



**Individual Placement and Support (IPS) Initiative  
for CORE Psychosocial Rehabilitation  
Designated Providers  
December 2023**

**Request for Applications**

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## SECTION 1

### A. Introduction and Background

The New York State Office of Mental Health (OMH) announces the availability of funds to support the implementation of the Individual Placement and Support (IPS) Initiative. This funding is specifically targeted for Community Oriented Recovery and Empowerment (CORE) Services providers designated to provide Psychosocial Rehabilitation (PSR) to fully implement the IPS model of supported employment.

Individual Placement and Support “is a model of supported employment for people with serious mental illness.... IPS supported employment helps people living with behavioral health conditions work at regular jobs of their choosing. Although variations of supported employment exist, IPS refers to the evidence-based practice of supported employment” (IPS Works, 2022). The OMH Individual Placement and Support (IPS) Initiative is a new program aimed at increasing the use of evidence-based supported employment in OMH licensed and designated outpatient rehabilitation programs, including Community Oriented Recovery and Empowerment (CORE) Psychosocial Rehabilitation (PSR) designated providers.

As an evidence-based model, IPS has eight key principles which align well with recovery principles of CORE Psychosocial Rehabilitation:

- 1) *IPS is based on zero-exclusion.* IPS supports the principle of working with the individual at any point in his or her recovery, regardless of previous employment history or current barriers. Access to IPS is not dependent upon psychiatric history, substance use history, job readiness factors, personal presentation, or other factors.
- 2) *IPS integrates employment services with mental health treatment.* This initiative assures optimal treatment by integrating evidence-based practices, clinical treatment, recovery, and rehabilitation in a single, person-centered environment. IPS Employment Specialists will work closely with rehabilitation and vocational staff in programs across their organization.
- 3) *Competitive, integrated employment becomes an agency goal.* Implementation of IPS requires the development of agency-wide strategies to encourage and engage individuals around competitive, integrated employment. IPS is most successful when all levels of agency staff, including the executive team, focus on and support competitive employment as an essential component of recovery.
- 4) *Systematic Job Development.* Successful implementation of IPS involves a high level of partnership with local employers through systematic job development and networking by the employment specialist.
- 5) *Benefits Counseling.* IPS Employment Specialists will receive training to provide benefits counseling for individuals in rehabilitation programs, supporting them with navigating work incentives.
- 6) *Rapid Job Search.* It is an expectation that individuals who have identified employment as a goal will immediately be linked with employment supports, whether through rehabilitation staff in the program or through the IPS Employment Specialist.
- 7) *Follow-along supports are time-unlimited and continuous.* Rehabilitation services like psychosocial rehabilitation and skill building can be used to implement the IPS principle of time-unlimited, individualized, follow-along support. Individuals should receive support

for as long as necessary to address mental health barriers related to sustained employment.

- 8) *Individual preferences.* IPS is a person-centered model, meaning that each individual is engaged in a person-centered planning process to identify their preferences related to jobs and employment.

Rehabilitation services are widely used to support individuals with employment-related goals, but federal rules related to Medicaid reimbursement for employment-related interventions and supports have historically limited the ability of these programs to fully implement IPS. Eligible organizations may apply to receive funding that supports non-billable employment-related services and the salary for an IPS Employment Specialist who can work across programs to improve employment outcomes.

Employment status and socioeconomic status are two key social determinants of health and mental health. The full implementation of IPS through this initiative is a significant opportunity to support individuals with mental illness in meeting and sustaining their employment goals.

**B. Target Population/ Eligibility Criteria**

The target population is individuals receiving CORE Psychosocial Rehabilitation who are interested in employment or work-related goals.

**C. Key Events/ Timelines**

<b>Activity</b>	<b>Date</b>
Release RFA	12/05/2023
Bidders Conference Webinar – 11:00 AM EST	12/19/2023
Questions Due	12/21/2023
Post Q&A	01/09/2024
Application Submission Deadline – 2:00 PM EST	01/31/2024
Anticipated Notification of Awards	02/28/2024
Anticipated earliest contract start date	04/01/2024

**D. Eligible Applicants**

Eligible applicants must meet the following qualifications:

- Current designation to provide CORE Psychosocial Rehabilitation,
- The agency must be assigned to OMH as host agency for their CORE Services *or* the applicant must request that their host agency change to OMH as part of the application for this contract, and
- The agency must serve at least 50 unique individuals in CORE PSR, as measured through claims paid from 06/01/2022 through 05/31/2023.

Providers serving at least 100 unique individuals in a single county, *or* providers serving at least 70 unique individuals in two or more counties, will be eligible for funding to support two IPS Employment Specialists.

It is noted that if the organization has at least one Assertive Community Treatment (ACT) Team, they are *not* eligible to apply for this RFA. Organizations with ACT Teams will receive separate funding related to the IPS Initiative, and that funding must be used to support full implementation of IPS in CORE PSR.

### **E. Program Requirements**

As noted in the introduction, the purpose of these funds is to support the full implementation of IPS in CORE Psychosocial Rehabilitation.

As part of this funding initiative, each applicant will be required to attest to complying with each of the following program requirements. The Attestation process will be facilitated/completed in Grants Gateway in the Program Specific Questions section. If you are unable to attest to any component of the program requirements, please note that your application will be automatically disqualified:

1. *CORE Psychosocial Rehabilitation Designation*: The provider must maintain designation as a provider of CORE Psychosocial Rehabilitation for the duration of the contract term. Any change in their designation status will result in termination of the contract.
2. *OMH Hosted Provider*: The provider's CORE designation must be OMH-hosted, or the provider must initiate a change in Host Agency to the Office of Mental Health upon receiving notification of an award. A contract will not be finalized until this change in Host Agency occurs.
3. *Full Implementation of IPS*: The designated provider must fully implement all eight key principles of IPS, which requires an organizational commitment to the importance of competitive, integrated employment. The designated provider must participate in an IPS Learning Collaborative facilitated by the Center for Practice Innovation (CPI), which will require participation in remote and site-based trainings and technical assistance. As part of the IPS Learning Collaborative, the provider must complete the IPS Fidelity Scale annually, and results should be made available to OMH upon request.
4. *IPS Employment Specialist*: The designated provider will be required to hire and maintain an IPS Employment Specialist within 6 months of the award and throughout the duration of this funding. At minimum, the IPS Employment Specialist must meet the below qualifications:
  - a. Must be at least 18 years of age and have a high school diploma or equivalent (GED or TASC)
  - b. 6 months of personal or professional experience in human services
  - c. An ability to travel independently, or with reasonable accommodations, throughout the community and outreach with local employers

In the event of an IPS Employment Specialist vacancy, the provider is solely responsible for the recruitment, orientation, and training of a qualified candidate to fulfill the IPS Employment Specialist role. All staff vacancies and fills must be reported to OMH using the Employment Specialist Vacancy Report.

5. *Diversity and Inclusion*: Staff recruitment strategies for the IPS Employment Specialist position must consider the diversity (race/ethnicity and language) of the populations being served. The organization must offer ongoing training opportunities that promote diversity and inclusion which enhance employment outcomes and promote equity for all populations being served.

6. *Time in Community Standard:* The IPS Employment Specialist must spend at least 50% of their time in the community engaging in tasks such as systematic job development, job coaching, and rapid job placement.
7. *Supervision and integration in the team:* The IPS Employment Specialist must receive adequate and appropriate supervision based on their job responsibilities. This supervision may be done by the CORE Services Clinical Supervisor or by another qualified supported employment supervisor within the agency. The IPS Employment Specialist must be integrated in the CORE PSR team, working alongside CORE staff to support employment-related goals.
8. *Training Requirements:* All PSR staff and clinical supervisors must complete training in IPS through the Center for Practice Innovations. The IPS Employment Specialist must complete additional modules related to job development and using the employment resources handbook.
9. *New York Employment Services System (NYESS) Reporting:* Providers are responsible for completing NYESS reporting related to this initiative. Each individual who expresses an interest in employment must be entered in NYESS, which includes at a minimum: an active NYESS record; all employment and related activities entered via the Activity Module; all employment experiences, including volunteer, work-based learning, and standard job placements, must be entered in the Jobs Info tab.
10. *Additional Reporting Requirements:* The IPS Employment Initiative must be reported on the organization's Consolidated Fiscal Report annually.

## **F. Operating Funding**

Each successful applicant will be funded through 5 local fiscal years, at an annual value of \$71,858 (upstate) or \$77,567 (downstate). Applicants consistently maintaining an annual caseload minimum of 100 unduplicated recipients in CORE PSR in a single county, or an annual caseload minimum of 70 unduplicated recipients in CORE PSR in two or more counties, may apply for an additional annual funding value of \$71,858 (upstate) or \$77,567 (downstate) for an annual total of \$143,716 (upstate) and \$155,134 (downstate). The total available funding is \$11,250,000.

Any funding that is given out midway through a local fiscal year (LFY) will be pro-rated from Implementation date through the end of the LFY. Providers will be notified of their effective date in the award documents.

This funding is used to cover non-Medicaid reimbursable employment-related services, including but not limited to:

- Competitive salary and fringe for at least one fulltime, well-qualified IPS Employment Specialist
- Staff time and agency resources needed for participation in IPS training and the Center for Practice Innovation's IPS Learning Collaborative,
- Staff transportation costs related to off-site employment activities,
- Employment services under the IPS model that are not covered by Medicaid, including job development and short-term job coaching, and
- New York Employment Services System (NYESS) training and implementation.

Note: This state aid funding may not be used for any costs *unrelated to* the provision of supported employment. This includes capital expenditures, program fees, and wages for individuals.

### **G. Method of Evaluating Applications**

Designated staff will review each application for completeness and verify that all eligibility criteria are met. The attestation process must be completed through the Program Specific Section of the Grants Gateway. If an application is not complete or does not meet the basic eligibility and participation standards as outlined in Section D, it will be disqualified. Applicants must complete the IPS Initiative RFA Applicant Information Form which will be found on the Pre-submissions Upload page of the Grant's Gateway.

If the application fails to meet the required elements as described, it will be eliminated from further review.

### **H. Disqualification Factors**

Designated staff will review each application for completeness and verify that all eligibility criteria are met. If an application is not complete or does not meet the basic eligibility standards it will be eliminated from further review.

Additionally, during the application 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, applications that do not meet basic participation standards will be disqualified, specifically:

- Applications that do not meet the eligible applicant criteria as outlined in Section 1 D.
- Applications that cannot attest to the affirmative to any of the attestations in Section 1 E.
- Applications from eligible not-for-profit applicants who have not completed Vendor Prequalification, as described in Section 2 D, by the application due date of 2:00 PM EST on 01/31/2024.

### **I. Process for Awarding Contracts**

Completed applications, meeting all the required eligibility components as described in Section H, will be awarded and distributed on a first come, first serve basis.

## **SECTION 2 Administrative Information**

### **A. Designated Contract/ Issuing Officer**

OMH has assigned an Issuing Officer for this project. The Issuing Officer or designee shall be the sole point of contact regarding the RFA from the date of issuance of this RFA until the issuance of the Notice of Conditional Award. To avoid being deemed nonresponsive, an applicant is restricted from making contact with any other personnel of OMH regarding this RFA.

Certain findings of non-responsibility can result in rejection for a contract award. The Issuing Officer for this RFA is:

Amanda Szczepkowski  
Contract Management Specialist 2  
New York State Office of Mental Health  
Contracts and Claims  
44 Holland Avenue, 7th Floor  
Albany, NY 12229  
[OMHLocalProcurement@omh.ny.gov](mailto:OMHLocalProcurement@omh.ny.gov)

## **B. RFA Questions and Clarifications**

All questions or requests for clarifications concerning the RFA shall be submitted in writing to the Issuing Officer by email to [OMHLocalProcurement@omh.ny.gov](mailto:OMHLocalProcurement@omh.ny.gov) by the “Questions Due” date indicated in Section 1C and will be limited to addressing only those questions submitted by the deadline. **The subject line of your email must state “IPS Initiative RFA” in the Subject Line.** 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 according to Section 1C. **Please be advised if the Subject Line is not indicated as instructed in this Section, OMH cannot guarantee that the Question will be listed in the published Questions and Answers.**

## **C. Optional Bidders Conference**

An optional bidders conference will be held on December 19, 2023 at 11:00 AM to provide an overview of the RFA components. The bidders conference will be held via WebEx. This is solely an informational Webinar and that all questions must be held and submitted through the Q&A process detailed above. Meeting Link:  
<https://meetny.webex.com/meetny/j.php?MTID=m3d39fb43b292706ba7404611d32e0803>

Webinar number: 161 662 1082

Webinar password: 7xeRZ7v6p7H (79379786 from phones and video systems)

Join by phone

+1-518-549-0500 US (English Menu) Access code: 161 662 1082

## **D. Addenda to Requests for Applications**

In the event it becomes necessary to revise any part of the RFA during the application submission period, an addendum 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 addendums to this RFA. No other notification will be given.



## **E. 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 if a not-for-profit entity, complete the Prequalification process in order for applications to be evaluated and any resulting contracts executed.

Applications received from eligible not-for-profit applicants who have not been Prequalified by the application submission deadline cannot be evaluated; therefore, such Applications will be disqualified from further consideration. For-Profit applicants are exempt from Prequalification but must still Register with the Grants Gateway in order to submit applications and receive a contract if an award is made.

**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 five (5) days prior to the RFA 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.**

## **F. Instructions for Bid Submission and Required Format**

All applicants must be registered with the New York State Grants Gateway System and all Not-For-Profit agencies must be Prequalified prior to application submission.

If you are not already registered:

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 an SFS Vendor ID, include a Substitute for W-9 (with your signed, notarized registration (also available from website).

All registrations 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](mailto:grantsgateway@its.ny.gov) – OR – by telephone: 518- 474-5595.

### *How to Submit an Application*

Applications must be submitted online via the Grants Gateway by the date and time posted in Section 1C. Tutorials (training videos) for use of the Grants Gateway (and upon user log in).

**You must use Internet Explorer (11 or higher) to access the Grants Gateway. Using Chrome or Firefox causes errors in the Work Plan section of the application.**

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 RFA, 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 application 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 ‘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 document.

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 applications will not be accepted. Applications will not be accepted via fax, email, hard copy or hand delivery.

Helpful Links: Grants Reform Videos:

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

Grants Team Email (Application Completion, Policy and Registration Questions):

[grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov) or by phone at 5198-474-5595

#### *Instructions for Completing the Workplan and Objectives in NYS Grants Gateway*

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 five-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 the 18 months of the award date, as required by the RFA. 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.

The online Workplan is essentially an outline/summary of the work associated with the Project(s) described in the sections above. 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.

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

### **G. Reserved Rights**

OMH reserves the right to:

- Reject any or all applications received in response to the RFA 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 RFA at any time, at the agency's sole discretion;
- Make an award under the RFA in whole or in part;
- Disqualify an applicant whose conduct and/or application fails to conform to the requirements of this RFA
- Seek clarifications and revisions of applications for the purposes of assuring a full understanding of the responsiveness to this solicitation's requirements;
- Use application 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 RFA;
- Prior to the bid opening, direct applicants to submit application modifications addressing subsequent RFA amendments;
- Prior to the bid opening, amend the RFA 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 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 application 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 application and/or to determine an applicant's compliance with the requirements of the solicitation; and,
- Cancel or modify contracts due to insufficiency of appropriations, cause, convenience, mutual consent, non-responsibility, or a "force majeure"

## **H. 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 application, within 15 business days of the OMH dated letter. OMH will not offer debriefing to providers who receive an award. OMH will not offer ranking, statistical or cost information of other applications until after the NYS Office of the State Comptroller has approved all awards under this RFA. Written debriefing requests may be sent to the Designated Contact/Issuing Officer as defined in Section 2.A.

## **I. Protests Related to 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 RFA, must be filed prior to the deadline of 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 RFA to be posted on the OMH website in the RFA/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 RFA 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 Avenue  
 Albany, NY 12229

## **J. 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 application. 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.

#### **K. 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 - 24 - 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.

#### **L. Sexual Harassment Prevention Certification**

State Finance Law Section 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 RFA. Applicants must complete and return the certification with their application or provide a statement detailing why the certification cannot be made.

#### **M. 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.

#### **N. Contract Term**

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

#### **O. Contract Termination and Reassignment**

There are a number of factors that may result in the contract being terminated and/or reassigned. This includes, but is not limited to, failure to meet to maintain eligibility requirements throughout the contract period; failure to maintain staffing and/or program model; failure to meet and maintain program components; failure to meet required reporting requirements; failure to meet fidelity requirements within one year from implementation. A contractor will be provided notification if there is need for reassignment.

To reassign the contract, OMH will go to the next highest ranked application for that county. If there are no agencies left with a passing score, OMH will go to the top of the list and work its way down the list to reassign the contract.