

**NJ Department of Human Services (DHS)**  
**Division of Mental Health and Addiction Services (DMHAS)**  
**Case Management Services for Adult Individuals With Substance Use Disorder in**  
**Temporary Shelter Bed Housing**  
**Request for Proposals (RFP)**  
**Questions and Answers**  
**November 4, 2024**

<b>Q</b>	<b>Bidder Question</b>	<b>DMHAS Answer</b>	<b>RFP Section</b>	<b>Pg. #</b>
1.	Under the available funding amount, the total annualized funding listed is \$960,000 with one-time funding of \$320,000. Is the annualized amount listed the total for all 3 regions or each region?	We anticipate making three awards, one for each region. Each award will be \$320,000.	I. Purpose and Intent	3
2.	The RFP states the full funding is \$960,000 for the year and the per individual rate for the year is \$12,000, but is there a cap on the budget total?	We anticipate making three awards, one for each region. Each award will be capped at \$320,000.	I. Purpose and Intent	3
3.	Will there be one award per region for this RFP and one award that will coincide with the companion RFP for “Temporary Shelter Housing Services for Adults Who Use Substances” for the same region?	We anticipate there will be one award in each of the three regions. The shelter awards will be based on the submission of proposals.	I. Purpose and Intent	3
4.	Would the referrals for this project be directly from the companion RFP mentioned above?	Referrals from the shelters will be prioritized.		
5.	Will the successful bidder have to provide services to shelters in all the counties in a region?	The successful case management awardee will have to provide services to the awarded shelters in their region.	I. Purpose and Intent  IV. Contract Scope of Work	3  12
6.	Does the applicant need to cover the entire region, or could it propose to outreach certain counties?	The successful case management awardee will have to provide services to the awarded shelters in their region.	I. Purpose and Intent  IV. Contract Scope of Work	3  12
7.	Case management provided up to 80 individuals at a time or would that be on an annual basis?	Case management services will be provided for up to 80 individuals <b>at a time</b> .	I. Purpose and Intent	4

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8.	How soon after award does an Affiliation Agreement have to be executed with the Shelter Agency(ies)?	This will be discussed during contract negotiations.	I. Purpose and Intent	4
9.	Is there an anticipated start date of this contract?	It is expected that case management services are available as soon as possible and no later than three (3) months after contract award.	IV. Contract Scope of Work	10
10.	Since the data sets in the RFP start at age 12 will the successful bidder have to have provisions to serve individuals that young or can they start at 19 or 25?	This RFP is for individuals 18 years of age and older.	II. Background and Population to be Served	5
11.	May shelters apply for the case management component of the 2 RFP's issued?	Yes.	III. Who Can Apply?	6 - 7
12.	Are there any minimum expectations for the case management services?	Expectations are outlined in the RFP.	IV. Contract Scope of Work	
13.	Why are vehicles funded? Is this for transportation or outreach?	Yes, case management service awardees will engage individuals in the shelters and will transport individuals to apply for benefits, enroll in other services, attend medical appointments and locate housing.	IV. Contract Scope of Work	11
14.	Can an application be submitted for just the vehicle?	No, vehicle requests must be linked to a proposal to provide case management services to individuals with substance use disorder.	IV. Contract Scope of Work	11
15.	Is there a minimum requirement for staff FTEs?	Staffing expectations are listed under staffing.  The staffing must meet the following level of services:	IV. Contract Scope of Work  I. Purpose and Intent	11 – 12  4

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		Case management services will be provided for up to 80 individuals at a time Each individual being served will receive a minimum of ten (10) hours per month of case management, which may include services provided by a peer recovery support specialist.		
16.	Is there a minimum credential required for staff on the floor?	Review staffing credential requirements under Staffing.	IV. Contract Scope of Work	11 - 12
17.	What are the reporting requirements for these individuals?	See Staffing on page 18.	VII. Required Proposal Content	18
18.	On the bottom of page 16, under the Project Description, point 18, it asks for inclusion of affiliation agreements. As bidders don't know who the shelters are who will be awarded, is it assumed the affiliation agreement with the shelter is not required to submit at the proposal stage?	Correct.	VII. Required Proposal Content	16
19.	Can the agency also bill Medicaid for case management services?	It is not anticipated that there will be Medicaid billing under this cost-based procurement.	VII. Required Proposal Content	19
20.	Who should the Letters of Support be addressed to?	Letter of Support may be addressed to:  Renee C. Burawski, Assistant Commissioner Department of Human Services Division of Mental Health and Addiction Services	VII. Required Proposal Content	20

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