



**Mental Health Resource
and Training Technical Assistance Center
for Schools**

Request for Proposals

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1. Introduction and Background

1.1 Purpose of the Request for Proposal

The New York State (NYS) Office of Mental Health (OMH) is pleased to announce the availability of funds to support a Mental Health Resource and Training Technical Assistance Center for Schools.

New York led the way as the nation's first state requiring K-12 mental health education. As a result of this implementation, schools across New York State are required to teach about mental health as part of the broader health curriculum.

The Mental Health Resource and Training Technical Assistance Center for Schools will provide support to all New York State public and private schools pursuant to Chapter 390 of the Laws of 2016 and Chapter 1 of the Laws of 2017, requiring mental health instruction as part of the K-12 health curricula.

Mental Health education in school offers the opportunity to provide a positive impact on the overall health of children by enhancing their understanding of mental health. This holistic approach has the ability to reduce stigma by increasing exposure which assists in the normalization of mental health and wellness activities and may also promote help seeking behaviors.

As recently noted in the [2021 U.S. Surgeon General's Advisory on Protecting Youth Mental Health](#),

“Mental health affects every aspect of our lives: how we feel about ourselves and the world; solve problems, cope with stress, and overcome challenges; build relationships and connect with others; and perform in school, at work, and throughout life. Mental health encompasses our emotional, psychological, and social wellbeing, and is an essential component of overall health.”

As New York State continues to lead the nation, the charge of the Mental Health Resource and Training Technical Assistance Center for Schools is to assist New York State schools by informing the content and incorporation of mental health into health curriculum.

(Refer to section 5.2 Scope of Work Objectives and Responsibilities for details)

1.2 Target Population/Eligibility Criteria

All public and private schools, grades K-12 in New York State

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

Agencies interested in responding to this Request for Proposal **must** submit a Letter of Intent to Bid to the OMH Issuing Officer by 04/20/2022. The Letter of Intent to Bid shall be non-binding.

Please mail 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

2.3 Key Events/Timeline

RFP Release Date	2/24/2022
Questions Due	3/16/2022
Questions and Answers Posted on Website	4/6/2022
Letter of Intent to Bid Due	4/20/2022
Proposals Due by 3:00 PM EST	4/27/2022
Anticipated Award Notification	5/18/2022
Anticipated Contract Start Date	7/1/2022

2.4 Disposition of Proposals

All proposals received by the due date become property of OMH and shall not be returned. The successful proposal will be incorporated into the resulting contract and will be public record. Any proposals received after the due date will be returned to the applicant unopened.

2.5 Eligible Agencies

Eligible applicants are not-for-profit agencies with 501(c) (3) incorporation located and doing business in New York State

Eligible applicants must demonstrate knowledge and experience in each of the following areas:

- Building relationships with New York State school districts, New York State Education Department (NYSED), and New York State Office of Mental Health
- Building partnerships with providers within the child-serving mental health system.
- Providing mental health training and education instruction for school personnel to increase their knowledge, skills, and ability to recognize the needs of students and developing and implementing training curriculum via multiple modalities including in-person and virtual platforms.
- Ability to engage and coordinate multiple stakeholders to advance the mental health and wellness of the school community.
- Ability to provide technical assistance to integrate mental health lessons into school curriculum.

Eligible applicants can subcontract with content experts for specific deliverables. If unsure if your agency is an eligible applicant, contact the Issuing Officer identified in Section 2.1.

Please be advised that all questions regarding Eligibility will be responded to through the official posting of the Questions and Answers. No questions about 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 4/6/2022.

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, an addendum will be posted on the OMH website and the NYS Contract Reporter.

It is the applicant’s responsibility to periodically review the OMH website and the NYS Contract Reporter to learn of revisions or addendums 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 2.11

2.9 Instructions for Bid Submission and Required Format

Each proposal is required to contain:

- Provider Contact Form
- Proposal Narrative
- Operating budget – for each year of the contract (Appendix B)
- Budget narrative (Appendix B1)
- Entire submission, as on continuous Word or PDF document, on agency identified flash drive, as well as one hard copy

The Proposal Narrative must respond to the criteria in the sequence as outlined in Section 6 and should be concise (no more than 20 pages, not including attachments), one-sided 12-point font. Please number pages “1 of 20”, etc. The Operating Budget and Budget Narrative (Appendix B and B1) are separate documents that appear in the RFP section of the OMH website and can be downloaded in PDF format. Applicants must NOT substitute their own budget format. **Failure to use the provided Operating Budget and Budget Narrative formats may result in disqualification for non-responsiveness.**

Applicants must submit one complete hard copy of the full proposal package and one (1) flash drive with your agency's name on it and containing the proposal as one document (Word or PDF format) by mail, delivery service or hand delivery to be received by 3:00 PM EST on 4/27/2022. Each package must include the required proposal components cited above.

Applicants mailing proposals should allow for a sufficient mail delivery period to ensure timely arrival of the proposal. Proposals cannot be submitted via email or fax. All proposals received after the due date and time cannot be accepted and will be returned unopened.

2.10 Packaging of RFP Responses

See Section II, 2.10 for detailed requirements. Proposals should be sealed in an envelope or boxed and sent to:

Carol Swiderski
NYS Office of Mental Health
Contracts and Claims Unit, 7th Floor
44 Holland Avenue
Albany, NY 12229

Attn: Mental Health Resource and Training Technical Assistance Center for Schools

2.11 Mandatory Qualification Submission Requirements – Other Documents

The submission of a bid/proposal and proof of meeting minimum qualifications constitutes a binding offer to perform said services. Such binding offer shall be firm and no revocable for a period of 120 days after the deadline for bid/proposal submission and will continue thereafter until the Successful Applicant notifies OMH otherwise, in writing. Such deadline may be extended further by mutual agreement.

OMH reserves the right to disqualify any bid that does not include the required documents as outlined in the list below.

Documentation must be submitted by applicants on or before the bid due date. Place the completed Bid Submission Checklist as the first page of the bid package, with the following documents, in order, to follow:

- i. Attachment A – Transmittal Form
- ii. Attachment B – Non-Collusive Bidding Certificate: Complete and return with bid. Required by Section 139-D of State Finance Law
- iii. Attachment C – Vendor Responsibility Questionnaire (VRQ) and Vendor Registration Number Information: Include either hard copy VRQ or online certification. For any entity not already registered to do business with New York State entities, access the link in Attachment C for the Substitute W-9. Complete the online form electronically, download the completed form, and sign in the designated area. Return the completed W-9 with the other bid documents to the designated individual at the OMH facility. All vendors are required to have a vendor registration number to do business with New York State.
- iv. Attachment D – EEO Employment Opportunity Policy Statement: Complete and return with bid
- v. Attachment E – EEO Employment Opportunity Staffing Plan: Complete and return with bid.
- vi. Attachment F – MacBride Fair Employment Principles: Complete and return with bid.

- vii. Attachment G – Sexual Harassment Prevention Certification: Complete Certification for or provide attestation of inability to comply and return with bid.
- viii. Attachment H – Consultant Disclosure Formix.
- ix. Attachment I – MWBE/EEO Policy Statement: Complete per the Instructions
- x. Attachments J1 and J2: Complete Applicant’s Affirmation of Understanding (J1), and OMH Applicant Disclosure of Prior Non-Responsibility Determinations/Attachment (J2).
- xi. Appendix A-1(a) – MWBE/EEO Policy Statement: Complete per the instructions

2.12 Contract Provisions

The RFP, all information submitted in the applicant’s proposal and any revisions hereto, any follow up questions and answers and any RFP addenda or amendments will be included as part of the successful applicant’s contract.

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 and 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 this 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 a 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 team. 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 five year term, dependent upon availability of funding/appropriations in each fiscal year. Selected applicants awarded a contract under this RFP will be required to adhere to all terms and conditions in OMH's Master Non 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 hereby establishes a 0% goal for Minority-owned Business Enterprise (MBE) participation, a 0% goal for Women-owned Business Enterprise (WBE) participation, based on the current availability of qualified MWBEs, 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 Business

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 or 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 Conflict of Interest

Each applicant must identify in writing any financial arrangements it has with all New York State government agencies. 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 (Note: current OMH employees are prohibited from providing services under this contract). If the applicant fails to provide this information, or if after review it is determined that a conflict of interest exists, the bid will be disqualified.

3.12 Procurement Lobbying

OMH has issued Guidelines pursuant to the New York State Finance Laws Sections 139-j and 139-k, which prohibit lobbying on procurement contracts. For purposes of the law, procurement contracts include most contracts/Purchase Orders with an estimated annual expenditure in excess of \$15,000 per year, as well as amendments and modifications to such contracts which were not contemplated by the original contract and represent a material change in the scope of the contract.

The law provides that, during the Restricted Period of an agency procurement for goods or services, vendors (or Applicants) may only contact the agency's designated contact person(s), and all contacts, whether permissible or impermissible, shall be recorded.

Violation of any of the requirements described in this Section may be grounds for a determination that the applicant is non-responsible and therefore ineligible for this contract award. Two violations within four years of the rules against permissible contacts during the "restricted period" may result in a violator being debarred from participating in OMH procurements for a period of four (4) years.

- Must limit communications with OMH during the Restricted Period of each procurement to the OMH-designated point(s) of contact. Must affirm in writing vendor's understanding of, and, agreement to comply with the OMH Procurement Guidelines (Attachment J1).
- Must certify whether vendor has been found non-responsible within the previous four (4) years by any Government Entity for failure to comply with State Finance Law 139-k or for the intentional provision of false or incomplete information regarding its procurement lobbying law compliance (Attachment J2).
- Must designate a single point or points of contact for each procurement (See Section 2.1).
- Must require OMH staff to record all Contacts from Applicants during the restricted Period of each procurement.
 - o A Contact is any communication with OMH under circumstances where a reasonable person would infer the communication was intended to influence the procurement.

- Must refer all impermissible contacts for investigation by OMH.
- Must make a responsibility determination with regard to State Finance Law Section 139-j and 139-k compliance prior to award of the contract.
- Must include a provision in all procurement contracts which allows OMH to terminate the contract if the vendor's certification is found to be intentionally false or intentionally incomplete.

An electronic copy of the complete Procurement Lobbying Law Guidelines is located at:

<http://www.omh.ny.gov/omhweb/procurementguidelines/>

3.13 State Finance Law Consultant Disclosure Provisions

In accordance with New York State Finance Law Section 163(4)(g), State agencies must require all contractors, including subcontractors, that provide consulting services for State purposes pursuant to a contract to submit an annual employment report for each such contract.

The successful applicant for procurements involving consulting services must complete a "State Consultant Services Form A, Contractor's Planned Employment from Contract Start Date through End of Contract Term" in order to be eligible for a contract.

The successful winning applicant must also agree to complete a "State Consultant Services Form B, Contractor's Annual Employment Report" for each state fiscal year included in the resulting contract. This report must be submitted annually to the Office of Mental Health, the Office of the State Comptroller and Department of Civil Service.

3.14 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.

3.15 Iran Divestment Act

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Applicant/Contractor (or any assignee) certifies that it is not on the "Entities Determined To Be Non-Responsive Applicants/Applicants Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at: <http://www.ogs.ny.gov/about/regqs/docs/ListofEntities.pdf> and

further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List.

Additionally, Applicant/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended. By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Applicant/Contractor (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

During the term of the Contract, should OMH receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, OMH will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then OMH shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default. OMH reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

3.16 New York State Workers' Compensation Insurance Requirements:

Section 57 of the New York State Workers' Compensation Law (WCL) requires that State and municipal entities prior to entering into a contract must ensure that the contractor applying for that contract has appropriate New York State Workers' Compensation Insurance coverage.

Therefore, as part of your bid submission you must provide one of the following forms to meet this requirement. **Failure to submit one of these forms may result in rejection of your bid.** All New York State Workers' Compensation Board forms can be accessed by going to:

<http://www.wcb.ny.gov/content/main/forms/AllForms.jsp>

- i. CE-200 Certificate of Attestation For New York Entities With No Employees And Certain Out Of State Entities, That New York State Workers' Compensation and/or Disability Benefits Insurance Coverage Is Not Required:

Form CE-200 can be filled out electronically on the New York State Workers Compensation Board's website, <http://www.wcb.ny.gov/>, under the heading "Forms." Applicants filling electronically are able to print a finished Form CE-200 immediately upon completion of the electronic application. Applicants without access to a computer may obtain a paper application for the CE-200 by writing or visiting the Customer Service Center at any District Office of the Workers' Compensation Board. Applicants using the manual process may wait up to four (4) weeks before receiving a CE-200.

OR

- ii. C-105.2 Certificate of Workers' Compensation Insurance (the contractors insurance carrier provides this form) **PLEASE NOTE:** The New York State Insurance Fund provides its own version of this form, the U-26.3;

OR

- iii. SI-12 Certificate of Workers' Compensation Self-Insurance (To obtain this form the contractor needs to call the New York State Workers' Compensation Board, Self-Insurance Office at 518-402-0247), **OR** GSI-105.2 – Certificate of Participation in Workers' Compensation Group Self-Insurance (The Contractors Group Self-Insurer will provide this form).

3.17 Disability Benefit Insurance Requirement:

Section 220(8) of the New York State Workers' Compensation Law (WCL) requires that State and municipal entities prior to entering into a contract must ensure that the contractor applying for that contract has appropriate New York State disability benefits insurance.

All applicants as part of their bid submission must submit one of the following forms in order to meet this requirement. **Failure to provide one of these forms may result in your bid being disqualified.**

- i. CE-200 Certificate of Attestation For New York Entities With No Employees And Certain Out Of State Entities, That New York State Workers Compensation And/or Disability Benefits Insurance Coverage Is Not Required:

Form CE-200 can be filled out electronically on the New York State Workers Compensation Board's website, <http://www.wcb.ny.gov/>, under the heading "Forms." Applicants filling electronically are able to print a finished Form CE-200 immediately upon, completion of the electronic application. Applicants without access to a computer may obtain a paper application for the CE-200 by writing or visiting the Customer Service Center at any District Office of the Workers Compensation Board. Applicants using the manual process may wait up to four (4) weeks before receiving a CE-200.

OR

- ii. DB-120.1 Certificate of Disability Benefits Insurance (the contractor's insurance carrier provides this form);

OR

- iii. DB-120.2 Certificate of Participation in Disability Benefits Group Self Insurance;

OR

- iv. DB-155 Certificate of Disability Benefits Self-Insurance (To obtain this form the contractor needs to call the New York State Workers Compensation Board's Self-Insurance Office at 518-402-0247).

3.18 Additional Insurance Requirement:

Prior to the start of work the **Contractor** shall procure at its sole cost and expense, and shall maintain in force at all times **during the term of this Agreement**, policies of insurance as herein set forth below, written by companies authorized by the New York State Insurance Department to issue insurance in the State of New York with an A.M. Best Company rating of —A-II or better. The OMH may, at its sole discretion, accept policies of insurance written by a non-authorized carrier or carriers when Certificates and/or other policy documentation is accompanied by a completed Excess Lines Association of New York (ELANY) Affidavit; provided that nothing herein shall be construed to require the Agency to accept insurance placed with a non-authorized carrier under any circumstances.

The **Contractor** shall deliver to OMH evidence of such policies in a form acceptable to the OMH. These policies must be written in accordance with the requirements of the paragraphs below, as applicable.

Conditions Applicable to Insurance. All policies of insurance required by this agreement must meet the following requirements:

- i. **Coverage Types and Policy Limits.** The types of coverage and policy limits required from the **Contractor** are specified in Appendix G, of the contract boilerplate.
- ii. **Policy Forms.** Except as may be otherwise specifically provided herein or agreed in writing by OMH, policies must be written on an **occurrence** basis. Under certain circumstances, the OMH may elect to accept policies written on a claims-made basis provided that, at a minimum, the

policy remains in force throughout the performance of the services and for three (3) years after completion of the Contract. If the policy is cancelled or not renewed during that time, the Contractor must purchase at its sole expense Discovery Clause coverage sufficient to complete the 3-year period after completion of the Contract. Written proof of this extended reporting period must be provided to the Agency prior to the policy's expiration or cancellation.

- iii. **Certificates of Insurance/Notices.** Contractor shall provide a Certificate or Certificates of Insurance, in a form satisfactory to the OMH, before commencing any work under this contract. Certificates shall reference the Contract Number. Certificates shall be mailed to the:

***Contract and Procurement Services
NYS Office of Mental Health
Community Budget and Financial
Management
Contract & Claims Unit – 7th Floor
44 Holland Avenue
Albany, NY 12229***

Unless otherwise agreed, policies shall be written so as to include a provision that the policy will not be canceled, materially changed, or not renewed without at least thirty (30) calendar days prior written notice except for non-payment as required by law to the OMH, Attn: NYS Office of Mental Health, Community Budget and Financial Management, 44 Holland Avenue – 7th Floor, Albany, NY 12229. In addition, if required by the OMH, the **Contractor** shall deliver to the OMH within forty-five (45) calendar days of such request a copy of any or all policies of insurance not previously provided, certified by the insurance carrier as true and complete.

Certificates of Insurance shall:

- a. Be in the form approved by OMH.
- b. Disclose any deductible, self-insured retention, aggregate limit or any exclusion to the policy that materially changes the coverage required by the contract.
- c. Specify the Additional Insured and Named Insureds as required herein.
- d. Refer to this Contract by number, the Supplemental Certificate, and any other attachments on the face of the certificate,
- e. When coverage is provided by a non-admitted carrier, be accompanied by a completed ELANY Affidavit, and
- f. Be signed by an authorized representative of the insurance carrier or producer.

Original, copies, faxed, and electronic documents (Certificates of Insurance, Supplemental Insurance Certificates and other attachments) will be accepted.

- iv. **Primary Coverage:** All insurance policies shall provide that the required coverage shall apply on and not on an excess or contributing basis as to any other insurance that may be available to the OMH for any claim arising from the **Contractor's** Work under this contract, or as a result of the **Contractor's** activities. Any other insurance maintained by the OMH shall be excess of and shall not contribute with the **Contractor's** insurance regardless of the other insurance clause contained in the Agency's own policy of insurance
- v. **Policy Renewal/Expiration:** At least two (2) weeks prior to the expiration of any policy required by this contract, evidence of renewal or replacement policies of insurance with terms no less favorable to the OMH than the expiring policies shall be delivered to the OMH in the manner required for service of notice in Paragraph A.3. *Certificates of Insurance/Notices*

If, at any time during the term of this contract, the coverage provisions and limits of the policies required herein do not meet the provisions and limits set forth in the Contract or proof thereof is not provided to the OMH, the **Contractor** shall immediately cease Work on the Project. The **Contractor** shall not resume Work on the Project until authorized to do so by the OMH. Any delay, time lost, or additional cost incurred as a result of the **Contractor** not having insurance required by the Contract or not providing proof of same in a form acceptable to the OMH, shall not give rise to a delay claim or any other claim against the OMH. Should the **Contractor** fail to provide or maintain any insurance required by this contract, or proof thereof is not provided to the OMH, the OMH may withhold further contract payments, treat such failure as a breach or default of the contract, and/or, after providing written notice to the **Contractor**, require the Surety, if any, to secure appropriate coverage and/or purchase insurance complying with the Contract and charge back such purchase to the **Contractor**.

vi. Self-Insured Retention/Deductibles: Certificates of Insurance must indicate the applicable deductible/self-insured retention on each policy. For Construction contracts – General, Environmental, and/or Builders’ Risk deductibles or self-insured retentions above \$100,000 are subject to approval from the OMH. Additional surety/security may be required in certain circumstances. The **Contractor** shall be solely responsible for all claim expenses and loss payments within the deductible or self-insured retention.

vii. Subcontractors: Should the **Contractor** engage a Subcontractor, the **Contractor** shall endeavor to impose the insurance requirements of this document on the Subcontractor, as applicable. Required insurance limits should be determined commensurate with the work of the Subcontractor. Proof thereof shall be supplied to the OMH.

3.19 Vendor Responsibility

Section 163 of the State Finance Law requires that contracts be awarded on the basis of lowest price or best value to responsive and responsible Applicant. The State and courts have determined that responsibility includes integrity, previous performance, legal authority to do business in New York State, and financial and organizational ability to perform the contract. As part of the procurement process, Applicants, affiliates and any business entity of which the Applicant is a subsidiary and subcontractors (where subcontractor is known at the time of the contract award, and its subcontract will equal or exceed \$100,000 over the life of the contract) are required to complete the Vendor Responsibility Questionnaire and submit it with its proposal. OMH shall conduct reviews of each Vendor for responsibility and responsiveness. The OMH may, at its sole discretion, request additional information, including meeting with the Applicant.

If the Applicant is determined by the OMH to be not responsible, OMH shall inform the Applicant of such ruling. The Applicant shall have thirty (30) days to request a meeting with the OMH to explain the ruling and to demonstrate the finding to be incorrect or to correct/resolve any issues impacting the Applicant’s responsibility. If the OMH’s findings remain unchanged after meeting with the Applicant, the Applicant shall be removed from consideration for this contract. The Applicant that is awarded this contract shall update the Vendor Responsibility Questionnaire whenever such information changes and prior to any contract extensions and/or amendments. In the case of an assignment, a Vendor Responsibility Questionnaire should be submitted for the Contractor and Subcontractors. If the Applicant is determined, on the basis of new or previously undisclosed information, to be not responsible, the contract may be terminated, at the OMH’s sole discretion.

3.20 Sales and Compensating Use Tax Certification (Tax Law Section 5-A)

Tax Law § 5-a requires contractors awarded State contracts for commodities or services valued at more than \$100,000 over the full term of the contract to certify to the New York State Department of Taxation and Finance (“DTF”) that they are registered to collect New York State

and local sales and compensating use taxes, if they made sales delivered by any means to locations within New York State of tangible personal property or taxable services having a cumulative value in excess of \$300,000, measured over a specific period of time. The registration requirement applies if the contractor makes a cumulative total of more than \$300,000 in sales during the four completed sales tax quarters which immediately precede the sales tax quarter in which the certification is made. Sales tax quarters are June-August, September-November, December-February and March-May. In addition, contractors must certify to DTF that each affiliate and subcontractor of such contractor exceeding such sales threshold during a specified period is registered to collect New York State and local sales and compensating use taxes. Contractors must also certify to the procuring State entity that they filed the certification with the DTF and that it is correct and complete.

The selected Contractor must file a properly completed Form ST-220-CA (with OMH as the Contracting Agency within 48 hours of notification of selection for award) and Form ST-220-TD (with the DTF). These requirements must be met before a contract may take effect. Further information can be found at the New York State Department of Taxation and Finance’s website.

3.21 Contract Execution

Awards made through this RFP are not final and the resultant contract is not considered executed and binding until it is approved by the Attorney General and the Office of the State Comptroller (OSC) as required by New York State Law.

3.22 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.

The Evaluation will apply points in the following categories as defined in Section 6:

Technical Evaluation	Points
6.1 Organizational Experience and Qualifications	5
6.2 Program Structure	10
6.3 Technical Assistance and Training	20
6.4 Community Partnerships	10
6.5 Engagement and Outreach	10
6.6 Website	10
6.7 Reporting and Evaluation	10
6.8 Commitment to Equity and the Reduction of Disparities	10
6.9 Financial Assessment	22
Total Proposal Points	107 Points

For a detailed description of evaluation criteria for the Technical Evaluation and the Financial Assessment components, see Section 6 (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 2.11. 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 Financial Assessment. The technical evaluation committee, consisting of at least three evaluators, will review the technical portion of each proposal and compute a technical score. A financial score 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 Financial Assessment score to arrive at final scores.

Any proposal not receiving a minimum average score of 65 will be eliminated from consideration.

In case of a tie in the scoring process, the proposal with the highest score on the Financial Assessment 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 Mental Health Resource and Training Technical Assistance Center for Schools

4.3.2 Contract Termination and Reassignment

There are a number of factors that may result in the contract being reassigned. This includes, but is not limited to, failure to meet start-up milestones, failure to maintain staff to client ratio, excluding referrals based on criminal or substance abuse history, 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. OMH reserves the right to contact and offer an award, in order of ranked score to the other applicant(s).

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.

OMH reserves the right to conduct a readiness review of the selected applicant prior to the execution of the contract. The purpose of this review is to verify that the applicant is able to comply with all participation standards and meets the conditions detailed in its proposal.

5. Scope of Work

5.1 Introduction

As noted in Section I, 1.1, the purpose of the Mental Health Resource and Training Technical Assistance Center for Schools, is to provide a dedicated training and technical assistance center focused on assisting New York State schools by informing the content and incorporation of mental health in K-12 health curriculum. Further, this project intends to foster coordinated and collaborative care by establishing, enhancing, and supporting the partnerships between schools and community mental health providers. This partnership must encourage mental health and resource awareness by supplying a wealth of mental health related information to schools, students, and families.

5.2 Objectives and Responsibilities

A. Program Structure

The awardee must be prepared to provide *Mental Health Resource and Training Technical Assistance Center for Schools* services and other associated activities, as outlined in Section 5.2, by the second (2nd) quarter of the initial contract year.

1. Staffing

Awardee will establish a staffing structure commensurate with the deliverables outlined in this project and staff availability during the school day to respond to phone calls, emails and web-based inquiries regarding technical assistance.

At a minimum, staffing will consist of a director to oversee all aspects of the program. Other staffing may include, but are not limited to: a Project Coordinator, Educational Consultants, and other staffing such as subject experts and support staff.

The Applicant is required to describe the proposed staffing resources, experience and qualifications needed to support the program.

2. Advisory Council and Planning Meetings

- In collaboration with OMH, the awardee must establish an Advisory Council comprised of stakeholders (i.e., NYSED, school staff, parents, students, etc.) to inform and guide deliverables. The Advisory Council will meet a minimum of four (4) times per year either in-person or virtually.
- Awardee will meet and participate in planning and reporting meetings with OMH to monitor and track the progress of the project. These sessions will occur bimonthly (six (6) times per year), minimally.

B. Technical Assistance and Training

Written materials developed must be available in the top three common languages spoken by individuals in the State of New York (English, Spanish, and Chinese) and the awardee must have the ability to provide in other languages upon request.

1. Curriculum

- Awardee will provide access to curriculum through provision of existing resources and/or development of new resources, that supports and enhances mental health education in schools.

- Awardee will provide mental health lessons for use in Health classes and other subject areas. These lessons will be tailored to specific grade levels and will be reviewed on an annual basis and updated, as needed.
 - Awardee will ensure that curriculum and lesson revisions are reviewed and approved by the Advisory Council as needed.
2. Expanding and supporting knowledge and competencies of educational staff specific to mental health
- Awardee will establish and implement materials to assist educators, administrators and student support services staff, evaluate the existing mental health curriculum content in health and other subject areas, as well as building and district-wide initiatives that promote student mental health and wellness. Materials will be reviewed on an annual basis and updated, as needed.
 - Materials will be made available through the Mental Health Resource and Training Technical Assistance Center website
 - Awardee will provide technical assistance to schools to assess current practices and develop a plan to inform initiatives that promote student mental health and wellness.
 - Awardee will offer self-paced, on-line trainings eligible for Continuing Teacher and Leader Education (CTLEs) for educators and other school personnel to enhance knowledge associated with mental health in schools.
 - Awardee will provide opportunities devoted to education, including mental health instruction for students, family engagement, strategies for building community-school partnerships, professional development and school-wide strategies to support mental health and wellness of staff, students and families. This may include but is not limited to conference hosting.
 - Awardee will provide opportunities to inform the educational community and community partners about trends in mental health and mental health education; to offer strategies for promoting mental health and wellness among youth, to engage families in schools and to promote school-community partnerships; and to share successes. This could be accomplished by but not limited to, hosting routine regional informational sessions.
 - Awardee will facilitate and manage marketing, registration, and support training implementation.

C. Community Partnerships

- Awardee will provide information and resources to schools in establishing and nurturing community partnerships for the purpose of training school staff and linking students and families to mental health services. Resources created by the NYS Office of Mental Health will be included.
- Awardee will work to identify emerging issues for awareness and training and will continue to grow the resources around mental health education and will promote a culture and climate of wellness in conjunction with stakeholders. Issues may include mental health service access, potential barriers to care, etc.

D. Engagement and Outreach

- Awardee will engage in a wide-spread, on-going engagement and outreach campaign to provide information and resources to schools and families. Written materials developed must be available in the top three common languages spoken by individuals in the State of New York (English, Spanish, and Chinese) and awardee must have the ability to provide in other languages upon request.
- Awardee will ensure that educational resources, information and materials will be made available via a variety of modes to enhance engagement and dissemination (i.e., regular webinars, presentations to school districts and professional membership organizations, newsletter, and website).
- In an effort to share resources and disseminate information across the state, the awardee will establish mechanisms to understand how schools across the state are implementing mental health curriculum and promoting mental wellness. In turn, the awardee will establish means to share innovative strategies and creative application with schools across the state.
- Awardee will provide regular updates to target audience when new resources and events are made available and how to access such resources.
- Awardee will engage and outreach to all NYS educational communities and other stakeholders, including parents and youth to provide them with information about the mental health education law and mental health literacy opportunities.

E. Website

- Awardee will be responsible for the development and maintenance of the Mental Health Resource and Training Technical Assistance Center for Schools website. This website will provide a centralized location for school communities across the state working on meeting the requirements of the New York State mental health education law: to learn, share and connect to needed resources. The applicant will submit a plan to:
 - Develop an interactive website
 - Provide ongoing website maintenance and functionality throughout the duration of the contract
 - Provide required security testing
 - Update website information and resources regularly
 - Monitor and analyze website updates based on the analysis and informed by best practices to meet the needs of the users and improve access
 - Ensure the website supports promotion, registration, hosting of web-based training and a system for tracking
 - The applicant must identify the staffing or subcontractor who will be responsible for the website and must detail their expertise working on other projects. Include experience maintaining websites to reflect analysis of use, best practices, support consultation, support promotion, registration for trainings, hosting web-based trainings.

F. Evaluation and Data Collection

- Awardee will engage in thorough and comprehensive data collection to measure the use and effectiveness of trainings, resources, and other supports and to identify gaps in services, utilization, and engagement. Data collection will address stakeholder satisfaction, appropriateness, and relevance in response to materials and resources shared including, but not limited to: the annual conference, regional summits, curriculum, etc. This data will be used to inform internal planning and reporting to OMH.

- Awardee will provide quarterly reports to OMH summarizing data collection and providing a narrative of services provided by the awardee. Quarterly reports must minimally include the following:
 - A summary of the training sessions (i.e., topics, location, modality, etc.) that were held during the reporting quarter,
 - The number of participants per training session,
 - An aggregate report on the analysis of the satisfaction surveys for each training session,
 - Tracking data on the number of unique schools seeking resources/support,
 - Performance data to monitor progress towards achieving the deliverables.
 - Additional data and narratives, as requested by OMH.

In collaboration with OMH, the awardee will facilitate sharing of evaluation results with key stakeholders.

- Awardee will be responsible for ongoing evaluation of the individual services provided and for evaluation of the overall impact of the Mental Health Resource and Training Technical Assistance Center for Schools.
- Mental Health Resource and Training Technical Assistance Center for Schools awardee will be required to provide additional data and reporting as requested by OMH in connection with program evaluation and feedback.
- Awardee is responsible to track utilization and quality survey results to inform project effectiveness.
- Awardee will be required to submit an annual cost report using the Consolidated Fiscal Reporting System. The Consolidated Fiscal Reporting System (CFRS) is a standardized reporting method consisting of schedules which, in different combinations, capture financial information for budgets, quarterly and/or mid-year claims, an annual cost report, and a final claim

G. Commitment to Equity and the Reduction of Disparities in Access, Quality and Treatment Outcomes for Marginalized Populations

- Awardee will support cultural awareness and equity via specified infrastructure which may include a committee, workgroup, etc. that focuses on efforts to inform, and contribute to the reduction of disparities in mental health care.
- Awardee will ensure a specified infrastructure that will consider information related to bias, stigma, historical cultural oppression/trauma, and consider contextual factors that contribute to elevated risk and disparities in access, quality, and treatment outcomes to inform project deliverables.

5.3 Operating Funding

One award will be made in the amount of up to **\$ 2.5 million** for the five years. Annual funding for each of the 5 years is up to **\$ 500,000** dependent upon the availability of appropriations

6. Proposal Narrative

When submitting proposals for funding under this RFP, the narrative must address all components listed below, in the following order:

6.1 Organization Experience and Qualifications

- a) The applicant must provide a description of their organization. Include agency's mission.
- b) The applicant must describe and give an example attesting to their ability to build successful relationships with both New York State K-12 schools, the New York State Education Department, and New York State Office of Mental Health.
- c) The applicant must describe their relationship and ability to engage community stakeholders for the purposes of advancing the mental health and wellness of a school community.
- d) The applicant must describe their experience evaluating programs, measuring the impact, and utilizing the data to further enhance outcomes.
- e) The applicant must describe their experience developing and implementing training curriculum via multiple modalities including in-person and virtual platforms.

6.2 Program Structure

- a) The applicant must provide a staffing plan that addresses the types, roles, and numbers of staff available to provide deliverables, as outlined in Section 5.2., and support the implementation of trainings (i.e., support, administrative staff). Please include a hiring plan and timeline to fully staff this initiative.
- b) The applicant must describe staff recruiting policies that support diverse, equitable, and competitive employment to inform culturally competent and meaningful curriculum development and implementation.
- c) The applicant must describe the organization's plan to orient training staff to curriculum materials and supervision, including initial training implementation and orientation, and on-going monitoring, to measure, maintain, and/or improve trainer competence
- d) Either through direct staffing or subcontracts the applicant must have access to expertise in children's behavioral health and expertise in education. Applicant must describe in detail the expertise, experience, skills, and qualifications of staff/subcontractors and demonstrate that they meet one of the following criteria:
 - i. Content expert has worked within a children's behavioral health advocacy, trade association, or service delivery organization, located and doing business in New York State, and has knowledge and expertise of the children's behavioral health system of care.
 - ii. Content expert has worked as a teacher, support staff, or administrator within the NYS K-12 school system, with knowledge and expertise in children's mental health and available programs/resources.
- e) The applicant must describe the plan to develop an advisory council in collaboration with OMH as described in Section 5.2.A.2.
- f) The applicant must describe the plan to collaborate with OMH as described in Section 5.2. A.2.

6.3 Technical Assistance and Training

- a) The applicant must outline expertise and experience related to the development of materials as outlined in the Section 5.2.B and Section 5.2.C including, but not limited to: the review and implementation of curriculum, mental health resources and informational materials, etc.
- b) The applicant must describe a plan to provide technical assistance outlining the following:
 - i. How technical assistance will be delivered and accessed by school districts.
 - ii. How specific information and materials will be integrated into the curriculum.
 - iii. Within plan, identify type, with description, of trainings and technical assistance to be administrated and projected frequency and duration.
 - iv. How stakeholders (e.g., educators, children/youth and families, etc.) will be involved in the ongoing curriculum review, development, and/or training design evaluation.
 - v. How curriculum and training approach(es) will account for an audience of varying qualifications/knowledge base/experience.
- c) The applicant must describe the plan to address a flexible training modality approach to align with demand and shifting circumstances that impact training. Please include, platform(s) to facilitate virtual trainings and any other mechanisms/tools/etc. that would support a virtual learning experience.
- d) The applicant must describe the organization's plans for registration, tracking, and management of the training/resource program.
- e) The applicant must describe the organizations plans for offering CTLEs.

6.4 Community Partnerships

- a) The applicant must provide a plan of how information and resources will be curated and shared with schools. The applicant must describe their plan to establish community partnerships for the purpose of linking students and families with mental health services. Further, describe how information and initiatives already created by OMH will be used to inform and guide the applicant's plan.
- b) The applicant must describe how they will work to identify emerging issues for awareness and training and opportunities to grow resources around mental health education and access to services and supports.
- c) The applicant must describe how they will work with community mental health providers to ensure a collaborative care approach.

6.5 Engagement and Outreach

- a) The applicant must outline a plan detailing the following:

- i. The applicant must detail how they will promote awareness of available resources on an ongoing and continual basis, as new materials and resources are made available.
- ii. The applicant must detail how they will utilize a variety of modes (i.e., webinars, presentations, newsletters, website, etc.) to engage schools and increase utilization and outreach.

6.6 Website

The applicant must provide a detailed plan to develop, maintain and update a Mental Health Resource and Training Technical Assistance Center for Schools website as described in Section 5.2.E. The applicant must include the following:

- a) Schedule for ongoing website maintenance and functionality throughout the duration of the contract.
- b) Plan to provide regular security testing.
- c) Schedule for regular updates of website information and resources.
- d) Plan to monitor and analyze website utilization and user penetration and implement updates based on the analysis and informed by best practice to meet the needs of users and improve access.
- e) Plan to ensure the website supports promotion, registration and hosting of web-based training.
- f) The applicant must identify staffing or the subcontractor responsible for the Mental Health Resource and Training Technical Assistance Center for Schools website and must detail their experience and their expertise with working other related initiatives. Include experience maintaining websites to reflect analysis of use, best practices, support consultation, support promotion, registration for trainings, hosting web-based trainings.

6.7 Reporting and Evaluation

- a) The applicant must describe their proposed approach for ongoing evaluation of the impact of the Mental Health Resource and Training Technical Assistance Center for Schools.
- b) The applicant must describe how their organization will collect data and monitor to inform service provision.
- c) The applicant must outline how this information is used to inform scope, frequency, duration of interventions in their services and programs to implement recommendations and measure changes.
- d) The applicant must describe a plan to incorporate key stakeholders in evaluating their approaches to ensure they reflect considerations for prevention/wellness, cultural considerations, whole-body health, etc. mental health education.

6.8 Commitment to Equity and the Reduction of Disparities in Access, Quality and Treatment Outcomes for Marginalized Populations

- a) The applicant must describe their experience providing culturally relevant services in partnership with community organizations and the school community.

- i. Include a description of any formalized infrastructure currently within the organization (e.g., committees, workgroups, advisory council, etc.) that is responsible for coordinating and leading efforts to reduce disparities for marginalized/underserved populations. If such infrastructure does not currently exist, include a plan which outlines anticipated membership and a timeline for implementation.

b) The applicant must describe their commitment to equity and the reduction of disparities and a plan to actualize that commitment. Provide your diversity, inclusion, equity, cultural/linguistic competence plan for this initiative, which includes information in the following domains: cultural awareness in perception of mental health, inclusion, reducing disparities in access, and soliciting input from diverse community stakeholders and organizations.

c) The applicant must describe how they will incorporate key community providers, consumers, and their families in evaluating their approaches to ensure they reflect considerations for cultural competence and language access. The applicant must also include how this will inform their equity and inclusion plan.

6.9 Financial Assessment

- a) The proposal must include a 5-year Budget (Appendix B). Up to \$500,000 is available annually. Note that administrative costs cannot be more than 15 %. 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.
- b) The applicant must describe how their agency manages its operating budget. Also, applicants must complete a Budget Narrative (Appendix B1) which must 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.

References:

U.S. Department of Health and Human Services. *Protecting Youth Mental Health: The U.S. Surgeon General's Advisory*. 2021. Retrieved from:
<https://www.hhs.gov/sites/default/files/surgeon-general-youth-mental-health-advisory.pdf>

New York State Education Department: Mental Health. Retrieved from:
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