

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

REQUEST FOR LETTERS OF INTEREST

**Child and Adolescent Psychiatry
Fellowship Training Initiative
For positions starting July 1, 2027**

August 18, 2026

David C. Helfand, Assistant Commissioner
Division of Mental Health and Addiction Services

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I. Purpose and Intent

The State of New Jersey Department of Human Services (DHS), Division of Mental Health and Addiction Services (DMHAS) is issuing a Request for Letters of Interest (RLI) to fully accredited child and adolescent psychiatry (CAP) fellowship programs in New Jersey that are currently providing this psychiatry training (the Program). This RLI funds up to four (4) new CAP fellowship positions in the State of New Jersey starting July 1, 2027.

Note: This RLI is similar to the previously DMHAS issued CAP fellowship RLIs.

The purpose of the Program is to:

1. Address the shortage of child psychiatrists in New Jersey by increasing training opportunities by a total of four (4) new CAP fellowship positions in the state.
2. To the extent possible, ensure that new state-funded CAP fellowship training positions provide experience with children and youth being served in the public/community behavioral health system.
3. Encourage recruitment of qualified candidates for CAP fellowship training who are likely to live and practice in New Jersey after graduation.

Note: Because the purpose of the funding is to increase the number of CAP graduates in the state fellowship programs, the programs must report to DMHAS when funded positions become vacant and when qualified residents who cannot be hired and retained in their state-funded positions. If a CAP fellowship program is not able to fill a state-funded position because it does not have qualified candidates, or if a fellow being trained leaves the program before graduation and the position becomes vacant, an attempt will be made to transfer the funding to another CAP fellowship program that has qualified candidates. If the CAP position funding cannot be used by another CAP program, funds may be used to support positions in adult residency training programs.

CAP Fellowship Programs will:

1. Obtain any needed certifications and approvals for the additional positions from fellowship accrediting bodies, such as the Accreditation Council for Graduate Medical Education (ACGME).
2. Obtain any needed approvals from partnering hospitals and affiliated programs that will support the state-funded CAP fellows.
3. Begin recruiting for the new CAP fellowship positions and have the positions listed in the 2027 National Residency Matching Program (NRMP) for fellowship positions starting July 1, 2027.
4. Institute a public/community psychiatry training track for new fellows that meets the requirements of this RLI.
5. Notify DMHAS of new fellows by June 30, 2027 and provide fellowship required quarterly updates of fellowship activities through the DMHAS online portal.

DMHAS will:

1. Provide the CAP fellowship program the sum of \$460,000 to support two (2) new two-year CAP fellowship positions in each program that is selected for funding (i.e., DMHAS will provide the CAP fellowship program \$230,000 per year for two (2) new CAP fellowships positions.)
2. For any remaining fellowship positions not applied for, DMHAS will consider the application request of a CAP fellowship program demonstrating the ability to support one or two additional fellow(s) in their CAP fellowship program (thus, a CAP fellowship program can indicate that it has the capability of supporting a total three of four positions.) For the remaining fellowship positions awarded, DMHAS will provide the sum of \$230,000 per fellow to the awarded CAP fellowship program. Funding is subject to state appropriations for the remaining awards.
3. Monitor CAP fellowship program efforts to recruit and maintain qualified candidates, and to provide extensive training experiences for fellows in the public sector.
4. Work with CAP fellowship programs to support efforts to implement initiatives to retain graduates to work in public/community- based settings in New Jersey.

II. RLI Timeline

The RLI timeline is anticipated as follows:

- August 18, 2026: Release of RLI
- August 27, 2026: Questions on RLI are due no later than 4:00 p.m. ET
- September 10, 2026: Deadline for receipt of LOI no later than 4:00 pm ET
- TBD Announcement of selected fellowship programs
- TBD Appeal deadline – no later than 4:00 p.m. ET

Bidders are responsible for monitoring the DHS website¹ for updates to the RLI schedule

III. Background

DHS and DMHAS are committed to addressing the State's child psychiatrist shortage by increasing opportunities for qualified psychiatric residents to receive CAP fellowship training and to work in publicly-funded programs in the State of New Jersey after graduation. The current child psychiatrist shortage is part of a national trend, and it is projected that the demand for child psychiatrists will continue to grow significantly. This shortage is even more problematic due to the rise in child and adolescent mental health needs as a result of the pandemic and other factors.

While many factors led to the shortages, it is clear that availability of graduating CAP fellows has not kept up with service demands. Because of a lack of new funding for graduate medical training, and before state funding was issued to support these programs in New Jersey, the number of CAP fellowship positions had been relatively static, even though there are qualified applicants for the fellowship positions who could be recruited if positions were available. New Jersey has two (2) CAP fellowship programs, and they report having more qualified candidates than the number of positions

¹ <https://nj.gov/humanservices/dmhas/notices/opportunities/>

available and that they could train more fellows if additional positions could be funded. To support increasing capacity of funded positions, the New Jersey State Fiscal Year 2027 budget includes \$920,000 in funding for four (4) additional two-year CAP fellowship positions in the State.²

In addition to having an unmet need for general psychiatrists, the need for child psychiatrists is greatest in public sector behavioral health programs. Because it is imperative that psychiatry residents and CAP fellows appreciate the professional and community value of working in the public mental health system, state funding will be directed to the training programs that provide such experiences to their residents and fellows. Many individuals graduating medical school are looking for opportunities to work with vulnerable populations, and they may, in fact, be attracted to fellowship training programs offering rotations in public and community psychiatry programs.

The state-funded CAP fellowship programs shall provide experiences for their fellows in public and community services to the extent possible within the core training components required by the ACGME. These programs shall incorporate rotations in the continuum of mental and behavioral services offered to children, youth and by the Department of Children and Families (DCF). The rotations should include behavioral health programs for children and youth with severe emotional disorders. These rotations shall be open to all CAP fellows in the programs, not only to those in the state-funded positions.

IV. Funding Availability

The CAP fellowship programs that are selected for funding will be awarded in the amount of up to \$460,000 to cover the costs of two years of training of up to two new fellows. The award provided by DMHAS to the CAP fellowship program would be paid over two years (i.e., DMHAS would provide the CAP fellowship program \$230,000 per year for two (2) CAP fellowships positions). DMHAS is awarding funding up to four (4) CAP fellowship positions in total with this RLI.

For any remaining fellowship positions not applied for, DMHAS will consider the application request of a CAP fellowship program demonstrating the ability to support one or two additional fellow(s) in their CAP fellowship program. The Applicant will request the number of fellowship positions to be funded with their LOI. DMHAS will provide the sum of \$230,000 per fellow to the awarded CAP fellowship program paid over two years.

V. Questions

Any questions regarding this RLI should be directed via email to MH.upload@dhs.nj.gov no later than 4:00 p.m. ET on August 27, 2025. All questions and responses will be compiled and emailed to all those who submit a question. Bidders are guided to rely upon the information in this RFP and the responses to questions submitted by email to develop their proposals. Specific guidance, however, will not be provided to individual bidders at any time.

² [FY 2027 Budget Detail - Full.pdf](#) (Mental Health Professionals Capacity Expansion Initiatives; D-207 – D-208)

VI. Application and Proposal Requirements

A. LOI Applicant Responses (Narrative)

All New Jersey-based CAP fellowship residency programs are eligible to respond to this RLI. DMHAS will select CAP fellowship programs based on the Applicant responses (narrative) to the information outlined in this section (Section V A, Application and Proposal Requirements, LOI Applicant Responses) of this RLI.

In addition to the Applicant completing and including Attachment A the Applicant's LOI must indicate: (1) the number of new state-funded positions being requested and (2) the funding amount requested. The LOI must state whether the program is requesting one or two CAP fellowships. The LOI should also indicate whether the fellowship program has the capacity to increase its complement of fellows by one or two additional positions in the next class (i.e., increasing the program's request to three (3) or four (4) fellows in total). These additional positions will only be awarded if the state funds are available because of unapplied for fellowship positions.

LOIs must certify that the CAP fellowship program will fully meet accreditation requirements to add the new position(s) and that it will make every effort to recruit qualified residents who are likely to remain in New Jersey after graduation, and that it will provide a public/community training track and support the fellows through the two years of their training.

Applicants shall follow Section VI. A, Submission Requirements, Format Submission Requirements of this RLI. The Applicant's LOI must respond to the RLI by describing their CAP fellowship program in the following order:

1. Why your CAP fellowship program wants to add one or two new positions and how the program is in the position to successfully recruit qualified candidates. Include a description of your recent experience recruiting qualified applicants in the National Resident Matching Program (NRMP) in recent years, including the numbers of applications received and the process for choosing and hiring qualified fellows. (Points 25)
2. How your CAP fellowship program will go about recruiting qualified candidates who will likely live and practice in New Jersey after their graduation treating children and youth in the public sector behavioral health system. (Points 25)
3. How the CAP fellowship program will complete all required activities to add the new CAP fellowship positions beginning in 2027 and will be able to recruit qualified candidates for the positions within the required timeline. (Points 25)
4. How your CAP fellowship program will provide fellows with a clinical experience treating children and youth with severe emotional disorders who are being served in community programs and public sector facilities. (Points 25)

B. Attachments/Appendices

The enumerated items of Required Attachments #1 through #9 and Appendices #1 through #7 must be included with the LOI.

Please note that if Required Attachments #1 through #7 are not submitted and complete, the LOI will not be considered.

The collective of Required Attachments #1 through #9 and Appendices #1 through #7 is limited to a total of 50 pages. Attachments/Appendix information exceeding 50 pages will not be reviewed.

Required Attachments

1. Completed Attachment A (LOI Cover Sheet);
2. Department of Human Services Statement of Assurances (Attachment B);
3. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (Attachment C);
4. [Disclosure of Investment Activities in Iran](#);
5. [Certificate of Non-Involvement in Prohibited Activities in Russia and Belarus](#);
6. [Statement of Applicant/Vendor Ownership Disclosure](#);
7. [Disclosure of Investigations and Other Actions Involving Applicant](#);
8. Pursuant to Policy Circular P 1.11, 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;
9. Department of Human Services Commitment to Defend and Indemnify Form (Attachment D).

Appendices

1. Copy of documentation of the [bidder's charitable registration status](#);³
2. Bidder mission statement;
3. Organizational chart;
4. Resumes of proposed personnel if on staff, limited to two (2) pages each;
5. List of the board of directors, officers and terms;
6. Provide an ownership chart that shows the financial and voting interests, among other attributes. The company ownership chart must identify the types of legal entities and FEIN, limited to four (4) pages;
7. Provide certificate of incorporation.

VI. Submission Requirements

A. Format and Submission Requirements

DMHAS assumes no responsibility and bears no liability for costs incurred by the Applicant in the preparation and submittal of a LOI in response to this RLI. The narrative portion of the LOI should be no more than three (3) pages, be single spaced with one (1") inch margins, normal character spacing that is not condensed, and not be in smaller than twelve (12) point Arial, Courier New or Times New Roman font. For example, if the Applicant's narrative starts on page 2 and ends on page 5 it is 4 pages long, not 3 pages. DMHAS will not consider any information submitted beyond the page limit for RLI evaluation purposes.

LOI must be submitted no later than 4:00 p.m. ET on September 10, 2026. The Applicant must submit its LOI (including LOI narrative, attachments and appendices) electronically to: MH.upload@dhs.nj.gov

³ www.njconsumeraffairs.gov/charities

LOIs should be submitted in the following (2) two files:

1. PDF file of entire LOI consisting of proposal narrative, attachments and appendices. Do not include interim and audited financial statements and Single Audits (A133) which should be submitted in a separate PDF file (see #2 below). Label file with the following title: Name of Program / Child and Adolescent Psychiatry Fellowship Training Initiative for positions starting July 1, 2027 (LOI)
2. PDF file of interim and audited financial statements and Single Audits (A133), prepared for the two (2) most recent fiscal years template. Label file with the following title: Name of Program / Child and Adolescent Psychiatry Fellowship Training Initiative for positions starting July 1, 2027 (Audits)

B. LOI Cover Sheet (Attachment A)

DMHAS will notify the selected applicant(s) by way of contacting the person named as the point of contact on the LOI Cover Sheet (Attachment A).

C. Confidentiality/Commitment to Defend and Indemnify

Pursuant to the New Jersey Open Public Records Act (OPRA), N.J.S.A. 47:1A-1 et seq., or the common law right to know, proposals can be released to the public in accordance with N.J.A.C. 17:12-1.2(b) and (c).

Bidder should submit a completed and signed Commitment to Defend and Indemnify Form (Attachment B) with the proposal. In the event that Bidder does not submit the Commitment to Defend and Indemnify Form with the proposal, DHS reserves the right to request that the Bidder submit the form after proposal submission.

After the opening of the proposals, all information submitted by a Bidder in response to a Bid Solicitation is considered public information notwithstanding any disclaimers to the contrary submitted by a Bidder. Proprietary, financial, security and confidential information may be exempt from public disclosure by OPRA and/or the common law when the Bidder has a good faith, legal/factual basis for such assertion.

As part of its proposal, a Bidder may request that portions of the proposal be exempt from public disclosure under OPRA and/or the common law. Bidder must provide a detailed statement clearly identifying those sections of the proposal that it claims are exempt from production, and the legal and factual basis that supports said exemption(s) as a matter of law. DHS will not honor any attempts by a Bidder to designate its price sheet, price list/catalog, and/or the entire proposal as proprietary and/or confidential, and/or to claim copyright protection for its entire proposal. If DHS does not agree with a Bidder's designation of proprietary and/or confidential information, DHS will use commercially reasonable efforts to advise the Bidder. Copyright law does not prohibit access to a record which is otherwise available under OPRA.

DHS reserves the right to make the determination as to what to disclose in response to an OPRA request. Any information that DHS determines to be exempt from disclosure under OPRA will be redacted.

In the event of any challenge to the Bidder's assertion of confidentiality that is contrary to the

DHS' determination of confidentiality, the Bidder shall be solely responsible for defending its designation, but in doing so, all costs and expenses associated therewith shall be the responsibility of the Bidder. DHS assumes no such responsibility or liability.

In order not to delay consideration of the proposal or DHS' response to a request for documents, DHS requires that Bidder respond to any request regarding confidentiality markings within the timeframe designated in DHS' correspondence regarding confidentiality. If no response is received by the designated date and time, DHS will be permitted to release a copy of the proposal with DHS making the determination regarding what may be proprietary or confidential.

VII. Review of LOIs

There will be a review process for responsive LOIs. DMHAS will convene a review committee of public employees to conduct a review of each responsive LOI.

The Applicant must obtain a minimum score of 70 points out of 100 points on the LOI narrative section in order to be considered eligible for funding. In the event that no LOI obtains the required minimum scores, DMHAS shall have discretion to award the contract to the highest scoring LOIs.

In addition, if an Applicant 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 LOI ineligible for contract award.

Contract award recommendations will be based on such factors as the LOI scope, quality and appropriateness, Applicant history and experience. The review committee will look for evidence of cultural competence in each section of the narrative. The review committee may choose to visit all Applicant finalists to review existing program(s) and/or invite all Applicant finalists for interview. The Applicant is advised that the contract award may be conditional upon final contract and budget negotiation.

DMHAS reserves the right to reject any and all LOIs 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 Applicant(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.

DMHAS will notify all Applicants of contract awards, contingent upon the satisfactory final negotiation of a contract.

VIII. Appeal of Award Decisions

All appeals must be made in writing by 4:00 p.m. ET on Date to Be Determined, by emailing it to MH.upload@dhs.nj.gov (subject line must include "Appeal - CAP Fellowship Training Initiative for positions starting July 1, 2027") and/or mailing or faxing it to:

Department of Human Services
Division of Mental Health and Addiction Services
Office of the Assistant Commissioner
PO Box 362

Trenton, NJ 08625-0362
Fax: 609-341-2302

The written appeal must clearly set forth the basis for the appeal. Any appeals sent to an email/address/fax number not mentioned above, will not be considered.

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. Contract award(s) will not be considered final until all timely filed appeals have been reviewed and final decisions rendered.

Attachment A – LOI Cover Sheet

Date Received

**STATE OF NEW JERSEY DEPARTMENT OF HUMAN SERVICES
Division of Mental Health and Addiction Services**

**Name of RLI: Child and Adolescent Psychiatry Fellowship Training Initiative
For positions starting July 1, 2027**

Incorporated Name of Applicant:

Type: Public _____ Profit _____ Non-Profit _____

Address of Participating Agency:

Program Administrator Name and Title

Phone No.: _____ Email Address: _____

Agency Contact Person Name and Title: _____

Phone No.: _____ Email Address: _____

Number of new CAP fellowship training positions requested: _____

Funding amount request to support CAP fellowship program: _____

NOTE: In order to contract with the State of New Jersey, all providers applying for contracts, or responding to Request for Letters of Interest (RLI), 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: Program Administrator (printed name): _____

Signature: _____

Attachment B – Addendum to RLI 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

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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 - Mandatory Equal Employment Opportunity Language

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, affection-al 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, up-grading, 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.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, col-or, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA-302 (electronically provided by the Division through the Division's website at:

https://www.nj.gov/treasury/contract_compliance/)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

Attachment F – Commitment to Defend and Indemnify Form

Department of Human Services Commitment to Defend and Indemnify Form

I, _____, on behalf of _____ (“Company”) agree that the Company will defend, and cooperate in the defense of, any action against the State of New Jersey (“State”) or the New Jersey Department of Human Services (“DHS”) arising from, or related to, the non-disclosure, due to the Company’s request, of documents submitted to the State of New Jersey and DHS, and relating to the Request for Proposals for Child and Adolescent Psychiatry Fellowship Training Initiative for positions starting July 1, 2027 (“RLI”), which may become the subject of a request for government records under the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq. (“OPRA”). The Company agrees to indemnify and hold harmless the State and DHS against any judgments, costs, or attorney’s fees assessed against the State of New Jersey or DHS in connection with any action arising from, or related to, the non-disclosure, due to the Company’s request, of documents submitted to the State and DHS, and relating to the RFP, which may become the subject of a request for government records under OPRA.

The Company makes the foregoing agreement with the understanding that the State and DHS may immediately disclose any documents withheld without further notice if the Company ceases to cooperate in the defense of any action against the State arising from or related to the above-described non-disclosure due to the Company’s request.

I further certify that I am legally authorized to make this commitment and thus commit the Company to said defense.

(Signature)

(Print Name)

Title

Entity Represented

Date