

**NJ Department of Human Services (DHS)**  
**Division of Mental Health and Addiction Services (DMHAS)**  
**Request for Proposals (RFP)**  
**Medical Legal Partnership for Individuals with Substance Use Disorder (SUD) at**  
**Licensed SUD Treatment Agencies**  
**Questions and Answers**  
**May 16, 2025**

Q	Bidder Question	DMHAS Answer	RFP Section	Pg. #
1.	Page 3, Section I. of your RFP for Medical-Legal Partnership (MLP) states, "The model in this RFP is an MLP where both services are delivered by one agency." We are a licensed SUD provider. Can we contract with a long-time partner agency (which is a non-profit legal services agency) to provide attorneys to work on-site with our staff to fulfill the requirements of this RFP?	<p>Yes, the agency/bidder may subcontract provided the agreement is for a single, full-time, licensed attorney in good standing expressly dedicated to work alongside peer navigators as an integral part of the treatment team when it is identified that there are legal and/or social issues that are impeding an individual's wellness, recovery and/or successful outcomes in treatment. The attorney must be obligated to serve and satisfy all of the legal functions outlined in the RFP. The attorney will be obligated, consistent with licensure standards, to comply with all ethical standards. The attorney will adhere to the New Jersey Rules of Professional Conduct and New Jersey Court Rules.</p> <p>Law firms, professional corporations and/or partnerships are not permitted under this RFP.</p> <p>Also, refer to section 5.02 (Subcontracts) of the Standard Language Document and note that Provider Agency shall be responsible for all services performed by the subcontractor (consistent with law licensure standards, the rules of professional conduct and rules of court), and all</p>	<p>I. Purpose and Intent</p> <p>IV. Scope of Work</p>	<p>3</p> <p>7-9</p>

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		such services shall conform to the provisions of the Contract. SLD: <a href="#">Policy Circular P2.01</a>		
2.	<p>In the RFP, on page 3, it states that the model in the RFP is a medical-legal partnership. However, it says that it envisions all services being delivered by one agency and then later in the RFP, on page 14, it states that a successful bidder must hire an attorney to provide the legal services. A medical-legal partnership is typically a partnership between a health care provider, or in this case a licensed SUD provider, and a legal services provider, each with expertise in their specific areas. Given that SUD agencies do not typically engage in the practice of law, can a successful bidder subcontract with a legal services provider (like us) to provide the attorney and legal services outlined in the RFP?</p> <p>If the successful bidders are permitted to subcontract with legal services providers, are multiple successful bidders permitted to subcontract with the same legal services provider?</p>	<p>See response to question #1.</p> <p>No. See response to question #1. The obligated attorney cannot dedicate a full-time effort to more than one SUD provider.</p>	I. Purpose and Intent	3
3.	Is the bidder is permitted to contract or partner with a nonprofit legal services program to provide the legal services to its clients or is this RFP only limited to a direct hire to the SUD agency?	See response to questions #1 and 2.	I. Purpose and Intent	3

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4.	Can the attorney be a subcontractor with a firm we have worked with or does the position have to be on staff full-time?	See response to questions #1 and 2.	I. Purpose and Intent	3
5.	Can the hiring of attorneys be done through a subaward?	Yes, subject to the responses in questions #1 and 2.	I. Purpose and Intent	3
6.	Can the applicant contract out for the legal services envisioned for the MLP or do they truly have to be "delivered by one agency."	Yes, subject to the responses in questions #1 and 2.	I. Purpose and Intent	3
7.	<p>Does the bidder agency have to directly hire the attorney(s) and navigator(s) as staff members, or can they subcontract with a partner agency to provide these services?  <i>Our thinking is: As this is one-year grant funding, SUD agencies may be disinclined to hire directly, which can take a long time, limit sustainability, and lead to legal liability issues. It may make more sense for them to subcontract with established legal services providers who can quickly stand up the work on a yearly contract basis.</i></p> <p>If bidder agencies can subcontract for services, can a single legal services provider be written into more than one proposal, each coming from a different SUD provider?</p>	<p>With respect to the attorneys, see responses to questions #1 and 2. With respect to peer navigators, they must be an employee of bidder.</p> <p>Please note the RFP states that the contract may be renewable for up to two (2) additional one-year terms, at DMHAS' sole discretion.</p> <p>See response to question #2.</p>	I. Purpose and Intent	3
			IV. Scope of Work	7-9
			V. General Contracting Information	10
8.	With a sub-contract to a legal services entity, can legal supervision/support from the sub-contractor be charged to the grant?	See response to questions #1 and #2. Please note the requirement for individual full-time licensed attorney.	I. Purpose and Intent	3
			IV. Scope of Work	7-9

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9.	The RFP states that <i>“Successful bidders must hire an attorney to represent the individual’s needs as a partner with an already established treatment team.”</i> Can we contract with a partnering organization for attorney services if the attorney will be embedded in our Addiction Medicine clinics?	See response to questions #1, 2 and 8.	VII. Required Proposal Content	14
10.	Is there a minimum number of hours that an attorney must work within the program (e.g., must they be on-site twice a week), or is their involvement only needed when their services are required?	The attorney must be obligated full-time and dedicated to work as an integral part of the treatment team.	I. Purpose and Intent  IV. Scope of Work	3  7-9
11.	One full-time attorney may get tied up rather quickly, given that some legal issues can become very complicated. Would DMHAS consider if we partnered with a law firm, and the hours would equal 1 FTE, but the law firm would rotate their lawyers?	See response to questions #1, 2 and 8.	I. Purpose and Intent  IV. Scope of Work	3  7-9
12.	On page 3, the RFP reads: “The model in this RFP is an MLP where both services are delivered by one agency” and “this RFP seeks to award contracts to licensed SUD treatment agencies that will <u>hire</u> an attorney....” Can this be an attorney that is contracted to work for our agency FT and provide this service to our SUD clients?  Similarly, will sub-awards be allowed? Will successful bidders be allowed to contract with a law firm?	See response to questions #1, 2 and 8.  See response to questions #1, 2 and 8.	I. Purpose and Intent  IV. Scope of Work	3  7-9

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13.	Would DMHAS consider an impartial Substance Use Intervention non-profit to do the navigation services and hire the attorney, and therefore could provide services to all of the treatment facilities in the area?	No. See response to questions #1, 2 and 8. DMHAS anticipates making seven (7) awards of up to \$392,857 each.	IV. Contract Scope of Work	8
14.	On pages 3 and 7 of the RFP, it says that "[a]ttorneys will not serve as primary counsel in Superior Court matters but may liaison with the public defender . . . ." For the population that this RFP serves, they will need assistance with civil legal matters in Superior Court, such as landlord-tenant matters and family matters such as domestic violence and child support which are civil proceedings that take place in Superior Court. As such, we assume that the provision in the RFP means attorneys cannot be primary counsel solely in Criminal matters in Superior Court. Or is there a prohibition against handling all legal matters in Superior Court, both Civil and Criminal?	The bar against serving as primary counsel in superior court applies to both civil and criminal matters.  The attorney is obligated to adhere to the rules of professional conduct and NJ court rules	I. Purpose and Intent  IV. Contract Scope of Work	3  7
15.	Why is the attorney in this model precluded from serving as primary counsel in superior court matters?  Does this mean that the attorney role is limited to advice and counsel and/or brief services?	This inquiry outside the scope of the RFP.  Please refer to the RFP for the full scope of services the attorney is obligated to provide.	I. Purpose and Intent  IV. Contract Scope of Work	3  7

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16.	If the client had to hire an attorney for superior court matters, how would DMHAS expect the MLP attorney to handle any conflict of interest and confidentiality? Many attorneys attempt to avoid the conflict of having two attorneys trying to represent one client's interests.	The attorney is obligated to adhere to the rules of professional conduct and NJ court rules. The balance of this inquiry is outside the scope of the RFP.	I. Purpose and Intent  IV. Contract Scope of Work	3  7
17.	Is the attorney expected to assist clients with criminal / municipal matters? Can the attorney rather concentrate its services on civil legal matters?	Please refer to the RFP for the full scope of services the attorney is obligated to provide.	I. Purpose and Intent  IV. Contract Scope of Work	3  7
18.	On page 3, the RFP reads: "These individuals must have an SUD." Can we get more specifics on the eligible diagnosis, i.e. is severity level a concern, type of diagnosis, use or abuse? Is it required to be their primary diagnosis or is secondary also included?	These individuals must have an SUD diagnosis, and are either currently using substances or in their recovery. <b>Individuals served must be enrolled/admitted in SUD treatment at the agency.</b>	I. Purpose and Intent	3
19.	On page 3, the RFP states that eligible individuals "are either currently using substances or in their recovery. Individuals served must be enrolled in SUD treatment." Is therapy included that many would use in recovery or does it need to be specific for SUD treatment?	Please see response to question #18.	I. Purpose and Intent	3
20.	Can we provide these services to individuals with secondary SUD diagnosis, or must SUD be primary?	Please see response to question #18.	I. Purpose and Intent	3
21.	Would an individual who is working with a Certified Peer Recovery Center (CPRC) and/or Recovery Court be considered in SUD treatment?	Please see response to question #18.	I. Purpose and Intent	3

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22.	The RFP states that <i>"The bidder must be licensed to provide SUD treatment by the Department of Health (DOH), Division Certificate of Need and Licensing, Behavioral Health"</i> . As a DOH licensed outpatient physician office that provides extensive substance use treatment, can you confirm that we are eligible to apply for this funding?	The bidder must be licensed by the NJ Department of Health as a SUD treatment provider.	III. Who Can Apply?	6
23.	While I am awaiting the results of my plan of corrections from the human services audit, am I still eligible to apply?	Yes, to be eligible for consideration:  For a bidder that has a contract with DMHAS in place when this RFP is issued, that bidder must have all outstanding Plans of Correction for deficiencies submitted to DMHAS for approval prior to proposal submission.	III. Who Can Apply?	6
24.	Eligibility and Partnership Requirements: <ul style="list-style-type: none"> <li>Is a faith-based organization like a church eligible to serve as a partner or subcontractor in this program, even if we do not currently hold a licensed SUD treatment license (I think there may be one pending)?</li> <li>Are there specific requirements or certifications needed for non-licensed organizations to participate or collaborate?</li> <li>Can a church partner with a licensed treatment provider to</li> </ul>	The bidder must be licensed to provide SUD treatment by the Department of Health (DOH), Division Certificate of Need and Licensing, Behavioral Health.  See above.  See above.	III. Who Can Apply?	6 - 7

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	<p>deliver services under this initiative?</p> <p>If so, what are the key criteria for establishing such a partnership?</p> <ul style="list-style-type: none"> <li>Is there a preference or requirement for formal Memoranda of Understanding (MOUs) or contractual relationships with licensed providers?</li> </ul>	See above.		
25.	Does the grant only allow for the hiring of a lawyer, or would it allow a firm, experienced in the work with this population, and in medical legal partnerships, to be contracted for one or more full-time equivalents, and thereby receive the benefit of not only the fulltime equivalent legal services, but also the robust guidance, supervision and management of that work from a firm with significant directly related experience?	See response to questions #1, 2 and 8.	<p>I. Purpose and Intent</p> <p>IV. Scope of Work</p>	<p>3</p> <p>7-9</p>
26.	Can we have additional positions included in the staffing for the RFP besides the Lawyer and Navigator?	Please refer to the staffing and budget requirements in the RFP. There is no expressed limitation of staff. However, DMHAS will consider the inclusion and breakdown of staff expenses in its evaluation of submissions.	<p>IV. Scope of Work</p> <p>VII. Required Proposal Content</p>	<p>7-9</p> <p>11-16</p>
27.	To clarify, can a project position be filled by more than one individual to make up an FTE; e.g., two halftime attorneys or navigators providing back up for each other as equivalent to one, or two FTEs?	No. See response to questions #1, 2 and 26.	IV. Contract Scope of Work	7-9



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28.	To make it cost-effective, would DMHAS consider allowing the grantee to hire an attorney who would supervise a paralegal to do the bulk of the paperwork?	No. See response to questions #1, 2 and 8.	IV. Contract Scope of Work	
29.	Most attorneys tend to specialize. If I go to hire an attorney, how do I describe the scope of services they will focus on (the NOFA seemed to be very broad)?	This inquiry is outside the scope of the RFP.	IV. Contract Scope of Work	7-9
30.	Could we expand the duties of the Navigator since the RFP states it should be a CPRS and can we bill separately for those services?	Please refer to the RFP for the full scope of services the navigator is obligated to provide. Please note the RFP states the bidder shall pursue and report all available sources of revenue.	IV. Contract Scope of Work	7-9
31.	Is certification required for Peer Recovery Specialists, or is it simply preferred? Can someone qualify based on experience if they hold a relevant degree?	The navigator may be an individual with lived experience but must possess a minimum high school diploma or equivalency. An associate's degree or above and/or certified peer recovery specialist is preferred.	IV. Contract Scope of Work	8
32.	Can the Navigator position be a licensed social worker? Do they have to have lived experience/be a peer?	See response to question #31.	IV. Contract Scope of Work	8
33.	Legal and Ethical Considerations: <ul style="list-style-type: none"> <li>Are there specific legal or ethical guidelines that faith-based organizations should follow when participating in this program?</li> <li>How will confidentiality and client rights be protected when working with non-licensed community organizations?</li> </ul>	See response to question #1. The balance of this inquiry is outside the scope of the RFP.	I. Purpose and Intent	3

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34.	Are clients being served in different levels of care under one organizational roof covered by one application/award or will each level of care (license#) require separate applications/awards?	Awards will be limited by licensed provider <b>and</b> location.	I. Purpose and Intent	3
35.	Can a grant awardee include as clients referrals from partner SUD licensed providers as long as all grant requirements are met, including case conferencing and team meetings?	See response to question #34.	I. Purpose and Intent	3
36.	Is there a required number of individuals to be served, or is that determined by the applicant?	The bidder is required to indicate the number of individuals to be served. However, DMHAS will consider the number of individuals to be served in its evaluation of submissions.	VII. Required Proposal Content	11-16
37.	Is there a Level of Service requirement for both Attorney and Navigator?	The bidder is required to indicate the level of service that they will provide. However, DMHAS will consider the level of service in its evaluation of submissions.	VII. Required Proposal Content	11-16
38.	What do you mean by “consultants” (page 15)? Would members of our existing treatment team who would provide services for the RFP be consultants, or does this mean individuals contracted through a third party?	Please refer to the budget section of the RFP and Attachment E instructions for the budget template.	VII. Required Proposal Content	15
39.	Is there a fixed indirect rate percentage to be applied, or can bidders use their federally negotiated indirect rate?	The federal rate agreement does not apply since this RFP is not funded by a federal resource. However, the proposed indirect rate must comport with section 4 of the <a href="#">DHS Contract Reimbursement Manual</a>	VII. Required Proposal Content	16

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		and will be considered by DMHAS in its evaluation of submissions.		
40.	Is there a cap on G/A?	See response to question #39.	VII. Required Proposal Content	16
41.	Will organizations be allowed to apply for multiple grants?	See response to question #34.	I. Purpose and Intent	3
42.	Can we write the grant to cover three counties (Somerset, Hunterdon, and Warren)?	See response to question #34.	I. Purpose and Intent	3
43.	If I have two locations, do I need to complete separate paperwork for each site?	See response to question #34.	I. Purpose and Intent	3
44.	Additionally, can I request a username and password for the portal through this email?	Bidders must request login credentials for this RFP by emailing <a href="mailto:SUD.upload@dhs.nj.gov">SUD.upload@dhs.nj.gov</a> no later than 4:00 p.m. ET on June 4, 2025, in order to receive unique login credentials for the Medical Legal Partnership at SUD Treatment Agencies RFP to upload your proposal to the SFTP site. Email requests for login credentials must include the title of this RFP, individual's first name, last name, email address and name of agency/provider.	VIII. Submission of Proposal Requirements	18