



Geriatric Technical Assistance Center (GTAC)
Request for Proposals

Release date: June 2022

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1. Introduction and Background

1.1 Purpose of the Request for Proposal

The New York State Office of Mental Health announces the availability of funds for a Geriatric Technical Assistance Center (GTAC) to support and improve the service delivery of geriatric service demonstration programs through the “Partnership to Support Aging in Place in Communities Severely Impacted by COVID-19” (PSAP). These programs will create a partnership of Office of Mental Health (OMH), Office of Addiction Services and Supports (OASAS) and NY State Office for the Aging (NYSOFA) licensed providers to identify, support and serve older adults with unmet needs for those services to successfully age in place in the communities of their choice. The GTAC will be responsible for training and technical assistance focused on programmatic and fiscal strategies to support the planning, implementation, operation, and evaluation of the service demonstration programs as detailed in Section 5.2 (page 17) Up to \$200,000 will be awarded annually to one eligible applicant for a total period of four (4) years, dependent upon appropriated funding.

1.2 Target Population

Older adults (age 55 and older) whose community tenure is at risk due to unmet needs for behavioral health and aging services. The “Partnership to Support Aging in Place in Communities Severely Impacted by COVID-19” will work to support individuals to provide outreach and in-community services to improve access to services, improve health outcomes and reduce disparities experienced by racial, ethnic, disability and disadvantaged groups by providing support for individuals to age in place in the communities of their choice.

2. Proposal Submissions

2.1 Designated Contact/Issuing Officer

OMH has assigned an Issuing Officer for this project. The Issuing Officer or a designee shall be the sole point of contact regarding the RFP from the date of issuance of the RFP until the issuance of the Notice of Conditional Award. To avoid being deemed non-responsive, an applicant is restricted from making contact with any other personnel of OMH regarding the RFP. Certain findings of non-responsibility can result in rejection for a contract award. The Issuing Officer for this RFP is:

Carol Swiderski
Contract Management Specialist 2
New York State Office of Mental Health
Contracts and Claims
44 Holland Avenue, 7th Floor
Albany, NY 12229
carol.swiderski@omh.ny.gov

2.2 Letter of Intent

Organizations interested in responding to this Request for Proposal **must** submit a Letter of Intent to Bid to the OMH Issuing Officer by 8/16/2022. The Letter of Intent to Bid shall be non-binding.

Please e-mail (only) the letter of intent to the Issuing Officer:

Carol Swiderski
Contract Management Specialist 2
New York State Office of Mental Health
Contracts and Claims
Attention: Letter of Intent
44 Holland Avenue, 7th Floor
Albany, NY 12229
carol.swiderski@omh.ny.gov

Please put in the Subject Line – “Geriatric Technical Assistance Center RFP”.

2.3 Key Events/Timeline

RFP Release Date	6/23/22
Questions Due	7/19/22
Questions and Answers Posted on Website	8/9/22
Letter of Intent to Bid Due	8/16/22
Proposals Due by 1:00 PM EST	8/24/22
Anticipated Award Notification	9/20/22
Anticipated Contract Start Date	1/1/23

2.4 Disposition of Proposals

All proposals received by the due date become the property of OMH and shall not be returned. Any proposals received after the due date will be returned to the applicant unopened.

2.5 Eligible Organizations

Eligible applicants are 501(c) (3) organizations with experience providing technical assistance, training, and support to providers of services to older adults with aging services needs, serious mental illness and/or addiction services needs.

If unsure if your organization is an eligible applicant, contact the Issuing Officer identified in Section 2.1.

Please note that any/all questions posed regarding Eligibility will be answered through the official Question and Answer process. No questions regarding Eligibility will be responded to individually.

2.6 RFP Questions and Clarifications

All questions or requests for clarification concerning the RFP shall be submitted in writing to the Issuing Officer by e-mail to carol.swiderski@omh.ny.gov by 4:00 PM EST on the “Questions Due” date indicated in section 2.3 and will be limited to addressing only those questions submitted by the deadline. No questions can be submitted or will be answered after this date. No questions will be answered by telephone or in person.

The questions and official answers will be posted on the OMH website by 8/9/22.

2.7 Addenda to Request for Proposals

In the event that it becomes necessary to revise any part of the RFP during the application submission period, any addenda will be posted on the OMH website, the Grants Gateway and the NYS Contract Reporter.

It is the applicant’s responsibility to periodically review the OMH website, the NYS Contract Reporter and Grants Gateway to learn of revisions or addenda to this RFP. No other notification will be given.

2.8 Disqualification Factors

Following the opening of bids, a preliminary review of all proposals will be conducted by the Issuing Officer or a designee to review each proposal’s submission for completeness and verify that all eligibility criteria have been met. Additionally, during the proposal evaluation process, evaluators will also be reviewing eligibility criteria and confirming that they have been met. During the course of either of these review processes, proposals that do not meet basic participation standards will be disqualified, specifically:

- Proposals from applicants that do not meet the eligibility criteria as outlined in 2.5; or
- Proposals that do not comply with bid submission and/or required format instructions as specified in 2.10 and 2.11 or
- Proposals from eligible applicants who have not completed Vendor Prequalification, as described in 2.11, by the proposal due date of 1:00 PM EST on 8/24/23.

2.9 Grants Gateway Requirement

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process which require not-for-profits to register in the [Grants Gateway](#) and complete the Vendor Prequalification process

in order for proposals to be evaluated and any resulting contracts executed.

Proposals received from eligible not-for-profit applicants who have not been Prequalified by the proposal due date of 1:00 PM EST on 8/24/23 cannot be evaluated; therefore, such proposals will be disqualified from further consideration.

Please do not delay in beginning and completing the prequalification process. The State reserves five (5) days to review submitted prequalification applications. Prequalification applications submitted to the State for review less than 5 days prior to the RFP due date and time may not be considered. Applicants should not assume their prequalification information will be reviewed if they do not adhere to this timeframe.

2.10 Instructions for Bid Submission and Required Format

Each proposal submission through the Grants Gateway is required to contain:

- Operating Budget (Appendix B)
- Budget Narrative (Appendix B1)

All applicants must be registered with the New York State Grants Gateway System (GGS) and all Not-for-Profit agencies must be prequalified prior to proposal submission.

If you are not already registered in the GGS:

Registration forms are available at the GGS website:

<https://grantsmanagement.ny.gov/register-your-organization>

Include your SFS Vendor ID on the form; if you are a new vendor and do not have a SFS Vendor ID, include a Substitute for W-9 with your signed, notarized registration (also available from the website).

All registration must include an Organization Chart in order to be processed. When you receive your login information, log in and change your password.

If you are an applicant, and have problems complying with this provision, please contact the GGS help desk via email: Grantsgateway@its.ny.gov -- OR -- by telephone: 1-518-474-5595.

How to Submit a Proposal

Proposals must be submitted online via the Grants Gateway by the date and time posted on the cover of this RFP. Tutorials (training videos) for use of the Grants Gateway are available upon user log in.

To apply, log into the Grants Gateway as a Grantee, Grantee Contract Signatory or Grantee System Administrator and click on the View Opportunities button under View Available Opportunities. To get started, in the Search Criteria, enter the Grant Opportunity name provided on the cover page of this RFP, select the Office of Mental Health as the Funding Agency, and hit the Search button. Click on the name of the Grant Opportunity from the search results grid and then click on the APPLY FOR GRANT OPPORTUNITY button located at the bottom left of the Main page of the Grant Opportunity.

In order to access the online proposal and other required documents such as the attachments, you MUST be registered and logged into the NYS Grants Gateway system in the user role of either a “Grantee” or a “Grantee Contract Signatory” or a “Grantee System Administrator”.

The ‘Grantee’ role may ONLY Initiate and Save changes to the application such as add/update information to forms, upload documents while the user logged in as a ‘Grantee Contract Signatory’ or a ‘Grantee System Administrator’ role can perform all the tasks of Grantee role and in addition, can SUBMIT the application to the State. When the application is ready for submission, click the ‘Status Changes’ tab, then click the ‘Apply Status’ button under “APPLICATION SUBMITTED” before the due date and time.

For further information on how to apply, and other information, please refer to the Vendor User Manual.

<https://grantsmanagement.ny.gov/system/files/documents/2020/05/vendor-user-manual-3.2-5.7.20.pdf>

Reference materials and videos are available for Grantees applying to funding opportunities on the NYS Grants Gateway. Please visit the Grantee Documents section on Grants Management website.

Late proposals will not be accepted. Proposals will not be accepted via fax, e-mail, hard copy, or hand delivery. Proposals will only be accepted via Grants Gateway submission.

Helpful Links

Some helpful links for questions of a technical nature are below.

Grants Reform Videos (includes a document vault tutorial and an application tutorial) on YouTube:

<http://www.youtube.com/channel/UCYnWskVc7B3ajjOVfOHL6UA>

(Technical questions)

Grants Team Email (Proposal Completion, Policy and Registration questions): grantsgateway@its.ny.gov or by phone at 518-474-5595.

2.11 Instructions for completing the Workplan and Objectives in NYS Grants Gateway

The online Workplan is essentially an outline/summary of the work associated with the Project(s) described in the sections below. Please note that if an application is selected for award, the Workplan will be subject to change and can be updated during the contract development/negotiation process.

The Workplan Overview Form will be used to create the Work Plan portion of the contract. Some of the information requested will be duplicative of information provided earlier in the application. Be sure to follow the guidance provided below.

The Work Plan Period should reflect the anticipated contract period. Contracts will be approved for a four-year term.

The Project Summary section should include a high-level overview of the project as instructed.

The Organizational Capacity section should include the information requested regarding staffing and relevant experience of staff and any applicable consultants to be involved in undertaking the proposed project.

The Objectives and Tasks section should identify grantee-defined objectives and tasks that are relevant to the completion of the proposed project. To get started, add your first *Objective Name and Description*, and then click the [SAVE] button at the top of the page. After hitting Save, a field for the *Task Name and Task Description* will show under the Objective box. Complete both fields and hit the [SAVE] button at the top of the page. After entering the Task information and clicking [SAVE], you will now see a box for the *Performance Measure information* and a box to enter a second Task. Enter a *Performance Measure Name* and select the *Performance Measure Data Capture Type* from the dropdown box. The type you choose from the dropdown will show on the screen for you to complete. Once you've entered the name, data capture type and the text/integer/or date as applicable, click the [SAVE] button at the top of the page.

For Performance Measure Name: restate the Objective then enter the narrative requested in the box below. Performance Measures are also grantee-defined and should reflect some measurable benchmark(s) in order to demonstrate adequate progress within 18 months of the award date, as required by the RFP. Once entered, click [SAVE]. You may continue to add *Objectives, Tasks and Performance Measures* up to and including the max amount allowed by the state.

Applicants should refer to Section 5.2.4 "Workplan" of the Vendor User Guide' ([Click here for Grants Gateway: Vendor User Guide](#)) for detailed instructions on how to complete the Workplan.

You must use Microsoft Edge to access the Grants Gateway. Using Chrome or Firefox causes errors in the Work Plan section of the application.

3. Administrative Information

3.1 Reserved Rights

OMH reserves the right to:

- Reject any or all proposals received in response to the RFP that are deemed non-responsive or do not meet the minimum requirements or are determined to be otherwise unacceptable, in the agency's sole discretion;
- Withdraw the RFP at any time, at the agency's sole discretion;
- Make an award under the RFP in whole or in part;
- Disqualify any applicant whose conduct and/or proposal fails to conform to the requirements of the RFP;
- Seek clarifications and revisions of proposals for the purposes of assuring a full understanding of the responsiveness to these solicitation requirements;
- Use proposal information obtained through the state's investigation of an applicant's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP;
- Prior to the bid opening, direct applicants to submit proposal modifications addressing subsequent RFP amendments;
- Prior to the bid opening, amend the RFP specifications to correct errors or oversight, supply additional information, or extend any of the scheduled dates or requirements and provide notification to potential bidders via the OMH website, Grants Gateway, and the New York State (NYS) Contract Reporter;
- Eliminate any non-material specifications that cannot be complied with by all of the prospective applicants;
- Waive any requirements that are not material;
- Negotiate any aspect of the proposal with the successful applicant in order to ensure that the final agreement meets OMH objectives and is in the best interests of the State;
- Conduct contract negotiations with the next responsible applicant, should the agency be unsuccessful in negotiating with the selected applicant;
- Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an applicant's proposal and/or to determine an applicant's compliance with the requirements of the solicitation;

- Cancel or modify contracts due to insufficiency of appropriations, cause, convenience, mutual consent, non-responsibility, or a “force majeure”.

3.2 Debriefing

OMH will issue award and non-award notifications to all applicants. Non-awarded applicants may request a debriefing in writing requesting feedback on their own proposal, within 15 business days of the OMH dated letter. OMH will not offer debriefing to providers who are awarded a contract. OMH will not offer ranking, statistical, or cost information of other proposals until after the NYS Office of the State Comptroller has approved all awards under this RFP. Written debriefing requests may be sent to the Designated Contact, as defined in Section 2.1.

3.3 Protests Related to the Solicitation Process

Protests based on errors or omissions in the solicitation process, which are or should have been apparent prior to the deadline for receipt of all written questions for this RFP, must be filed prior to the deadline for questions. In the event an applicant files a timely protest based on error or omission in the solicitation process, the Commissioner of OMH or their designee will review such protest and may, as appropriate, issue a written response or addendum to the RFP to be posted on the OMH website in the RFP section. Protests of an award decision must be filed within fifteen (15) business days after the notice of conditional award or five (5) business days from the date of the debriefing. The Commissioner or their designee will review the matter and issue a written decision within twenty (20) business days of receipt of protest.

All protests must be in writing and must clearly and fully state the legal and factual grounds for the protest and include all relevant documentation. The written documentation should clearly state reference to the RFP title and due date. Such protests must be submitted to:

New York State Office of Mental Health
Commissioner Ann Marie T. Sullivan, M.D.
44 Holland Ave
Albany, NY 12229

3.4 Term of Contracts

The contracts awarded in response to this RFP will be for a four-year term. Selected applicants awarded a contract under this RFP will be required to adhere to all terms and conditions in OMH’s Master Grant Contract.

3.5 Minority and Women Owned Business Enterprises

OMH recognizes its obligation to promote opportunities for maximum feasible participation of certified minority and women-owned business enterprises (MWBEs) and the employment of minority group members and women in the performance of OMH contracts. In accordance with New York State Executive Law Article 15-A, OMH expects that all contactors make a good-faith effort to utilize Minority and/or Women Owned Business Enterprises (M/WBE) on any award resulting from this solicitation in excess of \$25,000 for commodities and services or \$100,000 for construction.

With respect to MWBEs, each award recipient must document its good faith efforts to provide meaningful opportunities for participation by MWBEs as subcontractors and suppliers in the performance of the project to be described in each grant disbursement agreement and must agree that OMH may withhold payment pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at <https://ny.newnycontracts.com>. For guidance on how OMH will determine a contractor's "good faith efforts", refer to 5 NYCRR §142.8.

In accordance with 5 NYCRR § 142.13, each award recipient acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth herein and in its grant disbursement agreements, such finding constitutes a breach of contract and OMH may withhold payment from the award recipient as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the award recipient achieved the contractual MWBE goals; and (2) all sums paid to MWBEs for work performed or material supplied under the grant disbursement agreement.

By applying, an Applicant agrees to demonstrate its good faith efforts to achieve its goals for the utilization of MWBEs by submitting evidence thereof in such form as OMH shall require. Additionally, an Applicant may be required to submit the following documents and information as evidence of compliance with the foregoing:

A. An MWBE Utilization Plan, which shall be submitted in conjunction with the execution of the grant disbursement agreement except as otherwise authorized by OMH. Any modifications or changes to the MWBE Utilization Plan after the execution of the grant disbursement agreement must be reported on a revised MWBE Utilization Plan and submitted to OMH.

OMH will review the submitted MWBE Utilization Plan and advise the award recipient of OMH acceptance or issue a notice of deficiency within 30 days of receipt.

B. If a notice of deficiency is issued, the award recipient will be required to respond to the notice of deficiency within seven (7) business

days of receipt by submitting to OMH, a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by OMH to be inadequate, OMH shall notify the award recipient and direct the award recipient to submit within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

OMH may refuse to enter into a grant disbursement agreement, or terminate an existing grant disbursement agreement resulting from this solicitation, under the following circumstances:

- a. If an award recipient fails to submit a MWBE Utilization Plan;
- b. If an award recipient fails to submit a written remedy to a notice of deficiency;
- c. If an award recipient fails to submit a request for waiver; or,
- d. If OMH determines that the award recipient has failed to document good faith efforts

The award recipient will be required to attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the project. Requests for a partial or total waiver of established goal requirements may be made at any time during the term of the project but must be made no later than prior to the submission of a request for final payment under the grant disbursement agreement.

Each award recipient will be required to submit a Quarterly MWBE Contractor Compliance & Payment Report to OMH over the term of the project, in such form and at such time as OMH shall require, documenting the progress made toward achievement of the MWBE goals established for the project.

3.6 Participation Opportunities for New York State Certified Service-Disabled Veteran Owned Businesses

Article 17-B of the New York State Executive Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Business (SDVOB), thereby further integrating such businesses into New York State's economy. OMH recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of OMH contracts.

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in New York State, applicants are expected to consider SDVOBs in the fulfillment of the requirements of the Contract. Such participation may be as subcontractors or suppliers, as proteges, or in other partnering or supporting roles.

OMH hereby establishes an overall goal of 0% for SDVOB participation, based on the current availability of qualified SDVOBs. For purposes of

providing meaningful participation by SDVOBs, the Applicant/Contractor would reference the directory of New York State Certified SDVOBs found at <https://ogs.ny.gov/Veterans>. Additionally, following any resulting Contract execution, Contractor would be encouraged to contact the Office of General Services' Division of Service-Disabled Veterans' Business Development to discuss additional methods of maximizing participation by SDVOBs on the Contract.

It would be required that "good faith efforts" to provide meaningful participation by SDVOBs as subcontractors or suppliers in the performance of a resulting awarded Contract as documented.

3.7 Equal Opportunity Employment

By submission of a bid or proposal in response to this solicitation, the Applicant/Contractor agrees with all terms and conditions of Master Contract for Grants, Section IV(J) – Standard Clauses for All New York State Contracts including Clause 12 – Equal Employment Opportunities for Minorities and Women. The Contractor is required to ensure that it and any subcontractors awarded a subcontract over \$25,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the Contractor, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

The Applicant will be required to submit a Minority and Women-Owned Business Enterprises and Equal Opportunity Policy Statement, to the State Contracting Agency with their bid or proposal. To ensure compliance with this Section, the Applicant will be required to submit with the bid or proposal an Equal Opportunity Staffing Plan (Form # to be supplied during contracting process) identifying the anticipated work force to be utilized on the Contract. If awarded a Contract, Contractor shall submit a Workforce Utilization Report, in such format as shall be required by the Contracting State Agency on a monthly or quarterly basis during the term of the contract. Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and Federal statutory and constitutional and non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment status because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status, or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest. Please Note: Failure to comply with the foregoing requirements may result in a finding of non-

responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

3.8 Sexual Harassment Prevention Certification

State Finance Law §139-I requires applicants on state procurements to certify that they have a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment training (that meets the Department of Labor's model policy and training standards) to all its employees. Bids that do not contain the certification may not be considered for award; provided however, that if the applicant cannot make the certification, the applicant may provide a statement with their bid detailing the reasons why the certification cannot be made. A template certification document is being provided as part of this RFP. Applicants must complete and return the certification with their bid or provide a statement detailing why the certification cannot be made.

3.9 Bid Response

Neither the State of New York nor OMH shall be responsible for the costs or expenses incurred by the applicant in preparation or presentation of the bid proposal.

3.10 Acceptance of Terms and Conditions

A bid, in order to be responsive to this solicitation, must satisfy the specifications set forth in this RFP. A detailed description of this format and content requirements is presented in Section 2.11 of this RFP.

3.11 Freedom of Information Requirements

All proposals submitted for OMH's consideration will be held in confidence. However, the resulting contract is subject to New York State Freedom of Information Law (FOIL). Therefore, if an applicant believes that any information in its bid constitutes a trade secret or should otherwise be treated as confidential and wishes such information not be disclosed if requested, pursuant to FOIL (Article 6 of Public Officer's Law), the applicant must submit with its bid, a separate letter specifically identifying the page number(s), line(s), or other appropriate designation(s) containing such information explaining in detail why such information is a trade secret and formally requesting that such information be kept confidential. Failure by an applicant to submit such a letter with its bid identifying trade secrets will constitute a waiver by the applicant of any rights it may have under Section 89(5) of the Public Officers Law relating to the protection of trade secrets. The proprietary nature of the information designated confidential by the applicant may be subject to disclosure if ordered by a court of competent jurisdiction. A request that an entire bid be kept confidential is not advisable since a bid cannot reasonably consist of all data subject to a FOIL proprietary status.

3.12 NYS and OMH Policies

The applicant/contractor must agree to comply with all applicable New York State and OMH policies, procedures, regulations, and directives throughout the Term of the contract.

4. Evaluation Factors and Awards

4.1 Evaluation Criteria

All proposals will be rated and ranked in order of highest score based on an evaluation of each applicant's written submission as well as OMH internal reviews.

The Evaluation will apply points in the following categories as defined in Sections listed in chart below.

Technical Evaluation	Section	Points
Qualifications	5.3.1	20
Content Areas	5.3.2	30
Technical Assistance	5.3.3	20
Diversity and Inclusion	5.3.4	10
Total Technical Score		80
Cost Evaluation	5.4	20
Total Proposal Points		100 Points

For a detailed description of evaluation criteria for the Technical Evaluation and the Financial Assessment components, see Section 5 (Proposal Narrative).

4.2 Method for Evaluating Proposals

Designated staff will review each proposal for completeness and verify that all eligibility criteria are met. A complete proposal shall include all required components as described in Section 2.10. If a proposal is not complete or does not meet the basic eligibility and participation standards as outlined in Section 2.5, the proposal will be eliminated from further review. The agency will be notified of the rejection of its proposal within 10 working days of the proposal due date.

Proposals will be conducted in two parts: Technical Evaluation and Cost Evaluation. The technical evaluation committee, consisting of at least three evaluators, will review the technical portion of each proposal and compute a technical score. A Cost evaluation will be computed separately based on the operating budget and budget narrative submitted.

Evaluators of the Technical Evaluation component may then meet to discuss the basis of those ratings. Following the discussion, evaluators may independently revise their original score in any section. Once completed, final Technical Evaluation scores will then be recalculated, averaged, and applied to the final Cost Evaluation score to arrive at final scores.

Any proposal not receiving a minimum average score of 70 will be eliminated from consideration.

In case of a tie in the scoring process, the proposal with the highest score in the Content Areas Section (Section 5.3.2) of the Proposal Narrative will be ranked higher.

4.3 Process for Awarding Contracts

4.3.1 Initial Awards and Allocations

Proposals will be ranked, and one award made to the applicant with the highest score to assume the operation of the Geriatric Technical Assistance Center.

4.3.2 Contract Termination and Reassignment

There are several factors that may result in the contract being reassigned. These include, but are not limited to, failure to meet start-up milestones, not meeting contract deliverables, or poor performance outcomes. A contractor will be provided notification if there is need for reassignment.

To reassign the contract, OMH will go to the next highest ranked proposal.

4.4 Award Notification

At the conclusion of the procurement, notification will be sent to successful and non-successful applicants. All awards are subject to approval by the NYS Attorney General and the Office of the State Comptroller before an operating contract can be finalized.

5. Scope of Work

5.1 Introduction

The Geriatric Mental Health Act called for the Office of Mental Health (OMH) to establish a geriatric service demonstration program to provide

grants to providers of mental health care for older adults. Administered by OMH in cooperation with the Office for the Aging (OFA) and the Office for Addiction Services and Supports (OASAS), the program may award grants in the areas of community integration, improved quality of treatment, integration of services, workforce, family support, finance, specialized populations, information clearinghouse, and staff training. Established through Section 7.41 of the Mental Hygiene Law, the Geriatric Service Demonstration projects are developed to support older adults in NY State with services that address unmet behavioral health, physical health, and social support needs.

Geriatric Service Demonstration Project Round 5:

Inaugurated in January 2022, the fifth round of Geriatric Service Demonstration projects focuses on providing mobile outreach, engagement and off-site services to individuals living in underserved communities that have been severely impacted by the COVID-19 pandemic. The “Partnership to Support Aging in Place” (PSAP) Geriatric Service Demonstration Project grantees will work to promote equity and improve access to aging services and behavioral health care, improve health outcomes and reduce disparities experienced by racial, ethnic, disability and disadvantaged groups by providing services and supports for older adults to age in place in the communities of their choice. (See “The Partnership to Support Aging in Place” RFP released 4/15/2021.)

https://omh.ny.gov/omhweb/rfp/2021/geri/geri_demo_5_rfp.pdf

Geriatric Technical Assistance Center:

Section 7.41 of the Mental Hygiene Law also calls for OMH to establish a Geriatric Technical Assistance Center (GTAC) to support the implementation of these projects through the provision of programmatic, evaluation, and fiscal technical assistance to help ensure quality of care, positive outcomes and enhance the potential for program sustainability.

This RFP invites eligible applicants to submit proposals for the establishment of a Geriatric Technical Assistance Center to provide continued support to the “Partnership to Support Aging in Place” projects for the remaining four years of the project term.

5.2 Objectives and Responsibilities

The Geriatric Technical Assistance Center (GTAC) will assist the “Partnership to Support Aging in Place” (PSAP) grantees with the process of program implementation to include initial planning, program installation, implementation, evaluation, and planning for program sustainability.

- GTAC will provide assistance, support and training on program development, identification of best practices for effective services

to older adults with behavioral health and aging services needs, and program evaluation.

- The GTAC must have the ability and skill to offer broad-based resources and training to support the development and provision of services to meet the needs of the population to be served. This will be offered through face-to-face trainings (when appropriate related to COVID-19 contact recommendations), distance learning, webinars, coaching calls, and individualized consultation to grantees on both a regular schedule and on an “as needed” basis.
- The GTAC will also complete two grantee project site visits (either in person or virtual, dependent on COVID-19 recommendations) annually, and three (either in person or virtual, dependent on COVID-19 recommendations) learning community meetings in Albany, NY (or other identified and agreed upon setting) each year of the contract. The GTAC will be required to respond to consultation needs or requests throughout the contract period in a timely, flexible, and targeted way.
- The GTAC will provide technical assistance to include staff trainings on clinical and programmatic best practices; training and consultation on developing and maintaining collaborative relationships within the partnership and with community providers; guidance and assistance on developing fiscal practices to include billing and sustainability strategies for behavioral health and aging services that are specific to NY State and to behavioral health service providers; and the uses of ongoing program evaluation in quality improvement.
- In addition to supporting grantees, the GTAC will support community behavioral health providers serving older adults throughout NY State. This will include periodic technical assistance sessions as well as assisting in the development and dissemination of best practice guidelines and resources.
- The GTAC will demonstrate the abilities, skills, and resources to offer training on the needs, cultural considerations, diversity, and service access of the target population, and subgroups within the target population based on program’s community data. The target population is older adults (age 55 and older) whose independence, tenure, or survival in the community is in jeopardy due to a behavioral health (mental health and/or substance use disorder) issue, or the inability to access needed community-based aging services and supports for older adults. PSAP will focus on older adults in unserved or underserved communities, based on the grantee’s analysis of community needs and population data with a goal of reducing care access disparities and promoting inclusion.

5.3 Requirements for Submission

Proposal Components

Proposals submitted for funding under this RFP, must include all of the components listed below:

A. Proposal Narrative (See Sections 5.3.1, 5.3.2, 5.3.3 and, 5.3.4)
Bidders must formulate responses outlining plans and actions targeted to impact the quality of the PSAP programs. As referenced in Section 5.2, GTAC will provide assistance on the implementation and coordination of programmatic practices for the effective treatment and support of older adults with behavioral health and aging services needs.

B. Budget Form and Narrative (Section 5.3.5)

5.3A Proposal Narrative

5.3.1 Qualifications:

The applicant must describe:

Their experience in providing programmatic and fiscal technical assistance related to the coordination of behavioral health and aging services to the target population, including the following:

- A staffing plan depicting the role of each staff and/or consultant;
- The qualifications and competencies of staff;
- Their experience with similar projects and populations; and
- Their contracts/agreements with experts in content areas that they believe are critical for successful initial planning and program installation, initial implementation, full implementation, sustainability and outcome evaluation and analysis. Include descriptions of prior collaborations, if any, with such experts.

5.3.2 Content areas:

It is expected that training and technical assistance will be available in the following content areas. The applicant must describe:

- Their expertise in understanding the developmental stage and culture of the older adult population, including needs, challenges, strengths, and cultural prejudices around aging;
- Their expertise in screening and assessment to identify mental health and substance use disorders, and aging services needs in the older adult population;
- Their expertise in understanding and assessing the specific needs of cultural, ethnic and disability populations in unserved or underserved areas, to include a plan to assist programs to develop community outreach and improve access to services;
- Their ability to provide technical assistance in culturally appropriate and evidence-based treatment practices to meet behavioral health and aging services needs;
- How they will evaluate innovative systems of care and provide support, consultation, and training in the development of effective partnerships and collaborative relationships within the Partnerships and with community-based provider organizations for the delivery of care to older adults;

- Their expertise to provide training on any potential impacts of healthcare policy and reform at the federal and state levels.
- Their ability and skill to provide technical assistance for the most effective and efficient use of technological resources, including the most current regulatory requirements around the use of technology to provide services.
- Their ability, skills, and resources to provide training and consultation in evidence-based and promising treatment practices, through direct provision, the use of relevant trainings and/or recognized experts in the field.
- Their knowledge, skills, ability, and resources to provide training and consultation in evidence-based and promising treatment practices, through direct provision, the use of relevant trainings and/or recognized experts in the field.
- Describe knowledge and skills in providing training and technical assistance, both programmatic and fiscal, that is grounded in program planning, program development, implementation, and evaluation principles. Describe the framework of training for program process evaluation and program monitoring, including initial planning and program installation, initial implementation, full implementation, sustainability and outcome evaluation and analysis.
- Describe ability and skill to support, assist and problem-solve with grantees and OMH in data collection and reporting, the effective use of data for individual program evaluation and quality improvement and overall project evaluation.

5.3.3 Technical Assistance

The applicant must describe:

- Their specific planned approach to providing technical assistance, including how they will utilize learning collaborative meetings, webinars, and conference calls to facilitate training related to the implementation of PSAP;
- How the applicant will help programs assess their PSAP partnership to determine their specific essential technical assistance needs;
- Their capacity to provide consultation on a both a project-wide basis and the plan to address requests for individual program consultation;
- Any other means they will use to provide technical assistance to meet identified targeted needs throughout the course of the contract.
- The applicant's narrative description should highlight their experience in providing programmatic and fiscal technical assistance related to the provision and coordination of behavioral health and aging services to the target population and should include a staffing plan depicting the role of each staff and/or consultant, the qualifications and competencies of staff and staff experience with similar projects and populations. It should also include the contract/agreements with experts in content areas the applicant believes are critical for a successful program implementation. Include descriptions of prior collaborations, if any, with such experts.

5.3.4 Diversity and Inclusion

- Please describe the applicant's commitment to equity and the reduction of disparities in access, quality, and treatment outcomes for marginalized populations.
- Please provide a mission statement for this project, that includes information about the intent to serve individuals from marginalized/underserved populations.
- Please identify the management level person responsible for coordinating/leading efforts to reduce disparities in access, quality, and treatment outcomes for marginalized populations. This includes activities related to diversity, inclusion, equity, cultural/linguistic competence. Information provided should include the individual's (title, organizational positioning, education, relevant experience).
- Please provide the diversity, inclusion, equity, cultural/linguistic competence plan as outlined in the National CLAS Standards for this program. Note - plan format should use the SMART framework (Specific, Measurable, Achievable, Realistic, and Timely). Plan should include information in the following domains: workforce diversity (data informed recruitment), workforce inclusion, reducing disparities in access, quality, and treatment outcomes in patient population, soliciting input from diverse community stakeholders and organizations).
- Please describe the process for which the diversity, inclusion, equity, cultural/linguistic competence plan was created using stakeholder input from service users and individuals from marginalized/underserved populations. Additionally, describe how the plan will be regularly reviewed and updated.
- Please describe the organization's committees/workgroups that focus on efforts to reduce disparities in access, quality, and treatment outcomes for marginalized populations (diversity, inclusion, equity, cultural/linguistic competence). Please also describe the membership of these committees/workgroups (organizational positioning).
- Please describe the technical assistance and training strategy for topics related to diversity, inclusion, cultural competence, and the reduction of disparities in access, quality, and treatment outcomes for marginalized/underserved populations. These include trainings about implicit bias, diversity recruitment, creating inclusive work environments, providing languages access services.
- Please describe strategies to provide training and information to grantees on using best practice approaches to overcoming language-based barriers (limited English proficiency, deafness, blind/low vision) in service provision and promotion of available services. Additionally, provide the plan to ensure accessibility in the delivery of in-person and technology based technical assistance products.

5.3B Budget Form and Budget Narrative

5.3.5 Operating Budget Form and Budget Narrative

- a. The proposal must include a four (4) year Budget for each year from January 1, 2023, through December 31, 2026.

Appendix B: Budget Form, Do NOT substitute your own budget format. Failure to complete the Budget using the correct form will be cause to reject your proposal for non-responsiveness.

- b. One award will be made in the amount of \$800,000.00 for four (4) years. Annual funding for each of the four (4) years is \$200,000.00.
- c. Note that administrative costs cannot exceed 15 % of the total budgeted costs. Any travel costs included in the Budget must conform to New York State rates for travel reimbursement. Applicants should list staff by position, full-time equivalent (FTE), and salary. Budgets that exceed the maximum amount available will be deemed non-responsive and will not be evaluated.
- d. Describe how your agency manages its operating budget. Also, applicants must complete a Budget Narrative (Appendix B1) which should include the following:
 - 1. detailed expense components that make up the total operating expenses;
 - 2. the calculation or logic that supports the budgeted value of each category; and
 - 3. description of how salaries are adequate to attract and retain qualified employees.