

Questions & Answers

Q	Bidder Question	DHS Answer	Section	Pg.
1.	Can you delineate in detail what is meant by audited financial records, in the case of a for-profit RFP respondent?	<p>7. Audited financial statements and Single Audits (A133), prepared for the two (2) most recent fiscal years;</p> <p>8. All interim financial statements prepared since the end of the bidder's most recent fiscal year. If interim financial statements have not already been prepared, provide interim financial statements (balance sheet, income statement and cash flows) for the current fiscal year through the most recent quarter ended prior to submission of the bid.</p>	Required attachments	17
2.	Is there a capacity on the number of consumers that can be served under this program?	No, however the number of proposed unduplicated individuals served is required on the cover sheet and in the budget template.	Cover sheet and budget template	
3.	Can you bill insurance companies for services provided or will all that be covered under the grant?	You cannot bill insurance for these services.		
4.	Does License have to come out and license the program once approved for the grant?	No, there is no current license for Wellness Centers.		
5.	Is there a time limit on how long services can be provided to an individual?	There is no limit to the timeframe someone can access Wellness Center services.		
6.	Are the currently funded Self-Help Centers affected by this RFP? Will their contracts stand?	<p>All of the existing wellness centers currently under contract with DMHAS will be rebid as a result of this RFP.</p> <p>Centers will be funded based on the awards made in this RFP. The proposal requires that the awardee work with existing centers in the following ways:</p> <p>The successful bidder will work collaboratively on developing transition plans for existing centers where applicable and</p> <p>The successful bidder will prioritize retaining current Wellness Center staff wherever applicable and appropriate. Provide attestation that staff currently</p>	I and VII	13 and 16 and 5

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		<i>employed in CWC will be considered for employment.</i>		
7.	Is it a requirement that the applying agency have a Mental Health License? If not, will a SUD license be sufficient?	<i>No, there is no current license for Wellness Centers.</i>		
8.	Do all staff of the Wellness Centers require lived experience, or should it be a majority of staff or a percentage?	<i>All staff working within Wellness Centers must have lived experience as detailed in the RFP below: Describe the composition and skill set of the proposed program team, including staff qualifications. Describe how the successful bidder will ensure all Center staff will have lived experience with mental health or co-occurring (mental health and substance use).</i>	VII	14
9.	Is there one particular model that the DMHAS recommends for evidence-based practices related to the Wellness Centers?	<i>No, the RFP states: Describe the bidder's evidence-based practice(s) that will be used in the design and implementation of the program.</i>	VII	13
10.	Regarding the program evaluation, is it encouraged to utilize a research consultant?	<i>In the outcomes and evaluation section of the RFP bidders are required to provide information on how the program will be evaluated.</i>		13-14
11.	Where can we find more information on SHORS (Self-Help Outcome Reporting System)?	<i>The SHORS reporting system was developed by DMHAS and collects outcome information related to Wellness Centers including but not limited to groups provided and individuals served on a monthly basis. This is only accessible to contracted Wellness Centers. Access and training will be provided to successful bidders. The RFP requires: Please specify your agreement to report in the SHORS (Self Help Outcome Reporting System).</i>		14
12.	Is there a NOI interest form to use for filing by 4/15 or just a letter or email?	<i>Bidders must email MH.upload@dhs.nj.gov no later than 4:00 p.m. ET on April 15, 2024 indicating agency's intent to submit a proposal for this Wellness Center RFP. It is required that the bidder email their notice of intent to submit a proposal no later than</i>	VI	11

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		<i>the April 15, 2024 deadline. If a bidder's notice to intent to submit a proposal is received after the deadline, the agency is not eligible to submit a proposal for consideration. Submitting a notice of intent to apply does not obligate an agency to apply.</i>		
13.	Can a CWC be co-located with another program, such as a Peer Recovery Center?	<i>The RFP requires bidders to submit: A description of the location(s) in which the program will be held. Please provide information about accessibility, safety, access to public transportation, etc.</i>	VII	15
14.	The RFP states that the CWC needs to provide "Provision of robust transportation to and from the Center." What does that mean exactly? What does robust mean?	<i>Robust in the RFP refers to a sufficient level to meet the needs of the population. The RFP requires: Provision of robust transportation to and from the Center. A description of the location(s) in which the program will be held. Please provide information about accessibility, safety, access to public transportation, etc.</i>	IV and VII	9 and 15
15.	If a bidder already has a Community Wellness Center through DMHAS, is this funding on top of the grant we already have for the Self Help Center or will this replace the contract? For example, if an agency is awarded a contract through this RFP, does the agency maintain the existing SHC funding and the agency would receive additional funding through this RFP? Or does the agency who is awarded only get the funding under this RFP?	<i>This funding will replace and not be in addition to the current contract and funding. All of the existing wellness centers currently under contract with DMHAS will be rebid as a result of this RFP. Centers will be funded based on the awards made in this RFP. The proposal requires that the awardee work with existing centers in the following ways: The successful bidder will work collaboratively on developing transition plans for existing centers where applicable, and The successful bidder will prioritize retaining current Wellness Center staff wherever applicable and appropriate.</i>	VII and I	13 and 16 and 5

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		<i>Provide attestation that staff currently employed in CWC will be considered for employment.</i>		
16.	As an agency that currently receives Self Help Center funding, can you clarify if another agency gets this RFP contract, are we able to continue operations and maintain funding for our existing SHC as before or will this eliminate our center?	<p><i>This funding will replace and not be in addition to the current contract and funding.</i></p> <p><i>All of the existing wellness centers currently under contract with DMHAS will be rebid as a result of this RFP.</i></p> <p><i>Centers will be funded based on the awards made in this RFP. The proposal requires that the awardee work with existing centers in the following ways: The successful bidder will work collaboratively on developing transition plans for existing centers where applicable, and</i></p> <p><i>The successful bidder will prioritize retaining current Wellness Center staff wherever applicable and appropriate. Provide attestation that staff currently employed in CWC will be considered for employment.</i></p>	VII and I	13 and 16 and 5
17.	Our current SHC utilizes peer volunteers and provides a small stipend to them. Is this an approved practice in the new program proposal?	<i>A bidder may propose to utilize peer volunteers if they chose to do so.</i>		
18.	Are Self Help Centers counted as Community Wellness Centers under this RFP? Does this RFP replace both CWCs and SHCs?	<p><i>Yes, Self Help Centers are now being referred to as Wellness Centers. After awards are implemented via this RFP there will only be Community Wellness Centers.</i></p> <p><i>All of the existing wellness centers currently under contract with DMHAS will be rebid as a result of this RFP.</i></p>	I	5
19.	Does the requirement for having the satellite site in Camden need to be done before we apply for the grant or after we get the grant?	<p><i>No, however there are implementation timeframes specified in the RFP and below.</i></p> <p><i>The RFP specifies for Camden County, the proposal is required to indicate some</i></p>	I and V	4 and 10

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		<p><i>presence in Camden City.</i></p> <p><i>Should the provision of services be delayed through no fault of the successful bidder, funding continuation will be considered on a case-by-case basis dependent upon the circumstances creating the delay. In no case shall 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.</i></p>		
20.	The RFP states an anticipation of 22 awards. Is it possible there may be more than that?	<i>DMHAS anticipates awarding 22 Centers as detailed on page 4 of the RFP.</i>	I	4-5
21.	What is the evaluation process and what is the evaluation committee process (County and State roles)?	<i>Outcomes and Evaluation processes should be specified in the response under the Outcomes and Evaluation Section of the RFP.</i>	VII	13 and 14
22.	If an agency is applying in multiple counties, are different login credentials necessary or can multiple proposals be uploaded under one log-in?	<p><i>Proposals should be submitted in the following three files.</i></p> <ol style="list-style-type: none"> <i>1. PDF file of entire proposal consisting of proposal narrative, budget, budget notes, attachments and appendices. Do not include interim and audited financial statements and Single Audits (A133) which should be submitted in a separate PDF file (see #3 below). Label file with the following title: Name of Agency - Wellness Center RFP – County (Proposal)</i> <i>2. Excel file of budget using the DMHAS Excel budget template. Label file with the following title: Name of Agency - Wellness Center RFP – County (Budget)</i> 	VIII	18

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		3. PDF file of interim and audited financial statements and Single Audits (A133), prepared for the two (2) most recent fiscal years template. Label file with the following title: Name of Agency - Wellness Center RPF – County (Audits)		
23.	Should our proposed outcomes for this RFP match the current outcomes reported on SHORS?	Reporting in SHORS is a requirement of this RFP, and bidders should respond to their proposed outcomes reporting in the Outcomes and Evaluation Section of the RFP.	VII	13 and 14
24.	Will outcomes be universal (same) for all awarded centers?	There will be universal outcomes collected in SHORS and the QCMR database that are universal to all awarded centers. There may also be additional reporting for specific awards based on RFP response to the outcomes and evaluation section and as negotiated by DMHAS.	VII	13 and 14
25.	Will reporting be expanded beyond QCMR quantitative data to include demographic information to allow for reporting on disparities in access and detail on populations served?	There will be universal outcomes collected in SHORS and the QCMR database that are universal to all awarded centers. There may also be additional reporting for specific awards based on RFP response to the outcomes and evaluation section and as negotiated by DMHAS.	VII	13 and 14
26.	Will Annex A projections and QCMR data entered in the portal be amended to match the outcomes for this RFP for accurate assessment of contract outcomes?	Yes, the QCMR portal will remain consistent with the annex. Other RFP reporting is specified below: There will be universal outcomes collected in SHORS and the QCMR database that are universal to all awarded centers. There may also be additional reporting for specific awards based on RFP response to the outcomes and evaluation section and as negotiated by DMHAS.	VII	13 and 14
27.	Currently there is no existing portal to submit participation satisfaction, where or how will participant satisfaction be reported post award?	Information will be collected as specified in the RFP and as negotiated with awarded proposals. Describe how the bidder will measure participant satisfaction including what	VII and I	13 and 3

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		<p><i>tool will be used and frequency.</i></p> <p><i>Successful bidders will make certain that the services provided ensure diversity, inclusion, equity, and cultural and linguistic competence to the target population. Successful bidders will continually assess and utilize demographic data from their respective catchment areas in the development and delivery of programming. This shall include conducting regular evaluations of performance to ensure that programming is relevant to the population served. Additionally, they will analyze data to implement strategies to increase program participation.</i></p>		
28.	<p>If we are an existing center and it is determined we are not renewed, what will happen to our current lease agreements, vehicles, etc.</p>	<p><i>Any assets from DMHAS contracts will be resolved in accordance with state contract policies.</i></p> <p><i>Additionally, the RFP requires that: The bidder will work collaboratively on developing transition plans for existing centers where applicable.</i></p>	VII	13
29.	<p>Is the budget listed on page 4 of the RFP a one-year budget? If so, is the August 2024 through June 2025 (11month cycle) prorated?</p>	<p><i>Yes, the budget listed on page 4 is the annualized budget. Any timeframe less than the year will be pro-rated and negotiated with DMHAS.</i></p>	I	3-4
30.	<p>If we foresee accruals within the first 11 months, will we be able to use these accruals for capital costs (such as vehicles, large vehicle repairs, moving costs, etc.?)</p>	<p><i>One time and any accrual requests for this RFP will be considered and based on the proposal and final negotiation with DMHAS.</i></p>		
31.	<p>Will DMHAS expect any startup cost to be addressed in the operating budgets? Are we expected to budget or use first year accruals?</p>	<p><i>Please specify any one time and start-up costs in the budget template.</i></p> <p><i>The budget template has a section for one-time requests.</i></p>	VII	15-17
32.	<p>What does robust transportation mean?</p>	<p><i>Robust in the RFP refers to a sufficient level to meet the needs of the population.</i></p> <p><i>The RFP requires:</i></p> <p><i>Provision of robust transportation to and from the Center.</i></p>	IV and VII	9 and 15

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		<p><i>A description of the location(s) in which the program will be held. Please provide information about accessibility, safety, access to public transportation, etc.</i></p>		
33.	<p>Are auxiliary/satellite sites appropriate to utilize for this proposal? If so, are the operating hours of these sites considered to “count” towards the CWC 5 day-a-week and weekend hours (as described in the RFP)?</p>	<p><i>Additional points will be awarded to proposals that describe plans for any satellite or alternative locations in the County, that will aim to sufficiently reach all parts of the County and meet the unique needs of the County. Please note this does not necessarily need to consist of a second permanent site, but should describe how other locations may be utilized (e.g., faith-based facilities, collaborative agreements, civic organizations, meeting locations).</i></p> <p><i>Describe how the Center will meet the unique needs of the County including any plans for additional locations or collaborations with other community partners. This may include DMHAS contracted recovery centers and other entities as appropriate. A list of the DMHAS contracted recovery centers can be found at the link below.</i> https://www.state.nj.us/humanservices/dmhas/home/hotlines/Recovery_Centers.pdf</p> <p><i>The total hours open to meet this requirement can be combined from a main center and a satellite center in the County as specified below:</i></p> <p><i>Provide the hours of Operation for the proposed Center. The Center must be open at least five (5) days per week, one of which will be a weekend day. There must be at least two evenings in which the CWC will remain open. It must be open at least 25 in person hours per week, and must include one weekend day.</i></p>	VII	15 and 13
34.	<p>Do virtual service times “count” towards the CWC operational hours? Or, are only brick and mortar location open times considered?</p>	<p><i>No, the RFP specifies in person hours per below:</i></p> <p><i>Provide the hours of Operation for the</i></p>	VII	13

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		<i>proposed Center. The Center must be open at least five (5) days per week, one of which will be a weekend day. There must be at least two evenings in which the CWC will remain open. It must be open at least 25 in person hours per week, and must include one weekend day.</i>		
35.	Are there any requirements, qualifications, or limitations on any staff of the CWC staff?	<i>Center staff are required to have lived experience as detailed below in RFP: Describe the composition and skill set of the proposed program team, including staff qualifications. Describe how the successful bidder will ensure all Center staff will have lived experience with mental health or co-occurring (mental health and substance use). 2. Provide details of the Full Time Equivalent (FTE) staffing required to satisfy the contract scope of work. Describe proposed staff qualifications, certifications if applicable, and related experience. Details should include currently on-board or to be hired staff, with details of recruitment effort. Identify bilingual staff, numbers of FTE's and language spoken.</i>	VII	14
36.	When can we expect the answers to these questions?	<i>DMHAS will provide response to question for this RFP as soon as possible.</i>	VI	11
37.	Will other questions/answers be disseminated/posted to all intended to apply? And if so, in what format/location?	<i>No, this is the only formation which questions will be responded to regarding this RFP.</i>	VI	11
38.	Could you please clarify what "deliver topics" means under #9 of the staffing sections on page 15?	<i>Deliver topics refers to facilitating discussion on a topic.</i>	VII	15
39.	Since there are funded wellness centers established throughout the state, does an organization need to be currently operating a wellness center now to be eligible for this funding opportunity?	<i>No, this competitive RFP is open to any entity that meets the requirements outlined in Section III.</i>	III	7
40.	If a current wellness center is located in a specific city listed, would an organization be eligible to compete with that current center in that city with this expanded funding?	<i>Centers would not compete, in that, there will be one Center per County which may have satellite sites. The exception is Union County where there will two Centers, one of which is to serve the Spanish speaking population.</i>		

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41.	<p>Number 6 under History and experience asks for a bidder's ownership chart. Non-profit agencies do not have owners. Do we need to submit a chart? If so, what would we include?</p>	<p><i>As per question number 9 from Section VII, Required Proposal Content, Bidder's Organization, History and Experience "Provide the bidders ownership chart that shows the financial and voting interests, among other attributes. The company ownership chart must identify the types of legal entities and FEINs." A nonprofit bidder should provide a chart that explains the internal organizational structure of the nonprofit which includes: governance, administration and programs.</i></p>	VII	12