



Technical Assistance Center for Children's Behavioral Health Providers

Request for Proposals (RFP)

Questions and Answers

- 1. Q.** When referencing the "service continuum of care" are there specific program types that OMH is looking to target more than others? Do they anticipate a heavier focus on clinic vs waiver vs day treatment vs CR's vs RTF's, etc.? Does OMH have certain expectations on how focus might shift among each of these areas over the 5 years?

A. OMH is referencing the entire OMH Children's service continuum of care with no more focus on one program versus another. However, over the length of the five- year contract, the focus of trainings likely will change depending on the needs of respective program types and shifts in the children's mental health system, such as the Children's Medicaid Redesign.

- 2. Q.** Does OMH already have any expectations of how they envision a percentage breakdown of in-person training vs web-based vs phone support?

A. This will likely be dependent on content type. In-person trainings can sometimes be preferable for some topics rather than on-line, and vice versa. Although OMH is not dictating the exact percentages, it is the expectation that both types of learning will be offered depending on the subject type and the needs of the field.

- 3. Q.** In order to develop a specific plan with goals as far as number of trainings, etc., does OMH know how many staff there are in the universe of New York State's children's behavioral health providers?

A. OMH does not have data on the number of staff employed by agencies in New York State's children's behavioral health system.

Of note, while OMH expects the awardee will make trainings available to staff across the State on various topics, targeting various program areas, it is not expected that the awardee will be required to train all children's behavioral health staff in NYS.

4. **Q.** Does this extend beyond the OMH credentialed programs to cover other children's services done through ACS, OCFS, etc? Will there be an expectation to do more cross-agency collaborative work?

A. For trainings directed to behavioral health providers, it is expected that these trainings will be made available to OMH licensed, designated and certified agencies.

For the credentials targeting family and youth peer advocates, such training would be available to any provider who has been designated to provide family or youth peer support services. All designated agencies are expected to have their staff credentialed regardless of which children's service system they currently serve.

However, please note, once the transition to managed care is fully implemented designated providers will likely be serving youth from various child-serving systems. This will lead to more cross-agency collaborative work.

5. **Q.** Can OMH provide further clarity on preferred locations/counties for proposed trainings?

A. Locations of trainings should encompass all 5 of the OMH Regions, which include: Western New York, Central New York, Hudson River, New York City and Long Island. It will also be expected that awardees will be sensitive to making trainings accessible to various areas within a region, such as the North Country, Southern Tier and the far West.

6. **Q.** Which sections are included in the 20 page limit? Are sections B and D included in the 20 page limit?

A. Section 5.4 (Requirement for Submission) Sections B and C are included in the 20 page limit. Section D is not included in the 20 page limit.

7. **Q.** Are reference pages included in the 20 page limit? If not, how should they be included?

A. Reference pages are not included in the 20 page limit. Reference pages should follow the narrative.

8. **Q.** Can we site sources using subscript numbers or should citations be done using APA formatting (parenthetical format with the author and year embedded in the narrative)?

A. Reference/citation style such as MLA, APA, Chicago, etc. is acceptable as long as the citation style is consistent throughout the bidder's response to this RFP.

- 9. Q.** Should all appendices be included in the same file with the proposal narrative? Or should they be separated out and labeled as different appendices files?
- A.** They should be included with the narrative as one complete PDF or Word document on the flash drive.
- 10. Q.** Does the population of interest in the RFP include children 0-18 or does it also include people receiving services up to 21 years old?
- A.** The target population includes youth receiving services up to 21 years old.
- 11. Q.** Please confirm how points will be awarded for the budget. Can you provide an example such as lowest \$2 million, another bidder submit a \$2.5 million budget. What would be the calculation? Would that mean that the lowest bidder gets 20 points and the higher bidder gets 16 points in this example?
- A.** The lowest bid receives the full 20 points. The next lowest (in your example, the \$2.5 million) calculation would be $\$2 \text{ million} / \$2.5 \text{ million} \times (\text{times}) \text{ the } 20 \text{ points}$, which yes, would equal 16 points.
- 12. Q.** Is a managing and consulting firm located and doing business in NYS that has existing contracts that are in good standing with OMH eligible to be a subcontractor for this RFP?
- A.** Refer to page 8 section 2.5 for eligible subcontractors.
- 13. Q.** Do we need letters of support from non-lead participants in the grant? If so, where should they be placed in the application materials.
- A.** Letters of support from non-lead participants in this RFP is at the discretion of the bidder. If letters of support are included they should be scanned at the end of the narrative and before the appendices.
- 14. Q.** Are we intended to provide FANS (Family Assessment of Needs and Strengths) as part of Family Peer Workforce deliverables?
- A.** As highlighted in section 5.2 Goal #1 this RFP seeks to promote the skills and competencies of the children's behavioral health workforce. It will be the bidder's discretion as whether the FANS will assist in meeting this goal for the Family Peer Workforce. The bidder must support their decision to utilize the FANS within their response to this RFP.

15. Q. Conflict of Interest p. 16 – “Each applicant must identify in writing any financial arrangements it has with all New York State government agencies.” – If the applicant is part of a larger institution, do we need to identify all of the relationships the larger institution has with New York State or just the unit that is applying”.

A. The response is specific to the entity which is applying, by EIN/Federal Identification Number.

16. Q. Conflict of Interest p. 16 – “It must also identify any individuals who will be performing under the contract that are currently or have been employed by an OMH licensed provider of services or who were formerly employed by OMH.” What specific information must be submitted regarding former OMH employees and employees who have worked for OMH licensed providers? How recent must the period of employment be in order to require this information?

A. The information should include name, title and date of separation from either OMH or OMH licensed provider employ. Pursuant to Public Officers Law, Article 1-A, Section 8(a)(i), there is a two (2) year ban on individuals with former OMH affiliation (direct or OMH licensed provider employ) working on and OMH contracted program/services.

17. Q. The RFP refers to Appendix G on p. 20. Unfortunately, we were not able to locate the document.

A. The Appendix G/Additional Insurance Requirements is now posted on our website.

18. Q. Does each individual staff member need to be listed separately in the budget or can we combine individuals by title and indicate appropriate total FTEs?

A. Bidder may combine all staff within a title. However, the bidder must state total FTEs per title and the number of individuals.

19. Q. State Consultant Services Form A – Should this be included with the bid or is it only necessary for the winning applicant?

A. It is a required document with the winning applicant’s contract package.

20. Q. Do insurance coverage documents need to be submitted with the bid by each applicant or is it only necessary for the winning applicant.

A. As stated in the RFP for both Workers’ Compensation (Sect. 3.12/p.18) and Disability (Sect. 3.13/p.19) insurances, these forms must be submitted as part of the bid, failure to do so may result in disqualification.