

**NJ Department of Human Services (DHS)  
Division of Mental Health and Addiction Services (DMHAS)  
Community Peer Recovery Centers (CPRC)  
Request for Proposals (RFP)  
Questions and Answers  
August 2, 2024**

<b>Q</b>	<b>Bidder Question</b>	<b>DMHAS Answer</b>	<b>RFP Section</b>	<b>Pg. #</b>
1.	Just to confirm, this program anticipates making up to 21 awards, one for each of the state's 21 counties, in the amount of approximately \$375,000 per award, correct?	Yes.	I. Purpose and Intent	3
2.	The RFP states an anticipation of 21 awards. Is it possible there may be more than that?	No.	I. Purpose and Intent	3
3.	Is the \$375K RFP for CPRC related to the funding we are currently receiving?	Yes. This RFP is a rebid using blended funding. This means that resources that funded centers will be added to additional funds to increase each center's allocation. Per the RFP on page 3, "This RFP is funded with settlement payments from major nationwide litigation and settlements that involve the opioid industry and the Substance Abuse and Mental Health Services Administration's (SAMHSA) State Opioid Response (SOR) Grant funding. The current SOR grant funding period is through September 29, 2024. A new funding cycle of the SOR grant may be available depending on federal appropriations."	I. Purpose and Intent	3
4.	If awarded, would the current CPRC's funding remain with addition of the \$375K?	No.	I. Purpose and Intent	3
5.	A peer recovery center currently exists in each county, is the intent of this RFP to continue	This RFP is a rebid using blended funding. There will be	I. Purpose and Intent	3

**NJ Department of Human Services (DHS)  
 Division of Mental Health and Addiction Services (DMHAS)  
 Community Peer Recovery Centers (CPRC)  
 Request for Proposals (RFP)  
 Questions and Answers  
 August 2, 2024**

	<p>funding for existing centers? to expand the effort in each center (hours/days)? to expand the number of centers to more than one in each county?</p>	<p>one CPRC awarded in each county.</p>		
6.	<p>Do we have to submit proposals to maintain our current funding?</p>	<p>This RFP is a rebid using blended funding. Current CPRCs must submit a proposal and be chosen for final award for their respective county for this funding to continue operations.</p>	<p>I. Purpose and Intent</p>	<p>3</p>
7.	<p>Some confusion across counties, will initial \$100,000 grant be ended upon these awards?</p>	<p>Yes.</p>	<p>I. Purpose and Intent</p>	<p>3</p>
8.	<p>On page 4 of the RFP The two original state funded recovery centers are identified. Is the funding for those centers being rebid through this RFP in addition to the subsequent CPRC award?</p>	<p>No.</p>	<p>I. Purpose and Intent</p>	<p>3</p>
9.	<p>On page 4 of the RFP, it is identified that currently, in New Jersey there are two state-funded enhanced Recovery Centers, one located in the Northern Region and one in the Southern Region. Could you please identify the two agencies that are the enhanced recovery centers in New Jersey?</p>	<p>The Recovery Center in the northern region is Eva's Village located in Paterson and the Recovery Center in the southern region is Living Proof Recovery Center (Center for Family Services) in Voorhees.</p>	<p>II. Background and Population to be Served</p>	<p>4</p>
10.	<p>Is the total amount of funding available for this RFP \$7,875,000? I ask because the solicitation references this number as "annualized" funding.</p>	<p>Per the RFP on page 3, "Total annualized funding is \$7,875,000 subject to New Jersey's Opioid Settlement State and SOR grant federal appropriations. DMHAS anticipates making up to twenty-one (21) awards for each county in the amount of</p>	<p>I. Purpose and Intent</p>	<p>3</p>

**NJ Department of Human Services (DHS)  
 Division of Mental Health and Addiction Services (DMHAS)  
 Community Peer Recovery Centers (CPRC)  
 Request for Proposals (RFP)  
 Questions and Answers  
 August 2, 2024**

		\$375,000, one award for each of New Jersey’s 21 counties. The contract may be renewable for up to two (2) additional one-year terms at DMHAS’ sole discretion with the agreement of the successful bidder.”		
11.	Could you please clarify the project period/ dates of service for the Community Peer Recovery Centers RFP?	The dates are to be determined.		
12.	Is the purpose and objective of the RFP the same as what we currently have?	Yes.		
13.	What gaps in current program delivery have been identified that need to be filled?	Please refer to the RFP.		
14.	Other than the number of individuals served statewide, is there data demonstrating the current capacity of each individual CPRC and associated outcomes and where might this be found?	No. Please refer to the RFP.		
15.	Does the funder have a required number of individuals to be served for this contract period?	No.		
16.	Can virtual peer support (one to one’s & groups offered on zoom, teams, facetime, etc.) count towards the operating hours of the CPRC?	Yes; services provided virtual, hybrid and in-person are allowable.		
17.	I’m reaching out from a non-profit behavioral health agency, to ask whether there is six days preferred or seven days as it relates to level of service. The	Per the RFP on page 10 to 11: “Hours of Operation: The CPRC will be open 6 to 7 days per week and have evening capacity. This funding	IV. Contract Scope of Work	10 - 11

**NJ Department of Human Services (DHS)  
 Division of Mental Health and Addiction Services (DMHAS)  
 Community Peer Recovery Centers (CPRC)  
 Request for Proposals (RFP)  
 Questions and Answers  
 August 2, 2024**

	RFP provides an option for either six or seven days.	is intended to fund operating hours and overall capacity of the CPRC to ensure adequate staffing, facility costs, outreach activities, and robust social/recreational and mutual aid offerings at each CPRC. It should be open at least 45 hours per week. Thus, the schedule may be flexible; it may be open from 10 a.m. to 2 p.m., close for a few hours, then reopen from 5 p.m. to 9 p.m. This example is for illustrative purposes only. The CPRC will ensure flexibility in hours of operation that complement the needs of the individuals to be served.”		
18.	Page 11, activities, HR is not mentioned, allowed?	Per the RFP on page 11, Harm Reduction is an allowable service/activity.	IV. Contract Scope of Work	11
19.	Are there any billable Medicaid services expected to offset the use of grant funds in this award?	No.		
20.	Start up costs are part of Year 1 budget, correct?	Yes.		
21.	Are any start-up funds permitted? If so, are there any limitations/restrictions on what those funds may be used for?	Yes. Please see Budget on page 8 of RFP.	IV. Contract Scope of Work	8
22.	Can the funding be used for capital improvements or fit-outs of existing spaces to improve services?	No.		
23.	Can the funding be used to fund hiring and/or retention bonuses?	Funding to hire staff is allowable; no hiring bonuses.	IV. Contract Scope of Work	8

**NJ Department of Human Services (DHS)  
Division of Mental Health and Addiction Services (DMHAS)  
Community Peer Recovery Centers (CPRC)  
Request for Proposals (RFP)  
Questions and Answers  
August 2, 2024**

		No funds may be used for retention bonuses.		
24.	Can the funding be used to purchase replacement vehicles for client services?	Yes; please refer to the RFP.	IV. Contract Scope of Work	8
25.	Are additional dollars available for the purchase of a vehicle (s) to provide transportation- for expanded services?	The Transportation Reimbursement and Invoicing Program (TRIP) currently exists that can provide this service. See attached PDF.		
26.	Are sub-contractors allowed?	Yes; please refer to the RFP.	VII. Required Proposal Content	19
27.	Job titles-are they suggestions?	Yes.	IV. Contract Scope of Work	9 - 10
28.	a. Is participation at a CPRC limited to the county in which one resides?  b. Could a participant attend population specific programming, e.g., LGBTQIA+ at a CPRC in another county?  c. May the organization market the program beyond the county for which they are otherwise funded?	a & b. No restrictions currently exist.  c. Yes.		
29.	Can an applicant have a main and also satellite locations?	Yes, if the applicant's budget allows. Per the RFP on page 10, "Satellite Sites and Pop-Up sites can be used in addition to reach individuals in different sections of the county to ensure all within the county have access to peer recovery support services."	IV. Contract Scope of Work	10

**NJ Department of Human Services (DHS)  
Division of Mental Health and Addiction Services (DMHAS)  
Community Peer Recovery Centers (CPRC)  
Request for Proposals (RFP)  
Questions and Answers  
August 2, 2024**

30.	May a CPRC be co-located within a treatment facility or within close proximity?	Yes. Please refer to RFP.	IV. Contract Scope of Work	10
31.	May a CPRC be co-located with a partner organization, e.g., a shelter?	Yes. Please refer to RFP.	IV. Contract Scope of Work	10
32.	Bidder's background, Question 9: Is the Quarterly Contract Monitoring Report referring to the CPRC Quarterly Contract Monitoring Report?	No-the Quarterly Contract Monitoring Report (QCMR) is a mental health services reporting system.	VII. Required Proposal Content	15
33.	Bidder's background, Question 12: Cooper University Hospital and Cape Regional Medical Center merger was completed on 7/1 24. What details will satisfy this question?	A bidder's proposal should include a description of the Acquisition, Affiliation, Consolidation, Merger, etc. Bidder's proposal should provide a clear understanding and timeline of the transaction(s) and the legal entities involved. As per the RFP, the bidder's proposal package would include: (1) bidder mission statement; (2) organizational chart; (3) list of the board of directors, officers and terms; (4) an ownership chart that shows the financial and voting interests, among other attributes. The company ownership chart must identify the types of legal entities and FEIN.	VII. Required Proposal Content	15
34.	For agencies applying to more than one county CPRC, can the county be listed in the file names of the uploaded documents? Submission Proposal Requirements as per the RFP	Yes. If you are applying for multiple counties, please include the name of the county you are submitting a proposal for in the file name.	VIII. Submission of Proposal Requirements	21

**NJ Department of Human Services (DHS)  
Division of Mental Health and Addiction Services (DMHAS)  
Community Peer Recovery Centers (CPRC)  
Request for Proposals (RFP)  
Questions and Answers  
August 2, 2024**

	state the file names must be as follows: “Name of Agency/Provider CPRC Proposal”, “Name of Agency/Provider CPRC Budget”, and “Name of Agency/Provider CPRC Audit”. For agencies applying in more than one county, can we adjust file names to be the following: “Name of Agency/Provider CPRC COUNTY Proposal”, “Name of Agency/Provider CPRC COUNTY Budget”, and “Name of Agency/Provider CPRC COUNTY Audit”? For example: Agency Name CPRC Union Proposal. Will this modified file name be accepted?			
35.	Can an agency submit an application for more than one county?  If yes, how should we label the required three (3) files for upload submission (pg 21 of RFP) to differentiate between the specific counties?	Yes. Bidders applying for more than one (1) county must submit separate proposals for each county.  If you are applying for multiple counties, please include the name of the county you are submitting a proposal for in the file name.	I. Purpose and Intent  VIII. Submission of Proposal Requirements	4  21
36.	For the 50-page limit of attachments #1-#7 and appendices # 1- #10, does attachment A (cover sheet), count towards this page limit? Additionally, will Attachment #10 count towards this page limit?	No, Attachment A and 10 will not count toward the 50-page limit. Per the RFP on page 20, “The collective of Required Attachments #1 through #7 and Appendices #1 through #10 is limited to a total of 50 pages.”	VII. Required Proposal Content	20 - 21
37.	Will added cover sheets (For example a page labeled “Attachment 1” followed by the attachment) or an added table of	No added cover sheets or a table of contents will not count toward the 50-page limit. Per the RFP on page 20, “The	VII. Required Proposal Content	20 -21

**NJ Department of Human Services (DHS)  
 Division of Mental Health and Addiction Services (DMHAS)  
 Community Peer Recovery Centers (CPRC)  
 Request for Proposals (RFP)  
 Questions and Answers  
 August 2, 2024**

	contents page count towards this 50-page limit, or do only the attachments and appendices themselves count for the page limit?	collective of Required Attachments #1 through #7 and Appendices #1 through #10 is limited to a total of 50 pages.”		
38.	Are the 10 narrative pages included in this 50-page limit, or is the 50-page limit exclusively for attachments and appendices?	The 10-page proposal narrative limit does not count toward the 50- page attachment and appendices limit outlined on page 20 of the RFP.	VII. Required Proposal Content	20 - 21
39.	On page 20 of the RFP, can you please confirm whether Required Attachment #10 counts towards the 50-page Appendices limit?	No, Attachment 10 does not count toward the 50-page limit. Per the RFP on page 20, “The collective of Required Attachments #1 through #7 and Appendices #1 through #10 is limited to a total of 50 pages.”	VII. Required Proposal Content	20 - 21
40.	The RFP requires that we provide resumes for each existing staff member. This may be challenging when considering the 50-page appendices limit. Is it acceptable to submit resumes for existing key staff due to space?	Yes.	VII. Required Proposal Content	20 - 21



## DMHAS Transportation Reimbursement and Invoicing Program (TRIP) Guidelines

### I. PURPOSE:

This Guideline sets forth the eligibility criteria, standards and procedures to request and receive reimbursement under the DMHAS Transportation Reimbursement and Invoicing Program (TRIP). TRIP is intended and designed to eliminate transportation barriers and facilitate access to substance use disorder Treatment, Prevention and Recovery Support Services (RSS).

### II. FUNDING:

- a. TRIP funding is being provided by the Federal Substance Use Prevention, Treatment and Recovery Support (SUPTRS) COVID-19 Supplemental Block grant from the Substance Abuse and Mental Health Services Administration (SAMHSA). Reimbursement is expressly dependent upon the availability of funds appropriated by the State Legislature from federal and/or State revenue or such other funding sources as may be applicable. DMHAS shall not be financially liable for the failure to make any payment resulting from the unavailability of funds. In addition, future funding shall not be anticipated.
- b. TRIP reimbursement is contingent upon compliance with all terms, conditions and criteria contained in this Guideline and required by SUPTRS. All reimbursement is contingent upon DMHAS authorization.
- c. TRIP is **not** available if there is any other available source of funding, including but not limited to any other federal (including but not limited to Medicaid), State or county program, discount, contract, grant, or private donation.
- d. TRIP is limited to qualifying transportation expenses **incurred** between **November 27, 2023 and September 30, 2025**. TRIP will **terminate on September 30, 2025** or when funding is expended, whichever occurs first. Reimbursement is on a first come, first serve basis.
- e. TRIP funding is limited to the actual cost of the direct transportation service necessary to access care, inclusive of gratuities not to exceed fifteen (15%) percent. TRIP funding may **not** be used to purchase or lease a vehicle, hire staff, pay administrative costs, or reimburse any other expense.
- f. TRIP funding is not capped by Eligible Provider Agency or Individual, with the sole exception of a **monthly cap** of no more than **four (4) RSS Community Events per Eligible Individual**. RSS Community Events are defined as activities and/or events hosted by interested persons or community organizations to raise awareness or promote behavioral health while bringing the community together, such as health fairs, behavioral health workshops/seminars/conventions, walks/runs/bike rallies to promote the importance of an active community, and outings/gatherings to support a local recovery center or health coalition.

### III. ELIGIBILITY:

- a. Eligible Provider Agency (EPA). TRIP Funding is limited to **non-profit and/or governmental agencies (such as counties) under cost-based and/or fee-for-service** contract with DMHAS to provide substance use disorder Prevention, Treatment and/or RSS. Participating EPAs are obligated to:
  - i. contact Eligible Individuals who have a history of not engaging in SUD services to increase access and eliminate barriers;
  - ii. contact non-traditional agencies such as Harm Reduction Centers (HRCs), homeless shelters, Residential Health Care Facilities (RHCFs), boarding homes, recovery houses and/or sober living houses, etc. to increase access and eliminate barriers;
  - iii. contact transportation Vendors to establish relationships and operationalize TRIP; and iv. schedule and arrange for all transportation eligible for TRIP on behalf of the Eligible Individual.
- b. Eligible individual (EI). TRIP is limited to direct transportation for (or on behalf of, as defined below) an individual, provided such transportation is necessary to access DMHAS-contracted SUD Treatment, Prevention and/or RSS.
- c. On behalf of the EI. TRIP is available for the direct transportation of EI's family and supportive persons when such direct transportation is necessary for family or supportive persons to access component services or activities.

### IV. REIMBURSEMENT CRITERIA:

- a. TRIP is available only when no other mode of transportation is available.
- b. TRIP is limited to direct transportation necessary to access SUD Prevention, Treatment and/or RSS. Such direct transportation includes, but is not limited to, transportation to/from a clinic, court, employment interview, Board of Social Services, EPA events, Community events (as defined and limited in this Guideline), etc. Treatment includes transportation for medical care, provided such medical transportation is **not** eligible for reimbursement from Medicaid (ModivCare).
- c. Direct transportation of family members or supportive persons on behalf of an EI is available for participation in EI's Treatment, Prevention and RSS, visitation at the EI's treatment facility, attendance at Family Program, and attendance at RSS community events (as defined and limited by this Guideline), provided such direct transportation is necessary for family or supportive persons to access component services or activities.
- d. TRIP is not available for transportation to personal activities such as entertainment, shopping or other events that fall outside of subsections IV.b. and IV.c. above.
- e. TRIP is limited geographically within the State of New Jersey. Furthermore, TRIP does not include transportation outside of the EPA's catchment area when closer alternatives are available.
- f. TRIP is limited to subway, rail, bus and/or vehicle transportation services provided only by licensed, insured drivers/operators who own, are employed by, or are an independent contractor of a transportation service authorized to transact business in State of New Jersey ("Vendors"). Such transportation services include, but are not limited to, licensed Taxi's, Uber Health, Uber, LYFT, N.J. Transit, city subways, etc. TRIP reimbursement is **not** available for transportation provided by EPI staff, EI family members, friends, supportive persons or other private individuals (non-vendors).
- g. Monthly bus or monthly rail passes are permissible consistent with the EI's documented needs.

- h. Direct transportation may be provided individually or in a group setting, provided however, that TRIP reimbursement is limited to the total cost of the direct transportation. EPAs may not duplicate bill a single transportation service of several individuals.
- i. Direct transportation for the same services, and/or for several individuals, must be combined to avoid multiple trips unless clinically contraindicated or precluded by federal or State privacy laws, including but not limited to 42 CFR Part 2 and HIPAA.

## V. DOCUMENTATION AND PAYMENT PROCESS

- a. TRIP reimbursement is contingent upon DMHAS receipt and review of **all** of the supporting documentation identified below. DMHAS reserves the right to request additional documentation within its reasonable discretion.
  - i. Completed, signed and dated Payment Voucher (see attached), with the Vendor name, address, federal identification number, and MMIS Identification number (if available).
  - ii. Vendor Invoice evidencing the date, place of pick up and place of drop off;
  - iii. Documentation of EPA's payment directly to the Vendor;
  - iv. Completed DMHAS Transportation Tracker Excel document (attached); **and**
  - v. Signed EPA attestation (see attached) verifying eligibility and compliance with this Guideline.
- b. Requests for reimbursement shall be submitted **monthly on or before the 15<sup>th</sup> day of the next following month** (unless otherwise extended by DMHAS) through the DMHAS Secure File Transfer Protocol (SFTP) to: <https://securexfer.dhs.state.nj.us/login> to the **SABG COVID Reimburse** folder. All monthly documentation must be uploaded as a single PDF labeled "TRIP\_YOUR AGENCY NAME." Files not labeled using this naming convention may result in reimbursement delays. EPA's without SFTP access must request credentials via: <https://dmhas.dhs.state.nj.us/Events/TRIP/Register.aspx>. Login credentials lapse after 6 months of inactivity, so it may be necessary to request updated credentials.
- c. DMHAS retains the authority to evaluate, authorize and/or disapprove all requests for reimbursement in accordance with these Guidelines and SUPTRS requirements. These Guidelines may be updated, as necessary.
- d. All claims are subject to audit and recovery in accordance with the N.J. Department of Human Services Contract Policy and Information Manual and SUPTRS requirements.

Please submit any questions and inquiries electronically to: [DMHAS-SABG.CovidReimburse@dhs.nj.gov](mailto:DMHAS-SABG.CovidReimburse@dhs.nj.gov). DMHAS will respond as soon as possible.