



## **Addendum 1**

### **STATE OF CONNECTICUT DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES**

The State of Connecticut Department of Mental Health and  
Addiction Services is issuing Addendum 1 to the

### **PROBLEM GAMBLING INTEGRATION IN SUBSTANCE USE DISORDER AND MENTAL HEALTH SERVICES REQUEST FOR PROPOSALS (RFP) (RFP #DMHAS-DiGIn 2022)**

**Addendum 1 contains:**

#### **Questions and Official Responses**

In the event of an inconsistency between information provided in the RFP and  
information in Addendum 1, **the information in Addendum 1 shall control.**

---

#### **Questions and Official Responses**

##### **Question 1:**

In the RFP the table of contents is labeled A-H but the RFP is also asking for appendices. Should those come after H. Statement of Assurances. And if yes, how should that look on the table of contents. Just label as Appendices or I. Appendices.

**Response: Appendices are part of D. Main Proposal Submission Questions. Please refer to page 16 of the RFP, III. Appendices.**

##### **Question 2:**

In the forms that need to be filled out and signed there is a Employer information report EEO-1 Form #5. Is there a fillable form that is available? I went on the link that is provided but could not find one.

**Response: No. This is a federal form that comes directly from the Equal Employment Opportunity Commission (EEOC).**

##### **Question 3:**

On page 10 of the RFP it states the required line spacing for the project narrative as single spaced ("1"), and on the check list on page 26 it states line spacing as "1 1/2". Which is correct? Thank you!

**Response: "1" is correct.**

**Question 4:**

currently hold a contract with DiGIn, would it be acceptable to change our identified program to our Intensive Outpatient Programs?

- 7. Minimum Qualifications of Respondents.** To qualify for a contract award, a Respondent must have the following minimum qualifications:

Proposals may be submitted from private, non-profit agencies that have Department of Public Health (DPH) licensure for outpatient and residential (if residential is part of the proposal) treatment services or recovery-based programs and can demonstrate experience and capacity to develop and implement services defined through this RFP within timeframes set forth by the Department.

An agency that has been previously awarded with a DiGIn contract, **must identify a new agency program for implementation**; one that has not been a focus of problem gambling integration in previous awards.

**Response:**

**Yes, since IOP is a higher level of care and not a program of focus in the past, it would be acceptable to submit for that program.**

**Question 5:**

Is the Program Budget, Budget narrative and justification included in the 10 page limit?

**Response: No.**

**Question 6:**

On page 10 of the RFP f. line spacing: 1, on page 26 under formatting checklist it states: 1 ½ line spacing. Can you clarify what the line spacing should be?

**Response: Please refer to response to Question 3.**

**Question 7:**

On page 15 under finance there is a question, Describe how applicant intends to maximize use of existing community resources and services. Is this question in regards to offsetting costs in the budget?

**Response:**

**This could be a way of offsetting costs, but it could also highlight the utilization of existing collaborations and resources to enhance DiGIn in the agency as well as surrounding community.**

**Question 8:**

Can you clarify the proposal submission outline? On page 13 you have the required outline but then as you go through the main proposal questions on page 16 III. Appendices are before E. Attachments. And in the appendix 6: there is a list of additional required documents but not all of the forms 1-6 are listed and it is also asking for budget and narrative forms. So my question is do you want the budget forms, narrative and justification to follow after the budget questions or attached to the appendix 6?

**Response: The budget form, (Budget Template, Attachment C) narrative and justification should be submitted as a response to section II. PROGRAM BUDGET, BUDGET NARRATIVE and JUSTIFICATION B. BUDGET, NARRATIVE and JUSTIFICATION.**

**III. Appendices, Appendix 6: is amended as follows:**

**Appendix 6:** Additional Required Documents – Proposals must contain all of the following documents to be considered responsive (see Forms)

- Gift and Campaign Contribution Certification

- Consulting Agreement Affidavit
- Acknowledgment of Contract Compliance
- Notification To Bidders
- Employer Information Report
- IRAN Certification

**Question 9:**

Can you provide the budget forms that we can be filled in?

**Response: The Budget Template, Attachment C will be sent to all prospective proposers after the deadline for the Mandatory Letter of Intent, May 21, 2021 3:00 PM.**

**Question 10:**

Using peers in the conceptualization of the program services. What do you mean by conceptualization of the program services?

**Response:**

**Conceptualization of the program services means including peers/recovery support services into the program.**

**Question 11:**

If an agency is awarded DiGin funding, will that preclude them from Bettor Choice funding in the future?

**Response:**

**No, it does not.**