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**COUNTY OF OCEAN
ADMINISTRATION BUILDING
101 HOOPER AVENUE
TOMS RIVER, NEW JERSEY 08753**

COMPETITIVE CONTRACT

PROPOSAL

FOR

TARGETED OUTREACH AND ENGAGEMENT

NOTICE OF COMPETITIVE CONTRACTING PROPOSAL

TARGETED OUTREACH AND ENGAGEMENT

The Ocean County Department of Human Services is seeking sealed proposals for Targeted Outreach and Engagement.

INTRODUCTION

Ocean County elected to join the nationwide settlement agreements to resolve all opioid litigation brought by States and local governmental entities against distributors and manufacturers of opioid pharmaceutical products. Ocean County is eligible for a direct share and will receive direct distributions from the applicable National Opioid Litigation Resolution¹. Funds must be used for evidence-based services and programs to remediate the opioid epidemic, listed in Exhibit E of the settlement.

For 2023, Ocean County saw 168 suspected overdose deaths and 677 Naloxone administrations. The high rates of opioid use in Ocean County continue to significantly affect individuals with substance use disorder, families, friends, businesses, and the Ocean County community overall.

The Ocean County Opioid Advisory Council (OCOAC)² was established by the Ocean County Board of Commissioners to comply with the settlement agreement and to direct and oversee its distribution of funds from the settlement. The OCOAC conducted a community needs assessment and developed a strategic plan³ to guide the use of funds for the period of 2027 through 2029. As a result of the plan, the provision of Care Management for Individuals with Substance Use Disorders (SUDs), Prevention and Early Intervention, and Innovative Substance Use Programming has been initiated.

This funding opportunity aims to foster novel approaches to outreach individuals experiencing substance use disorders and their families in order to encourage the initiation of treatment, as well as innovative strategies to inspire engagement in substance use treatment.

SCOPE OF WORK

According to the National Survey on Drug Use and Health (NSDUH 2024)⁴, 16.8% of people aged 12 or older exhibited a substance use disorder (SUD) in the past year. This estimate is based on a nationwide sample in 2024. Young adults are most frequently impacted by SUD; 25.6% of adults 18-25 years. Based on this estimate, more than 100,000 residents of Ocean County may be experiencing an SUD. SUDs are considered brain disorders, as the use of drugs leads to long-lasting changes in the structure and function of the brain.

A range of effective treatments for substance use disorder are available, to assist with navigating resources. Effective treatments are individualized to the individual's strengths and needs, evidence based, holistic, and include a component of continuing care, as substance use disorder is a chronic condition with the potential for both recovery and relapse. A fundamental prerequisite of successful substance use disorder treatment is that the individual enter treatment and continue to participate long enough to benefit from what the treatment can offer. These steps of entry into treatment and treatment retention are commonly labeled as initiation and engagement. Without initiation and engagement, meaningful treatment does not occur.

There are many reasons why initiation of and engagement in treatment is low. According to the NSDUH, of the adults with a substance use disorder who did not receive treatment, 95% did not perceive a need for treatment. Less than 1% sought treatment and were unsuccessful obtaining it and 4-5% did not seek treatment but thought

1 National Opioids Settlement <https://nationalopioidsettlement.com/>

2 Ocean County Opioid Advisory Council webpage <https://www.co.ocean.nj.us/OC/OC DHS/fmOpioidCouncil.aspx>

3 Ocean County Opioid Advisory Council Strategic Plan see Council webpage

4 Substance Abuse and Mental Health Services Administration (SAMHSA) National Survey on Drug Use and Health (2024) <https://www.samhsa.gov/data/release/2022-national-survey-drug-use-and-health-nsduh-releases>

they should have. A study of treatment initiation and engagement⁵ found that systemic challenges to initiating treatment include limited types of services covered by Medicaid and other insurance plans, limited number of providers resulting in lengthy wait lists, and federal confidentiality requirements of 42 CFR Part 2 that impede coordination between providers. The stigma associated with substance use disorder manifested in consumers, their families, communities, and providers is also a prevalent barrier to seeking help. For some, not being ready to abstain in substance use may result in unwillingness to initiate traditional substance use treatment.

Opioid use disorder (OUD), and particularly untreated OUD is of particular concern because of the high risk of mortality. Data garnered through the Ocean County Opioid Fatality Review shows that more than a third of decedents had not been linked to any publicly funded substance use treatment. Often, circumstantial evidence indicates that the individual had struggled with substance use for an extended period of time, perhaps with periods of recovery, and the people closest to them were aware of and concerned about the misuse. In some instances, the individual may have called to access treatment or made an appointment, but ultimately did not initiate services. Creating more intercepts to initiate treatment could potentially save lives.

Programs have been developed with a mechanism to proactively outreach individuals who are in need of substance use treatment and at risk for overdose, in an effort to encourage and facilitate treatment initiation. The Peer Recovery Program provides targeted outreach to individuals in hospital emergency departments. A Rutgers study of the program found that people with a nonfatal opioid overdose who have access to a peer support program while in the emergency department are more likely to initiate treatment and less likely to have repeated overdoses⁶. While the rate of treatment initiation is measurably improved when coupled with peer support programming, furthering initiation rates in general and through other innovations is a priority. Of the 3,592 individuals in OC referred to the Peer Recovery Program in 2023, 8.5% refused consultation and 32.4% initially accepted and then refused consultation with either a patient navigator or peer recovery specialist. This funding opportunity seeks innovative proposals to identify individuals, or cohorts, in our community with substance use disorder and to deliver uniquely tailored interventions aimed to initiate and engage in treatment and recovery supports where traditional measures may not, or have not, worked. Treatment initiation refers to following an admissions process or completing an intake assessment after being identified as someone who needs treatment for alcohol or drug use disorder. Measures of engagement refer to initiating treatment as well as evidence of two or more sessions of treatment within 34 days of initiation.

Key Values and Principles The successful vendor(s) should follow a strengths-based perspective that embraces the following values and principles of care:

Fast Access to Care—Participants should be able to access services quickly when they are motivated for recovery, without experiencing barriers like onerous requests for documentation, lengthy assessment processes, and waiting lists. Services should be agile and responsive to participants' needs and facilitate services as expeditiously as possible.

Individualized and Consumer Centered - Each participant's right to self-determination should be emphasized. Most paths to recovery are unique and not linear in nature with regard to level of care and supports needed. Any plan of care should be personalized, following a thorough assessment or evaluation, and revisited on a regular basis to respond to participant's evolving needs. Participants must be given the freedom to choose providers and services.

Shared Decision Making - Participants should have informed, meaningful, and collaborative discussions about the behavioral health care and other services they receive. Participation in services should be voluntary,⁶ New Brunswick Patch "From Opioid Overdose to Treatment Initiation" (2024) [https://patch.com/new-](https://patch.com/new-jersey/newbrunswick/opioid-overdose-treatment-initiation)

5 US Department of Health and Human Services "Best Practices and Barriers to Engaging People with Substance Use Disorders in Treatment" <https://aspe.hhs.gov/reports/best-practices-barriers-engaging-people-substance-use-disorders-treatment-0>

6 New Brunswick Patch "From Opioid Overdose to Treatment Initiation" (2024) <https://patch.com/new-jersey/newbrunswick/opioid-overdose-treatment-initiation>

jersey/newbrunswick/opioid-overdose treatment-initiation, confidential (or anonymous), self-directed, and free from threats, force, and the concept of compliance.

Community-based - The program should aim to provide services in the community, in the least restrictive environment.

Peer services – Peer services should be embedded into all behavioral health programming. Staff and volunteers should have lived experience with substance use disorders and plans of care should consider the need for peer support and family peer support.

Integrated, holistic care – Programming should take a whole person approach, addressing not only substance use disorders but also co-occurring mental illness, physical health and medical conditions, and other dimensions of wellness and determinants of health. Programming should involve and support family members and friends of the participant.

Equity driven, culturally sensitive, and non-stigmatizing – Services provided should be sensitive to the individual's race, culture, and native language. The successful proposer will have a cultural competence plan. All participants will have equitable opportunities and resources. Interactions with all levels of staff should be supportive, strengths-based, and non-stigmatizing. The successful proposer(s) will not solely deliver an abstinence-only model of support and must support participants' option to choose FDA-approved medications for opioid or alcohol use disorder.

Trauma-informed – All staff should be trained in trauma informed approaches to service delivery and trauma interventions as appropriate. Estimates of trauma exposure among individuals with SUD are particularly high, ranging from 50 to 90% depending on the source. Evidence-based trauma-informed care is correlated with improved engagement and outcomes among individuals with SUD.

Key Activities

The successful proposer(s) should propose novel strategies and unique and promising practices or services that are not otherwise available or not widely accessible to Ocean County residents. The successful proposer(s) will be expected to carry out the following:

Outreach to individuals who experience substance use disorder but are not engaged in treatment or recovery supports and their family members, as well as outreach to cross system partners and referral sources, including but not limited to:

- Activities to identify people with substance use disorder in unconventional settings and nontraditional ways
- Availability of objective, standardized screening for substance use disorders delivered by appropriately trained staff
- Provision of harm reduction supplies, personal care kits, and educational and resource information including not limited to: naloxone, fentanyl test strips, safer smoking supplies, safer injection supplies, safer snorting supplies
- Information, referrals, warm handoffs, and linkage to a wide array of treatment, supports, and services

Outreach services are done with people who have expressed an interest in speaking with staff. At any time, an individual may decline services and that declination should be respected. Outreach may include offering services to the person who previously has declined services or was lost to contact.

Proposers who are also licensed to provide substance use treatment and/or other supports and services must demonstrate firewalls between the roles of outreach and treatment provider, to ensure that consumer choice is respected and to prevent duplication of services. The successful proposer(s) is not permitted to have or establish financial remuneration for referrals made to treatment providers.

2) **Engagement** in harm reduction and substance use disorder treatment Engagement services involve repeated outreach efforts over time, building trust with individuals who typically do not seek out treatment within thirty days of initiating treatment, for the purpose of engaging them in harm reduction, substance use disorder treatment, and/or recovery supports services. Engagement services may include but are not limited to: utilizing peers with lived experience to make a connection; provision of harm reduction supplies (i.e., naloxone, fentanyl test strips, safer smoking supplies, safer injection supplies, safer snorting supplies); provision of basic necessities, (e.g., socks, t-shirts, food); provision of information and assistance in navigating services and supports; connection and proactive linkage to human agencies when requested (e.g., social services, mental health services, food pantries); and/or provision of rapid access to MAT.

Proposals may also include:

- Improvements in substance use disorder treatment centers to enhance consumer experience and, in turn, engagement. Such improvements may include but are not limited to: extending hours of operation, enhancing the physical facility, streamlining the admissions process (e.g. reducing the number of steps required by consumers before their first appointment), decreasing wait time for services, adopting self service appointment scheduling or walk-in appointments, mobilizing a team to identify barriers to treatment engagement in the current organizational processes and to design and implement interventions, offering mobile wellness or health literacy applications or other technology, utilizing artificial intelligence.

- Improvements to access to care and decrease “no-show” rates. Such improvements may include but are limited to: increasing contact with consumers prior to admission, enhancing contact and supports available to those on a waiting list, implementing call or text appointment reminders, outreach and additional supports to consumers who cancel appointments, offering mobile wellness or health literacy applications or other technology, utilizing artificial intelligence.

- Implementation of evidence-based techniques and therapies that are effective in improving engagement and treatment retention. Examples include: staff training in Motivational Interviewing, Contingency Management, low threshold treatment approaches, alternatives to abstinence based recovery, cultural humility and competence, or trauma informed approaches to care.

- Performance-based payment or salary incentives for counselors and clinicians based on achieving consumer treatment outcomes, increasing the rate of engagement, incorporating harm reduction and/or social determinants of health principles, and so forth.

- Strategies to support substance use disorder care transitions and collaborative care (e.g., a warm handoff, and follow-up by a care coordinator). Proposals may include activities aimed to build relationships with other providers and system partners to improve communication and collaboration. Organizations (other than behavioral health centers) may apply to establish policies and procedures to assess and treat clients at risk for or experiencing a substance use disorder. Such policies and procedures should incorporate principles of harm reduction and the social determinants of health.

- Consumer incentives such as transportation vouchers and gas cards. Policies and procedures around consumer incentives must be clear and consistent and approved prior to implementation. The successful proposer(s) will demonstrate how the incentive is directly related to substance use treatment initiation and engagement.

This is not an exhaustive list of allowable activities. The successful proposer(s) must demonstrate the efficacy of the strategies and approaches proposed.

Community education and public awareness components should be incorporated into the proposal, focused on the availability of treatment, resources, and naloxone; on the chronic nature of substance use disorder and family support resources; and to reduce stigma associated with substance use disorders in communities and among service providers. The community partner(s) operating Targeted Outreach and Engagement services will be expected to enhance the visibility of services and resources in the community, provide community education on substance use disorders, and collaborate with police, first responders, healthcare, justice system, and maternal child health partners.

Target Populations. Proposals should prioritize populations who typically have difficulty accessing harm reduction, substance use disorder treatment, and recovery support services. These individuals may, or may not, be aware of or interested in treatment services but have been identified as engaging in substance use and/or have substance use disorder. This may include individuals served previously but disengaged from treatment services and otherwise disconnected from the health care system. It may also extend to family members of individuals with substance use and/or substance use disorder who may need support and services. Priority populations to focus on include health care professionals, individuals who identify as LGBTQI+, recently discharged from detoxification or inpatient facility, recently released from a carceral setting, individuals who are unhoused or have unstable housing, individuals with co-occurring physical and/or mental health conditions, and other underserved communities. The proposer must provide evidence that the population of focus is underserved and the outreach and engagement plan must be viable and feasible.

Key Deliverables

Data collection and reporting as requested by the Ocean County Opioid Advisory Council (OCOAC). The successful vendor(s) will report to the OCOAC.

Coordination with other contracted agencies: Care Management for Individuals with Substance Use Disorders, Prevention and Early Intervention, and Innovative Substance Use Programming.

Anticipated Level of Service

According to the National Survey on Drug Use and Health (NSDUH 2024), 16.8% of people aged 12 or older exhibited a substance use disorder (SUD) in the past year. According to the 2024 NSDUH, approximately 1.7% of Americans age 12 and older, about 4.8 million people, had an opioid use disorder (OUD) in the past year. Applying this estimated rate to Ocean County suggests that roughly 11,000 residents may be living with OUD.

Anticipated level of service should be based on the type of approach, strategy, or practice proposed.

No substance use disorder diagnosis should exclude an individual from enrollment, nor should a co-occurring mental illness or chronic medical condition preclude an individual from receiving services.

Eligible Applicants

Eligible applicants must be registered to do business in New Jersey. Applicant organizations who offer any substance use treatment must be appropriately licensed with the State of New Jersey, Department of Health, Office of Certificate of Need and Licensing and/or US Drug Enforcement Agency. Any clinical services must be delivered by practitioners with the appropriate license (e.g. NJ Licensed and Certified Alcohol and Drug Counselor, Licensed Professional Counselor, Advance Practice Nurse). Peer services should be delivered by individuals with appropriate training and certification (e.g. Certified Peer Recovery Specialist).

Proposers are prohibited from contacting or discussing this solicitation with members of the Ocean County Opioid Advisory Council (OCOAC) or additional reviewers that may serve on the OCOAC's Proposal Review Committee. Such contact and any attempts to sway decision making of the Council will result in disqualification of the bid.

The County of Ocean shall award a contract to the vendor or vendors that best meet the needs and interest of Ocean County.

Location

The successful proposer(s) will be required to maintain a local office and provide services within Ocean County. The provision of telehealth services is permitted, which meet the regulatory standards of the State of New Jersey.

Term

The County of Ocean is seeking proposals for a contract term of January 1, 2027 through December 31, 2027 with a possible option of renewal for up to two (2) additional one year periods.

Funding Availability

A total amount of \$450,000 is anticipated, contingent upon the availability of funds. Neither funding availability nor allocations are guaranteed in future contract periods. A request for a price escalation may be considered for subsequent years, must be submitted at least sixty (60) days prior to the end of the current year, and must be approved by both parties prior to the next year's effective date. Retroactive price increase adjustments will not be considered. Funds may not be used to supplant other sources of funding.

No match of in-kind contribution is required, but proposals that leverage other resources are encouraged.

The services must be delivered at no out-of-pocket cost to the recipients. Successful proposer(s) will be paid on a fee-for-service basis. Requests for general and administrative costs may not exceed 10% of the total funding request. Capital expenses such as the purchase of vehicles or equipment are not permitted.

Multiple awards may be offered through the overarching program. There is no minimum or maximum amount of funding that may be requested within the total funds available.

Proposal Submission Requirements

Responses to this Request for Competitive Contract Proposals must be received prior to **4:00pm** prevailing time on **Thursday, November 5, 2026**. The County's electronic submission system will not allow proposals to be submitted once the deadline has passed.

The county of Ocean is accepting **only electronic proposals** for this Competitive Contract proposal. Submitting your proposal manually is cause for rejection.

The Competitive Contract is available on the Ocean County Procurement Portal Website: <https://procurement.opengov.com/portal/oceancounty> or for viewing purposes only at the Ocean County Purchasing Department at 732-929-2101.

You may only provide one (1) final submission which shall consist of one (1) complete Competitive Contract proposal.

DO NOT submit a hard copy of your electronic submission.

Proposers shall complete all documents and acknowledge all terms included with this proposal package. All documents should be from this proposal package and must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

To ensure an open and transparent process, the Department of Human Services staff cannot respond to questions about this solicitation via phone or email while it is open or in review.

Questions about this solicitation must be submitted using the Ocean County Procurement Portal website no later than 12:00 PM on Wednesday, October 21, 2026

* Note: Failure to properly submit any of the documents listed in #1 may be cause for rejection of your proposal as stated on the Ocean County Procurement Portal website. The forms should be from this proposal package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising. DocuSign is the preferred method of form submission for the County of Ocean.

All proposals should include the following documents:

1. Documents to be executed:
 - a. Signature Page*
 - b. Non-Collusion Certification*
 - c. Affirmative Action Regulations N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.) Compliance Statement*
 - d. Statement of Ownership in compliance with N.J.S.A. 52:25-24.2. (Mandatory Document)*
 - e. Prohibited Russia-Belarus Activities & Iran Investment Activities *
2. Competitive Contract proposal:
 - a. Program Narrative
 - b. Computed Budget Proposal and Narrative
3. Current List of Board of Directors
4. Organizational Chart
5. Certified Audit or Financial Statement
6. Valid, unexpired Certificate of Insurance
7. Copy of New Jersey Business Registration Certificate in compliance with N.J.S.A. 52:32-44 OR Copy of IRS letter granting tax exempt status under Sec. 501(c)3
8. NJ Certificate of Employee Information Report Approval issued by the NJ Department of Treasury or AA-302 Initial Employee Information Report or equivalent
9. Mandatory Equal Employment Opportunity Compliance Statement
10. Americans with Disabilities Act Provisions Compliance Statement
11. Proposal Submission Acknowledgement

**** ATTENTION**** Responses received pursuant to this solicitation are subject to complete disclosure pursuant to the Open Public Records Act. Please note that disclosure includes any and all attachments and addenda supplementing the solicitation response. Accordingly, please do not include personal identifying information in any supplementary documents submitted with the solicitation response.

1. All required documents provided in the Vendor Questionnaire must be filled out and included with your submission, including: (a) Signature Page; (b) Non-Collusion Certification; (c) Affirmative Action Regulations N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.) Compliance Statement; and
 - d. Statement of Ownership - The provisions of N.J.S.A. 52:25-24.2 applies to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.
 - e. Certification of Non-Involvement in Prohibited Activities

Certification of Disclosure of Investment Activities in Iran

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

The Chapter 25 list must be reviewed prior to completing the certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may provided by law, rule or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party. Prior to

contract award or authorization, the contractor shall provide the Contracting Agency with a completed Certification on Disclosure of Investment Activities in Iran.

Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter “Vendor”) that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party. Certification form must be completed prior to contract award and is provided in the specification documents (DocuSign).

2. The Competitive Contract Proposal must include a Program Narrative and a Computed Budget Proposal and Narrative.

- a. The Program Narrative should be comprised of two sections: Agency Background & Experience and Project Description, and may be **10 pages maximum**, using at least 11 point font and 1” margins.

Agency Background & Experience

Include the following for the organization:

- Chief Executive Officer or Executive Director’s name and contact information, as well as the contact information for the person responsible for the application, if different.
- Explain the agency’s mission, vision, background, and a summary of services. Highlight evidence-based or evidence-informed programs and practices.
- Please describe the agency’s past experience in managing similar and related programs. Summarize the results of any program evaluations the agency has undertaken and progress towards achieving performance/ outcome measures.
- In the past 12-months, has the agency acquired new technology (i.e., financial systems, HR systems, etc.) or created new standard operating procedures that will be utilized in the management of the funds received by this grant?
- Attach a copy of the organization’s Continuity of Operations Plan (COOP), which documents how your organization will perform essential operations during an emergency situation or long-term disruption, which might last from 2 days to several weeks. The plan will identify functions, departmental communication methods, and alternate personnel, systems and locations. Explain how your organization will plan to continue operations with or without delay under all conditions. Attachments excluded from page limit.
- Provide your agency’s grievance policy and describe in detail what measures are taken administratively within your organization to ensure client satisfaction issues are addressed in a timely and reasonable fashion. Attachments excluded from page limit.

Project Description

The Project Description must describe the services and specific activities that the agency proposes, indicating which are focused on the goal of outreach and treatment initiation, and which are designed to enhance engagement in substance use treatment. Provide a logic model to justify the need for each service/ activity and why it was selected: problems, gaps, and/or barriers identified, existing resources, proposed activities or interventions, and desired outcome(s) and impact(s). State how progress towards achieving the outcome(s) will be measured,

tracked, and reported. Provide a detailed implementation plan, including all required activities to roll out the activity(ies) proposed, responsible parties, and associated timeframes.

Depending on the proposed activities, the Project Description may also:

- Describe the target population(s) to be served including eligibility and exclusionary criteria, why it is selected, and how the target population will be reached. Explain any collaborative efforts and partnerships.
- Indicate the number of participants that would be served in a year.
- Describe the frequency and duration of services. Indicate times and days that the program will operate per week, and any organization closings (e.g. holidays) on which services will not be conducted. Be sure to distinguish operating hours for in-person services and other service delivery methods.
- List and describe locations where the services will be offered. Clearly delineate the principal location in which the agency will operate the services and satellite locations that will be established through partnerships or affiliation agreements.
- Describe the process of service assessment and planning and any standardized tools or instruments that will be employed.
- Describe process indicators that will be tracked, such as number of participants served, naloxone kits distributed, linkages successful, and participant satisfaction, and how each will be reported.
- Explain staffing. This may include the number of paid staff and any volunteers or consultants, shift structure, as well as qualifications, supervision, and training for each staff. Describe management authority and responsibilities. How will staff competence be assessed and monitored? If applicable, describe the hiring or selection process for employees and volunteers that would be assigned to the program. All individuals working with youth must be subject to a criminal background check. If applicable, tell us about other members of the team that will support the program. Job descriptions for new or currently vacant positions may be attached. Resumes and copies of individual licenses are not necessary.
- Explain the methods of community education, public awareness, and marketing of the service that will be employed.
- Describe how the proposed activity(ies) will be internally monitored by the organization, systems that will be used to maintain records and report programmatic and fiscal activities, and the organization's process for continuous quality improvement. Identify how participant records will be kept and what will be included in those records.
- Address sustainability.
- Attach any cooperative agreements (i.e. Memorandums of Understanding, Articulation Agreements, subcontracts, quotes, etc.) with any other entity(ies) that will be delivering services described the proposal. Attachments excluded from page limit.

2b. The **Computed Funding Request** may be **2 page maximum**, using at least 11 point font and 1" margins. The Computed Funding Proposal should include the following:

- Submit a cost proposal or fee schedule for the Project Description. Show the data used to calculate the funding request (for example: unit cost x projected level of service to be delivered over the course of the year = total request). The successful proposer(s) will be compensated on a reimbursement schedule.
- Describe each element of the funding request in a budget narrative. The narrative should align with the cost proposal or fee schedule.
- Explain any in-kind contributions or match funds to be utilized. In-kind or matching funds are not required but will be considered favorably to maximize available resources.
- Explain why funds are needed and will not supplement or supplant other sources of funding.

3. A list of the **Board of Directors** for the organization should be submitted.

4. A table of organization or **Organizational Chart** should be submitted to illustrate the structure of the staff and volunteers to be used in support of the proposed program within the larger agency structure, the reporting relationships, and chains of command within the organization.
5. **Certified Audit or Financial Statements** should be attached.

Pursuant to N.J. P.L. 2021 c. 381, an annual charities registration for a charitable organization with revenue, gains, and other support, but excluding non-monetary in-kind donations, of \$1 million or more must be accompanied by an independent audit. For those nonprofit organizations with gross revenue between \$25,000 and less than \$1 million, the financial statements must be certified by the organization's president or other authorized officer.

In accordance with the U.S. Office of Management and Budget (OMB) Uniform Guidance and the State of New Jersey OMB Circular 15-08, entities receiving and expending federal and/or state grant funds must comply with audit requirements. An entity that expends \$750,000 or more in federal or state financial assistance during its fiscal year must have a single or program-specific audit conducted for that year. An entity that expends less than \$750,000 but more than \$100,000 (combined amount) during its fiscal year, must have either a financial statement audit or a program-specific audit conducted for that year.

6. **A copy of a valid, unexpired Certificate of Insurance** should be included, issued by an insurance carrier licensed in the State of New Jersey, for the organization showing the amount of professional liability, general liability, business auto, and workers compensation insurance and all other insurance coverage in place as of the date of the submission of your response.

The contractor shall maintain primary insurance to protect against all claims under Worker's Compensation, Comprehensive General Liability and Automobile. Except for Worker's Compensation, all coverage shall apply as primary coverage with respect to any other insurance or self-insurance program afforded to the County. There shall be no endorsement or modification of this coverage to make it excess over other available insurance/coverage; alternatively, if the CGL and umbrella, excess of reinsurance states that it is pro rata, it shall be endorsed to be primary with respect to the County.

Primary coverage shall be subject to approval for adequacy of protection as per the following limits:

Worker's Compensation

1. Limits according to Worker's compensation Laws of the State of New Jersey.
2. Contractor's Liability not less than \$100,000.

Comprehensive General Liability

1. Bodily Injury - \$500,000 per person; \$1,000,000 per occurrence.
2. Property Damage - \$1,000,000 per occurrence.

Comprehensive General Liability shall include the following:

1. Coverage for explosion, collapse or underground hazards.
2. Occurrence basis coverage.
3. Broad form property damage coverage.
4. Coverage for personal injury sustained by any person as a result of an offense directly or indirectly related to the employment of such person by the insured.

Comprehensive Automobile Liability, if applicable, shall include the following:

Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:

- a. Liability arising out of the ownership, maintenance or use of any auto;

- b. Auto non-ownership and hired car coverage.
- c. Contractor's Worker's Compensation, Comprehensive General Liability and Comprehensive Automobile Liability arising out of subcontractor's operations shall be identical as that listed above.

Copies of each insurance certificate shall be furnished to the County with Proposal.

7. Submit a copy of the organization's **New Jersey Business Registration Certificate** in compliance with N.J.S.A. 52:32-44 **OR** a copy of IRS letter granting tax exempt status under Sec. 501(c)3.

Pursuant to N.J.S.A. 52:32-44, Ocean County ("Contracting Agency") is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml> .

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

8. A copy of the current **NJ Certificate of Employee Information Report Approval** issued by the NJ Department of Treasury or **AA-302 Initial Employee Information Report** or equivalent should be included.

Evaluation Criteria

A review committee will review and rank all responses. All proposals will be reviewed to determine if they conform to all the proposal requirements set forth and the following selection criteria will be used in award of a contract for the services described herein. ***Proposals must receive an average score of at least 67% to be considered for funding.***

40 % - Technical Criteria
30 % - Management Criteria
30 % - Cost Criteria

1. Technical Criteria:

Does the vendor's proposal demonstrate a clear understanding of the scope of work and related objectives?

Is the vendor's proposal complete and responsive to the specific requirements?

Are all aspects of the proposed service described and explained?

Is the implementation plan viable?

Is there evidence to support the efficacy of the proposed methodology?

2. Management Criteria:

Does the proposal adequately address all the response items?

Does the proposer appear to be a solid organization who has demonstrated the ability to perform the functions described in its project plan?

Is the staffing plan and organizational chart adequate?

3. Cost Criteria:

How does the cost compare to other similarly scored proposals?

Is the price and its component charges, fees, etc. adequately explained or documented?

Ability to leverage resources with other partners in innovative service approaches will be considered.

Ranking - All proposals will be reviewed for completeness and qualifications. - A review committee of the Ocean County Opioid Advisory Council will review and rank all responses. All proposals will be reviewed for completeness and qualifications. The review committee will make funding recommendations to the Ocean County Board of Commissioners. The County of Ocean shall award a contract to the vendor or vendors that best meet the needs and interest of Ocean County. The County reserves the right to negotiate the terms and conditions of a contract with the successful vendor or vendors to obtain the most cost advantageous services for the County.

Awards - Final funding decisions rest with the Ocean County Board of Commissioners. The County of Ocean shall award a contract to the vendor or vendors that best meet the needs and interest of Ocean County. Proposals may be awarded funding in whole or in part, based on the recommendation of the review committee. The County reserves the right to negotiate the terms and conditions of a contract with the successful vendor or vendors to obtain the most cost advantageous services for the County.

Appeals - Please be advised, based on County policy in implementing the Open Public Contracts Law and Regulation NJSA 40A:11-1, applicants have the right to appeal actions or decisions related to this solicitation pertaining to procedural, statutory, or regulatory violations. Appeals that challenge the evaluation of proposals will not be entertained. If issuing an appeal, provide a detailed summary of any New Jersey Local Public Contracting Law and Regulation (NJSA 40A:11-1 et seq.) violation you believe is related to your application. Appeals must be sent in writing via email to, Lori Enquist-Schmidt, lenquist-schmidt@oceancountynj.gov within

three (3) business days of receiving a letter of rejection for funding.

Indemnity Clause - The proposer, if awarded a contract, agrees to protect, defend and save harmless the County against any damage for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract, and he further agrees to indemnify and save harmless the County from suits or actions of every nature and description brought against it, for, or on account of injuries or damages received or sustained by any party or parties by, or from any of the negligent acts of the contractor, his servants or agents.

Certificate of Insurance

Upon contract award, when a Certificate of Insurance is required, it shall be provided to Ocean County listing the County as an additional insured, as follows:

County of Ocean, 101 Hooper Avenue, P.O. Box 2191, Toms River, NJ 08754-2191

Pay to Play Requirements - Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

Transitional Period - In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or the County of Ocean, the Contractor shall continue all terms and conditions of said contract for a period not to exceed one (1) month at the County's request.

Statement of Ownership - The provisions of N.J.S.A. 52:25-24.2 applies to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.

WCAG Compliance: All applicable internal and public-facing digital content, websites, web-based applications, electronic documents, and technology provided under this contract shall comply with Web Content Accessibility Guidelines (WCAG) 2.1, Level AA, to ensure accessibility for individuals with disabilities. WCAG guidelines may be found at: <https://www.w3.org/TR/WCAG21/>

