technology allowing for telehealth, if necessary
 - Technology allowing for coordination with electronic medical record systems at the brick-and-mortar location
 - Technology allowing for coordination with billing systems at the brick-and-mortar location
 - Security
 - Parking

- Costs of hiring/contracting with any staff member associated with operation of the program.
- Salaries for Peer Recovery support staff to attend the required DMHAS three-day *Peer Ethics Training* provided by NJPN
- Services for the uninsured and under-insured
- Costs of medications for SUD for the uninsured and under-insured.
- Marketing of the MMU initiative
- Costs for personal protective equipment (PPE)
- Costs for naloxone kits and drug testing strips, including but not limited to fentanyl testing strips and xylazine testing strips
- Costs for personal care items, such as toothbrushes, disposable razors or condoms
- Wound care supplies/kits
- Other harm reduction supplies
- One-time expenses

National CLAS Standards

The successful bidder shall include evidence of their commitment to equity and reduction of disparities in access, quality, and treatment outcomes of marginalized populations. This includes a diversity, inclusion, equity, cultural/linguistic competence plan as outlined in the National Culturally and Linguistically Appropriate Service Standards (CLAS).⁸ 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 will use available demographic data from agency and target population catchment area (race/ethnicity/gender/sexual/orientation/language) to shape decisions pertaining to services, agency policies, recruitment, and hiring of staff.

The provider and its 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 people served by this project

⁸ <https://thinkculturalhealth.hhs.gov/>

(e.g., limited English proficiency, American Sign Language (ASL), Braille, limited reading skills).

- Coordinate and lead efforts to reduce disparities in access, quality, and program outcomes

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

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 their prevention, treatment and/or recovery legitimately prescribed medication(s). These policies must be in writing, legible and posted in a clearly visible, common location accessibility to all who enter the facility.

Moreover, no person 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 people 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.

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 successful bidder 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, the Contract Reimbursement Manual, and the Contract Policy and Information Manual. These documents are available on the [DHS website](#)⁹.

Bidders must 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 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.

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

⁹ <https://www.nj.gov/humanservices/olra/contracting/policy/>

service commencement commitments are not met, and in no case shall funding be provided for a period of non-service provision in excess of six (6) months. In the event that the timeframe will be longer than six (6) 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](#)⁹.

VI. Written Intent to Apply and Contact for Further Information

Bidders must email SUD.upload@dhs.nj.gov no later than 4:00 p.m. ET on August 12, 2024 indicating their agency's intent to submit a proposal for *Mobile Medication Units for Substance Use Disorder (SUD)*. The bidder must email their notice of intent to submit a proposal no later than the August 12, 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 no later than 4:00 p.m. ET on July 15, 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 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)

Statement of Need (10 points)

1. Using accurate and comprehensive data, describe the need in your community for mobile medication services, including data about people who are homeless or at-risk for homelessness.
2. Explain how your plan for mobile services will most effectively respond to the scope of the need.
3. Explain your rationale for choosing the geographic area you plan to serve.
4. Describe the need for additional data about the unmet need for medication services in the community you serve.

Bidder's Organization, History and Experience (5 points)

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

1. Describe the bidder's history, mission, purpose, current licenses to operate **as an ambulatory OTP and record of accomplishments.**
2. Explain the agency's work with the target population and marginalized underserved populations, along with the number of years' experience working with the target population and marginalized underserved populations.
3. 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.
4. Summarize the bidder's administrative and organizational capacity to establish and implement sound administrative practices and successfully carry out the proposed program.
5. 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.
6. 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.
7. 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. 10.5-1et seq.). Attach a cultural competency plan as an addendum and discuss in the narrative how the plan shall be updated and reviewed regularly.
8. Document that the bidder's submissions are up-to-date in the New Jersey Substance Abuse Management System (NJSAMS), Unified Service Transaction Form, Quarterly Contract Monitoring Report and Bed Enrollment Data System.
9. Describe the bidder's current status and compliance with DMHAS contract commitments in regard to programmatic performance and level of service, if applicable.
10. Attach a one-page copy of the bidder's organization chart showing the specific location of the proposed project and its link in the organization.
11. Describe your interest and commitment to serving individuals with SUD in your community whom you are aware have hesitancy about going to your brick-and- mortar site for behavioral health services.
12. Describe the bidder's sustainability plan for the project at the end of the contract.
13. 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.

14. 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 or the bidder.

Project Description (30 points)

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

1. The bidder's proposed approach to the business opportunity or problem described in the State's RFP, including the following:
 - a. How the bidder's approach satisfies the requirements as stated in the RFP;
 - b. The bidder's understanding of the project goals and measurable objectives;
 - c. The bidder's justification of program services which includes assessment and needs of the target population;
 - d. All anticipated collaboration with other entities in the course of fulfilling the requirements of the contract resulting from this RFP;
 - e. All anticipated barriers and potential problems the bidder foresees itself and/or the State encountering in the successful realization of the initiative described herein; and
 - f. All other resources needed by the bidder to satisfy the requirements of the contract resulting from this RFP.
2. The evidence-based practice(s) that will be used in the design and implementation of the program.
3. Describe the committee's or workgroups that focus on efforts to reduce disparities in access, quality, and program outcomes for the target population. Include the membership of committee members and their efforts to review agency services/programs, correspond and collaborate with quality assurance/improvement, and make recommendations to executive management with respect to cultural diversity.
4. Describe the demographic makeup of the catchment area population (race, ethnicity, gender, sexual orientation, language, etc.) to be served and how your agency determined there is an unmet need in the population selected. Describe how the population selected will shape the design and implementation of evidence-based practice and best practice program approaches.
5. The bidder's capacity to accommodate all individuals who take legitimately prescribed medications and who are referred to or present for admission.
6. Summary of policies that prohibit discrimination against individuals who are assisted in their prevention, treatment and/or recovery from SUD and/or mental illness with legitimately prescribed medication(s).
7. A description of the bidder's last Continuous Quality Improvement effort, identified issue(s), actions taken and outcome(s).
8. 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 closures.

To successfully provide the overview above, organize your Project Description as follows:

- Initiative Infrastructure
- Behavioral Health Medication Services
- Medical Referrals
- Case Management Services
- Peer Recovery Services

Initiative Infrastructure

1. Describe how you will purchase an MMU that meets the requirements in the *Contract Scope of Work* and allows for your agency to begin providing *Mobile Medication* services. Include information about reputable vendors you may work with to submit, within 15 business days of the contract start date, three (3) quotes to be reviewed by DMHAS for approval to purchase. The vendor does not have to be a New Jersey approved vendor.
2. Provide a detailed timeline of the purchase of the MMU and the start of medication services allowing for you to begin services within six (6) months of the contract start date or the time it takes to attain appropriate licensure/registration/certification of the MMU (whichever time occurs first).
3. Describe the timeline for obtaining full qualification for the MMU as a component of your OTP site in congruence with the current licensed brick-and mortar location.
4. Describe the security plan you will use to ensure that the MMU adheres to all requirements of the DEA regarding the dispensing of methadone and buprenorphine from an MMU.
5. Describe how you will develop a specified route and schedule that enables your agency to fill the unmet needs of a majority of people in the geographic area you plan to serve. Include your plan to ensure your initiative will serve 200 people annually and no less than 125 people at all times (one year after contract start) at a minimum of two site locations or MMU “stops”.
6. Describe your plan to publicize the route and schedule to the communities being served. If you believe there will be any community resistance, describe how your agency will address.
7. Explain how you will install computer systems in the MMU that allow for private and confidential transmission of all clinical and billing information to the electronic systems at the agency’s brick-and-mortar location.
8. Explain how you will install private and confidential telehealth systems for medication services provided by an appropriate licensed and credentialed prescriber if that person will be located at the agency’s brick-and-mortar location.
9. Describe how you will facilitate a transfer for a person who chooses to sustain their medication services at a program other than your own.
10. Describe how you will ensure that people receive medication treatment by the MMU if referral arrangements cannot be made for them in a timely manner.
11. Describe how you will develop, as specified in the Contract Scope of Work, affiliation agreements with: community providers, pharmacies, EMS, public safety departments

and psychiatric screening centers; and laboratories if you do not plan to use CLIA-waivered, rapid tests onboard.

12. Describe how you will develop a written policy for use in selecting people for admission to the program when you have multiple applicants and are near funding capacity.
13. Describe how you will actively partner with other DMHAS-funded initiatives designed to increase access to medications for people with SUD.
14. Explain how you will develop partnerships with local leaders in the communities along the specified route that ensure the *MMU* initiative will comply with all ordinances and statutes related to the prescribing of medications for SUD in those cities, townships and municipalities. **Include documentation verifying that your agency will be able to legally fulfill the requirements in this *Contract Scope of Work*.**
15. Describe how you will facilitate access to medication services for people who desire medications but are not eligible for *MMU* services.
16. Submit an attestation that you are a Medicaid provider in good standing and explain how you will sustain the provision of medication services through Medicaid, Medicare, and commercial insurance. Include information about your sliding fee scale ensuring you will not require self-pay for people who have public and/or private insurance.
17. Describe your agency committees or workgroups that focus on efforts to reduce disparities in access, quality, and program outcomes for the target population. Include the membership of committee members and their efforts to review agency services/programs, correspond and collaborate with quality assurance/improvement, and make recommendations to executive management with respect to cultural competency.
18. Describe how the demographic makeup of the geographic area you plan to serve (race, ethnicity, gender, sexual orientation, language, etc.) will shape the design and implementation of *MMU* services.

Behavioral Health Medication Services

1. Explain how you will assess clients for SUD, including Alcohol Use Disorder (AUD), and co-occurring mental illness.
2. Explain how you will ensure that people are referred to withdrawal management services, when clinically indicated.
3. Explain how you will ensure people receive a screening/assessment, for suicidal ideation or other mental health crises requiring immediate transfer to the State's psychiatric screening centers.
4. Explain how you will determine clinical appropriateness for all medications for SUD.
5. Explain how you will ensure safe use of SUD medications for people under the age of 18 according to guidelines set by the Federal Drug Administration (FDA).
6. Explain how you will collect UDS. Include information about how you will get results on admission *and* throughout the time a person is receiving services through the *MMU* initiative.
7. Explain the process you will use to provide methadone, buprenorphine, naltrexone and other medications that may become FDA-approved for the treatment of SUD. Include specific information about whether the prescriber will be on the van or at your brick-and-mortar site.

8. Explain the process of how you will provide or coordinate appropriate services for other SUD diagnoses, to include AUD.
9. Describe your timeline for pursuing all federal and state permissions to dispense methadone or buprenorphine from the MMU.
10. Describe when and how you will refer people to any of the State's HRCs, when appropriate.
11. Describe how your prescriber will determine that a person is ready to resume services if he or she self-reports diversion or a current UDS is consistent with diversion. Include information about how the MMU team will be involved in these decisions.
12. Describe the policy your agency will develop regarding the use of prescribed or un-prescribed benzodiazepines and other medications
13. Describe the policy your agency will develop regarding the use of prescribed medications for co-morbid medical issues.
14. Describe the policy your agency will develop regarding the use of medical marijuana.
15. Describe the policies your agency will develop regarding alternatives to administrative discharge to respond to relapses. Include information about how you will use a harm-reduction approach to SUD treatment.
16. Describe the policies your agency will develop regarding the offering of harm reduction services and how these services will be integrated into other MMU services being offered.
17. Describe the brief interventions your MMU team will use to increase insight into and awareness about substance use and behavioral change with the goal of motivating people to remain in, resume and sustain medication treatment.
18. Explain how you will encourage, if appropriate, a person's approval to include family and/or supporters in the process for admission, treatment, and discharge.
19. Explain your agency's process for maintaining comprehensive and accessible records that document services provided directly and indirectly as described in the *Contract Scope of Work*.

Medical Referrals

1. Describe the standard checklist you will use to conduct interviews to screen clients on their medical history and symptoms and make referrals as necessary.
2. Describe how you will provide first-aid treatment, specifically to treat wounds related to the use of xylazine.
3. Explain how you will ensure people exhibiting signs of medical illness which could result in complications are screened or referred to medical or specialty services and counseling. Provide a workflow for how you will address HIV, hepatitis A, B, or C, STDs, tuberculosis or other infectious diseases.
4. Describe how you will review each woman's history of gynecological testing and mammograms and refer when appropriate.
5. Explain how you will ensure pregnant women receive priority attention and are immediately referred for medical, obstetrical and gynecological services, if not already receiving this care. If the prescriber determines that medications for SUD should be prescribed and monitored at your brick-and-mortar site, include the workflow for ensuring that pregnant women receive medications in coordination with specialty

- obstetrical providers.
6. Describe how you will ensure that all people who are interested in COVID vaccination or testing receive those services.
 7. Describe how you will ensure that all people who are interested in routine vaccinations receive those vaccinations.

Case Management Services

1. Describe how you will facilitate referrals to primary and specialty services for medical conditions and pregnancy.
2. Describe how you will coordinate with affiliated pharmacies to ensure medication not dispensed by the MMU are filled in a timely manner.
3. Describe how you will assess a person's need and make referrals for recovery supports, e.g., supportive housing, supported employment, supported education, harm reduction services, legal services, food or housing.
4. Describe services to ensure eligible individuals apply for Medicaid coverage.
5. Describe the case management services you will offer to address obstacles to participating in the *MMU* initiative. Include information about how you will help people who relapse to re-engage in medication services with the *MMU* team.
6. Describe your plan for offering case management services in locations convenient and preferable to people in the program.
7. Describe your plans to educate people about the use of naloxone to reverse overdose.
8. Describe how you will implement an education plan based on harm reduction strategies.
9. Describe how you will offer case management to people who are experiencing obstacles in transferring to other agencies offering medications.
10. Explain the process you will use to ensure people who are hospitalized for any physical condition or mental illness receive medication services for SUD while hospitalized. Include information about how you will work with people, upon discharge from hospitalization, to resume *MMU* services.
11. Explain the process you will use to ensure that people who enter the criminal justice system receive medication services for SUD while incarcerated. Include information about how you will work with people, upon release, to resume *MMU* services.
12. Explain how you will facilitate access to shower trucks or libraries that allow people who are homeless to shower and attend to physical hygiene.
13. Explain how you will ensure interpreter services for people who are Deaf or hard-of-hearing. Information about funded interpreter services is available via email at DMHAS-DHH@dhs.nj.gov.
14. Explain how the case management staff will support the collection of any data requirements.

Peer Recovery Services

1. Describe how peer recovery support staff will contribute their personal, lived experience of managing SUD or co-occurring disorder (COD).
2. Describe how peer recovery staff will educate people about coping skills to strengthen

them and enable them to remain in the MMU initiative.

3. Describe how peer recovery staff will provide Wellness Coaching that addresses the co-morbid physical needs of people with SUD or COD.
4. Describe how peer recovery staff will support the case manager in facilitating a warm handoff for people being transferred to affiliated community providers, hospitals, jails, prisons and homeless shelters.
5. Describe how peer recovery staff will facilitate the formation of support groups of people who have chosen medications to manage SUD.
6. Explain how you will ensure that peer recovery support staff will complete the DMHAS three-day *Peer Ethics Training*.
7. Explain how peer recovery staff will support the MMU team in the collection of any data requirements.

Staffing (15 points)

Bidders must determine staff structure to satisfy the requirements in the *Contract Scope of Work*. Bidders should describe the proposed staffing structure and identify how many staff members shall be hired to meet the needs of the initiative.

1. Provide details of **initiative management** to be hired, including hours/staffing schedule, number of hours per staff person, and credentials. Details should include currently on-board or to-be-hired staff, with details of the recruitment effort. Identify bilingual staff, when applicable.
2. Provide details of **prescribing/dosing staff** to be hired, including hours/staffing schedule, number of hours per prescriber, and credentials. Provide details about where the prescriber will be located, either on the MMU or at the brick-and-mortar location. Details should include currently on-board or to-be-hired staff, with details of the recruitment effort. Identify bilingual staff, when applicable.
3. Provide description of **case management staff** to be hired, including hours/staffing schedule, number of hours per staff person and credentials. Details should include currently on-board or to-be-hired staff, with details of the recruitment effort. Identify bilingual staff, when applicable.
4. Provide description of **peer recovery support staff** including hours/staffing schedule, number of hours per staff person and credentials. Details should include currently on-board or to-be-hired staff, with details of the recruitment effort. Identify bilingual staff, when applicable.
5. Provide description of **data collection and reporting staff**, including hours/staffing schedule, number of hours per staff person and credentials. Details should include currently on-board or to-be-hired staff, with details of the recruitment effort. Identify bilingual staff, when applicable.
6. Provide details about which initiative staff will drive the MMU, including when staff are out sick or on vacation.
7. Attach staffing schedule for coverage on the van.
8. Attach staffing schedule for coverage at the brick-and-mortar location, if applicable.
9. Provide copies of job descriptions and resumes as an appendix – limited to two (2) pages each – for all proposed staff.

10. Describe the management level person responsible for coordinating and leading efforts to reduce disparities in access, quality, and outcomes for the populations served. Information provided should include the individual's title, organizational positioning, education, and relevant experience.
11. 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.
12. Describe the bidders' hiring policies, including background and credential checks, as well as handling of prior criminal convictions.
13. 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. A list of consultants the bidder intends to utilize for the contract resulting from this RFP, including each consultant's professional licensure and organizational affiliations. Each consultant must be further described as to whether they are also a board member and, if so, whether they are a voting member. The bidder must identify all reimbursement the consultant received as a board member over the last twelve (12) months.

Data Collection/Evaluation (10 Points)

The successful bidder must comply with the DMHAS' program evaluation by responding to data requests from DMHAS and any third-party evaluator, participating in the data collection system to be developed for this initiative, facilitating completion of consumer satisfaction questionnaires and any other monitoring activities.

1. Include a statement of commitment to collaborate with DMHAS on data collection.
2. Identify staff who will be assigned to data collection and reporting. Include their title and experience and number of hours per week assigned to the data and reporting.
3. Describe how data collection will be incorporated in the *MMU* workflow. Include processes that will enable collection of monthly and cumulative information: Behavioral health medication services, medical services, case management services and peer recovery services.
4. Describe 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 treatment outcomes.

Facilities, Logistics, Equipment (10 points)

For the bidder's bricks-and-mortar OTP, provide details about its location and where normal business operations are performed. Identify space, equipment and other logistical issues required to operate an MMU, including descriptions of:

1. The manner in which tangible assets, i.e., computers, phones, other special service

- equipment, etc., will be acquired and allocated.
2. The bidder's Americans with Disabilities Act (ADA) accessibility at both the brick-and-mortar site and the MMU.
 3. Information about accessibility, safety, access to public transportation, etc.

For the MMU, provide, at minimum, descriptions of:

1. The plan for adequate space specific for this initiative as specified in the Infrastructure section of the *Contract Scope of Work*. Include the specifications showing the size and design of the MMU your agency plans to acquire.
2. Where the MMU may be purchased and how it will be altered to fit the needs of the *MMU* initiative.
3. Any maintenance plans and/or schedules for MMU maintenance.
4. Any permits required by the NJ Division of Motor Vehicles and how you will ensure compliance.
5. The procurement of the MMU and all related expenses.

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*. 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 and Budget template instructions accompanying this RFP. Bidders should refer to Instructions for Excel Budget Template (RFP 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 up to \$325,000 for the purchase of the MMU 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 will pursue all available sources of revenue and support upon award and in future contracts, including agreement to obtain approval as a Medicaid-eligible provider.

Attachments/Appendices

The enumerated items of Required Attachments (#1 through #10) and Appendices (#1 through #11) must be included with the bidder's proposal.

Please note that if Required Attachments #1 through #6 are not submitted and complete, the proposal will not be considered. Required Attachments #7 through #9 below are also required with the proposal.

The collective of Required Attachments #1 through #6 and Appendices #1 through #11 is limited to a total of 60 pages. Audits and financial statements (Required Attachments #8 and #9) do not count towards the appendices’ 60-page limit. Appendix information exceeding 60 pages will not be reviewed.

Required Attachments

1. Department of Human Services Statement of Assurances (RFP Attachment C);
2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (RFP Attachment D);

3. [Disclosure of Investment in Iran](#)¹⁰;
4. [Certificate of Non-Involvement in Prohibited Activities in Russia and Belarus](#)¹¹;
5. Statement of [Bidder/Vendor Ownership Disclosure](#)¹²;
6. Disclosure of Investigations and Other Actions Involving Bidder¹³;
7. Pursuant to Policy Circular P.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 (RFP Attachment G).

Appendices

1. Copy of documentation of the [bidder's charitable registration status](#)¹⁴;
2. Bidder mission statement;
3. Organizational chart showing where, in the bidder's service system, responsibility for the MMU initiative will reside. Insert names of hired staff and indicate to-be-hired staff.
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;
10. Documentation verifying that you will be able to legally fulfill the requirements in the *Contract Scope of Work*; and
11. Affiliation Agreements listed in the *Contract Scope of Work*:
 - Community providers who can offer continued medication services and counseling, including Harm Reduction Centers (HRCs), when appropriate;
 - Pharmacies in the communities near each stop along specified routes;
 - Primary care service providers who can provide follow-up for medical conditions; and

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

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

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

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

¹⁴ www.njconsumeraffairs.gov/charities

- Emergency Medical Services (EMS), public safety departments and psychiatric screening centers in the communities near each stop along the specified routes.

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 fifteen (15) 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 18 it is 16 pages long, not 15 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 19, 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 MMU for SUD Proposal
2. Excel file of budget using the DMHAS Excel budget template. Label file with the following title: Name of Agency/Provider MMU for SUD 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 MMU for SUD Audit

Additionally, bidders must request login credentials for this RFP by emailing SUD.upload@dhs.nj.gov no later than 4:00 p.m. ET on August 12, 2024 in order to receive unique login credentials for the *Mobile Medication Unit for SUD* initiative 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](#)¹⁵.

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

X. Appeal of Award Decisions

All appeals must be made in writing by 4:00 p.m. ET on Date To Be Determined, by emailing it to SUD.upload@dhs.nj.gov (subject line must include "Appeal Mobile Medication Unit for SUD") and/or mailing or faxing it to:

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

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

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](#)¹⁶;
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;

¹⁶ <https://www.njportal.com/DOR/annualreports/>

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](#)¹⁷; for an entity doing business with the State for the first time, it may register at the [NJ Treasury website](#)¹⁸;
25. Source Disclosure ([EO129](#))¹⁹; and
26. Chapter 51 [Pay-to-Play Certification](#)²⁰; 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 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

¹⁷ https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp

¹⁸ <http://www.nj.gov/treasury/revenue>

¹⁹ www.nj.gov/treasury/purchase/forms.shtml

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

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: **Mobile Medication Unit (MMU) for Substance Use Disorder (SUD)**

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: _____ to _____

Total number of unduplicated individuals to be served (minimum of 200 annually; minimum caseload of 125 at all times):

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 (RFP), *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 a Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

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

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

Instructions for Certification

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

Attachment E - Instructions for Excel Budget Template

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

1. In the turquoise section, you will enter the proposed costs for this RFP. This should include all information from budget categories A-F, G/A, as well as **your number of consumers to serve**. 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).

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 Mobile Medication Unit for Substance Use Disorder (“RFP”), which may become the subject of a request for government records under the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq. (“OPRA”). The Company agrees to indemnify and hold harmless the State and DHS against any judgments, costs, or attorney’s fees assessed against the State of New Jersey or DHS in connection with any action arising from, or related to, the non-disclosure, due to the Company’s request, of documents submitted to the State and DHS, and relating to the RFP, which may become the subject of a request for government records under OPRA.

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

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

(Signature)

(Print Name)

Title

Entity Represented

Date