

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

REQUEST FOR PROPOSALS  
**Gambling Disorder Clinician Services Program**

July 20, 2021

Valerie Mielke, Assistant Commissioner  
Division of Mental Health and Addiction Services

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## **I. Purpose and Intent**

The New Jersey Division of Mental Health and Addiction Services (DMHAS) announces the availability of funding for Gambling Disorder Clinician Services Program. This Request for Proposals (RFP) is issued by the New Jersey Division of Mental Health and Addiction Services (DMHAS) to develop gambling disorder services rendered through a Gambling Disorder Clinician to provide treatment and case management for individuals with a dual disorder of gambling and substance use. Individuals with a co-occurring mental health disorder shall not be excluded. This RFP is funded through DMHAS.

Total annualized funding for this RFP is \$1.2 million subject to State appropriation, is expected to be available. DMHAS anticipates making ten (10) awards to providers licensed as substance use disorder (SUD) providers who are interested in treating individuals with a gambling disorder. Awarded providers will hire, at minimum, 1 FTE equivalent Gambling Disorder Clinician and provide case management services provided by the clinician or additional staffing.

The awards will be chosen regionally and based on need in order to offer statewide gambling disorder services. Gambling services can be added to treatment at the following ASAM levels of care: Standard Traditional Outpatient (1.0), Intensive Outpatient (2.1), Medically Managed High Intensity Residential Services (3.5), and Medically Monitored Intensive Residential Services (3.7). Gambling counseling will be in addition to substance abuse treatment services required by regulation and contract.

In addition to treatment services, the Gambling Disorder Clinician will work with individuals to assist with issues that often occur concurrently with gambling disorders, such as financial ruin, broken relationships, legal issues, need for social services, etc.

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

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

The following summarizes the RFP schedule:

July 20, 2021	Notice of Availability of Funds
August 17, 2021	Deadline for receipt of proposals – no later than 4:00 p.m.
September 10, 2021	Preliminary award announcement
September 17, 2021	Appeals deadline
September 24, 2021	Final award announcement
October 15, 2021	Anticipated award start date

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

The goals of the Gambling Disorder Clinician Services Program are to address the need for gambling services for individuals with SUD and gambling disorders. The program will

increase the availability of SUD providers who have expertise in identifying and treating gambling disorders in individuals being treated as part of their service. Gambling disorder services will increase access to treatment and reduce the devastating effects caused by gambling disorders through the provision of treatment and recovery activities for individuals with gambling disorders.

This program will have the potential to change and improve the lives of those affected by gambling disorders throughout the State. By integrating gambling disorder services, DMHAS hopes to bring co-occurring gambling disorder into the substance use disorder treatment network. Gambling disorder services will provide treatment and will help individuals with acquiring needed resources to support ongoing recovery from gambling use disorder.

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

To be eligible to apply for funding, the bidder must satisfy the following requirements:

- The bidder may be a non-profit or for-profit entity or governmental entity;
- Bidder must be a licensed SUD treatment provider;
- If a bidder has a contract with DMHAS when this RFP is issued, that bidder must have all outstanding Plans of Correction (PoC) for deficiencies submitted to DMHAS for approval prior to submission of an application for funding;
- 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 at <http://www.nj.gov/treasury/revenue/debarment/debarsearch.shtml> 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 seeks proposals from current licensed SUD treatment providers to establish Gambling Disorder Services. The Gambling Disorder Clinician Services providers will be expected to provide gambling specific treatment services for all identified gambling disordered individuals. The gambling services provided through this funding opportunity will be in addition to the SUD treatment services required in contract or licensure. Successful bidders will provide screening, assessment, education and treatment to identified gambling disordered individuals.

This funding may not supplant any current resources for gambling services.

The successful bidder will incorporate gambling disorder services into the SUD treatment program to provide an integrated gambling and SUD program. The provider will:

- 1) Implement an evidence-based gambling screen for all admissions to care utilizing the Brief Psychosocial Gambling Screen (BPGS)
- 2) Provide a full gambling assessment for individuals identified as at risk for a gambling disorder
- 3) Include gambling specific treatment in clients' treatment plan/plan of care
- 4) Provide psycho-education on gambling to all participants in the treatment program
- 5) Provide treatment of gambling disorders through individual, group, family therapy for those with an identified gambling disorder or at risk of a gambling disorder.

The Gambling Disorder Clinician will be required to have the following credentials:

- I. The International Certification in Gambling Counseling (ICGC) level I or II and a bachelor's or master's degree in health, psychology, counseling, social work, education or other behavioral health profession.

OR

- II. CADC, LCADC, LAC, LPC, LCSW, LSW with one (1) year experience working with individuals who have a gambling use disorder and: (a) have completed the 30 hour gambling specific training toward ICGC I; (b) have commenced direct clinical contact hours in a IGCCB approved setting; and (c) are on track to receive the ICGC I within two years.

The Gambling Disorder Clinician must possess the knowledge, skills and experience necessary to competently perform clinical services and case management activities.

- *Individual therapy:* Working one-on-one with a therapist, the problem gambler strengthens the motivation to stop gambling, identifies triggers and dysfunctional coping strategies, and learns how to deal with stresses and triggers in more effective, productive ways.
- *Group therapy:* Group therapy sessions help problem gamblers build a network of supportive peers who are working to overcome the same issues. In group therapy, members exchange personal experiences, coping strategies, and hopes for the future. Self-help support groups like Gamblers Anonymous and other 12-Step programs can be an important component of a comprehensive recovery plan.
- *Family or couples counseling:* In contemporary therapeutic settings, addiction is viewed as a problem that affects entire families, not just isolated individuals. As a result, the family must be treated as a unit in order for treatment to be successful. Family and couples counseling helps to create a more supportive home environment that is conducive to sobriety and a life free from gambling or substance abuse. This form of counseling also strengthens the bonds among family members, defines boundaries, and reestablishes trust.
- The Gambling Disorder Clinician should utilize evidence-based practices such as:

*Cognitive Behavioral Therapy (CBT):* CBT addresses the self-defeating thoughts and behaviors that lead to gambling disorder. CBT is especially helpful at correcting the delusional thinking that characterizes compulsive gambling, such as the belief that one can win in spite of repeated, devastating losses.

*Motivational interviewing (MI):* MI is a technique in which you become a helper in the change process and express acceptance of your client. It is a way to interact with clients, not merely as an adjunct to other therapeutic approaches, and is a style of counseling that can help resolve the ambivalence that prevents clients from realizing personal goals.

Programs are encouraged to incorporate specific EBPs as well. These include but are not limited to the utilization of manualized treatment such as:

- *The Gambling Addiction Client Workbook:* The Gambling Addiction Client Workbook is an evidence-based program that uses treatments including motivational enhancement, cognitive-behavioral therapy, skills training, medication, and 12-step facilitation.
  - *Freedom from Gambling Disorder Workbook:* The UCLA Gambling Studies Program devoted to understanding pathological gambling, its causes, natural history, cultural factors, and the obstacles to successful treatment. The mission of the program is to translate research findings into cost-effective, evidence-based methods of prevention, education, and treatment.
- 6) The program will incorporate a knowledge and appreciation of gambling disorder as a significant issue to be addressed during treatment throughout the agency.

**Service delivery should begin as soon as possible and no later than four (4) months after award.**

**Budget:**

Total annualized funding for this RFP is \$1.2 million. The total budget for each Gambling Disorder Clinician is up to approximately \$120K for a total of ten (10) clinicians for the Gambling Disorder Clinician Services Program.

The gambling services provided through this funding opportunity will be in addition to the SUD treatment services required in contract or licensure. Successful bidders will provide screening, assessment, education and treatment to identified gambling disordered individuals.

This funding may not supplant any current resources for gambling services.

**Staffing:**

The Gambling Disorder Clinician Services Program will be comprised of the following mandatory position:

One FTE equivalent Gambling Disorder Clinician with the International Gambling Counselor Certification Board (IGCCB) or currently pursuing the certification. Additional care management staff may be required to fulfill this scope of services.

The Gambling Disorder Clinician will:

- Provide comprehensive clinical services including: screening, assessment and diagnosis, addressing gambling specific problems in the treatment plan, psycho-education regarding gambling disorders, treatment of the gambling disorder through individual, group and family therapy and coordinate aftercare;
- Document that each eligible individual was offered gambling specific services on an individual basis as needed to address gambling specific issues;
- Assist and engage the individual with transitioning to another level of care (outpatient gambling use disorder treatment or Gamblers Anonymous) to ensure continuity of care;
- Provide case management services to address consequences of the gambling disorder;
- Provide training and gambling disorder cultural competence awareness throughout the agency; and
- Participate in the interdisciplinary team.

#### **Data Collection/Evaluation:**

The successful bidder will ensure compliance with all requirements of data collection, reporting, and training. The successful bidder will document units of service delivered including the following.

Gambling Data	
Number of gambling sessions delivered to agency staff	
Number of gambling sessions delivered	
Number of people receiving sessions	
Number of screens	
Number of assessments	
Number of gambling psychoeducation groups	
Number of unduplicated individual gambling sessions	
Number of family sessions	
Number of gambling group sessions	
Number of unduplicated individuals attending group	
Number of referrals for gambling services made and to whom the referral was made	

## **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 at: <https://www.nj.gov/humanservices/olra/contracting/policy/>.

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 may be renewable for one (1) year at DMHAS' sole discretion and with the agreement of the awardee. Funds may only be used to support Clinicians 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 web at <https://www.nj.gov/humanservices/olra/contracting/policy/>, 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. 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 at <http://www.nj.gov/humanservices/providers/rulefees/regs/>.



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

Bidders are requested to email [SUD.upload@dhs.nj.gov](mailto:SUD.upload@dhs.nj.gov) by August 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](mailto:SUD.upload@dhs.nj.gov) no later than July 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. Proposal Content**

Proposals must address the following topics, and be submitted according to the following sections:

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

#### **Bidder History and Experience (10 points)**

1. Describe the agency's history, mission, purpose, current licenses and modalities, and record of accomplishments. Explain any work or experience that the agency has the target population. Describe any history working with the Council on Compulsive Gambling and their treatment network.
2. Describe the bidder's background and experience in implementing this or related types of services. Describe why the bidder is the most appropriate and best qualified to implement this program in the target service area.
3. Attach a one-page copy of the agency's organization chart showing the location of the proposed project and its link in the organization.
4. Describe the bidder's 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 the bidder's proposal.
5. Provide a description of all active litigation in which the bidder is involved, including pending litigation of which the bidder has received notice. Failure to disclose active or pending litigation may result in the agency being ineligible for contract award at DMHAS' sole discretion.
6. Demonstrate the organization's commitment to cultural competency and diversity (Law against Discrimination, N.J.S.A.10:5-1et seq.)
7. Describe the bidder's sustainability plan for the project at the end of the contract.
8. Describe the bidder's current status and compliance with contract commitments in regard to programmatic performance and level of service, if applicable.

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

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

1. How will the bidder incorporate gambling screening for all new admissions?
2. A description of obtaining individual consent for participation in the Gambling Disorder program.
3. How at risk clients will be transitioned to a full gambling assessment
4. Describe all elements of the gambling assessment.
5. Describe the curriculum for the gambling psycho-education and explain how it will be incorporated in the provider's treatment program
6. Include a description of the gambling treatment that will be offered. Include a schedule of sessions that will be available.
7. Identify how provider will integrate gambling treatment into the provider treatment program without creating stigma for those receiving gambling treatment.
8. Describe how you will ensure that the client receiving co-occurring gambling treatment will receive the full SUD treatment services and the gambling services
9. Identify how provider will educate all staff on gambling and the gambling disorder services.
10. Describe how the Gambling Disorder Clinician will work with other organizations to coordinate access to the appropriate recovery sustaining services such as Gamblers Anonymous and after care with the Gambling Council's network.
11. Describe the evidence based practices that will be used to engage the individual in appropriate services.
12. Describe the program activities you will perform to develop and implement the Gambling Disorder Services Program, including any anticipated barriers in meeting the goals, and plans to overcome them.
13. Describe the plan for reviewing the individual's financial health, specific individual housing, employment, educational, legal, family, social and health needs and how they will be addressed.
14. Provide a table of organization that specifies the proposed Gambling Disorder Clinician in relationship to the agency and its other operations.
15. State a policy which supports an individual who is receiving medication assisted therapy (MAT).
16. Provide the sustainability plan for the project at the end of the contract.

### **Staffing (20 points)**

Bidders must determine staff structure to satisfy the contract requirements. Bidders should describe the proposed staffing structure and identify how many staff will be hired to meet the needs of the program.

1. Describe how the Gambling Disorder Clinician will be incorporated into the larger SUD treatment staff.
2. Describe staff qualifications of the staff person or persons who will implement the gambling disorder service.
3. Provide details of the Full Time Equivalent (FTE). Describe proposed staff qualifications, including professional licensing and related experience. Details should include currently on-board or to be hired staff, with details of the recruitment effort. Identify bilingual staff.
4. Provide copies of job descriptions and resumes as an appendix – limited to two (2) pages each – for all proposed staff.
5. Describe the proposed organizational structure that includes the Gambling Clinician, including an organizational chart in an appendix to the bidder's proposal.

6. Describe the bidder's hiring policies, including background and credential checks, as well as handling of prior criminal convictions.
7. Provide the bidder's proposed plan for staff development as an attachment. Trainings shall include gambling disorders and gambling services,
8. describe the approach for supervision of program staff. Provide staff supervision schedule as an attachment.

#### **Outcome(s) and Evaluation (5 points)**

1. The bidder's stated agreement to comply with required data collection and reporting, as required.
2. The bidder's approach to measurement of consumer satisfaction.

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

1. Describe the plan for office space, vehicle, and any needs specific to this project.
2. Describe the manner in which tangible assets, i.e. computers, phones, other special service equipment, etc., will be acquired and allocated.
3. Describe 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 the scope of work. Therefore, bidders must clearly indicate how this funding will be used to meet the program goals and/or requirements. In addition to the required Budget forms, bidders are asked to provide budget notes.

The budget should be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. All costs associated with the completion of the project must be delineated and the budget notes must clearly articulate budget items including a description of miscellaneous expenses and other costs.

1. A detailed budget using the Annex B Excel template is required. The Excel budget template will be emailed to those who submit an intent to apply. The Annex B Excel template must be uploaded as an Excel file onto the file transfer protocol site as instructed in VIII. Submission of Proposal Requirements. Failure to submit the budget as an Excel file may result in a deduction of points. The standard budget categories for expenses include: A. Personnel, B. Consultants and Professionals, C. Materials and Supplies, D. Facility Costs, E. Specific Assistance to Clients, and F. Other. Supporting schedules for Revenue and General and Administrative Costs Allocation are also required. The budget must include two (2) separate, clearly labeled sections:
  - a. Section 1 – Full annualized operating costs to satisfy the scope of work detailed in the RFP and revenues excluding one-time costs; and
  - b. Section 2 - Proposed one-time costs, if any, which will be included in the Total Gross Costs.
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 are required. 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 and total hours per workweek.
5. Identify the number of hours per clinical consultant.
6. Staff fringe benefit expenses, which may be presented as a percentage factor of total salary costs, should be consistent with the bidder's current fringe benefit package.
7. If applicable, General & Administrative (G&A) expenses, otherwise known as indirect or overhead costs, should be included if attributable and allocable to the proposed program. Since administrative costs for existing DMHAS programs reallocated to a new program do not require new DMHAS resources, a bidder that currently contracts with DMHAS should limit its G&A expense projection to “new” G&A only by showing the full amount of G&A as an expense and the off-set savings from other programs’ G&A in the revenue section.
8. Written assurance that if the bidder receives an award pursuant to this RFP, it will pursue all available sources of revenue and support upon award and in future contracts, including agreement to obtain approval as a Medicaid-eligible provider.

## Appendices

The 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 #7-11 are not submitted and complete, the proposal will not be considered.**

1. Bidder mission statement;
2. Organizational chart;
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 ([www.njconsumeraffairs.gov/charities](http://www.njconsumeraffairs.gov/charities));
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 ([www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)); and
11. Statement of Bidder/Vendor Ownership Disclosure ([www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)).
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 Proposals**

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.

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 August 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 (<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 September 10, 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 September 17, 2021. The written appeal must clearly set forth the basis for the appeal.

Appeal correspondence should be addressed to:

Valerie L. Mielke, Assistant Commissioner  
Department of Human Services  
Division of Mental Health and Addiction Services  
5 Commerce Way  
PO Box 362  
Hamilton, NJ 08691  
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 September 24, 2021. Contract award(s) will not be considered final until all timely filed appeals have been reviewed and final decisions rendered.

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

Upon final contract award announcement, the 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 (for information visit: <https://www.njportal.com/DOR/annualreports/>);
3. A list of all current contracts and grants as well as those for which the bidder has applied from any Federal, state, local government or private agency during the contract term proposed herein, including awarding agency name, amount, period of performance, and purpose of the contract/grant, as well as a contact name for each award and the phone number;
4. Proof of insurance naming 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 (online inquiry to obtain copy at [https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLLoginJsp.jsp); for an entity doing business with the State for the first time, it may register at <http://www.nj.gov/treasury/revenue>);

25. Source Disclosure (EO129) ([www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)); and  
26. Chapter 51 Pay-to-Play Certification ([www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)).

## **XII. Attachments**



**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: **Gambling Disorder Clinician Services Program**

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 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 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. 1975, 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 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.

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Name and Title of Authorized Representative

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Signature

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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.