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

REQUEST FOR PROPOSALS

Services for People who are Deaf or Hard of Hearing and/or Those with Traumatic Brain Injury

February 15, 2019

Valerie L. Mielke, Assistant Commissioner
Division of Mental Health and Addiction Services
# TABLE OF CONTENTS

I. Purpose and Intent .................................................................................................................. 3

II. Background and Population to be Served ......................................................................... 4

III. Who Can Apply? .................................................................................................................. 4

IV. Contract Scope of Work ..................................................................................................... 5

V. General Contracting Information ..................................................................................... 7

VI. Written Intent to Apply and Contact for Further Information ...................................... 8

VII. Required Proposal Content .......................................................................................... 8

VIII. Submission of Proposal Requirements .......................................................................... 13

IX. Review of Proposals ........................................................................................................ 14

X. Appeal of Award Decisions ............................................................................................. 15

XI. Post Award Required Documentation ............................................................................ 16

XII. Attachments ................................................................................................................... 17

   Attachment A – Proposal Cover Sheet ............................................................................ 18

  Attachment B – Addendum to RFP for Social Service and Training Contracts ... 19

   Attachment C – Statement of Assurances ..................................................................... 20

   Attachment D - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions ........................................ 22
I. Purpose and Intent

This Request for Proposals (RFP) is issued by the New Jersey Department Human Services (DHS), Division of Mental Health and Addiction Services (DMHAS) for services for individuals throughout New Jersey who are deaf, hard of hearing and those who have sustained a Traumatic Brain Injury (TBI) who are diagnosed with a substance use disorder. Total annualized funding is $332,000 subject to State appropriations. DMHAS has a reserve fund up to $10,000 to provide scholarships for CADC, or LCADC classes for those who are deaf, or hard of hearing and seek to become licensed or certified as an addiction counselor. Services will be funded by an annual appropriation of $342,000 from Drug Enforcement and Demand Reduction (DEDR) monies. DMHAS anticipates making up to two (2) regionalized awards in the amount of $166,000 each, one for the northern and second for the southern region of New Jersey as noted below:

Northern Region: Bergen, Essex, Hunterdon, Hudson, Middlesex, Morris, Passaic, Somerset, Sussex, Warren, and Union Counties

Southern Region: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer, Monmouth, Ocean, and Salem Counties

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

DHS/DMHAS has the responsibility for providing substance use disorder (SUD) treatment and prevention services to the public at large who are deaf or hard of hearing and/or those with TBI. DMHAS envisions a full continuum of SUD prevention, treatment, and recovery support services for individuals based on need. Services will be regionally accessible, and consumers will be able to choose and receive quality services in either a standard or specialized environment.

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

The following summarizes the RFP schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 15, 2019</td>
<td>Notice of Funding Availability</td>
</tr>
<tr>
<td>March 25, 2019</td>
<td>Deadline for receipt of proposals no later than 4:00 p.m.</td>
</tr>
<tr>
<td>April 15, 2019</td>
<td>Preliminary award announcement</td>
</tr>
<tr>
<td>April 22, 2019</td>
<td>Appeal deadline</td>
</tr>
<tr>
<td>April 29, 2019</td>
<td>Final award announcement</td>
</tr>
<tr>
<td>May 28, 2019</td>
<td>Anticipated contract start date</td>
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II. Background and Population to be Served

The Advisory Committee to the Alcoholism and Drug Abuse Program for the Deaf, Hard of Hearing and Disabled, in conjunction with DHS/DMHAS, is one of many statewide planning bodies that recognize needs for specialized services. DHS/DMHAS is soliciting proposals for funds intended to treat at-risk individuals who are identified as D\(^1\)/deaf, hard of hearing as well as individuals who have sustained a TBI. For the remainder of this RFP the term “identified population” will be used to indicate anyone identified as a deaf, hard of hearing or disabled individual, and those with TBI.

The goal of this RFP is to create an array of specialized services for the identified population. The combination of service components offered by the RFP, when realized, will provide a more organized, comprehensive network of services and support for the identified population in need of addiction treatment and prevention services. Another goal of this RFP is to: address gaps in services statewide, enhance existing services, and provide needed affiliated services and educational resources. Therefore, a comprehensive understanding of providing services for the identified population is critical. Currently, only a small number of specialized SUD treatment agencies provide services for the identified population.

DHS/DMHAS is responsible for providing SUD treatment and prevention services to the identified population. Services will be accessible and enable clients to choose and receive quality services in either a standard or specialized environment.

III. Who Can Apply?

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

- The bidder may be a non-profit or for-profit entity or governmental entity whose focus is in substance use disorder treatment and/or prevention for the identified population;
- For a bidder that has a contract with DMHAS in place when this RFP is issued, that bidder must have all outstanding Plans of Correction (PoC) for deficiencies submitted to DMHAS for approval prior to submission;
- The bidder must be fiscally viable based upon an assessment of the bidder’s audited financial statements. If a bidder is determined, in DMHAS’ sole discretion, to be insolvent or to present insolvency within the twelve (12) months after bid submission, DMHAS will deem the proposal ineligible for contract award;
- The bidder must not appear on the State of New Jersey Consolidated Debarment Report at [http://www.state.nj.us/treasury/revenue/debarment/debarsearch.shtml](http://www.state.nj.us/treasury/revenue/debarment/debarsearch.shtml) or be suspended or debarred by any other State or Federal entity from receiving funds;

\(^1\) Capital D denotes a Deaf culture community rather than hearing loss.
• The bidder shall not employ a member of the Board of Directors in a consultant capacity; and
• Pursuant to N.J.S.A. 52:32-44, a for-profit bidder and each proposed subcontractor must have a valid Business Registration Certificate on file with the Division of Revenue. This statutory requirement does not apply to non-profit organizations.

IV. Contract Scope of Work

Objectives for Funding

1) DMHAS has a reserve fund up to $10,000 to provide scholarships for CADC, or LCADC classes for those who are deaf, or hard of hearing and seek to become licensed or certified as an addiction counselor. Scholarships may also be used for tutoring and support services related to pursuing licensure or certification. Funds unused at contract year end can be carried over for one year.

2) The bidder will provide two (2) full time equivalent (FTE) Support Specialists who will each provide mobile supports and case management to a minimum of fifteen (15) consumers from the identified population at all times. This can include in-home as well as addiction and case management support services. All Support Specialists must be fluent in American Sign Language and competent in Deaf culture.

The Support Specialist will link individuals to SUD treatment. The Support Specialist must have at least three (3) years’ demonstrated experience working with individuals from the identified population with SUD or with a co-occurring mental health disorder, disability, and/or TBI. The Support Specialist will work with consumers to support and strengthen their capacity to achieve and maintain recovery. The role of the Support Specialist shall include, but is not limited to the following:

• Referring the consumer directly to the appropriate ASAM Level of withdrawal management for adults (including 1-WM, 2-WM, 3.2-WM and 3.7-WM), SUD treatment or recovery support. The Support Specialist can also arrange services through or the DMHAS Interim Managing Entity (IME);
• Developing an integrated recovery plan that is consumer-centered and includes strategies for recovery;
• Linking consumers with systems that provide resources, services and opportunities;
• Developing linkages to resources that address specialized needs, such as agencies providing services related to HIV/AIDS, mental health disorders, chronic and acute health problems, domestic violence programs, pregnant and parenting women, veterans and problems stemming from involvement with the criminal justice system;
• Advocating on behalf of the consumer;
• Training hospital and program staff on substance use disorder issues specific to the identified population;
• Educating and advocating for ADA accommodations such as providing Registry of Interpreters for the Deaf interpreters;
• Working with interpreters to assist them when working in addiction settings and assure that they understand vocabulary related to addiction;
• Compiling a resource list of materials available for use with individuals from the identified population with SUD issues (i.e. internet, resources, DVD/videos, printed materials); and
• Keeping an up to date schedule of 12 step and other mutual support meetings available throughout New Jersey and attending such meetings with consumers wherever possible.

A list of staff, consultants and volunteers that will be involved in this project will be required. DMHAS will perform a review and approval of all project salaried staff, consultants, and volunteers.

The timeline can be negotiated during contract negotiations.

3) Bidder will provide two (2) .5 FTE or one (1) FTE Program Supervisor fluent in American Sign Language (ASL) and competent in Deaf culture. The Program Supervisor (master’s degree in public health, psychology, counseling, social work, education or other behavioral health field) will be responsible for the supervision of the Support Specialists. The Program Supervisor shall demonstrate evidence of working with individuals with substance use disorders and/or evidence of addiction coursework. The Program Supervisor will also be responsible for ensuring the following:

• Communicating regularly with the supervising DMHAS Program Manager;
• Demonstrating progress toward program goals;
• Supervising program staff; (monthly meetings with project staff and biweekly phone or face to face for minimally 15 minutes);
• Coordinating and monitoring program services;
• Collaborating with system partners to ensure coordination of care;
• Ensuring that support specialists are experienced in trauma informed care;
• Delivering services in a culturally and linguistically competent manner; and
• Improving the scope and capacity of the delivery system in order to ensure program sustainability.

4) Online support groups will be approved as long as ASL is the primary language used. All members of the group will be invited to participate. Technology will be provided to link individuals to online group meetings via webcams provided to the Support Specialists.

No consumer admitted to 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 consumers 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.

The bidder will be required to send a staff person who is directly involved with the delivery of these services to the quarterly meetings of the Alcohol and Drug Abuse Program Advisory Committee for the Deaf, Hard of Hearing, and Disabled.

The bidder will be required to collaborate with DMHAS on any activities related to data collection or evaluation of this program.

Bidder must enroll in Medicaid for all services reimbursed by Medicaid.

V. General Contracting Information

Bidders must currently meet or be able to meet the terms and conditions of the Department of Human Services (DHS) contracting rules and regulations as set forth in the Standard Language Document (SLD), the Contract Reimbursement Manual (CRM), and the Contract Policy and Information Manual (CPIM). These documents are available on the website at: http://www.nj.gov/humanservices/olra/ocpm/resources/manuals/.

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

Budgets should be reasonable and reflect the scope of responsibilities in order to accomplish the goals of this project.

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

The contract awarded as a result of this RFP may be renewable for one (1) year at DMHAS’ sole discretion and with the agreement of the awardee. Funds may only be used to support services that are specific to this award; hence, this funding may not be used to supplant or duplicate existing funding streams. Actual funding levels will depend on the availability of funds and satisfactory performance.
In accordance with Policy P1.12 available on the web at http://www.nj.gov/humanservices/olra/ocpm/resources/manuals/, programs awarded pursuant to this RFP will be separately clustered until the DMHAS determines, in its sole discretion, that the program is stable in terms of service provision, expenditures, and applicable revenue generation.

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

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

The bidder must comply with Needs Assessment.

VI. Written Intent to Apply and Contact for Further Information

Bidders must email RFP.submissions@dhs.nj.gov by March 11, 2019 indicating their agency’s intent to submit a proposal(s) and the region(s) they intend to apply for. Submitting a notice of intent to apply does not obligate an agency to apply. Failure to submit an intent to apply does not disqualify an agency from applying for this funding opportunity.

Any questions regarding this RFP should be directed via email to RFP.submissions@dhs.nj.gov no later than February 25, 2019. All questions and responses will be compiled and emailed to all those who provided a notice of intent to apply. Bidders are guided to rely upon the information in this RFP and the responses to questions that were submitted by email to develop their proposals. Specific guidance, however, will not be provided to individual applicants at any time.

VII. Required Proposal Content

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

Funding Proposal Cover Sheet (RFP Attachment A)
Bidder’s Organization, History and Experience (10 points)
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 qualification to fulfill the obligations of the RFP. The written narrative should:

1. Describe the bidder’s history, mission, purpose, current licenses and modalities, and record of accomplishments. Explain the work with the target population and the number of years’ experience working with the target population.
2. Describe the bidder’s background and experience in implementing this or related types of services. Describe why the bidder is the most appropriate and best qualified to implement this program in the target service area.
3. Summarize the bidder’s administrative and organizational capacity to establish and implement sound administrative practices and successfully carry out the proposed program.
4. Describe the bidder’s current status and history relative to debarment by any State, Federal or local government agency. If there is debarment activity, it must be explained with supporting documentation as an appendix to the bidder’s proposal.
5. Provide a description of all active litigation in which the bidder is involved, including pending litigation of which the bidder has received notice. Failure to disclose active or pending litigation may result in the agency being ineligible for contract award at DMHAS’ sole discretion.
6. Include a description of the bidder’s ability to provide culturally competent services.
7. Describe the bidder’s current status and compliance with DMHAS contract commitments in regard to programmatic performance and level of service, if applicable.

Project Description (35 points)
In this section, the bidder is to provide an overview of how the services detailed in the scope of work will be implemented and the timeframes involved, specifically addressing the following:

1. The bidder’s proposed approach to the business opportunity or problem described in the State's RFP, including the following.
   a. how the bidder’s approach satisfies the requirements as stated in the RFP;
   b. the bidder’s understanding of the project goals and measurable objectives;
   c. the bidder’s needs assessment to justify the services;
   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. The bidder’s capacity to accommodate all consumers who take legitimately prescribed medications and who are referred to or present for SUD treatment.

4. Summary of the policies that prohibit discrimination against consumers who are assisted in their prevention, treatment and/or recovery from substance use disorders and/or mental illness with legitimately prescribed medication/s.

5. A description of the bidder’s last Continuous Quality Improvement effort, identified issue(s), actions taken, and outcome(s).

6. The implementation schedule for the contract, including a detailed monthly timeline of activities, commencing with the date of award, through service initiation, to timely contract closure.

7. The bidder must demonstrate the capacity to receive or share relevant information about the individual served to facilitate coordination and continuity when individuals are referred to other care, treatment, or services providers.

8. The bidder must have agreements regarding care coordination with other providers.

9. The bidder must demonstrate the capacity to coordinate care and services provided by referral in accordance to the consumer’s treatment plan.

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

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

1. The bidder's approach to measurement of consumer satisfaction.
2. The bidder's measurement of the achievement of identified goals and objectives.
3. The evaluation of contract outcomes.
4. Description of all tools to be used in the evaluation.
5. Details about any outside entity planned for use to conduct the evaluation, including but not limited to the entity's name, contact information, brief description of credentials and experience conducting program evaluation.
6. Tools and activities the bidder will implement to ensure fidelity to the evidence-based practice.
7. Attestation that the bidder will cooperate in any evaluation of the program that DMHAS conducts either internally or with an outside evaluator.

**Staffing (15 points)**

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

1. Describe the composition and skill set of the proposed program team, including staff qualifications. All project staff must be competent in the language of the Deaf, American Sign Language.
2. Provide details of the staffing required to satisfy the contract scope of work. Describe proposed staff qualifications, including professional licensing and related experience. Details should include currently on-board or to be hired staff, with details of the recruitment effort. Identify bilingual staff.
3. Provide copies of job descriptions or resumes as an appendix – limited to two (2) pages each – for all proposed staff.
4. Identify the number of work hours per week that constitute each FTE in the bidder's proposal. If applicable, define the Part Time Equivalent (PTE) work hours.

5. Description of the proposed organizational structure, including an organizational chart in an appendix to the bidder's proposal.

6. The bidder's hiring policies, including background and credential checks, as well as handling of prior criminal convictions.

7. The approach for supervision of clinical staff, if applicable.

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

9. A list of names of consultants the bidder intends to utilize for the contract resulting from this RFP, including each consultant's professional licensure and organizational affiliation(s). Confirm that no member of the Board of Directors is employed in a consultant capacity to the bidder.

10. The bidder must demonstrate that they adequately meet the cultural, linguistic and treatment needs of the population being served.

11. Does the clinic have a method for tracking all providers and ensuring that they maintain their licensure, certification, or credentialing, as appropriate?

Facilities, Logistics, Equipment (10 points)
The bidder should detail its facilities where its normal business operations will be performed and identify equipment and other logistical issues, including at a minimum:

1. A description of the manner in which tangible assets, i.e., computers, phones, other special service equipment, etc., will be acquired and allocated.

2. A description of the bidder's Americans with Disabilities Act (ADA) accessibility to its facilities and/or offices for individuals with disabilities.

3. When an individual is referred to an external organization, the integrated care team of the bidder organization must be able to demonstrate the capacity to the following: assist the individual with making the referral appointment when needed, assist the individual in getting to the appointment when needed, track whether the individual kept the appointment, and review/track the care, treatment, or services provided to the individual.

4. The bidder organization will be able to demonstrate that it offers flexible scheduling to accommodate the individual’s care, treatment, or service needs.

5. The bidder must be able to demonstrate that the agency complies with all relevant federal, state, and local laws and regulations regarding the following: consumer and staff safety, facility cleanliness, and accessibility. Provide a description of the facility’s ability to provide a functional and welcoming environment and minimize identified safety and security risks associated with the physical environment.

Budget (20 points)
DMHAS will consider the cost efficiency of the proposed budget as it relates to the scope of work. Therefore, bidders must clearly indicate how this funding will be used to
meet the program goals and/or requirements. In addition to the required Budget forms, bidders are asked to provide budget notes.

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

1. A detailed budget using the Annex B Excel template is required. The Excel budget template will be emailed to those who submit a written intent to apply. The Annex B Excel template must be uploaded as an Excel file onto the file transfer protocol site as instructed in VIII. Submission of Proposal Requirements. Failure to submit the budget as an Excel file will result in a deduction of points. The standard budget categories for expenses include: A. Personnel, B. Consultants and Professionals, C. Materials and Supplies, D. Facility Costs, E. Specific Assistance to Clients, and F. Other. Supporting schedules for Revenue and General and Administrative Costs Allocation are also required. The budget must include two (2) separate, clearly labeled sections:
   a. Section 1 – Full annualized operating costs to satisfy the scope of work detailed in the RFP and revenues excluding one-time costs; and
   b. Section 2 - Proposed one-time costs, if any, which will be included in Total Gross Costs

2. Budget Notes that detail and explain the proposed budget methodology and estimates and assumptions made for expenses and the calculations/computations to support the proposed budget 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.

Services for People who are Deaf or Hard of Hearing and/or with TBI - 12
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.

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

1. Bidder mission statement;
2. Organizational chart;
3. Job descriptions of key personnel;
4. Resumes of proposed personnel if on staff, limited to two (2) pages each;
5. A description of all pending and in-process audits identifying the requestor, the firm's name and telephone number, and the type and scope of the audit;
6. List of the board of directors, officers and terms;
7. Copy of documentation of the bidder's charitable registration status;
8. Department of Human Services Statement of Assurances (RFP Attachment C);
9. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (RFP Attachment D);
10. Disclosure of Investment in Iran (www.nj.gov/treasury/purchase/forms.shtml);
11. Statement of Bidder/Vendor Ownership Disclosure (www.nj.gov/treasury/purchase/forms.shtml); and
12. Original and/or copies of letters of commitment/support.

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

The documents listed below are also required with the proposal, unless the bidder has a current contract with DMHAS and these documents are current and on file with DMHAS. Audits do not count towards appendices 50-page limit.

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

VIII. Submission of Proposal Requirements

DMHAS assumes no responsibility and bears no liability for costs incurred by the bidder in the preparation and submittal of a proposal in response to this RFP. The narrative portion of the proposal should not exceed 15 pages, be single-spaced with one (1") inch margins, and no smaller than twelve (12) point Arial, Courier New or Times New Roman font. For example, if the bidder's narrative starts on page 3 and ends on page 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. March 25, 2019. All bidders are required to submit one (1) original and five (5) copies of the proposal narrative, budget and appendices (six [6] total proposal packages) to the following address:

For private delivery vendor such as UPS or FedEx:

Helen Staton  
Department of Human Services  
Division of Mental Health and Addiction Services  
120 South Stockton Street, 3rd Floor  
Trenton, NJ 08611

OR

For U.S. Postal Service delivery:

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

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

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

Go to: https://ftpw.dhs.state.nj.us  
Username - xbpupload  
Password - Network1!  
Directory - /ftp-dmhas/xbpupload

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

The bidder must obtain a minimum score of 70 points out of 100 points for the proposal narrative and budget sections in order to be considered eligible for funding.

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

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

Contract award recommendations will be based on such factors as the proposal scope, quality and appropriateness, bidder history and experience, as well as budget reasonableness. The review committee will look for evidence of cultural competence in each section of the narrative. The review committee may choose to visit a bidder's existing program(s), invite a bidder for interview, and/or review any programmatic or fiscal documents in the possession of DMHAS. The bidder is advised that the contract award may be conditional upon final contract and budget negotiation.

DMHAS reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. DMHAS’ best interests in this context include, but are not limited to, loss of funding, inability of the bidder(s) to provide adequate services, an indication of misrepresentation of information and/or non-compliance with State and federal laws and regulations, existing DHS contracts, and procedures set forth in Policy Circular P1.04 (http://www.nj.gov/humanservices/olra/ocpm/resources/manuals/).

DMHAS will notify all bidders of contract awards, contingent upon the satisfactory final negotiation of a contract, by April 15, 2019.

X. Appeal of Award Decisions

An appeal of any award decision may be made only by a respondent to this RFP. All appeals must be made in writing and be received by DMHAS at the address below no later than 4:00 p.m. on April 22, 2019. The written appeal must clearly set forth the basis for the appeal.

Appeal correspondence should be addressed to:

Valerie L. Mielke, Assistant Commissioner
Department of Human Services
Please note that all costs incurred in connection with appeals of DMHAS decisions are considered unallowable cost for the purpose of DMHAS contract funding.

DMHAS will review all appeals and render a final decision by April 29, 2019. Contract award(s) will not be considered final until all timely filed appeals have been reviewed and final decisions rendered.

**XI. Post Award Required Documentation**

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

1. Most recent IRS Form 990/IRS Form 1120, and Pension Form 5500 (if applicable) (submit two [2] copies);
2. Copy of the Annual Report-Charitable Organization (for information visit: [http://www.state.nj.us/treasury/revenue/dcr/programs/ann_rpt.shtml](http://www.state.nj.us/treasury/revenue/dcr/programs/ann_rpt.shtml));
3. A list of all current contracts and grants as well as those for which the bidder has applied 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;
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;
302 form, or a copy of Federal Letter of Approval verifying operation under a federally approved or sanctioned Affirmative Action program. (AA Certificate must be submitted within 60 days of submitting completed AA302 form to Office of Contract Compliance);

16. A copy of all applicable licenses;

17. Local Certificates of Occupancy;

18. Current State of New Jersey Business Registration;

19. Procurement Policy;

20. Current equipment inventory of items purchased with DHS funds (Note: the inventory shall include: a description of the item [make, model], a State identifying number or code, original date of purchase, purchase price, date of receipt, location at the Provider Agency, person(s) assigned to the equipment, etc.);

21. All subcontracts or consultant agreements, related to the DHS contract, signed and dated by both parties;

22. Business Associate Agreement (BAA) for Health Insurance Portability Accountability Act of 1996 compliance, if applicable, signed and dated;

23. Updated single audit report (A133) or certified statements, if differs from one submitted with proposal;

24. Business Registration (online inquiry to obtain copy at https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp; for an entity doing business with the State for the first time, it may register at http://www.nj.gov/treasury/revenue);

25. Source Disclosure (EO129) (www.nj.gov/treasury/purchase/forms.shtml); and


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

Name of RFP: People who are Deaf or Hard of Hearing and/or those with Traumatic Brain Injury

Incorporated Name of Bidder: _____________________________________________________________

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

Federal ID Number: ____________  Charities Reg. Number (if applicable) ________________

DUNS Number: ______________________

Address of Bidder: ________________________________________________________________

__________________________________________________________

Chief Executive Officer Name and Title: ____________________________________________

Phone No.: __________________________  Email Address: ____________________________

Contact Person Name and Title: __________________________

Phone No.: __________________________  Email Address: ____________________________

Total dollar amount requested: ______________  Fiscal Year End: ______________________

Funding Period: From ______________ to ______________

Total number of unduplicated consumers to be served: ____________________________

Region in which services are to be provided (Check One): North:_______  South:_______

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

__________________________________________________________

__________________________________________________________

__________________________________________________________

Authorization: Chief Executive Officer (printed name):______________________________

Signature: _______________________________  Date: ________________________________
ATTACHMENT B – ADDENDUM TO RFP FOR SOCIAL SERVICE AND TRAINING CONTRACTS

STATE OF NEW JERSEY DEPARTMENT OF HUMAN SERVICES

ADDENDUM TO REQUEST FOR PROPOSAL FOR SOCIAL SERVICE AND TRAINING CONTRACTS

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

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

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

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

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

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

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

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

Department of Human Services
Statement of Assurances

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

- Has legal authority to apply for the funds made available under the requirements of the RFP, and has the institutional, managerial and financial capacity (including funds sufficient to pay the non-Federal/State share of project costs, as appropriate) to ensure proper planning, management and completion of the project described in this application.

- Will give the New Jersey Department of Human Services, or its authorized representatives, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with Generally Accepted Accounting Principles (GAAP). Will give proper notice to the independent auditor that DHS will rely upon the fiscal year end audit report to demonstrate compliance with the terms of the contract.

- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. This means that the applicant did not have any involvement in the preparation of the RFP, including development of specifications, requirements, statement of works, or the evaluation of the RFP applications/bids.

- Will comply with all federal and State statutes and regulations relating to non-discrimination. These include but are not limited to: 1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352; 34 CFR Part 100) which prohibits discrimination based on race, color or national origin; 2) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 CFR Part 104), which prohibits discrimination based on handicaps and the Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.; 3) Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et. seq.; 45 CFR part 90), which prohibits discrimination on the basis of age; 4) P.L. 2975, Chapter 127, of the State of New Jersey (N.J.S.A. 10:5-31 et. seq.) and associated executive orders pertaining to affirmative action and non-discrimination on public contracts; 5) federal Equal Employment Opportunities Act; and 6) Affirmative Action Requirements of PL 1975 c. 127 (NJAC 17:27).

- Will comply with all applicable federal and State laws and regulations.

- Will comply with the Davis-Bacon Act, 40 U.S.C. 276a-276a-5 (29 CFR 5.5) and the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.27 et seq. and all regulations pertaining thereto.

- Is in compliance, for all contracts in excess of $100,000, with the Byrd Anti-Lobbying amendment, incorporated at Title 31 U.S.C. 1352. This certification extends to all lower tier subcontracts as well.
• Has included a statement of explanation regarding any and all involvement in any litigation, criminal or civil.

• Has signed the certification in compliance with federal Executive Orders 12549 and 12689 and State Executive Order 34 and is not presently debarred, proposed for debarment, declared ineligible, or voluntarily excluded. The applicant will have signed certifications on file for all subcontracted funds.

• Understands that this provider agency is an independent, private employer with all the rights and obligations of such, and is not a political subdivision of the Department of Human Services.

• Understands that unresolved monies owed the Department and/or the State of New Jersey may preclude the receipt of this award.

_________________________________________  ____________________________
Applicant Organization                     Signature:  CEO or equivalent

_________________________________________  ____________________________
Date                                        Typed Name and Title

6/97
Attachment D - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

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

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

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by an Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature ___________________________ Date ________________

This certification is required by the regulations implementing Executive order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510.
Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of facts upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.