

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

REQUEST FOR PROPOSALS

**Mental Health Screening, Referral, and Support  
Pilot Diversion Program for Criminal Justice  
Reform (CJR) Pretrial Released Defendants**

May 18, 2022

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Division of Mental Health and Addiction Services

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## I. Purpose and Intent

This Request for Proposal is issued by the New Jersey Department of Human Services (DHS), Division of Mental Health and Addiction Services (DMHAS) to develop a county based mental health pilot program for justice involved defendants who are subject to the Criminal Justice Reform (CJR) Act and identified with a serious mental illness. A serious mental illness (SMI) is defined as a diagnosable mental, behavioral, or emotional disorder that causes serious functional impairment that has substantially interfered with or limited one or more major life activities (within the past year) of an individual 18 years old or over. Diagnoses that typically indicate SMI include Schizophrenia, major depression and bipolar disorder, but PTSD, obsessive-compulsive disorders, and panic disorder are often included when it results in a serious functional impairment. The counties targeted for this RFP are **Camden, Middlesex, and Essex**. The program will include collaboration with local social service organizations, the county jail, the Administrative Office of the Courts (AOC)/Judiciary county-specific staff including judges, the pretrial services units, criminal division offices, and probation division offices, the County Prosecutor's Office, the local Public Defender's Office, and private defense attorneys. Total annualized funding is up to \$1.25M subject to State appropriations. DMHAS anticipates making at least one award.

The purpose of this voluntary mental health diversion program is to support and connect individuals on pretrial monitoring, to critical mental health, co-occurring mental illness and substance use disorder (COD) treatment, housing, medical and other essential social services. Individuals in the target population who choose to voluntarily engage with the behavioral health team described in this RFP shall receive a social determinants of health (SDOH) mental health screen. Based on the identified needs, linkages to community-based services, behavioral health treatment and a mental health assessment or evaluation. Individuals with criminal charges who are eligible to continue services with the team and also meet legal and clinical criteria can apply for admission into a current or newly created voluntary mental health diversion program track, integrated with the County Prosecutor's office and courts, and outcome of participants is the possible deferral disposition of the criminal charges pending successful completion of this diversion program. It is anticipated that individuals who are agreeable to treatment will be referred and seen for an initial diagnostic assessment within seventy-two (72) hours. Proposals should include detailed information about how initial assessments will be provided directly or arranged by the applicant within the 72-hour timeframe. If providing assessments directly, the applicant must be licensed by the Department of Health (DOH), Division Certificate of Need and Licensing (CN&L), as a Mental Health Outpatient Program. For applicants arranging for assessments, applicants must include written agreements indicating partnerships and collaborations with MH agencies which outline specific processes for handling such referrals.

This track of the diversion program will include supervision by a Judiciary diversion officer, case management by the behavioral health team, and oversight by a judge. As a result of the individual engaging in services, and, where applicable, successfully meeting other requirements of the diversion program, the prosecutor's office will dismiss

and/or downgrade criminal or municipal charges as agreed upon with the defendant and his/her/their attorney.

The successful bidder will ensure that the services provided ensure diversity, inclusion, equity, and cultural and linguistic competence to the target population. The successful bidder will continually assess and utilize demographic data of participants' catchment area in its development and delivery of programming, evaluation, and program outcomes to ensure it is relevant to the population served. Additionally, the successful bidder will analyze data to implement strategies to increase program participation.

Engagement with the target population may range from 3 months to 2 years, depending upon the defendant's needs and disposition of the court case.

Bidders applying for more than one (1) county must submit separate proposals for each county.

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

The following summarizes the RFP schedule:

May 18, 2022	Notice of Funding Availability
May 23, 2022	Letters of Intent due - no later than 4:00 p.m.
May 25, 2022	Questions on RFP due - no later than 4:00 p.m.
June 16, 2022	Request for unique log-in credentials due - no later than 4:00 p.m.
June 24, 2022	Deadline for receipt of proposals - no later than 4:00 p.m.
July 27, 2022	Preliminary award announcement
August 3, 2022	Appeal deadline - no later than 4:00 p.m.
August 10, 2022	Final award announcement
September 1, 2022	Anticipated contract start date

## **II. Background and Population to be Served**

A 2013 New Jersey study revealed that 12% of defendants were incarcerated pretrial for low bail amounts of \$2,500 or less, which significantly impacted Blacks and LatinX populations, who made up 71% of the jail population. On January 1, 2017, New Jersey's Criminal Justice Reform (CJR) efforts moved from a monetary bail system to an evidence and risk-based pre-trial release system (PTR). Currently, New Jersey relies primarily upon pretrial release by non-monetary means and compliance with conditions of release ordered by the court, including pretrial monitoring by a judiciary pretrial services officer.

A challenge in following the principles of CJR and Pretrial monitoring is the difficulty in identifying and providing treatment and services to a defendant with serious mental illness who is released quickly from the jail. A judge must issue a pretrial release

decision within 48 hours of admission to the jail. Release decisions often occur on the same day, sometimes within 6 hours of jail admission. These timeframes make it difficult to quickly connect released individuals to community resources (i.e., housing, employment, Medicaid, identification) and to mental health and substance use assessments, evaluations, and treatment. Consequently, although individuals are released into the community, they can go further along in the criminal justice process with their mental health needs left unaddressed. So, identifying mental health needs as early as possible, at the jail either before or upon release into the community, becomes crucial to intervening and effecting positive outcomes.

As of 2020, approximately 20% of inmates in jails and 15% in state prisons are estimated to have a serious mental illness

DMHAS and AOC have recognized the need for a multidisciplinary, concerted effort in identifying individuals with a mental illness quickly, sharing information efficiently, and coordinating efforts with the appropriate entities in a very short time frame. These efforts begin at the jail and continue while a person is in the community and subject to Judiciary pretrial monitoring, and through participation in a current or newly created voluntary mental health diversion program track that is integrated with the County Prosecutor's office and courts. Successful implementation involves better integration across stakeholders at early interception points.

The target population of mental health consumers are defendants charged on a complaint-warrant, arrested, and incarcerated in the county jail and released on pretrial monitoring. These individuals are subject to Criminal Justice Reform (CJR), including the Public Safety Assessment (PSA). They are awaiting a pre-trial first appearance in the jail. Typically, within 48 hours, defendants are issued an order by a judge releasing them from the jail and into the community. Defendants are subject to conditions of release ordered by the court and monitoring by a Judiciary pretrial services officer. Ideally, after working with the behavioral health team, targeted individual's would be eligible to seek admission into a current or newly created voluntary mental health diversion program track that is integrated with the County Prosecutor's office and courts. The attached Framework shows an example of possible integrations for consideration.

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

To be eligible for consideration for this RFP, the bidder must satisfy the following requirements:

- The bidder must be a non-profit or for-profit entity or governmental entity;
- 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 submission;
- 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](#)<sup>1</sup> 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 as an employee or in a consultant capacity; and
- 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).

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

Funding is for the development and establishment of a voluntary mental health diversion pilot program that will provide screening, support, referrals for and provisions of community-based services to address the individual's SDOH needs and his/her mental health treatment and psychiatric rehabilitation needs. Services must be person-centered, consumer-driven, accessible and flexible. Through collaboration with criminal justice partners, including the jail, Judiciary/AOC, Prosecutors, and defense attorneys (public defenders and private defense attorneys), individuals who choose to work with the behavioral health team and meet certain legal and clinical criteria will be eligible to seek admission into a current or newly created voluntary mental health diversion program track, integrated with the County Prosecutor's office and courts, that will defer disposition of the criminal charges pending successful completion of the diversion program. Bidders who are interested in responding this RFP for the purpose of possible referrals to their own mental health agency, must have a mental health outpatient license issued by DOH CN&L, which is in good standing.

Successful bidders must demonstrate an understanding of, or involvement with, criminal justice involved individuals with serious mental health needs and the county social service providers who will provide services addressing the identified SDOH to the target population.

The overall goals of this pilot program are to:

- (1) Identify individuals with a likelihood of a serious mental illness as early as possible in the jail or in the community after an Order for Pretrial Release is issued by the judge.
  - a. The successful bidder will establish a mechanism for direct communication with jail personnel including the medical service provider to determine clinical eligibility to work with the behavioral health team based upon an initial screening for mental illness conducted by the jail.

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<sup>1</sup> <http://www.nj.gov/treasury/revenue/debarment/debarsearch.shtml>

- b. The successful bidder will utilize peer specialists or other team staff who will meet with and engage the individuals using mutual life experiences prior to release.
  - c. Peer specialist(s) or other member of the team will initiate and or complete the SDOH Initial Screening Tool with the defendant prior to the defendant's initial appointment with their pretrial services officers or at the initial appointment.
  - d. The peer specialist(s) or other member of the team will re-engage with the defendant(s) with mental health needs upon the defendant's pretrial release to provide support, or to refer for services. Defendant participation is voluntary.
- (2) Ensure defendants are linked to community-based treatment and support services for the needs identified in the SDOH Initial Screening Tool which may be found in the appendix and jail mental health screen as early as possible, and for the urgent needs indicated in the SDOH questions #1-6 within 15 business days.
- a. Defendants who do not meet legal criteria, do not have a serious mental illness or do not want to enter the current or newly created voluntary mental health diversion program track, will be successfully linked to services identified in their SDOH screening prior to disengaging from the provider.
- (3) Facilitate or provide community-based expedited mental health evaluations within 10 business days either following release from jail or connection to team, whichever occurs first, to determine if the defendant meets the criteria for serious mental illness.
- a. The applicant will establish an expedited method of verifying a serious mental illness through evaluation by a licensed mental health practitioner.
- (4) Assist defendants with seeking admission to and successful completion of a voluntary mental health diversion program track integrated with the County Prosecutor's office and the courts.
- a. Those individuals confirmed with (or who meet criteria of) a serious mental illness, meet legal criteria, and file an application shall be considered for admission to a voluntary mental health diversion program track. The behavioral health team will work in collaboration with the prosecutor and public defender with consent of the individual served.
  - b. The successful bidder will, in partnership develop a comprehensive service plan which incorporates the SDOH identified needs, and the results of the mental health evaluation.
    - i. The plan will be shared with the criminal justice partners and become the criteria for the successful completion of the diversion program.

- c. The successful bidder's behavioral health team will work as quickly as possible to gain access to or assist in continuing the defendant's needed services identified in the service plan including mental health treatment, referrals, and follow up to entitlements such as Medicaid, housing, medical, employment and other social services.
- d. The successful bidder will establish regular monthly meetings and keep open lines of communication with their criminal justice partners to share the defendant(s) progress.
- e. The successful bidder will work with their criminal justice partners to institute a means to share relevant information about the defendant and his/her/their progress that is HIPAA and 42 CFR compliant.
- f. The successful bidder will collect data as outline in the Outcome and Evaluation section on page 15.

(5) Staffing for the behavioral health team should be sufficient to serve the number of eligible defendants:

- a. Supervisor – for Peer Recovery Specialist and Navigator/ Case Coordinator.
- b. Licensed, qualified mental health professional
- c. Navigator/ Case Coordinator
- d. Peer Recovery Specialist – has lived mental health or co-occurring mental health and substance use disorder and justice involvement experience.
- e. Other staff deemed necessary to carry out the scope of the project.

The successful bidder must ensure workforce diversity and inclusion in the recruiting, hiring and retention of staff who are from or have had experience working with the target population and other identified individuals served through this initiative.

DMHAS will require a list of staff, consultants and volunteers that will be involved in the Diversion project.

The successful bidder must have in place established, facility-wide policies that prohibit discrimination against consumers of prevention, treatment and recovery support services who are assisted in their prevention, treatment and/or recovery with legitimately prescribed medication(s). These policies must be in writing, legible and posted in a clearly visible, common location accessible to all who enter the facility.

Moreover, no individual admitted into a treatment facility, or a recipient of or participant in any prevention, treatment, or recovery support services, shall be denied full access



to, participation in and enjoyment of that program, service, or activity, available or offered to others, due to the use of legitimately prescribed medications.

Capacity to accommodate individuals who present or are referred with legitimately prescribed medications can be accomplished either through direct provision of services associated with the provision or dispensing of medications and/or via development of viable networks/referrals/consultants/sub-contracting with those who are licensed and otherwise qualified to provide medications.

## **V. General Contracting Information**

Bidders must meet the terms and conditions of the DHS contracting rules and regulations as set forth in the Standard Language Document, the Contract Reimbursement Manual, and the Contract Policy and Information Manual. These documents are available on the [DHS website](#)<sup>2</sup>.

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 accurately reflect the scope of responsibilities in order to accomplish the goals of this project.

All bidders will be notified in writing of DHS' intent to award a contract.

The contract awarded as a result of this RFP is anticipated to have an initial term of September 1, 2022 through June 30, 2023, and may be renewable on an annualized basis based on available funding, at DMHAS' sole discretion and with the agreement of the successful bidder. Funds may be used only to support services 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 Policy P1.12 available on the [DHS website](#)<sup>3</sup>, programs awarded a contract pursuant to this RFP will be separately clustered until 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 successful bidder, funding continuation will be considered on a case-by-case basis based 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

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<sup>2</sup> <https://www.nj.gov/humanservices/olra/contracting/policy/>

<sup>3</sup> <https://www.nj.gov/humanservices/olra/assets/documents/CPIManual.pdf>

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 successful bidder must comply with all rules and regulations for any DMHAS program element of service proposed by the bidder. Additionally, please take note of the Community Mental Health Services Regulations, N.J.A.C. 10:37, which apply to all contracted mental health services. These regulations can be accessed on the [DHS website](#)<sup>4</sup>.

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

Bidders must email [MH.upload@dhs.nj.gov](mailto:MH.upload@dhs.nj.gov) no later than 4:00 p.m. EST on May 23, 2022 indicating their agency's intent to submit a proposal for Mental Health Screening, Referral, and Support Pilot Diversion Program for Criminal Justice Reform (CJR) Pretrial Released Defendants RFP. It is required that the bidder email their notice of intent to submit a proposal no later than the May 23, 2022 deadline. If a bidder's notice to intent to submit a proposal is received after the deadline their agency is not eligible to submit a proposal for consideration. Submitting a notice of intent to apply does not obligate an agency to apply.

Any questions regarding this RFP should be directed via email to [MH.upload@dhs.nj.gov](mailto:MH.upload@dhs.nj.gov) no later than 4.00 p.m. EST on May 25, 2022. All questions and responses will be compiled and emailed to all those who submit a question and provide 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**

All bidders must submit a written narrative proposal that addresses the following topics, and adheres to all instructions and includes required supporting documentation, noted below:

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

#### **Bidder's Organization, History and Experience (10 points)**

Provide a brief and concise summary of the bidder's background and experience in implementing this or related types of services and explain how the bidder is qualified to fulfill the obligations of the RFP. The written narrative should:

1. Describe the agency's history, mission, purpose, current licenses and modalities, and record of accomplishments. Explain the bidder's work with the target population

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<sup>4</sup> <http://www.nj.gov/humanservices/providers/rulefees/regs/>

and marginalized underserved populations, and the number of years' experience working with the target population and marginalized underserved populations.

2. Describe the bidder's background and experience in implementing this or related types of services. Describe why the bidder is the most appropriate and best qualified to implement this program in the target service area.
3. Summarize the bidder's administrative and organizational capacity to establish and implement sound administrative practices and successfully carry out the proposed program.
4. Describe the bidder's 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, such as an appendix, to the bidder's proposal.
5. 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 agency being ineligible for contract award at DMHAS' sole discretion.
6. Include a description of the bidder's ability and commitment to provide culturally competent services (CLAS Standards) and diversity (Law against Discrimination, N.J.S.A. 10.5-1et seq.). Attach a cultural competency plan as an addendum and discuss in the narrative how the plan will be updated and reviewed regularly.
7. Document that the bidder's submissions are up-to-date in the New Jersey Substance Abuse Management System, Unified Service Transaction Form, Quarterly Contract Monitoring Report and Bed Enrollment Data System.
8. Describe the bidder's current status and compliance with DMHAS contract commitments in regard to programmatic performance and level of service, if applicable.
9. Describe the bidders experience with state and county entities such as the Department of Law and Public Safety, state and county Departments of Corrections, State Parole Board if applicable, public defenders and the AOC/Judiciary as well as local social service and treatment providers.

### **Project Description (30 points)**

In this section, the bidder is to provide an overview of how the services detailed in the contract scope of work will be implemented and the timeframes involved, specifically addressing the following:

1. The bidder's proposed approach to the business opportunity or problem described in the State's RFP, including the following.
  - a. how the bidder's approach satisfies the requirements as stated in the RFP;
  - b. the bidder's understanding of the project goals and measurable objectives;
  - c. the bidder's justification of program services which includes assessment and needs of the target population;
  - d. all anticipated collaboration with other entities in the course of fulfilling the requirements of the contract resulting from this RFP;
  - e. all anticipated barriers and potential problems the bidder foresees itself and/or the State encountering in the successful realization of the initiative described herein; and

- f. all other resources needed by the bidder to satisfy the requirements of the contract resulting from this RFP.
2. Describe the bidder's evidence-based practice(s) that will be used in the design and implementation of the program.
3. Describe the bidder's capacity to accommodate all individuals who take legitimately prescribed medications and who are referred to or present for admission.
4. Provide a summary of the policies that prohibit discrimination against individuals who are assisted in their prevention, treatment and/or recovery from substance use disorders and/or mental illness with legitimately prescribed medications.
5. A description of the bidder's last Continuous Quality Improvement effort, identified issue(s), actions taken, and outcome(s).
6. Include evidence of your organization's commitment to equity and reduction of disparities in access, quality, and treatment outcomes of marginalized populations. This includes a cultural competency plan that incorporates diversity, inclusion, equity, cultural and linguistic access through adherence to National CLAS standards. The plan must include information about the following domains: workforce diversity (data informed recruitment), workforce inclusion, reducing disparities in access quality, and outcomes in the target population, and soliciting input for diverse community stakeholders and organizations. Additionally, the bidder should describe how it will use available demographic data from agency and target population service area (race/ethnicity/gender/sexual/orientation/language) to shape decisions pertaining to services, agency policies, recruitment, and hiring of staff.

Providers and their system partners will work together to identify and combat barriers that may impede the target population from seeking and accessing services. Obstacles to services may include misinformation and lack of knowledge regarding the target populations' race, ethnicity, sexual orientation, substance use, socioeconomic status, generational considerations, and language, etc.

The successful bidder will:

- Collaborate with system partners to ensure coordination, equity, and inclusion of care.
  - Deliver services in a culturally competent manner that exemplify National CLAS Standards.
  - Ensure services meet the language access needs of individuals served by this project (e.g., limited English proficiency, Video Relay Service/American Sign Language, Braille, limited reading skills);
  - Coordinate and lead efforts to reduce disparities in access, quality, and program outcomes
7. Describe the bidder's implementation schedule for the contract, including a detailed monthly timeline of activities, commencing with the date of award, through service initiation, to timely contract closure.

8. Engagement with the target population may range up to 3 months and once admitted to the program for up to 2 years, depending upon the individuals needs and disposition of the court case. The bidder will engage with individuals identified with mental illness at the jail and upon release from the jail on pretrial monitoring. The individuals will then fall into three categories:
- individuals who do not qualify to continue services with the behavioral health team or do not qualify for admission into a current or newly created voluntary mental health diversion program track integrated with the County Prosecutor's office and the AOC/Judiciary.
  - individuals who qualify for continued services with the behavioral health team and are not admitted into a current or newly created voluntary mental health diversion program track integrated with the County Prosecutor's office and the AOC/Judiciary.
  - individuals who are admitted into a current or newly created voluntary mental health diversion program track integrated with the County Prosecutor's office and the AOC/Judiciary and will continue services and case management with the behavioral health team until they complete or are terminated from the Diversion Program.

In addressing the questions below, the bidder should explain how they will successfully help defendants in each of the aforementioned scenarios and how many defendants they would work with.

- a. Identification of individuals with a likelihood of serious mental illness as early as possible in the jail, prior to pretrial release, or at the defendant's first pretrial release monitoring appointment.
- i. Explain the mechanism you will establish for direct communication with jail personnel including the medical service provider to determine clinical eligibility to work with the behavioral health team based upon an initial screening for mental illness conducted by the jail. This should include utilization of peer specialists, as necessary.
  - ii. Provide hours of operation of the staff and what hours they will be onsite at the jail and what they will be doing/what their job functions are there.
- b. Identification of social needs and linkages to community-based treatment and services as early as possible (as identified in the attached SDOH Initial Screening Tool).
- i. Describe how you will determine individual's social determinants of health needs, prioritize those needs so that the imminent needs identified are completed within fifteen (15) business days, communicate with consumer, and provide support in reaching mental health goals.

- ii. Explain how individuals with or without a serious mental illness will be successfully linked to services identified in their SDOH initial screening.
- c. Facilitate or provide community-based expedited mental health evaluations to determine if individuals meet the criteria for serious mental illness.
  - i. Explain how you will develop and ensure capacity to ensure that mental health evaluations conducted by a licensed mental health practitioner are completed within 10 business days following release from the jail or connection to the behavioral health team, whichever occurs first.
  - ii. Describe how individuals who do not meet criteria for or do not want to participate in the mental health diversion program will be terminated after successful linkage to their social service needs.
- d. Assist individuals with seeking admission to and successful completion of a current or newly created voluntary mental health diversion program track integrated with the County Prosecutor and the courts, and in collaboration with the Public Defender or defense attorney.
  - i. Describe how you will assist pretrial released individuals confirmed with a serious mental illness apply for a track of a current or newly created voluntary mental health diversion program track integrated with the County Prosecutor's office and courts. Include components and staffing for developing a service plan to be shared with the criminal justice partners and become the criteria for successful diversion.
  - ii. Explain how your staff team will as quickly as possible, gain access to the individual's needed services identified on the service plan including mental health treatment and psychiatric rehabilitation services, entitlements such as Medicaid, housing, medical, employment and other social services.
  - iii. Describe how you will establish regular communication with criminal justice partners to share the individual's progress.
- 9. Explain how you will work with criminal justice partners during this pilot program to institute a means to share relevant information about the individual and their progress that is HIPAA and CFR 42 compliant.
- 10. Explain how you will collect data as outlined in the Outcome and Evaluation section below to measure, evaluate and identify areas for improvement for the Pilot.

**Outcome(s) and Evaluation (10 points)**

Provide the following information related to the projected outcomes associated with the proposal as well any evaluation method that will be utilized to measure successes and/or setbacks associated with this project:

1. Describe the bidder's approach to measurement of consumer satisfaction and quality of life changes.
2. Describe the bidder's monthly measurement of the achievement of identified goals and objectives to be submitted to the AOC:
  - a. Number of individuals
    - i. evaluated for a mental illness including the time from release to evaluation for each individual, date individual engages (agrees to accept services and assistance) and completes intake with Peer Recovery Specialist;
    - ii. connected to community services and types of services including the time from release and time of engagement to successful linkage for each individual; and
    - iii. number of re-arrests during the pilot diversion program.
  - b. Change in criminogenic factors, including parenting/family relationships, education/employment, substance abuse, leisure/recreation, peer relationships, emotional stability/mental health.
  - c. Charges dismissed or downgraded.
3. Description of all tools to be used in the evaluation and description of tools to measure Evidence Based Practice fidelity.
4. Details about any an outside entity planned for use to conduct an evaluation, including but not limited to the entity's name, contact information, brief description of credentials and experience conducting program evaluation.
5. The assessment, review, implementation, and evaluation of quality assurance and quality improvement recommendations, particularly noting any reduction of disparities and barriers in access, quality, and treatment outcomes.

### **Staffing (10 points)**

Bidders must determine staff structure to satisfy the contract requirements. Bidders should describe the proposed staffing structure and identify how many staff members will be hired to meet the needs of the program based upon the number of individuals released to pretrial monitoring who have screened positive for mental health issues. At a minimum, staffing should include the following positions:

- Supervisor – for Peer Recovery Specialist & Navigator/Case Coordinator.
- Qualified, licensed mental health professional
- Navigator/Case Coordinator
- Peer Recovery Specialist – has lived with a mental health disorder or co-occurring mental health and substance use disorders, and has experience being involved with the criminal justice system.
- Other staff deemed necessary to carry out the scope of the project

1. Describe the composition and skill set of the proposed program team, including staff qualifications.
2. Provide details of the Full Time Equivalent (FTE) staffing required to satisfy the contract scope of work. Describe proposed staff qualifications, including professional licensing and related experience. Details should include currently on-board or to be hired staff, with details of recruitment effort. Identify bilingual staff.
3. Provide copies of job descriptions or resumes as an appendix – limited to two (2) pages each – for all proposed staff.
4. Identify the number of work hours per week that constitute each FTE in the bidder's proposal. If applicable, define the Part Time Equivalent work hours.
5. Description of the proposed organizational structure, including the submission of an organizational chart as an appendix to the bidder's proposal.
6. Describe the bidder's hiring policies, including background and credential checks, as well as handling of prior criminal convictions.
7. Describe your efforts to ensure workforce diversity and inclusion in the recruiting, hiring and retention of staff who are from or have had experience working with the target population and other identified individuals served through this initiative. Additionally, the bidder will ensure that there is a training strategy related to diversity, inclusion, cultural competence and the reduction of disparities in access, quality, and outcomes for the target population. The trainings will include education about implicit bias, diversity, recruitment, creating inclusive work environments and providing language access services.
8. The approach for supervision of clinical staff, if applicable.
9. A list of the bidder's board members and their current terms, including each member's professional licensure and organizational affiliation(s). The proposal shall indicate if the Board of Directors vote on contract-related matters.
10. A list of consultants the bidder intends to utilize for the contract resulting from this RFP, including each consultant's professional licensure and organizational affiliation(s). Each consultant must be further described as to whether they are also a board member and, if so, whether they are a voting member. The bidder must identify all reimbursement the consultant received as a board member over the last twelve (12) months.

### **Facilities, Logistics, Equipment (10 points)**

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

1. A description of the manner in which tangible assets, i.e., computers, phones, other special service equipment, etc., will be acquired and allocated.
2. A description of the bidder's Americans with Disabilities Act (ADA) accessibility to its facilities and/or offices for individuals with disabilities.

### **Budget (30 points)**

DMHAS will consider the cost efficiency of your proposed budget as it relates to the contract scope of work. Therefore, bidders must clearly indicate how this funding will be



used to meet the program goals and/or requirements. In addition to the required Budget forms, bidders are asked to provide budget notes.

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 the budget notes must clearly articulate the details of all proposed budget items including a description of miscellaneous expenses and other costs.

1. A detailed budget using the Annex B Excel template is required. The Excel budget template will be emailed to those who submit an intent to apply. The Annex B 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 & 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 contract scope of work detailed in the RFP and revenues excluding one-time costs; and
  - b. Section 2 - Proposed one-time costs.
2. Budget Notes detailing and explaining the proposed budget methodology and estimates and assumptions made for expenses, and the calculations/computations to support the proposed budget. The State's proposal reviewers need to fully understand the bidder's budget projections from the information presented in its proposal. Failure to provide adequate information could result in lower ranking of the proposal. Budget notes, to the extent possible, should be displayed on the Excel template itself.
3. The name and address of each organization – other than third-party payers – providing support and/or money to help fund the program for which the proposal is being submitted.
4. For all proposed personnel, the template should identify the staff position titles and total hours per workweek.
5. Identify the number of hours per clinical consultant.
6. Staff fringe benefit expenses, which may be presented as a percentage factor of total salary costs, should be consistent with the bidder's current fringe benefit package.
7. If applicable, General & Administrative (G&A) expenses, otherwise known as indirect or overhead costs, should be included 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.

8. Written assurance that if the bidder receives an award pursuant to this RFP, it will pursue all available sources of revenue and support upon award and in future contracts, including agreement to obtain approval as a Medicaid-eligible provider.

### Appendices

The enumerated items (#1 through #14) must be included as appendices with the bidder's proposal.

**Please note, that if items #1 through #4 are not submitted and complete, the proposal will not be considered.** The collective of appendices, items #1 through #11, is limited to a total of 30 pages.

Items #12 through #14 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 the appendices' 30-page limit.

1. Department of Human Services Statement of Assurances (RFP Attachment C);
2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (RFP Attachment D);
3. [Disclosure of Investment in Iran](#)<sup>5</sup>;
4. Statement of [Bidder/Vendor Ownership Disclosure](#)<sup>6</sup>;
5. Copy of documentation of the [bidder's charitable registration status](#)<sup>7</sup>;
6. Bidder mission statement;
7. Organizational chart;
8. Job descriptions of key personnel;
9. Resumes of proposed personnel if on staff, limited to two (2) pages each;
10. List of the board of directors, officers and terms;
11. Original and/or copies of letters of commitment/support.
12. Pursuant to Policy Circular P. 11, 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;
13. Audited financial statements and Single Audits (A133), prepared for the two (2) most recent fiscal years;
14. 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.

Additional attachments that are requested in the written narrative section such as the Cultural Competency Plan and not listed in items #1-14 under Appendices do not count towards the 30-page limit for appendices. Appendix information exceeding 30 pages will not be reviewed.

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<sup>5</sup> [www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)

<sup>6</sup> [www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)

<sup>7</sup> [www.njconsumeraffairs.gov/charities](http://www.njconsumeraffairs.gov/charities)

## **VIII. Submission of Proposal Requirements**

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 be no more than 20 pages, be single-spaced with one (1") inch margins, and no smaller than twelve (12) point Arial, Courier or Times New Roman font. For example, if the bidder's narrative starts on page 3 and ends on page 23 it is 21 pages long, not 20 pages. DMHAS will not consider any information submitted beyond the page limit for RFP evaluation purposes.

The budget notes and appendix items do not count towards the narrative page limit. Proposals must be submitted no later than 4:00 p.m. EST on June 24, 2022. The bidder must submit its proposal (including proposal narrative, budget, budget notes, and appendices) electronically using the DHS secure file transfer protocol (SFTP) site.

Additionally, bidders must request login credentials by emailing [MH.upload@dhs.nj.gov](mailto:MH.upload@dhs.nj.gov) on or before 4:00 p.m. EST on June 16, 2022, in order to receive unique login credentials to upload your proposal to the SFTP site. Email requests for login credentials must include the individual's first name, last name, email address and name of agency/provider.

Proposals must be uploaded to the DHS SFTP site, <https://securexfer.dhs.state.nj.us/login> using your unique login credentials.

Proposal(s) must also be submitted to the County Mental Health Administrator(s) for the county(ies) in which the bidder is proposing services. Please refer to the Attachment regarding the submission preference for each of the County Mental Health Administrators, as some require hard copies while others prefer an electronic version or both methods. For those counties requiring postal mail submission, submit four (4) copies.

## **IX. Review of Proposals**

There will be a review process for all timely submitted proposals. DMHAS will convene a review committee of public employees to conduct a review of each responsive proposal.

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 review committee's averaged score for the proposal's narrative and budget sections combined with the fiscal viability score.

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 all bidder finalists to review existing program(s) and/or invite all bidder finalists for interviews. 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 [Policy Circular P1.04](#)<sup>8</sup>.

DMHAS recognizes the invaluable perspective and knowledge that consumers, family members and County Mental Health Boards possess. Input from these groups is an integral component of a system that holds wellness and recovery principles at its core. Consequently, DMHAS will convene an advisory group consisting of consumers and family members to provide input to the review committee regarding the proposals submitted.

County Mental Health Boards recommendations and comments will be received by DMHAS no later than July 19, 2022. This input will be incorporated in the final deliberations of the review committee.

DMHAS will notify all bidders of contract awards, contingent upon the satisfactory final negotiation of a contract, by July 27, 2022.

## **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. EST on August 3, 2022. The written appeal must clearly set forth the basis for the appeal.

Appeal correspondence should be addressed to:

Valerie L. Mielke, Assistant Commissioner  
Department of Human Services  
Division of Mental Health & Addiction Services

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<sup>8</sup> <https://www.nj.gov/humanservices/olra/contracting/policy/>

5 Commerce Way  
PO Box 362  
Trenton, NJ 08625  
Fax number: (609) 341-2302

Or via email: [alicia.meyer@dhs.nj.gov](mailto:alicia.meyer@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 August 10, 2022. 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 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](#)<sup>9</sup>;
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 State of New Jersey, Department of Human Services, Division of Mental Health and Addiction Services, PO Box 362, Trenton, NJ 08625 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

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<sup>9</sup> <https://www.njportal.com/DOR/annualreports/>

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 [Registration Form](#)<sup>10</sup>; for an entity doing business with the State for the first time, it may register at the [NJ Treasury website](#)<sup>11</sup>;
25. Source Disclosure ([EO129](#))<sup>12</sup>; and
26. Chapter 51 [Pay-to-Play Certification](#)<sup>13</sup>.

## **XII. Attachments**

Attachment A – Proposal Cover Sheet

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

Attachment C – Statement of Assurances

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

Attachment E – County Mental Health Administrators RFP Submission Preference

Attachment F – Mandatory Equal Employment Opportunity Language

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<sup>10</sup> [https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLLoginJsp.jsp)

<sup>11</sup> <http://www.nj.gov/treasury/revenue>

<sup>12</sup> [www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)

<sup>13</sup> [www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)

**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: Mental Health Screening, Referral, and Support Pilot Diversion Program for Criminal Justice Reform (CJR) Pretrial Released Defendants

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 consumers to be served: \_\_\_\_\_

County in which services are to be provided: \_\_\_\_\_

Brief description of services by program name and level of service to be provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** In order to contract with the State of New Jersey, all providers applying for contracts, or responding to Request for Proposals (RFPs), *MUST* be pre-registered with the online eProcurement system known as NJSTART. You may register your organization by proceeding to the following web site: <https://www.nj.gov/treasury/purchase/vendor.shtml> or via telephone: (609) 341-3500.

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 C.F.R. 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 C.F.R. 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 C.F.R 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 (N.J.A.C. 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 C.F.R. 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: CEO 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 are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a 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.

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This certification is required by the regulations implementing Executive order 12549, Debarment and Suspension, 29 C.F.R.. 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 C.F.R. 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 C.F.R. 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 C.F.R. 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.

**Attachment E - County Mental Health Administrators RFP Submission Preference**  
(as of 3/2022)

<b>County</b>	<b>Mental Health Administrator</b>	<b>Submission Type</b>
<b>Atlantic</b>	<b>Kathleen Quish, Mental Health Administrator</b> Shoreview Building 101 South Shore Road Northfield, NJ 08225 Email: <a href="mailto:quish_kathleen@aclink.org">quish_kathleen@aclink.org</a>	Email + Postal Mail
<b>Bergen</b>	<b>Shelby Klein, Division Director</b> Email: <a href="mailto:sklein@co.bergen.nj.us">sklein@co.bergen.nj.us</a>	Email
<b>Burlington</b>	<b>Shirla Simpson, Mental Health Administrator</b> Burlington County Department of Human Services Division of Behavioral Health 795 Woodlane Road, 2 <sup>nd</sup> Floor Mount Holly, NJ 08060 Email: <a href="mailto:ssimpson@co.burlington.nj.us">ssimpson@co.burlington.nj.us</a>	Email + Postal Mail
<b>Camden</b>	<b>John Pellicane, Mental Health Administrator</b> Dept. of Health & Human Services 512 Lakeland Rd., Suite 301 Blackwood, NJ 08012 Email: <a href="mailto:jpellicane@camdencounty.com">jpellicane@camdencounty.com</a>	Email + Postal Mail
<b>Cape May</b>	<b>Patricia Devaney, Mental Health Administrator</b> Email: <a href="mailto:pdevaney@co.cape-may.nj.us">pdevaney@co.cape-may.nj.us</a>	Email
<b>Cumberland</b>	<b>Melissa Niles, Interim Mental Health Administrator</b> Email: <a href="mailto:melissani@co.cumberland.nj.us">melissani@co.cumberland.nj.us</a>	Email
<b>Essex</b>	<b>Joseph Scarpelli, D.C., Administrator</b> Essex County Mental Health Board 204 Grove Avenue Cedar Grove, NJ 07009 Email: <a href="mailto:jscarpelli@health.essexcountynj.org">jscarpelli@health.essexcountynj.org</a>	Email + Postal Mail
<b>Gloucester</b>	<b>Rebecca DiLisciandro, Mental Health Administrator</b> Department of Human Services 115 Budd Blvd. West Deptford, NJ 08096 Email: <a href="mailto:Rebecca.DiLisciandro@salemcountynj.gov">Rebecca.DiLisciandro@salemcountynj.gov</a>	Email + Postal Mail

<b>Hudson</b>	<b>Kayla Hanley, Mental Health Administrator</b> Email: <a href="mailto:khanley@hcnj.us">khanley@hcnj.us</a>	Email
<b>Hunterdon</b>	<b>Susan Nekola, Assistant Mental Health Administrator</b> 6 Gaunt Place - PO Box 2900 Flemington, NJ 08822-2900 <a href="mailto:snekola_r@co.hunterdon.nj.us">snekola_r@co.hunterdon.nj.us</a>	Email + Postal Mail
<b>Mercer</b>	<b>Michele Madiou, Administrator</b> Division of Mental Health 640 South Broad Street PO Box 8068 Trenton, NJ 08650	Postal Mail
<b>Middlesex</b>	<b>Elisabeth Marchese, Administrator</b> Office of Human Services JFK Square – 5 <sup>th</sup> floor New Brunswick, NJ 08901 Email: <a href="mailto:elisabeth.marchese@co.middlesex.nj.us">elisabeth.marchese@co.middlesex.nj.us</a>	Email + Postal Mail
<b>Monmouth</b>	<b>Desiree Whyte, Mental Health Administrator</b> Email: <a href="mailto:desiree.whyte@co.monmouth.nj.us">desiree.whyte@co.monmouth.nj.us</a>	Email
<b>Morris</b>	<b>Amy Archer, Mental Health Administrator</b> Morris County Department of Human Services PO Box 900, Morristown, NJ 07953-0900 Email: <a href="mailto:aarcher@co.morris.nj.us">aarcher@co.morris.nj.us</a>	Email + Postal Mail
<b>Ocean</b>	<b>Tracy Maksel, Assistant Mental Health Administrator</b> Email: <a href="mailto:tmaksel@co.ocean.nj.us">tmaksel@co.ocean.nj.us</a>	Email
<b>Passaic</b>	<b>Chi Shu (Bart) Chou, Director</b> Email: <a href="mailto:bartc@passaiccountynj.org">bartc@passaiccountynj.org</a>	Email
<b>Salem</b>	<b>Shannon Reese, Mental Health Administrator</b> Salem County Department of Health and Human Services 110 5 <sup>th</sup> Street, Ste 500 Salem, NJ 08079 Email: <a href="mailto:shanno.reese@salemcountynj.gov">shanno.reese@salemcountynj.gov</a>	Email + Postal Mail
<b>Somerset</b>	<b>Megan Isbitski, Assistant Mental Health Administrator</b> Email: <a href="mailto:isbitski@co.somerset.nj.us">isbitski@co.somerset.nj.us</a>	Email

<b>Sussex</b>	<b>Cindy Armstrong, Mental Health Administrator</b> Sussex County Administrative Center 1 Spring Street, Newton, NJ 07860 Email: <a href="mailto:carmstrong@sussex.nj.us">carmstrong@sussex.nj.us</a>	Email + Postal
<b>Union</b>	<b>Marilucy Lopes, Mental Health Administrator</b> Email: <a href="mailto:marilucy.lopes@ucnj.org">marilucy.lopes@ucnj.org</a>	Email
<b>Warren</b>	<b>Laura Richter, Mental Health Administrator</b> Email: <a href="mailto:lrichter@co.warren.nj.us">lrichter@co.warren.nj.us</a>	Email

<https://www.state.nj.us/humanservices/dmhas/home/admin/>

## **Attachment F**

### **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**

**N.J.A.C. 17:27**

### **GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.