

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

REQUEST FOR PROPOSALS

**Provider Gambling Training and  
Technical Assistance Initiative**

August 20, 2021

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Division of Mental Health and Addiction Services

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## I. Purpose and Intent

This Request for Proposals (RFP) is issued by the New Jersey Department of Human Services (DHS), Division of Mental Health and Addiction Services (DMHAS) for the development of a Provider Gambling Training and Technical Assistance Initiative. This RFP is funded through the New Jersey state gambling appropriations. The contract awarded as a result of this RFP is for one-time funding for \$1 million. Through this initiative, the successful bidder will provide robust training and consultation services with the goal of full implementation of gambling counseling practices within agencies across New Jersey that offer substance use disorder (SUD) services. Clinicians who participate in the training do not have to be employed in a DMHAS contracted agency. DMHAS anticipates making one (1) award.

The successful bidder will provide an array of gambling training and technical assistance that will result in provider agency competence in gambling disorder and best practice treatment for gambling. The successful bidder will provide services that include, among others, needs assessment, training, ongoing consultation, workshops, supervised practice, learning communities, coaching and feedback.

While there is no specific gambling disorder evidence based treatment or curriculum for adults, there is evidence that cognitive behavioral therapy and motivational interviewing are effective tools in the treatment of gambling disorders and substance use disorders. Successful bidders will incorporate Cognitive Behavioral Therapy (CBT) and Motivational Interviewing (MI) in their gambling services training and technical assistance whenever appropriate.

The purpose of this contract is three-fold:

- 1) Provide training open to all SUD and Mental Health clinicians state-wide that will enhance clinician skills and knowledge of gambling disorder. These trainings will be open statewide and available to any interested individual. Trainings will be free to clinicians and continuing education units (CEUs) will be made available free of charge.
- 2) Work with select SUD and/or Mental Health treatment agencies to improve agencies' ability to treat the co-occurring disorder of gambling through the integration of gambling services into programming, policy, procedures and work flows.
- 3) Work with select SUD and/or Mental Health treatment agencies to improve the gambling counseling skills of clinicians at the selected agencies and assist them to gain the skills to practice therapeutic approaches that ensure outcomes meaningful to the people they serve.

No funding match is required; however, bidders will need to identify any other sources of funding, both in-kind and monetary, that will be used. Bidders may not fund any costs incurred for the planning or preparing of a proposal in response to this RFP from current DHS/DMHAS contracts.

The following summarizes the RFP schedule:

August 20, 2021	Notice of Funding Availability
September 17, 2021	Deadline for receipt of proposals - no later than 4:00 p.m.
October 8, 2021	Preliminary award announcement
October 15, 2021	Appeal deadline
October 22, 2021	Final award announcement
November 15, 2021	Anticipated contract start date

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

Gambling disorders commonly co-occur with substance use disorder and mental health disorders. Per DSM-5, those with gambling disorder have high rates of SUDs, depressive disorders, anxiety disorders and personality disorders. Up to nearly 1/3 to 1/2 of individuals in SUD treatment identified as problem gamblers (Himmelhoch et al, 2015; Ledgerwood et al, 2002). The more severe the SUD was in the previous year, the higher the prevalence of gambling problems (Rush et al, 2008). In addition, individuals with a lifetime history of mental illness had 2-3 times rate of problem gambling (Rush et al, 2008). However, in the behavioral health field, implementation of gambling treatment has not been consistently integrated with traditional counseling services.

While clinician and supervisor competence in gambling services is critical to the delivery of integrated care, clinicians cannot successfully implement gambling services without the full support of the provider treatment agencies. An organization's policies, procedures and quality improvement programs as well as clinician training and supervision are critical to ensuring that clients receive gambling services.

With the advent of legalized sports betting, internet gaming and casinos in New Jersey the need to identify and treat individuals with a gambling disorder has greatly increased. Currently only a few integrated gambling and SUD treatment providers exist in New Jersey. The successful bidder will provide training and technical assistance which will improve services and access for individuals who are in need of gambling disorder services. Treatment agencies and clinicians who receive technical assistance and training from the successful bidder will gain the capacity to screen, assess and treat individuals with a gambling disorder.

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

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

- Organization has successfully implemented training and technical assistance in the field of behavioral health.
- The bidder may be a non-profit or for-profit entity or governmental entity;
- For a bidder that has a contract with DMHAS in place when this RFP is issued, that bidder must have all outstanding Plans of Correction (PoC) for deficiencies

- submitted to DMHAS for approval prior to proposal submission;
- The bidder must be fiscally viable based upon an assessment of the bidder's audited financial statements. If a bidder is determined, in DMHAS' sole discretion, to be insolvent or to present insolvency within the twelve (12) months after bid submission, DMHAS will deem the proposal ineligible for contract award;
  - The bidder must not appear on the [State of New Jersey Consolidated Debarment Report](#)<sup>1</sup> or be suspended or debarred by any other State or Federal entity from receiving funds;
  - The bidder shall not employ a member of the Board of Directors as an employee or in a consultant capacity; and
  - Pursuant to N.J.S.A. 52:32-44, a for-profit bidder and each proposed subcontractor must have a valid Business Registration Certificate on file with the Division of Revenue. This statutory requirement does not apply to non-profit organizations, private colleges and universities, or state and municipal agencies.

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

DMHAS expects that the funding awarded to the successful bidder will significantly improve SUD providers' capacity, ability and commitment to screen, assess, refer and treat individuals with a gambling disorder.

##### A. General Training

The successful bidder will market, coordinate and provide three (3) trainings open statewide that will enhance skills and knowledge of gambling disorder for clinicians across the entire SUD and MH treatment system. These trainings will cover basics of gambling disorders and gambling treatment including gambling and co-occurring substance use disorder and mental health disorders. A minimum of 75 individuals will be trained at no charge to the participants. The three (3) full day trainings will be delivered at locations in the North, Central and Southern areas of the state, or virtually if needed. The successful bidder will be responsible for all logistics including but not limited to: securing the training site or virtual platform, marketing the events, and securing skilled trainers. The bidder will secure continuing education for the trainings and offer them free to qualifying participants.

##### B. Intensive Training and Consultation for Selected Agencies

The successful bidder must be or become certified to provide the gambling disorder training curriculum of The International Gambling Counselor Certification Board (IGCCB).

The successful bidder will provide intensive training and consultation for a select number of agencies. In consultation with and approval from DMHAS, the successful bidder will choose no less than five and up to 10 treatment agencies to participate in the training and technical assistance program described in this RFP.

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

The successful bidder will work with the executive leadership, directors, managers, supervisors and clinical direct care staff at the selected treatment agencies. The TA and training provided by the successful bidder must include activities that address agency and staff obstacles to full implementation of gambling disorder services; develop solutions to overcome those obstacles and provide comprehensive technical assistance throughout the contract period. The successful bidder will work with the treatment agencies to design feasible work plans that treatment agencies can implement within the contract period and that can also be used to guide continued implementation and sustainability of services.

The successful bidder will provide training and consultation services designed to implement gambling training through state-of-the art strategies designed for adult learners including, but not limited to, in-person trainings, technology-based training and services, workshops, supervised practice, simulations, coaching, videotaped practice, and critique by fellow trainees.

The bidder must offer training and consultation to the chosen clinicians at the selected treatment agencies, such that they will either earn certification in or develop the necessary hours and training toward the gambling certification by the IGCCB.

The successful bidder will provide training and consultation services at the treatment agency in a way that minimizes impact on service delivery, while supporting individual staff members' learning. The successful bidder must outline how the bidder will motivate continued participation in the gambling training among all levels of the treatment agencies who participate in the program.

To fulfill the purpose and intent of this contract, bidders must demonstrate:

- A 30-hour gambling training curriculum approved by the IGCCB.
- Ability to assist treatment agencies to develop and implement treatment agency work plans that will lead to integrated gambling and SUD services at selected treatment agencies.
- Monitor and evaluate treatment agency progress on their work plans.
- Expertise and knowledge of gambling counseling service dynamics.
- Knowledge of integrated gambling counseling services within a SUD treatment agency.
- Ability to design training plans that support participating clinicians and supervisor improved competency.
- Capacity to respond to turnover of staff who are participating in the project training.
- Ability to measure effectiveness of this program.

The successful bidder is responsible for all training logistics, including but not limited to, training space, equipment, marketing, purchase of gambling training materials, registration and tracking of participants, refreshments, hiring and payment of consultants, and cost of electronic training and consultation tools.

All technical assistance activities must be sensitive to differences related to age, culture, religion/spirituality, language, gender, race/ethnicity, disabilities, behavioral health issues and gender identity. The gambling training team members at the successful bidder will have expertise in educating behavioral health providers about the validity and efficacy of gambling treatment services.

The gambling disorder training should embrace cultural appropriateness, which should be evident throughout the bidder's proposal. Gambling training staff must be representative of the diversity of both the participants and the people they serve in terms of cultural, economic, and linguistic backgrounds that complement the individuals to be served.

**This initiative will be funded through cost reimbursement contracting.**

Proposals must provide specific project timelines, including milestones and target dates for every activity outlined in this *Contract Scope of Work*.

### **Data Collection/Evaluation**

The successful bidder will supply data that will allow DMHAS to evaluate the participation of clinicians and provider agencies and assess the effectiveness of the project. Specific outcomes and data collection will be developed jointly between the successful bidder and the DMHAS.

### **Budget**

Eligible expenses include:

- Staff hiring and compensation
- Training, practice and assessment materials
- Technological training and consultation tools
- Fidelity tools
- Marketing materials
- Registration and tracking tools
- Light refreshments not to exceed \$3.00 per person
- Office space
- Training space
- Supplies
- Training logistics
- Equipment, including lap-top computers, cell phones and other equipment required for web-based technical assistance

## **V. General Contracting Information**

Bidders must currently meet or be able to meet the terms and conditions of the Department of Human Services (DHS) contracting rules and regulations as set forth in

the Standard Language Document (SLD), the Contract Reimbursement Manual (CRM), and the Contract Policy and Information Manual (CPIM). These documents are available on the [DHS website](#)<sup>2</sup>.

Bidders are required to comply with the Affirmative Action Requirements of Public Law 1975, c. 124 (N.J.A.C. 17:27) and the requirements of the Americans with Disabilities Act of 1991 (P.L. 101-336).

Budgets should be reasonable and reflect the scope of responsibilities in order to accomplish the goals of this project.

All bidders will be notified in writing of the State's intent to award a contract. All proposals are considered public information and will be made available for a defined period after announcement of the contract awards and prior to final award, as well as through the State Open Public Records Act process at the conclusion of the RFP process.

The contract awarded as a result of this RFP is for one-time funding. Funds may only be used to support services that are specific to this award; hence, this funding may not be used to supplant or duplicate existing funding streams. Actual funding levels will depend on the availability of funds and satisfactory performance.

In accordance with DHS Policy P1.12 available on the [DHS website](#)<sup>3</sup>, programs awarded pursuant to this RFP will be separately clustered until the DMHAS determines, in its sole discretion, that the program is stable in terms of service provision, expenditures, and applicable revenue generation.

Should service provision be delayed through no fault of the provider, funding continuation will be considered on a case-by-case basis based upon the circumstances creating the delay and availability of funding. In no case shall the DMHAS continue funding when service commencement commitments are not met, and in no case shall funding be provided for a period of non-service provision in excess of three (3) months. In the event that the timeframe will be longer than three (3) months, DMHAS must be notified so the circumstances resulting in the anticipated delay may be reviewed and addressed. Should services not be rendered, funds provided pursuant to this agreement shall be returned to DMHAS.

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

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

<sup>3</sup> <https://www.nj.gov/humanservices/olra/contracting/policy/>

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

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

Bidders must email SUD.upload@dhs.nj.gov by September 10, 2021 indicating their agency's intent to submit a proposal. Submitting a notice of intent to apply does not obligate an agency to apply.

Any questions regarding this RFP should be directed via email to SUD.upload@dhs.nj.gov no later than August 27, 2021. All questions and responses will be compiled and emailed to all those who submit a question and/or provide a notice of intent to apply. Bidders are guided to rely upon the information in this RFP and the responses to questions that were submitted by email to develop their proposals. Specific guidance, however, will not be provided to individual applicants at any time.

## **VII. Required Proposal Content**

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

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

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

Provide a brief and concise summary of the bidder's background and experience in implementing training and consultation services as well as knowledge and experience in gambling disorder. Explain how the awardee is qualified to fulfill the obligations of this RFP. The written narrative should:

1. Describe your organization's history, mission, purpose, current licenses and record of accomplishments, most importantly, those related to implementation of gambling training.
2. Describe why your organization is the most appropriate and best qualified to provide robust and innovative technical assistance at each SUD agency, including:
  - Your expertise and knowledge of gambling training
  - Success in training and measuring staff competence
  - Experience with implementing and sustaining gambling training for fidelity (Note that contract funds may be used for the purchase of fidelity assessment tools.)
  - Ability to measure improvement in treatment agency performance.
3. Describe if you are IGGA certified. If you are not a IGGA certified training entity describe your plan to become approved and certified and include details and a timeline.
4. Attach a one-page copy of your organizational chart showing the location of the proposed project and its links in the organization. This chart must show the names of key staff, as well as where the gambling training will be housed.
5. Describe your current status and history relative to debarment by any State, Federal or local government agency. If there is debarment activity, it must be explained with

supporting documentation as an appendix to your proposal.

6. Provide a description of all active litigation in which your agency is involved, including pending litigation of which the bidder has received notice. Failure to disclose active or pending litigation may result in your agency being ineligible for contract award at DMHAS' sole discretion.
7. Demonstrate your organization's commitment to cultural competency and diversity (Law against Discrimination, N.J.S.A. 10:5-1et seq.) and ability to provide culturally competent services.
8. Describe your organization's current status and compliance with DMHAS contract commitments in regard to programmatic performance and level of service, if applicable.

### **Project Description (40 points)**

In this section, you must provide an overview of how you will deliver the services detailed in the *Contract Scope of Work*.

#### **I. GENERAL TRAINING**

- a. Describe the basic trainings in gambling disorder and co-occurring gambling disorder and SUD that your organization will provide. Describe your plans to arrange and implement those trainings.
- b. Include how you will market and attract trainees from across the state. Please note that trainees and the general training may differ from those in the intensive agency based training and technical assistance.
- c. Describe the curriculum and trainers that you would plan to use.

#### **II. INTENSIVE- AGENCY BASED TRAINING AND TA**

##### **A. Agency Implementation:**

- a. Describe the qualifications that treatment agencies should possess to be chosen to participate in the training and TA.
- b. Describe how you will design technical assistance to address varying agency needs.
- c. Describe how you will ensure full implementation of gambling services at each agency, including but not limited to:
  1. Curriculum addresses the needs of youth and adult problem gamblers
  2. Integration of cultural competency principles
  3. Policies and practices
  4. Workforce development
  5. Supervision
  6. Workflow
  7. Recruiting
  8. Orientation
  9. Admission and termination criteria of clients managing SUD
- d. Explain how you will motivate continued participation in the provider gambling training throughout the contract period without a negative impact on service delivery.

- e. Explain how you will prepare an agency to respond to staff turnover that effects this initiative as part of its effort to implement provider gambling training.
- f. Provide a description of all anticipated barriers and potential problems each agency may encounter implementing provider gambling training and how you will develop solutions to overcome these obstacles.
- g. Explain how you will prepare each agency to sustain the use of provider gambling training utilizing gambling counseling after the contract period ends.

**B. Clinician Training at selected treatment agencies:**

- a. Define the criteria you will use to choose the gambling training participants at each participating agency. Include how you would work with the agency in this process.
- b. Explain how you will assess clinical staff base line competency in gambling counseling.
- c. Describe how you will design and implement training and consultation to address varying clinician needs and schedules.
- d. Submit your plan showing details of all trainings and consultation activities, including but not limited to: number of participants attending each training or consultative service, dates of the trainings, number of trainings, length of trainings, supervision sessions, how often and when participants will be evaluated and how the evaluation will be used to tailor or adjust training.

**III. OTHER**

Include the implementation schedule for the contract, including a detailed monthly timeline of activities, commencing with the contract start date, through service initiation, to timely contract closure. Proposals must provide specific project timelines, including milestones and target dates for every activity outlined in the *Contract Scope of Work*.

Identify any technical assistance tools or materials that you will be required to purchase.

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

1. Include in your proposal an evaluation plan for full implementation of gambling training curriculum for the agencies participating in the gambling training. The bidder must be prepared to supply:

- Number of trainees at each general trainings
- Number of marketing and outreach activities for the general trainings

**Intensive Agency Based Training and Technical Assistance**

- Number of participants trained from all levels of each agencies' organizational structure
- Number of contacts with agency leadership each week
- Number of hours of trainings (both in-person and web-based platforms if applicable)
- Number of hours and full description of all consultation activities
- Obstacles at each agency
- Efforts to overcome obstacles unique to each agency

- Client satisfaction/ perception of progress after having received gambling training
  - Assessment of each treatment agency implementation
2. Please describe the measures you will use to identify progress and the reporting mechanisms you will use to communicate with DMHAS.
  3. Your proposal must include assurances that you will participate in weekly status meetings with DMHAS (either in- person or teleconference) and that you will provide ad hoc reports requested by DMHAS.

### **Staffing (15 points)**

All staff, including outside consultants, must have experience in providing technical and or training assistance to treatment agencies.

A minimum of 75% of staff (including consultants) who will provide training and consultation services in gambling training must have completed high level training and supervision demonstrating competence in gambling training.

Your proposal must include a staffing plan providing:

1. Your organizational chart, as an appendix, including where the initiative will be housed in your organization, along with names of key staff.
2. The gambling training staffing structure.
3. Key existing staff.
4. Key staff you plan to hire or enter into contracts with, including your recruitment plan.
5. For all key staff: job descriptions, curriculum vitae (CVs)/resumes, skill sets, qualifications, certifications, professional licenses, competencies, fluency in non-English languages and related experience.
6. For all contracted or subcontracted staff, a clear description of tasks and timeline in which you will require those tasks to be completed.
7. Details for Full Time Equivalent (FTE) and/or Part Time Equivalent (PTE) employees
8. Your organization's hiring policies, including background and credential checks, as well as handling of prior criminal convictions.
9. Your board members, their current terms, professional licensure and organizational affiliation(s). The proposal must indicate if the Board of Directors votes on contract-related matters.

### **Facilities, Logistics, Equipment (5 points)**

1. Your proposal must include a description of the facility that you will utilize as your headquarters and how you will accommodate trainings and TA for the selected agencies at that site or at other sites. How much of the contract time will be spent at provider agencies, at training sites, on webinars and on phone calls.
2. A description of the plan for office space, and other space for the technical assistance activities specific to the gambling training.
3. A description of how the plan will be implemented to best accommodate the participating provider agencies.
4. A description of the manner in which tangible assets, i.e., computers, phones, other special service equipment, etc., will be acquired and allocated.

5. A description of the bidder's Americans with Disabilities Act (ADA) accessibility to its facilities and/or offices for individuals with disabilities.

### **Budget (20 points)**

DMHAS will consider the cost efficiency of the proposed budget as it relates to all of the requirements in the *Contract Scope of Work*. In addition to the required budget forms, you must provide budget notes.

All costs associated with the completion of the gambling training must be delineated, and the budget notes must clearly articulate budget items including a description of miscellaneous expenses and other costs.

1. A detailed budget using the Annex B Excel template is required. The Excel budget template will be emailed to those who submit a written intent to apply. The Annex B Excel template must be uploaded as an Excel file onto the file transfer protocol site described in VIII. Submission of Proposal Requirements. Failure to submit the budget as an Excel file may result in a deduction of points. The standard budget categories for expenses include: A. Personnel, B. Consultants and Professionals, C. Materials & Supplies, D. Facility Costs, E. Specific Assistance to Clients, and F. Other. Supporting schedules for Revenue and General and Administrative Costs Allocation are also required. The budget must include two (2) separate, labeled sections:
  - a. Section 1 – Full annualized operating costs to satisfy the scope of work detailed in the RFP and revenues; (which by formula will be included in total award) and
  - b. Section 2 - Proposed one-time costs up to \$100,000 of total budget.
2. Budget Notes that detail and explain the proposed budget methodology and estimates and assumptions made for expenses and the calculations/computations to support the proposed budget. The State's proposal reviewers need to fully understand the bidder's budget projections from the information presented in its proposal. Failure to provide adequate information could result in lower ranking of the proposal. Budget Notes, to the extent possible, should be displayed on the Excel template itself.
3. The name and address of each organization – other than third-party payers – providing support and/or money to help fund the program for which the proposal is being submitted.
4. For all proposed personnel, the template should identify the staff position titles and staff names for current staff (only if being allocated to this program) and total hours per workweek.
5. Identify the number of hours per consultant and subcontractee.
6. Staff fringe benefit expenses, which may be presented as a percentage factor of total salary costs, should be consistent with the bidder's current fringe benefit package.
7. If applicable, General & Administrative (G&A) expenses, otherwise known as indirect or overhead costs, should be included if attributable and allocable to the proposed program. Since administrative costs for existing DMHAS programs reallocated to a new program do not require new DMHAS resources, a bidder that currently contracts with DMHAS should limit its G&A expense projection to “new” G&A only by showing the full amount of G&A as an expense and the off-set savings from other programs’ G&A in the revenue section.

8. Written assurance that if the bidder receives an award pursuant to this RFP, it will pursue all available sources of revenue and support upon award and in future contracts.

### Appendices

The following items must be included as appendices with the bidder's proposal, limiting appendices to a total of 50 pages. **Please note that if items #7 through #11 are not submitted and complete, the proposal will not be considered.**

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

Additional attachments that are requested in the written narrative section and not listed in items #1-12 under Appendices do not count towards the 50-page limit for appendices. Appendix information exceeding 50 pages will not be reviewed.

The documents listed below are also required with the proposal unless **the bidder has a current contract with DMHAS and these documents are current and on file with DMHAS. Audits do not count towards appendices 50-page limit.**

1. Most recent single audit report (A133) or certified statements; and
2. Any other audits performed in the last two (2) years.

### VIII. Submission of Proposal Requirements

DMHAS assumes no responsibility and bears no liability for costs incurred by the bidder in the preparation and submittal of a proposal in response to this RFP. The narrative portion of the proposal should not exceed 10 pages, be single-spaced with one (1") inch margins, normal character spacing that is not condensed, and no smaller than twelve (12) point Arial, Courier New or Times New Roman font. For example, if the bidder's narrative starts on page 3 and ends on page 13 it is 11 pages long, not 10 pages. DMHAS will not consider any information submitted beyond the page limit for RFP evaluation purposes.

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<sup>5</sup> [www.njconsumeraffairs.gov/charities](http://www.njconsumeraffairs.gov/charities)

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

<sup>7</sup> [www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)

The budget notes and appendix items do not count towards the narrative page limit. Proposals must be submitted no later than 4:00 p.m. on September 17, 2021. The bidder must submit its proposal (including proposal narrative, budget, budget notes, and appendices) electronically using the DHS secure file transfer protocol (SFTP) site. Additionally, bidders must request login credentials by emailing [SUD.upload@dhs.nj.gov](mailto:SUD.upload@dhs.nj.gov) **no later than one (1) week before the proposal is due**, in order to receive unique login credentials to upload your proposal to the SFTP site. Email requests for login credentials must include the individual's first name, last name, email address and name of agency/provider.

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

## **IX. Review of Proposals**

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

The bidder must obtain a minimum score of 70 points out of 100 points for the proposal narrative and budget sections in order to be considered eligible for funding.

DMHAS will award up to 20 points for fiscal viability, using a standardized scoring rubric based on the audit, which will be added to the average score given to the proposal from the review committee. Thus, the maximum points any proposal can receive is 120 points, which includes the combined score from the proposal narrative and budget as well as fiscal viability.

In addition, if a bidder is determined, in DMHAS' sole discretion, to be insolvent or to present insolvency within the twelve (12) months after bid submission, DMHAS will deem the proposal ineligible for contract award.

Contract award recommendations will be based on such factors as the proposal scope, quality and appropriateness, bidder history and experience, as well as budget reasonableness. The review committee will look for evidence of cultural competence in each section of the narrative. The review committee may choose to visit a bidder's existing program(s), invite a bidder for interview, and/or review any programmatic or fiscal documents in the possession of DMHAS. The bidder is advised that the contract award may be conditional upon final contract and budget negotiation.

DMHAS reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. DMHAS' best interests in this context include, but are not limited to, loss of funding, inability of the bidder(s) to provide adequate services, an indication of misrepresentation of information and/or non-compliance with State and federal laws and regulations, existing DHS contracts, and procedures set forth in [DHS Policy Circular P1.04<sup>8</sup>](#).

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

DMHAS will notify all bidders of contract awards, contingent upon the satisfactory final negotiation of a contract, by October 8, 2021.

## **X. Appeal of Award Decisions**

An appeal of any award decision may be made only by a respondent to this RFP. All appeals must be made in writing and be received by DMHAS at the address below no later than 4:00 p.m. on October 15, 2021. The written appeal must clearly set forth the basis for the appeal.

Appeal correspondence should be addressed to:

Valerie L. Mielke, Assistant Commissioner  
Division of Mental Health & Addiction Services  
5 Commerce Way  
PO Box 362  
Hamilton, NJ 08691-0362  
Fax: 609-341-2302

Or via email: [Helen.Staton@dhs.nj.gov](mailto:Helen.Staton@dhs.nj.gov)

Please note that all costs incurred in connection with appeals of DMHAS decisions are considered unallowable cost for the purpose of DMHAS contract funding.

DMHAS will review all appeals and render a final decision by October 22, 2021. Contract award will not be considered final until all timely filed appeals have been reviewed and final decisions rendered.

## **XI. Post Award Required Documentation**

Upon final contract award announcement, the successful bidder(s) must be prepared to submit (if not already on file), one (1) original signed document for those requiring a signature or copy of the following documentation (unless noted otherwise) in order to process the contract in a timely manner, as well as any other contract documents required by DHS/DMHAS.

1. Most recent IRS Form 990/IRS Form 1120, and Pension Form 5500 (if applicable) (submit two [2] copies);
2. Copy of the [Annual Report-Charitable Organization](#)<sup>9</sup>;
3. A list of all current contracts and grants as well as those for which the bidder has applied from any Federal, state, local government or private agency during the contract term proposed herein, including awarding agency name, amount, period of performance, and purpose of the contract/grant, as well as a contact name for each award and the phone number;

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

4. Proof of insurance naming the State of New Jersey, Department of Human Services, Division of Mental Health and Addiction Services, PO Box 362, Trenton, NJ 08625-0362 as an additional insured;
5. Board Resolution identifying the authorized staff and signatories for contract actions on behalf of the bidder;
6. Current Agency By-laws;
7. Current Personnel Manual or Employee Handbook;
8. Copy of Lease or Mortgage;
9. Certificate of Incorporation;
10. Co-occurring policies and procedures;
11. Policies regarding the use of medications, if applicable;
12. Policies regarding Recovery Support, specifically peer support services;
13. Conflict of Interest Policy;
14. Affirmative Action Policy;
15. Affirmative Action Certificate of Employee Information Report, newly completed AA 302 form, or a copy of Federal Letter of Approval verifying operation under a federally approved or sanctioned Affirmative Action program. (AA Certificate must be submitted within 60 days of submitting completed AA302 form to Office of Contract Compliance);
16. A copy of all applicable licenses;
17. Local Certificates of Occupancy;
18. Current State of New Jersey Business Registration;
19. Procurement Policy;
20. Current equipment inventory of items purchased with DHS funds (Note: the inventory shall include: a description of the item [make, model], a State identifying number or code, original date of purchase, purchase price, date of receipt, location at the Provider Agency, person(s) assigned to the equipment, etc.);
21. All subcontracts or consultant agreements, related to the DHS contract, signed and dated by both parties;
22. Business Associate Agreement (BAA) for Health Insurance Portability Accountability Act of 1996 compliance, if applicable, signed and dated;
23. Updated single audit report (A133) or certified statements, if differs from one submitted with proposal;
24. [Business Registration](#)<sup>10</sup> for an entity doing business with the State for the first time, it may register at [NJ Treasury website](#)<sup>11</sup>;
25. [Source Disclosure \(EO129\)](#)<sup>12</sup>; and
26. [Chapter 51 Pay-to-Play Certification](#)<sup>13</sup>.

## **XII. Attachments**

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

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

<sup>12</sup> <https://www.nj.gov/treasury/purchase/forms.shtml>

<sup>13</sup> <https://www.nj.gov/treasury/purchase/forms.shtml>

**Attachment A –Proposal Cover Sheet**

\_\_\_\_\_  
Date Received

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

Name of RFP: **Provider Gambling Training and Technical Assistance Initiative**

Incorporated Name of Bidder: \_\_\_\_\_

Type: Public \_\_\_\_\_ Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_ Hospital-Based \_\_\_\_\_

Federal ID Number: \_\_\_\_\_ Charities Reg. Number (if applicable) \_\_\_\_\_

DUNS Number: \_\_\_\_\_

Address of Bidder: \_\_\_\_\_  
\_\_\_\_\_

Chief Executive Officer Name and Title: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Person Name and Title: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Total dollar amount requested: \_\_\_\_\_ Fiscal Year End: \_\_\_\_\_

Funding Period: From \_\_\_\_\_ to \_\_\_\_\_

Total number of unduplicated individuals to be served: \_\_\_\_\_

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

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

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

Authorization: Chief Executive Officer (printed name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

### **STATE OF NEW JERSEY DEPARTMENT OF HUMAN SERVICES**

#### **ADDENDUM TO REQUEST FOR PROPOSAL FOR SOCIAL SERVICE AND TRAINING CONTRACTS**

Executive Order No. 189 establishes the expected standard of responsibility for all parties that enter into a contract with the State of New Jersey. All such parties must meet a standard of responsibility that assures the State and its citizens that such parties will compete and perform honestly in their dealings with the State and avoid conflicts of interest.

As used in this document, "provider agency" or "provider" means any person, firm, corporation, or other entity or representative or employee thereof that offers or proposes to provide goods or services to or performs any contract for the Department of Human Services.

In compliance with Paragraph 3 of Executive Order No. 189, no provider agency shall pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any State officer or employee or special State officer or employee, as defined by

N.J.S.A. 52:13D-13b and e, in the Department of the Treasury or any other agency with which such provider agency transacts or offers or proposes to transact business, or to any member of the immediate family, as defined by N.J.S.A. 52:13D-13i, of any such officer or employee, or any partnership, firm, or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52:13D-13g.

The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any State officer or employee or special State officer or employee from any provider agency shall be reported in writing forthwith by the provider agency to the Attorney General and the Executive Commission on Ethical Standards.

No provider agency may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such provider agency to, any State officer or employee or special State officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to any State agency or any instrumentality thereof, or with any person, firm or entity with which he is employed or associated or in which he has an interest within the meaning of N.J.S.A. 52:13D-13g. Any relationships subject to this provision shall be reported in writing forthwith to the Executive Commission on Ethical Standards, which may grant a waiver of this restriction upon application of the State officer or employee or special State officer or employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest.

No provider agency shall influence, or attempt to influence or cause to be influenced, any State officer or employee or special State officer or employee in his official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.

No provider agency shall cause or influence, or attempt to cause or influence, any State officer or employee or special State officer or employee to use, or attempt to use, his official position to secure unwarranted privileges or advantages for the provider agency or any other person.

The provisions cited above shall not be construed to prohibit a State officer or employee or special State officer or employee from receiving gifts from or contracting with provider agencies under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines the Executive Commission on Ethical Standards may promulgate.

## **Attachment C – Statement of Assurances**

### **Department of Human Services Statement of Assurances**

As the duly authorized Chief Executive Officer/Administrator, I am aware that submission to the Department of Human Services of the accompanying application constitutes the creation of a public document that may be made available upon request at the completion of the RFP process. This may include the application, budget, and list of applicants (bidder's list). In addition, I certify that the applicant:

- Has legal authority to apply for the funds made available under the requirements of the RFP, and has the institutional, managerial and financial capacity (including funds sufficient to pay the non-Federal/State share of project costs, as appropriate) to ensure proper planning, management and completion of the project described in this application.
- Will give the New Jersey Department of Human Services, or its authorized representatives, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with Generally Accepted Accounting Principles (GAAP). Will give proper notice to the independent auditor that DHS will rely upon the fiscal year end audit report to demonstrate compliance with the terms of the contract.
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. This means that the applicant did not have any involvement in the preparation of the RFP, including development of specifications, requirements, statement of works, or the evaluation of the RFP 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 CFR 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 CFR 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 CFR 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 (NJAC 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 CFR 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: Chief Executive Officer or Equivalent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name and Title

6/97

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

READ THE ATTACHED INSTRUCTIONS BEFORE SIGNING THIS CERTIFICATION. THE INSTRUCTIONS ARE AN INTEGRAL PART OF THE CERTIFICATION.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by an 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 CFR 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 CFR 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 CFR 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 CFR 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.