



**Solicitation Information  
August 20, 2013**

**RFP# 7497368**

**TITLE: EARLY IDENTIFICATION AND TREATMENT FOR PROBLEM/PATHOLOGICAL GAMBLERS AND THEIR FAMILIES**

**Submission Deadline: September 24, 2013 @ 10:00 AM (Eastern Time)**

Questions concerning this solicitation must be received by the Division of Purchases at [david.francis@purchasing.ri.gov](mailto:david.francis@purchasing.ri.gov) no later than **August 29, 2013 @ 10:00 AM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

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Interdepartmental Project Manager

Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**Note to Applicants:**

Offers received without the entire completed four-page RIVP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

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## **SECTION 1: INTRODUCTION**

The Rhode Island Department of Administration/Division of Purchases, on behalf of The Rhode Island Department of Behavioral Healthcare, Developmental Disabilities and Hospitals (BHDDH) and in collaboration with the Rhode Island Department of Revenue/Division of Lotteries (Lottery) is soliciting proposals from qualified vendors to provide Early Identification and Treatment Services for Problem/Pathological Gamblers and Their Families as described elsewhere herein, and in accordance with the terms of the Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at [www.purchasing.ri.us](http://www.purchasing.ri.us).

### **Number of Contracts**

BHDDH and the Lottery reserve the right to award contract to one vendor in an amount not to exceed **\$75,000; however, BHDDH is interested in receiving the best value for this solicitation.** The contract(s) will be awarded to selected vendor(s) who can demonstrate a capacity for serving individuals and/or families affected by problem or pathological gambling. Services are expected to be accessible to residents throughout Rhode Island.

### **Contract Term and Funding**

The initial period of this contract will be for a period of twelve (12) months from the date of contract award, with the possibility of renewal for up to two (2) additional years, pending vendor performance, continued availability of funding, and/or future funding allocation determinations made by the Lottery as a result of the needs assessment and planning activities.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

### ***INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:***

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the

purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.

7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website [www.mbe.ri.gov](http://www.mbe.ri.gov) or contact [charles.newton@doa.ri.gov](mailto:charles.newton@doa.ri.gov).

## **SECTION 2: BACKGROUND**

This grant solicitation will provide an opportunity to identify and treat individuals at risk for or exhibiting behavioral attributes of problem/pathological gamblers and their families, reduce the incidence of problem/pathological gambling and, prevent and mitigate the harm caused by problem/pathological gambling.

Over the past several decades, there has been a greater social acceptance of gambling in the United States and Canada through the ongoing development of opportunities to gamble, ranging from charitable gambling (i.e., raffles, bingo, etc.) to lotteries, casino gambling, televised poker games, and internet gambling.

Today, as many as forty-eight (48) states and most tribes have legalized gambling. While casinos are readily available in nearby Connecticut; locally, Video Lottery Terminals are offered at Twin River in Lincoln and Newport Grand in Newport. Rhode Island passed legislation allowing for the addition of casino gaming in Lincoln which will be introduced in July, 2013. Lottery tickets and Keno can be found in Lottery-licensed Retailers in every area of the state. More recently, the Internet has provided new, illegal opportunities for gambling in the privacy of people's homes.

Most people can gamble without negative consequences; however, the National Council on Problem Gambling indicates that "a small percentage of persons who gamble suffer enormous social, economic, and psychological implications. Individuals, families and communities all suffer from problem gambling." Like other addictions, problem and compulsive gambling is a progressive, diagnosable disorder, which, left untreated, can lead to severe social, psychological, and physical consequences (Barry et al., 2011; Lorains, Cowlshaw & Thomas, 2010; Rahman et al., 2012; Toneatto & Wang, 2009).

It has been estimated that between six-tenths percent (0.6%) and seventh-tenths percent (0.7%) of the population in the United States meet criteria for the clinical diagnosis of pathological gambling. Another two percent (2%) to three percent (3%) of the population experience subclinical (showing some signs of problem/pathological gambling, but not all of them) gambling problems (LaPlante & Shaffer, 2007). Although men seem to outnumber women in the area of problem gambling, there is some evidence that these rates are evening. In recent years, the United States has seen a significant increase in gambling among youth during teen years, reaching its highest level during the twenties (20s) and thirties (30s). In a random telephone survey conducted in 2009 with over 2,200 youth ages 14 to 21 years living in the United States, seventeen percent (17%) reported gambling fifty-two (52) or more times in the past year, and the same percentage of youth drank five (5) or more drinks on twelve (12) or more days in the past year. Ten percent (10%) reported having three (3) or more gambling problems in the past year, and fifteen percent (15%) reported having three (3) or more alcohol problems (Barnes, Welte, Hoffman, & Tidwell, 2009). College students comprise another group that has seen an increase of gambling activities over the past several years (Haung, Jacobs, & Derevensky, 2010). National statistics place rates of problem/pathological gambling among college students as high as nine percent (9%).

Another susceptible group is the elderly population, including retirees on fixed incomes who have more time to devote to social and leisure activities such as visiting casinos or playing Keno (Desai, Desai & Potenza, 2007). Some reports indicate that certain racial and ethnic minority populations appear to be disproportionately affected by gambling secondary to familial/genetic, sociological and individual factors, or perhaps due to these cultures' historical acceptance of gambling as a social activity (although other research suggests this may be more attributable to other risk factors found among minority populations, such as low income/unemployment, fewer educational opportunities, substance abuse, etc.) (Raylu & Oei, 2004). Additionally, substantial research has specifically identified individuals with substance use and mental health disorders as being at significantly higher risk for gambling problems that contribute to decreased treatment efficacy, increased health care costs and service utilization (Lorains, Cowlshaw & Thomas, 2010).

The Substance Abuse and Mental Health Services Administration (SAMHSA) presents three (3) simple principles in approaching behavioral health care: "prevention works, treatment is effective, and people recover." To this end, BHDDH in collaboration with the Lottery seeks qualified vendors that are familiar with behavioral health issues, understands, and can develop and/or provide treatment services that relate to these principles and will reduce the incidence of problem/pathological gambling. In addition, the vendor

must recognize the importance of health promotion, harm reduction, and recovery and how it relates to gambling.

**Target Population**

Priority for admission should be given to individuals, including uninsured, who meet DSM-IV-TR criteria for problem/pathological gambling (including services for their family members). However, if sufficient capacity exists, projects may also serve individuals and families with other significant problems related to gambling.

BHDDH and the Lottery recognize that substance abuse, mental illness and problem/pathological gambling are primary diagnoses and warrant the development of individualized treatment to address all of these issues. Individuals admitted to treatment for problem/pathological gambling with a co-occurrence of substance abuse dependence and/or mental illness will have these co-occurring disorders addressed as a primary focus of treatment. Individuals will be referred or admitted to specialized treatment programs with an emphasis on coordination of care and collaboration with other treatment providers.

Specific required program components are described under Section 3, "Scope of Work".

**Reimbursement**

Reimbursement will be issued based on the submission of a vendor invoice itemizing the program costs incurred. The frequency of reimbursement will be determined upon negotiation following contract award(s). Any services that are reimbursable by Medicaid or services provided to commercially insured clients cannot be paid through this contract.

**Applicant Eligibility**

Any private entity or other legal organization able to successfully meet the requirements set forth below.

The applicant must:

- Be incorporated in the State of Rhode Island, and be licensed by BHDDH to provide outpatient behavioral health services,

-OR-

- Be accredited by The Joint Commission (formerly known as the Joint Commission on Accreditation of Healthcare Organizations) or CARF International (formerly known as the Commission on Accreditation of Rehabilitation Facilities) and, at the time of publication of the RFP, be providing behavioral healthcare services in Rhode Island.

-OR-

- Be a licensed individual in private practice and listed as a Board Approved Clinical Consultant by the International Gambling Counselor Certification Board or a Certified Professional with a Certificate of Competency in Problem Gambling from the RI Board for the Certification of Chemical Dependency Professionals.

-AND-

- Either directly, or through collaborative affiliation(s), demonstrate the ability to provide or arrange for twenty-four (24) hour crisis intervention for individuals at risk of suicide or other harm as a result of problem gambling.
- Meet and accept the terms and conditions or programmatic and evaluation criteria as well as reimbursement rates.

Preference will be given to applications that:

- Demonstrate experience in and ability to provide services for problem/pathological gamblers and family members.
- Demonstrate availability of staff who received training in the treatment of problem/pathological gambling.
- Demonstrate a capacity to provide comprehensive, coordinated behavioral healthcare services.
- Locate services in sites, which are easily accessible by public transportation and are situated in communities with a demonstrated need for treatment.
- Demonstrate an ability to provide supplementary resources to enhance or expand program services or capacity (such as through third party reimbursements, in-kind contributions, complementary grant funds, etc.).
- Demonstrate an ability to collaborate with the manager of the State's Gambling Hotline to target needed service interventions; communities of need; and target populations.

## **SECTION 3: SCOPE OF WORK**

### **General Scope of Work**

The purpose of work under this RFP is to identify and treat individuals at risk for or exhibiting behavioral attributes of problem/pathological gamblers and their families.

### **Specific Activities / Tasks**

Mandatory *minimal* program components include the following core services:

- Outreach – The successful applicant will be expected to conduct outreach activities designed to publicize the availability of program services, and reach and engage hard-to-reach or specialized populations in need of services.
- Screening/Assessment – The successful applicant will complete a screening and clinical assessment, utilizing a standardized or other acceptable assessment tool(s) (i.e., Lie/Bet, or BHDDH approved equivalent), to determine the extent and consequences of an individual's gambling problem according to the current DSM criteria for Problem/Pathological Gambling.
- Comprehensive Assessment - The successful applicant will complete a comprehensive assessment to determine concurrent substance abuse and/or mental health treatment needs, and other supports needed.
- Individual and Group Counseling –The successful applicant will provide individual and group counseling with gambling specific interventions to aid the individual in the recovery process.

- Psycho-education – Group sessions will be developed and provided to educate on the disease concept including relapse, risk factors, triggers and warning signs. Identification of any standardized curriculum to be used must be submitted with the application.
- Case Management – Case management will assist the problem/pathological gambler in obtaining additional services that are integral to recovery. Case management will coordinate care and may include assistance with the following:
  - a. Scheduling and keeping appointments
  - b. Self-exclusion from a gaming venue – assist individual to voluntarily exclude themselves from gambling settings
  - c. Debt reduction and financial restitution – assist individual with gambling related debt, initiate a financial plan, teach budgeting skills and develop a plan for financial restitution
  - d. Leisure substitution – fill the time otherwise spent gambling with positive activities
- Family Sessions – The successful applicant will have the capacity to provide educational or counseling sessions with family members and significant others whose lives have been impacted by the problem gambler.
- Referral to or connection to Self-Help Meetings – Clients and family members/significant others will be strongly encouraged to attend Twelve Step meetings as an adjunct to receiving program services. The program will assist clients in finding Twelve Step groups that are appropriate for their individual situation.
- Criminal Justice Liaison – The applicant will develop a clear and simple process for bi-directional communication on treatment progress or lack thereof between the counselors and criminal justice system officials when appropriate.
- Cultural and Gender Competence – The applicant is expected to assure programming will be available and provided for cultural and linguistic minorities as well as special populations (e.g., alternative lifestyles, women, adolescents, veterans) with equity and without bias.
- Accessibility - The successful applicant will demonstrate accessibility for individuals with physical or other disabilities across all demographic categories.
- Hours of Operation – The successful applicant will design the days and hours of operation to accommodate the special needs of clients affected by problem gambling, including emergency service capability for individuals in crisis.
- Community Linkages – The successful applicant will demonstrate linkages with appropriate community-based substance abuse and mental health treatment, intervention and referral agencies, self-help groups, and other entities that mutually serve the client population.

### **Requirements/Assurances**

The successful applicant will:

- Identify an agency contact person with primary responsibility for the program.

- Develop a collaborative relationship with United Way of Rhode Island twenty-four (24) hour helpline program. Provide appropriate staffing for all aspects of the program. This shall include facilitating staff access to any specialized training and certification processes on problem gambling made available through local or regional training resources during the contract period.
- Work with the BHDDH in collaboration with the Lottery in the development of data collection instruments, and performance and outcome measures during the contract period.
- Work with the BHDDH in the development of outreach strategies to promote the availability of program services, and engage hard-to-reach populations.

## Deliverables

The successful applicant is expected to:

1. Submit invoices for payment in a format and schedule to be specified by BHDDH
2. Submit client data to BHDDH in a format and schedule to be determined by BHDDH in collaboration with the Lottery. Data provided will specify the number of uninsured clients treated.
3. Ensure State access to client records
4. Submit quarterly reports to BHDDH on project progress in a format to be determined by BHDDH in collaboration with the Lottery. Reports will include:
  - a. The progress on identified objectives and work plan, along with any barriers to achieving goals and objectives;
  - b. Data collected on the following list of desired outcomes:

| Measure Type | Primary Measure   |
|--------------|---|
| Outcome #1   | Members of the community are aware of and are able to avail themselves of outpatient gambling treatment services  |
| Indicators   | Number of clients who received outpatient gambling treatment services. [The number of problem and/or pathological gamblers completing enrollment and entering treatment at your clinic at least once during the reporting period]<br>Number of clients who were on a wait list for services during the quarter.   |
| Outcome #2   | Clients experiencing problem/pathological gambling with a successful completion rate [Successful completion rate' is defined as the client experiencing problem/pathological gambling having completed a minimum of 75% of the short-term treatment goals, completion of a continued wellness plan, and lack of engagement in problem/pathological gambling behaviors for at least 30 days prior to discharge.] |
| Indicator    | Number of clients who completed a minimum of 75% of short-term treatment goals, completion of a continued wellness plan, and lack of engagement in problem/pathological gambling behaviors for at least 30 days prior to discharge.   |
| Outcome #3   | All clients accessing services will be screened for problem/pathological gambling and will provide descriptive and demographic information.   |
| Indicator    | The number of individuals screened for problem/pathological gambling that may include: age, gender, race/ethnicity, age of first gambling experience, geographic location, employment status, household income, type of physical disability, primary gambling venue, and primary language used in day-to-day activities.  |
| Outcome #4   | Identification of clients with co-occurring behavioral health disorders   |
|              | The number of clients using alcohol and/or other drug use (illicit or prescription), and/or   |

|  |   |
|--|---|
|  | experiencing other mental health issues in addition to or as a result of problem/pathological gambling. |
|--|---|

**Applicant Responsibilities**

The successful applicant will:

- Provide space for program service, as well as any equipment necessary to complete the scope of work. The facility must be in compliance with applicable fire, life-safety, Americans with Disabilities Act (ADA) and state handicapped accessibility and licensing codes.
- The successful applicant will travel as necessary to carry out the Scope of Work.

**SECTION 4: TECHNICAL PROPOSAL**

The following requirements are the minimum specifications and areas of responsibility required. Applicants are expected to provide all necessary resources to develop and execute proposed program.

1. Organizational Experience

This section shall include the following information:

- A description demonstrating the applicant’s understanding of problem/pathological gambling; knowledge of and experience in evidence-based methods and interventions for the treatment of problem/pathological gambling; and knowledge of and experience in co-occurring substance abuse and mental health disorders;
- A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects;
- A description of the business background of the applicant (and all subcontractors proposed), including a description of their financial position, and,
- The applicant's status as a Minority Business Enterprise (MBE) certified by the Rhode Island Department of Administration, and/or a subcontracting plan which addresses the State's goal of ten percent (10%) participation by MBE's in all State procurement.

2. Work Plan/Approach

This section shall describe the applicant’s understanding of the requirement, including the results intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. The work plan should address the core program components described under Scope of Work, as well as a staffing plan.

The work plan must include:

- A description of any specific “at risk” or hard-to-reach population(s) to be targeted by the project. The work plan should include a discussion of the specific risk factors affecting the target population, innovative efforts the applicant will use to reach the population, and specialized treatment approaches to be utilized in engaging and maintaining the population in treatment.
- A description of admission and discharge criteria and procedures.
- A description of collaborative efforts among and/or between agencies that will ensure client needs are met.
- A description of how site(s) will improve access to services based upon the demonstrated need.

- A description of the site(s) to be used for program services, including address, evidence of site control, and relationship to public transportation in the area.
- A description of days and hours of operation, including provisions for emergency services for individuals in crisis.
- An explanation of the clinical treatment approach to be employed, including a thorough explanation of service components, expected frequency of services and length of treatment A description of any screening or assessment tools to be utilized (copies must be appended).
- A description of proposed client record keeping for the program. A description of proposed outcome measures to demonstrate client progress in treatment
- Demonstration of knowledge of problem/pathological gambling intervention services, self-help groups and/or other related resources for clients and family members.
- Demonstration of knowledge of other appropriate community-based substance abuse and mental health treatment, as well as other human service or recovery support resources which may be needed by the client population.
- An explanation of how the project will ensure program access for cultural and linguistic minority populations.
- The expected number of individuals to be served at any given time, as well is expected number of individuals to be served annually.
- A discussion of other existing funding sources and/or in-kind contributions provided by the agency to enhance program services.
- A description of the relationship of the problem/pathological gambling program to the applicants' organizational structure and leadership. This description must also include the relationship of any collaborating agencies to the applicant agency's organizational structure and leadership
- A time line for projected program implementation, including responsible personnel and the start and completion date for all tasks and activities.

### 3. Staff Qualifications

A description of all staff and/or subcontractors proposed to provide the required program services. The description must include a job description for each position outlining duties, responsibilities and concentration of effort (in number of hours/week) as well as resumes, curricula vitae, or statements of prior experience and qualifications of any known staff. This section must also address specialized training proposed to ensure ongoing education for staff in treating gambling addictions.

## **SECTION 5: COST PROPOSAL**

The applicant must submit an annualized line item budget using Appendix A: Budget Form, reflecting costs to be charged to any resulting contract. The cost proposal must be accompanied by a budget narrative describing calculations and justification for expenditures. The budget narrative should also describe any anticipated program income, in-kind contributions, or complementary funding resources. Administrative funds should not be equal to more than 10% of the total value of the budget. If administrative funds are greater than 10%, please provide separate written justification.

## **SECTION 6: EVALUATION AND SELECTION**

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out

of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The Department of Behavioral Healthcare, Development Disabilities, and Hospitals and Rhode Island Department of Revenue/Division of Lotteries (Lottery) reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

| Criteria                               | Possible Points   |
|--|-------------------|
| Organizational Experience              | 15 Points         |
| Quality of the Work Plan               | 40 Points         |
| Staff Qualifications                   | 15 Points         |
| <b>Total Possible Technical Points</b> | <b>70 Points</b>  |
| Cost Proposal*see below                | 30 Points         |
| <b>Total Possible Points</b>           | <b>100 Points</b> |

\*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal. Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

## SECTION 7: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [David.Francis@purchasing.ri.gov](mailto:David.Francis@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7497368** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked "**RFP#7497368 EARLY IDENTIFICATION AND TREATMENT FOR PROBLEM/PATHOLOGICAL GAMBLERS AND THEIR FAMILIES**" to:

RI Dept. of Administration  
Division of Purchases, 2nd floor  
One Capitol Hill  
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

### ***RESPONSE CONTENTS***

Responses shall include the following:

1. A completed and signed four-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. One (1) completed and signed W-9 (included in the original proposal) downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to twenty (20) pages (this excludes any appendices). As appropriate, resumes of key staff that will provide services covered by this request.
4. **A separate, signed and sealed Cost Proposal** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project using Appendix A: Budget Form.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide

their proposal in **electronic format (CDRom, diskette, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked “original.”

## ***CONCLUDING STATEMENTS***

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State’s General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State’s General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

**Appendix A: Budget Form**

| <b>Category /Item</b>                  | <b>BHDDH<br/>Approved<br/>Budget</b> | <b>Other Funds</b> | <b>Total Budget</b>               |
|--|--------------------------------------|--------------------|-----------------------------------|
| [col. 1]                               | [col. 2]                             | [col. 3]           | [col. 4]<br>col 4 = col 2 + col 3 |
| 1) Salaries                            |                                      |                    |                                   |
| 2) Fringe Benefit                      |                                      |                    |                                   |
| 3) Contractual Services                |                                      |                    |                                   |
| 4) Travel (in state)                   |                                      |                    |                                   |
| 5) Conference (out of state)           |                                      |                    |                                   |
| 6) Postage/Office<br>Supplies/Expenses |                                      |                    |                                   |
| 7) Telephone/Cable/Internet            |                                      |                    |                                   |
| 8) Information System                  |                                      |                    |                                   |
| 9) Property Rent                       |                                      |                    |                                   |
| 10) Heat & Utilities                   |                                      |                    |                                   |
| 11) All Other                          |                                      |                    |                                   |
|  |                                      |                    |                                   |
|  |                                      |                    |                                   |
|  |                                      |                    |                                   |
|  |                                      |                    |                                   |
| 12) Agency Overhead-Indirect           |                                      |                    |                                   |
|  |                                      |                    |                                   |
| <b>TOTAL</b>                           | <b>\$0.00</b>                        | <b>\$0.00</b>      | <b>\$0.00</b>                     |