

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

REQUEST FOR PROPOSALS

**Building Capacity for Medication-Assisted Treatment  
(MAT) in Ambulatory Substance Use Disorder  
Treatment Programs**

February 13, 2020

Valerie 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.....	3
III.	Who Can Apply? .....	4
IV.	Contract Scope of Work .....	5
V.	General Contracting Information .....	6
VI.	Written Intent to Apply and Contact for Further Information .....	7
VII.	Required Proposal Content .....	7
VIII.	Submission of Proposals Requirements .....	11
IX.	Review of Proposals .....	13
X.	Appeal of Award Decisions .....	14
XI.	Post Award Required Documentation .....	14
XII.	Attachments .....	15
	Attachment A –Proposal Cover Sheet .....	16
	Attachment B– Addendum to RFP for Social Service and Training Contracts .....	17
	Attachment C – Statement of Assurances .....	18
	Attachment D – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions.....	20

## I. Purpose and Intent

This Request for Proposal (RFP) is issued by the New Jersey Department of Human Services (DHS), Division of Mental Health and Addiction Services (DMHAS), to assist licensed ambulatory substance use disorder (SUD) programs in developing the capacity to offer medication-assisted treatment (MAT) to people managing an Opioid Use Disorder (OUD). This RFP is funded through the federal Substance Abuse and Mental Health Services Administration's (SAMHSA) State Opioid Response grant (SOR). The SOR grant period is September 30, 2018 to September 29, 2020. Total annualized funding is \$750,000 subject to federal appropriations. DMHAS anticipates making up to 10 awards (each not to exceed \$75,000).

The Building Capacity program is designed to enable participating providers to develop the capacity to offer MAT to the people they serve.

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

The following summarizes the RFP schedule:

February 13, 2020	Notice of Funding Availability
March 12, 2020	Deadline for receipt of proposals – no later than 4:00 p.m.
April 9, 2020	Preliminary award announcement
April 16, 2020	Appeal deadline
April 23, 2020	Final award announcement
May 15, 2020	Anticipated contract start date

## II. Background and Population to be Served

The goal of SAMHSA's SOR initiative is to address the opioid crisis by increasing access to treatment, reducing unmet treatment needs, and reducing opioid overdose-related deaths through the provision of prevention, treatment and recovery activities for OUD, including prescription opioids and other illicit drugs such as heroin. States are required to develop such activities for the purpose of addressing the opioid crisis within their own states or territories.

SAMHSA defines MAT as "the use of medications in combination with counseling and behavioral therapies for the treatment of substance use disorders." (See <https://www.integration.samhsa.gov/clinical-practice/mat/mat-overview>.)

An increasing number of randomized, controlled studies have shown that MAT is clinically effective for the treatment of OUD, making this treatment an important tool in combating the opioid epidemic. Unfortunately, MAT is currently underused as a treatment modality both nationwide and in New Jersey.

The New Jersey SOR grant includes a comprehensive set of initiatives to address the many obstacles to meeting the goal of ensuring that MAT is available to people who suffer from SUD and/or a co-occurring diagnosis of mental illness.

This RFP focuses on the financial challenges faced by licensed ambulatory SUD programs in building the capacity to offer MAT to their clients. It is expected that the funding for this initiative will allow providers to begin the prescribing, storing and dispensing of buprenorphine. Contractees must have a credentialed MAT prescriber on staff with the ability to provide medication by the end of the third quarter of this contract.

Examples of allowable expenses are provided in the *Budget* section of this RFP.

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

To be eligible, the bidder must satisfy the following requirements:

- The bidder must be a licensed SUD provider agency by the NJ Department of Health and have an approved addendum to their license to provide MAT;
- The bidder must/may be a non-profit or for profit entity or governmental entity;
- If a bidder has a contract with DMHAS 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 of an application for funding;
- 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/debsearch.shtml> or be suspended or debarred by any other State or Federal entity from receiving funds;
- The bidder shall not employ a member of the Board of Directors in a consultant capacity. The proposal must indicate if the Board of Directors votes on contract-related matters;
- 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 must be licensed or credentialed to provide the required services as detailed in the *Contract Scope of Work*.

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

All work performed with Building Capacity funds must support the development of the medical capacity to provide MAT to eligible individuals, as outlined in this section.

Contractees must be licensed as outpatient (OP), intensive outpatient (IOP) or Partial Care (PC) SUD providers.

Contractees must fully comply with all of the federal Substance Abuse and Mental Health Services' (SAMHSA) and Drug Enforcement Agency's (DEA) regulations, as well as the New Jersey Department of Health's Certificate of Need and Licensing (CN&L) requirements for the delivery of MAT.

This initiative will be funded through cost reimbursement contracting. Prior to payment, DMHAS reserves the right to onsite monitoring to ensure that start-up purchases are in compliance with guidance in the *Budget* section of this RFP.

Contractees must comply with all approved timelines for use of the funds or be at risk of having the contract terminated.

#### **Budget:**

DMHAS will provide up to \$75,000 per year for a maximum of one (1) year to each selected provider. Contractees will use funding to develop the capacity to provide MAT as described in the *Contract Scope of Work*.

Funds may be used to offset the cost of any expenses that currently create obstacles to providing MAT. Allowable expenses include, but are not limited to, expenses to cover the costs of medical staff recruitment (not incentives), support staff time used for the provision of MAT (not to exceed 2% of full award), medical equipment and other related equipment, expenses related to ensuring compliance with all federal and NJ state regulations (with DMHAS approval) and the salary of a prescribing practitioner not covered by billing.

It is expected that the funding for this initiative will allow providers to begin the prescribing, storing and dispensing of buprenorphine and naltrexone. Providers are expected to have the capacity to provide the medication by the third quarter of the contract. In order for the grantee to receive the final quarter of funding, DMHAS must confirm that provides are actively providing medications to eligible clients.

Once the contractee begins providing MAT, those services must be sustained through Medicaid, the NJ Addictions Fee-for-Service (FFS) Network 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 qualify for state funding.

### **Staffing:**

The contractee must have the staff assigned and capable of implementing any project, purchasing or hiring supported by this funding and identified by the bidder. To demonstrate capacity to provide MAT, contractees must have hired at least one medical professional who possesses a Data 2000 Waiver. Contractees must also have hired support staff to perform all tasks outlined in the *Contract Scope of Work*.

### **Data Collection:**

Contractees will be expected to report any information related to this award requested by DMHAS.

## **V. General Contracting Information**

Bidders must currently meet or be able to meet the terms and conditions of the Department of Human Services (DHS) contracting rules and regulations as set forth in the Standard Language Document (SLD), the Contract Reimbursement Manual (CRM), and the Contract Policy and Information Manual (CPIM). These documents are available on the DHS website at: <http://www.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 offset expenses that are specific to this award; hence, this funding may not be used to supplant or duplicate existing funding streams. Actual funding levels will depend on the availability of funds and satisfactory performance.

In accordance with DHS Policy P1.12 available on the web at <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 the DMHAS continue funding when service commencement commitments are not met, and in no case shall funding be provided for a period of non-service provision in excess of three (3) months. In the event that the timeframe will be longer than three (3) months, DMHAS must be notified so the circumstances resulting in the anticipated delay may be reviewed and addressed. Should services not be rendered, funds provided pursuant to this agreement shall be returned to DMHAS.

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

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

Bidders are requested to email [RFP.submissions@dhs.nj.gov](mailto:RFP.submissions@dhs.nj.gov) by March 5, 2020 indicating their agency's intent to submit a proposal. Submitting a notice of intent to apply does not obligate an agency to apply. Failure to submit an intent to apply does not disqualify a bidder from applying for this funding opportunity.

Any questions regarding this RFP should be directed via email to [RFP.submissions@dhs.nj.gov](mailto:RFP.submissions@dhs.nj.gov) no later than February 21, 2020. 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**

Proposals must address the following sections and be submitted in the following order:

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

### **Bidder's Organization, History and Experience (15 points)**

1. Describe the bidder's history, mission, purpose, current licenses, and record of accomplishments related to people served by New Jersey's public health system. Explain the number of years' experience working specifically with people suffering from SUD and/or a co-occurring diagnosis of mental illness.
2. Explain any partnerships, affiliations and collaborations with other healthcare providers and social service agencies in your community that will maximize efforts to build medical capacity for MAT at your agency.

3. Describe why the bidder is the most appropriate and best qualified to build MAT capacity in your community.
4. Attach a one-page copy of the bidder's organization chart showing precisely where Building Capacity program will sit, and which staff will direct, supervise or administer the project.
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 as an appendix to your 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 bidder being ineligible for contract award at DMHAS' sole discretion.
7. Describe your organization's commitment to cultural competency and diversity at all levels throughout your organizational structure (Law against Discrimination, N.J.S.A.10:5-1et seq.)
8. Describe the bidder's current status and compliance with 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. Describe how you will be using these startup funds to support the delivery of MAT.
2. Include a detailed timeframe for completion of any project, purchasing or hiring using the proposed expenditures.
3. Describe your current licensed ability to prescribe and dispense MAT. If applicable, describe how these funds will support your agency's efforts to become licensed to provide these services.
4. Explain how you will assure that these funds are not used to fund services.
5. Describe any barriers to the full implementation of your plan and how you will address them.
6. Describe the process and timeframe for provision of MAT services.
7. Describe how you will sustain MAT services after start-up.

### **Outcomes and Evaluation (5 points)**

Bidders must measure and compare their capacity to provide MAT services prior to the award and after. Outcomes must document how investment in start-up funding for your ambulatory SUD programs serves to help New Jersey communities respond to the opioid crisis in our state.

Bidders must describe staffing, policies and procedures to assure that they will complete all data collection requirements described in the section, *Data Collection*.



## **Staffing (20 points)**

Bidders must determine the staff structure to satisfy the contract requirements, as follows:

1. Describe who will lead the capacity building efforts and what skills they possess that make them the best staff person for the position. For example, if these funds support a small construction project, describe how that staff person has managed a project like this before. Likewise, for every staff person dedicated to this project, provide evidence that he or she has the experience to effectively accomplish this project.
2. Provide details of the Full-Time Equivalent (FTE) and Part-Time Equivalent (PTE) staffing required to satisfy the *Contract Scope of Work*. Details should include currently on-board or to be hired staff, with details of the recruitment effort.
3. Describe the proposed method for procuring medical services, including hiring, contracting, consulting, and the procedure your agency uses to assure proper credentialing for those included on the treatment team.
4. Provide a list of names of consultants the bidder intends to utilize for the purposes of fulfilling the contract resulting from this RFP, including each consultant's professional licensure and organizational affiliation(s).
5. Provide, as an appendix, copies of job descriptions and resumes for proposed, to-be-hired staff limited to two (2) pages each.
6. Provide, as an appendix, the proposed organizational chart showing precisely where your Building Capacity program will sit and which staff will direct, supervise or administer the project.
7. Describe your agency's hiring policies, including background and credential checks, as well as handling of prior criminal convictions.
8. Provide a list of bidder's board members and current term, including each member's professional licensure and organizational affiliation(s). The proposal shall indicate if the Board of Directors vote on contract-related matters.

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

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

1. Describe the plan for office space, vehicles, and any needs specific to this project.
2. Describe the manner in which tangible assets, i.e. computers, phones, other special service equipment, etc., will be acquired and allocated.
3. Describe your agency's access to facilities and/or offices for individuals with disabilities, as required by the Americans with Disability Act.
4. Describe any equipment you will purchase to support your ability to comply with licensure regulations for providing medication.

## **Budget (20 points)**

DMHAS will consider the cost efficiency of your proposed budget as it relates to the *Contract Scope of Work*. 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 include budget notes that clearly articulate budget items, including a description of miscellaneous expenses and other costs. This section of your proposal must include:

1. A detailed budget using the description provided in the *Budget* subsection of the *Contract Scope of Work*.
2. A sustainability plan for the project at the end of the contract.
3. A detailed budget using the DMHAS Excel template is required. The Excel budget template will be emailed to those who submit an intent to apply. The 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 may result in a deduction of points. The standard budget categories for expenses include: A. Personnel, B. Consultants and Professionals, C. Materials and Supplies, D. Facility Costs, E. Specific Assistance to Clients, and F. Other. Supporting schedules for Revenue and General and Administrative Costs Allocation are also required. The budget must include two (2) separate, clearly labeled sections:
  - a. Section 1 – Full annualized operating costs to satisfy the scope of work detailed in the RFP and revenues excluding one-time costs; and
  - b. Section 2 - Proposed one-time costs, if any, which will be included in the Total Gross Costs.
4. Budget notes that detail and explain the proposed budget methodology, estimates and assumptions made for expenses and the calculations/computations to support the proposed budget. The State's proposal reviewers need to fully understand your budget projections from the information presented in the proposal. Failure to provide adequate information could result in lower ranking of the proposal.
5. The name and address of each organization – other than third-party payers – that will support and/or provide funding for the program for which this proposal is being submitted.
6. Position titles for to-be-hired staff and only staff names for current staff being allocated along with total hours per workweek.
7. The number of hours per clinical consultant.
8. Staff fringe benefit expenses, which may be presented as a percentage factor of total salary costs, consistent with your organization's current fringe benefit package.
9. If applicable, General & Administrative (G&A) expenses, otherwise known as indirect or overhead costs, 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.

10. Written assurance that if the bidder receives an award pursuant to this RFP, it will pursue all available sources of revenue.

## Appendices

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

1. Vendor 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 ([www.njconsumeraffairs.gov/charities](http://www.njconsumeraffairs.gov/charities));
8. Department of Human Services Statement of Assurances (RFP Attachment C)
9. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (RFP Attachment D)
10. Disclosure of Investment in Iran ([www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)); and
11. Statement of Vendor/Vendor Ownership Disclosure ([www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml))
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.** Submission of paper copies of audits are not necessary. Submit audits electronically via file transfer protocol site described in section VIII. *Submission of Proposal Requirements.*

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

## VIII. Submission of Proposals

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 7 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 10 it is 8 pages long, not 7 pages. DMHAS will not consider any information submitted beyond the page limit for RFP evaluation purposes.

The budget notes and appendices do not count towards the narrative page limit. Proposals must be submitted no later than 4:00 p.m. on March 12, 2020. 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 St. 3<sup>rd</sup> 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 08625-362

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 on time; therefore, the proposal will be deemed ineligible for RFP evaluation. The bidder will not be notified that its proposal has been received. The State will not accept facsimile transmission of proposals.

**In addition to the required hard copies**, the bidder must also submit its proposal (including proposal narrative, budget, budget notes, and appendices) electronically 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 responsive 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 DHS 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 9, 2020.

## **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 16, 2020. The written appeal must clearly set forth the basis for the appeal.

Appeal correspondence should be addressed to:

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

Or via email: [Helen.Staton@dhs.nj.gov](mailto:Helen.Staton@dhs.nj.gov)

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

DMHAS will review all appeals and render a final decision by April 23, 2020. 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;
  7. Current Personnel Manual or Employee Handbook;
  8. Copy of Lease or Mortgage;
  9. Certificate of Incorporation;
  10. Co-occurring policies and procedures;
  11. Policies regarding the use of medications, if applicable;
  12. Policies regarding Recovery Support, specifically peer support services;
  13. Conflict of Interest Policy;
  14. Affirmative Action Policy;
  15. Affirmative Action Certificate of Employee Information Report, newly completed AA 302 form, or a copy of Federal Letter of Approval verifying operation under a federally approved or sanctioned Affirmative Action program. (AA Certificate must be submitted within 60 days of submitting completed AA302 form to Office of Contract Compliance);
  16. A copy of all applicable licenses;
  17. Local Certificates of Occupancy;
  18. Current State of New Jersey Business Registration;
  19. Procurement Policy;
  20. Current equipment inventory of items purchased with DHS funds (Note: the inventory shall include: a description of the item [make, model], a State identifying number or code, original date of purchase, purchase price, date of receipt, location at the Provider Agency, person(s) assigned to the equipment, etc.);
  21. All subcontracts or consultant agreements, related to the DHS contract, signed and dated by both parties;
  22. Business Associate Agreement (BAA) for Health Insurance Portability Accountability Act of 1996 compliance, if applicable, signed and dated;
  23. Updated single audit report (A133) or certified statements, if differs from one submitted with proposal;
  24. Business Registration (online inquiry to obtain copy at [https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp); for an entity doing business with the State for the first time, it may register at <http://www.nj.gov/treasury/revenue>);
  25. Source Disclosure (EO129) ([www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)); and
  26. Chapter 51 Pay-to-Play Certification ([www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)).

## **XII. Attachments**

**Attachment A –Proposal Cover Sheet**

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

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

Name of RFP: **Building Capacity for Medication-Assisted Treatment (MAT) in Ambulatory Substance Use Disorder Treatment Programs**

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 individuals to be served: N/A \_\_\_\_\_

County in which services are to be provided: N/A \_\_\_\_\_

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Is in compliance, for all contracts in excess of \$100,000, with the Byrd Anti-Lobbying amendment, incorporated at Title 31 U.S.C. 1352. This certification extends to all lower tier subcontracts as well.
- Has included a statement of explanation regarding any and all involvement in any litigation, criminal or civil.
- Has signed the certification in compliance with federal Executive Orders 12549 and 12689 and State Executive Order 34 and is not presently debarred, proposed for debarment, declared ineligible, or voluntarily excluded. The applicant will have signed certifications on file for all subcontracted funds.
- Understands that this provider agency is an independent, private employer with all the rights and obligations of such, and is not a political subdivision of the Department of Human Services.
- Understands that unresolved monies owed the Department and/or the State of New Jersey may preclude the receipt of this award.

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

\_\_\_\_\_  
Signature: Chief Executive Officer 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.

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Name and Title of Authorized Representative

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Signature

Date

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

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

Instructions for Certification

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