

County of Bergen
Department of Health Services
Division of Mental Health & Addiction Services

REQUEST FOR PROPOSALS
For Opioid Settlement Related Funds

FOR THE COUNTY OF BERGEN, DEPARTMENT OF HEALTH SERVICES

Through the
Division of Mental Health & Addiction Services

One Bergen County Plaza, 4th Floor.

Hackensack, NJ 07601

COMPETITIVE CONTRACT

Request for Proposals

The Bergen County Board of County Commissioners, through the Department of Health Services, Division of Mental Health & Addiction Services announces the anticipated availability Opioid Settlement Funds for the period commencing on or about January 1, 2027 through December 31, 2027. The Request for Proposal (RFP) intent is to implement programs to help reduce incidence, prevalence, and impact of Opioid Use in Bergen County. Contracts will be made on an annual basis with two (2) twelve (12) month renewal options, contingent on the approval of the County of Bergen. The funding categories and allocations are outlined herein.

According to a survey conducted amongst Bergen County residents in the Fall of 2023 regarding public input on the countywide use of the Opioid Settlement Funds, the top three priorities for utilizing the funding were parent/guardian awareness and education efforts, prevention efforts in elementary and/or middle schools, and youth mentoring programs. These priority areas closely aligned with those of Bergen County's 2024 County Comprehensive Plan (CCP). Every three to four years, counties around New Jersey prepare a CCP to document the County's current and emergent substance use trends as well as the availability and organization of addiction related services across the county's continuum of prevention, early intervention, treatment, and recovery support. Using key informant surveys, data collection and analysis, three priorities emerged in the CCP: the need for continued prevention initiatives (especially educating parents about substance use risks); the need for a capacity to help people with co-occurring mental health and substance use disorder; the continued need to support core treatment services such as detox, inpatient, halfway house, and outpatient services.

As outlined in "Exhibit E – List of Opioid Remediation Uses" (attached) of the Final Distributors Opioid Settlement Agreement, funding **may only be used to prevent or help those impacted or diagnosed with Opioid Use Disorder** through the following ways: treating opioid use disorder (OUD); supporting people in treatment and recovery; providing connections to care; addressing the needs of pregnant or parenting people who use drugs and their families; preventing over-prescribing and ensuring the appropriate prescription of opioids; preventing problematic use of opioids; preventing overdose deaths and harms through harm reduction strategies; other goals such as supporting first responders, training, and cross-system collaborative efforts and/or research.

In February 2024, Governor Murphy announced support of the New Jersey Opioid Recovery & Remediation Advisory Council's recommendations. This includes the planned allocation of state Opioid Settlement funding to support the following initiatives: Harm Reduction Expansion Activities, Community Peer Recovery Centers Expansion, Mobile Medication for Addiction Treatment (MAT) Expansion, NJ Keeping Families Together (KFT) Expansion, Rapid Referral Platform for Low Threshold Medication Access for Opioid Use Disorder and Housing Options for Individuals with Substance Use Disorder. The County of Bergen intends to not duplicate state funding efforts, therefore, proposals specific to these types of programs will not be identified as an area of high need during this funding opportunity.

All funded services are targeted to support initiatives that are specific to **opioid prevention, opioid treatment, and opioid related activities**. They must directly relate to reducing incidence, prevalence, and impact of opioid use in Bergen County.

New service capacity should be developed. Funding is not intended to support or supplant existing services and capacity. Expansion of an existing capacity is allowable, but fiscal and programmatic reports

must only reflect new or expanded capacity. Multiple applications may be submitted by a provider. Each application should be for distinct services. Multiple services should not be submitted within a single application.

All service providers will be expected to describe their strategies around diversity and inclusion, cultural sensitivity and competence, reaching historically underserved or high-risk communities and accessibility to all community residents.

AWARD PROCESS:

1. A proposal review team will review and make recommendations to the Opioid Settlement Advisory Council.
2. A formal recommendation from the Opioid Settlement Advisory Council will be made to the County Administration and Board of County Commissioners for consideration.
3. If the applicant desires to appeal the award decision, written notification must be submitted within 5 days prior to the award of contract or when made available to the governing body, whichever is sooner to the Division of Purchasing at One Bergen County Plaza, Hackensack, NJ, 3rd floor Room 370 Attn: Peter Gerrity, Purchasing Agent or via email: pgerrity@bergencountynj.gov
4. The Board of County Commissioners will thereupon adopt a resolution of award.

APPLICANT ELIGIBILITY CRITERIA

All applicants must be either a non-profit entity, school district or a municipality in Bergen County that and provide their service(s) and have a business address in the State of New Jersey. Entities located in or in close proximity to Bergen County will be given consideration.

1. Applicants must submit state licensure or certification or national accreditation documentation to demonstrate capacity and experience as applicable to provide qualified related services. Additional requirements may be included in specific RFP issued.
2. All awardees must maintain a minimum of \$3 million/aggregate and \$1million/per incident of both general/commercial liability insurance and malpractice/medical professional liability insurance. They must also have the County of Bergen named as an additional insured and provide the County of Bergen with a Certificate of Insurance showing same.
3. The staff members providing the services should have the qualifying credentials to deliver the types of services proposed. Applicants are responsible for ensuring qualifications are met.
4. Applicants must agree to provide culturally competent services to any eligible Bergen County resident regardless of that person's origin, race, creed, sexual orientation, or physical disability.
5. The funds cannot be used to supplant or replace existing funds or resources from federal, state, or county government for existing treatment services or programs. Funds cannot be used for the purpose of capital construction or renovation. Any capital expenditure must have a clear connection to the proposed service. All expenditures must comply with Opioid Settlement Fund allowances.

6. Successful applicants must be willing to adhere to procedural and reporting requirements, all policies required and must comply with program monitoring and evaluation conducted by the Bergen County Division of Mental Health & Addiction Services. These include:
 - a. **All activities must be opioid related.**
 - b. All service recipients must be Bergen County residents.
 - c. Provide quarterly expenditure and service reports using format provided.
 - i. See Appendix # 1 – Quarterly Service Report
 - ii. See Appendix # 2 – Opioid Settlement Funds Invoice Detail – Personnel Expenses
Opioid Settlement Funds Invoice Detail – Other Expenses
 - d. Attend and report at relevant county advisory body meetings as requested.
 - e. Develop and maintain linkages with Bergen County agencies to ensure seamless referrals to and from services as appropriate.
 - f. Applicants must agree to maintain records in accordance with acceptable practices including client confidentiality, etc. uniform records of services described herein and make such records available to the County at any time during the duration of funding.
7. Successful applicants will be required to comply with P.L. 1975 (N.J.A.C. 17:27 sq.) (Affirmative Action).
8. Successful applicants must agree to forward quarterly programmatic and fiscal reports of services rendered from the inception of awarded Contract. Payment by the County will be based on the quarterly expenditure reports submitted. Submit Programmatic and Expenditure Report forms as prescribed and supplied by the County no later than the twentieth day of the month immediately following the end of the quarter concerned.
 - a. Salary and Wages
 - i. Completion of a standardized invoice.
 - ii. A detailed backup sheet breaking down the employee's name, number of hours worked on Opioid related tasks, employee hourly rate, description of opioid work performed.
 - b. Other expenses
9. Successful applicants must agree to provide supporting documentation to the County of Bergen contract designees, identifying programmatic data, such as participant demographics, program achievements and other data points to meet reporting requirements using a reporting form that is to be provided by the County of Bergen.
10. Successful applicants must demonstrate knowledge of compliance with the federal "Health Insurance Portability and Accountability Act ("HIPAA") as applicable to their proposal.
11. The following documents should be submitted with the application per application instructions:
 - a. 501 c3 IRS letter as applicable;
 - b. Applicant's most recent fiscal audit;
 - c. Most recent IRS form 990 EZ or letter of exemption, as applicable;
 - d. W-9 Form.
 - e. Additional documents in the Purchasing Portal may be required.

PURPOSE AND ELIGIBLE SERVICES

Through the award of these funds and other programs and projects, the Bergen County Executive, Board of County Commissioners and the Department of Health Services hope to reduce the incidence, prevalence, and impact of opioid use in Bergen County.

CRITERIA FOR AWARD

The methodology for awarding agreements shall be based on an evaluation and ranking of the applications that are intended to **prevent or help those impacted or suffering from Opioid Use Disorder**. This includes, and is more detailed in the Application Instructions document:

- Statement of need for proposed services.
- Service overview, including consideration of services identified as priority need and use of evidence-based practices.
- Statement of goals, objectives, methods and outcome goals including methodologies to evaluate quality and effectiveness of services.
- Projected level of service.
- Budget and management of the applicant.

The application instructions provide related award point system information. Points will be awarded based on clarity and responsiveness to all section listed components.

QUESTIONS

All questions regarding BC-RFP-26-015 shall be received via the County of Bergen's electronic bidding platform, Bonfire <https://co-bergen-nj.bonfirehub.com> . All questions regarding BC-RFP-26-015 must be received by 9/1/2026, 1PM EST. No questions will be accepted after this date.

Bergen County Supplementary Provision

Applicants, but way of submission, agree upon the following provisions:

1. The contractor agrees to arrange for an annual audit of its fiscal transactions and fund balances, to be conducted by an independent certified public accountant firm. Said audit should be submitted no later than one hundred twenty (120) days following the end of the contractor's fiscal year close to the County of Bergen.
2. The contractor agrees to permit an authorized County representative to visit its facilities and operations for service evaluation purposes.
3. The contractor assures that all contract dollars are designated for new or expanded services capacity that is not billable or funded through other means and are in line with the Opioid Settlement Funding allowances.
4. The Contractor's status shall be that of an independent principal, and not as an agent or employee of the County.
5. The Contractor agrees that in the performance of this Contract, it will obey, abide by and comply with all applicable Federal and State statutes and regulations, as well as Exhibit E – List of Opioid Remediation Uses.

6. The Contractor agrees not to assign this Contract or any monies due hereunder without the prior written approval of the County.
7. This Contract, and all rights and obligations of the parties, hereto shall be construed in accordance with the laws of the State of New Jersey.
8. The Contractor hereby covenants and agrees to provide the County with a certificate of Worker's Compensation Insurance covering any of the Contractor's employees, subcontractors, agents, servants, etc. which may at any time during the term of this Contract perform any act, service or work of any nature whatsoever by or on behalf of the Contractor.
9. The Contractor agrees to submit a standardized invoice, and programmatic reports quarterly using the format requested by the County.
10. The Contractor hereby covenants and agrees to render and save harmless the County from any damages or fines for personal injury and/or property damage arising out of the course of any of the activities or duties of the Contractor or their agents, servants or employees and that the Contractor will assume the cost, including the payment of legal fees for any judgment arising or resulting there from and burden of providing a good and sufficient defense or defenses, for any such claim, cause of action, or lawsuits, if any.
11. This Contract may be terminated by either party upon sixty (60) day written notice to that effect, forwarded to the other party by the party desiring to terminate the contract and thereupon payments under this Contract shall be paid to the terminal date based on the Expenditure Reports submitted.

In the event of the cancellation of this Contract, the Contractor agrees to furnish to the County such reports as may be requested by it based upon work completed under the provisions of this Contract.

12. TERMINATION OF AGREEMENT FOR CAUSE

If, through any cause within his/her control, the GRANTEE shall fail to fulfill in a timely and professional manner the obligations under this agreement, or if the GRANTEE shall violate any of the covenants, provisions, or stipulations of this agreement, the County of Bergen shall thereupon have the right to terminate this agreement by giving written notice to the GRANTEE of such termination and specifying the effective date thereof, at least thirty (30) days prior to the effective date of such termination.

BERGEN COUNTY DEPARTMENT OF HEALTH SERVICES

Division of Mental Health & Addiction Services

INSTRUCTIONS FOR APPLICATION FOR OPIOID SETTLEMENT FUNDS

Submission

The completed application and all requested information shall be uploaded to the electronic bidding platform with proposal no later than September 22, 2026 at 11:59 AM prevailing EST. The County of Bergen will not entertain extensions or exceptions to this date. The County of Bergen will not accept applications after the due date.

Applicants may apply for funds in one or more categories of service and may submit more than one application per category of service. A separate grant application must be submitted for each service for which the one is applying. DO NOT submit multiple proposals on one application; such an application will not be reviewed or considered for funding.

The proposal review team consisting of individuals without conflict to any of the proposal submissions shall evaluate and rank the submitted proposals based on the evaluation criteria and completeness of proposal package. This will include individuals representing the Opioid Settlement Advisory Council.

The Opioid Settlement Advisory Council shall make a recommendation as to the disbursement of funds for the aforementioned purposes. Final appropriation by the Bergen County Board of County Commissioners shall take into advisement the recommendations in making final awards.