



**Individual Placement and Support (IPS) Initiative
for CORE Psychosocial Rehabilitation
Designated Providers
June 2024
SFS Identifier: OMH117**

Request for Applications

Table of Contents

SECTION 1	3
A. Introduction and Background	3
B. Target Population/ Eligibility Criteria	4
C. Key Events/ Timelines	4
D. Eligible Applicants.....	4
E. Program Requirements.....	5
F. Operating Funding	6
G. Method of Evaluating Applications	7
H. Disqualification Factors.....	7
I. Process for Awarding Contracts.....	7
SECTION 2 Administrative Information	7
A. Designated Contract/ Issuing Officer.....	7
B. RFA Questions and Clarifications	8
C. Addenda to Requests for Applications	8
D. SFS Prequalification Requirement	8
E. Vendor Registration, Prequalification and Training Resources for Not-for-Profits.....	8
F. Reserved Rights	10
G. Debriefing	11
H. Protests Related to Solicitation Process.....	11
I. Minority and Women Owned Business Enterprises.....	12
J. Participation Opportunities for New York State Certified Service-Disabled Veteran Owned Businesses.....	13
K. Sexual Harassment Prevention Certification	14
L. NYS and OMH Policies	14
M. Contract Term.....	14
N. Contract Termination and Reassignment.....	14

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. It is anticipated that OMH will make up to 18 awards across the state, contingent upon availability of funding. 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

Activity	Date
Release RFA	06/11/2024
Designated Providers submit questions	06/25/2024
Post Q&A	07/09/2024
Application Submission Deadline – 2:00PM EST	07/24/2024
Anticipated Notification of Awards	08/30/2024
Anticipated earliest contract start date	01/01/2025

D. Eligible Applicants

Eligible applicants must meet the following qualifications:

1. Current designation to provide CORE Psychosocial Rehabilitation,
2. Applicant is 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
3. Applicant has served at least 50 unique individuals in CORE PSR, as measured through claims paid from 10/01/2022 through 09/30/2023.

Note that providers meeting the eligibility criteria above which were previously awarded funds under the “Individual Placement and Support (IPS) Initiative for CORE Psychosocial Rehabilitation Designated Providers” issued on 12/05/2023 will only be awarded under this RFA *if* their claims volume for 10/01/2022 through 09/30/2023 has increased, making them newly eligible for additional funding as outlined in (F) below. For example, if an organization was awarded a single award in the previous issuance, and that organization now has increased their

claims volume enough to be eligible for the additional funding, that provider would be eligible for the additional amount under this RFA.

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 completed in the State Financial System (SFS). 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. *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.
3. *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.

4. *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.
5. *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.

6. *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.
7. *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.
8. *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.
9. *Additional Reporting Requirements:* The IPS Employment Initiative must be reported on the organization's Consolidated Fiscal Report annually.

F. Operating Funding

Up to 18 awards and contracts will be given, with total funding of up to \$7,000,000 over 5 years. Each successful applicant will be funded through 5 local fiscal years, at an annual value of \$71,858 (upstate) or \$77,567 (downstate).

Applicants meeting eligibility criteria that consistently maintain 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, will be awarded 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).

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. If an application is not complete or does not meet the basic eligibility and participation standards as outlined above in Section 1 D, it will be disqualified.

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.

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

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 by the “Questions Due” date indicated in Section 1C 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.

Please put “IPS Initiative RFA” in the Subject Line.

The questions and official answers will be posted on the OMH website by the Q&A Posted date indicated in section 1C.

C. 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, State Financial System, (SFS) and the NYS Contract Reporter.

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

D. SFS Prequalification 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 be Prequalified in order for proposals to be evaluated and any resulting contracts executed.

Applications received from eligible not-for-profit applicants who have not been Prequalified by the proposal due date of 2:00 PM EST on 07/24/2024 will not be able to submit their bid response through SFS. For-Profit applicants are exempt from Prequalification but must still Register with the SFS 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.

E. Vendor Registration, Prequalification and Training Resources for Not-for-Profits

NOTE: For any application that does not contain all the required documentation and/or “See Attached” responses that were to be uploaded, please be advised that the application will be reviewed and scored as submitted. For any incomplete response or missing and/or inappropriately submitted documentation, points will be deducted. It is the responsibility of the applicant to ensure, prior to submission, that the application is appropriate and complete.

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

Not-for-profit organizations must **Register** as a vendor the Statewide Financial System and successfully **Prequalify** to be considered for an award.

This grant opportunity is being conducted as an SFS bid event. Not-for-profit vendors that are not prequalified can initiate and complete bid responses. However, not-for-profit vendors that are not prequalified will NOT be allowed to submit their bid response for consideration.

Information on Registration and Prequalification are available on the Grants Management Website. A high-level synopsis is provided below.

Registering as an SFS Vendor

To register an organization, send a complete Grants Management Registration Form for Statewide Financial System (SFS) Vendors and accompanying documentation where required by email to grantsreform@its.ny.gov. You will be provided with a Username and Password allowing you to access SFS.

Note: New York State Grants Management reserves 5-10 business days from the receipt of complete materials to process a registration request. Due to the length of time this process could take to complete, it is advised that new registrants send in their registration form as soon as possible. Failure to register early enough may prevent potential applicants from being able to complete a grant application on time.

If you have previously registered and do not know your Username, please contact the SFS Help Desk at (855) 233-8363 or at Helpdesk@sfs.ny.gov. If you do not know your Password, please click the SFS Vendor Forgot Password link from the main log in page and follow the prompts.

Prequalifying in SFS

- Log into the SFS Vendor Portal.
- Click on the Grants Management tile.
- Click on the Prequalification Application tile. The Prequalification Welcome Page is displayed. Review the instructions and basic information provided onscreen.
Note: If either of the above referenced tiles are not viewable, you may be experiencing a role issue. Contact your organization's Delegated Administrator and request the Prequalification Processor role.
- Select the Initiate a Prequalification Application radio button and click the Next button to begin the process. Starting with **Organization Information**, move through the steps listed on the left side of the screen to upload **Required Documents**, provide **Contacts** and **Submit** your Prequalification Application.

Note - If the Initiate a Prequalification Application radio button is not available, your organization may have already started a prequalification application and could even be prequalified. Click on the Version History Link to review your organization's prequalification status. If you are not currently prequalified, or your prequalification

expires prior to the due date of this RFA, you will need to choose Collaborate on or Update your application.

- System generated email notifications will be sent to the contact(s) listed in the Contacts section when the prequalification application is Submitted, Approved, or returned by the State for more information. If additional information is requested, be certain to respond timely and resubmit your application accordingly.

Note: New York State reserves 5-10 business days from the receipt of complete Prequalification applications to conduct its review. If supplementary information or updates are required, review times will be longer. Due to the length of time this 15 process could take to complete, it is advised that nonprofits Prequalify as soon as possible. Failure to successfully complete the Prequalification process early enough may result in a grant application being disqualified.

Specific questions about SFS should be referred to the SFS Help Desk at helpdesk@sfs.ny.gov.

On Demand Grantee Training Material

A recorded session with information about the transition to SFS is available for Grantees on the Grants Management website - <https://grantsmanagement.ny.gov/> and in SFS Coach.

The following training material focused on grants management functionality is currently available in SFS Coach:

- An SFS Vendor Portal Reference Guide (https://upk.sfs.ny.gov/UPK/VEN101/FILES/SFS_Vendor_Portal_Access_Reference_Guide.pdf) to help Grantees understand which Grants Management roles they need in the SFS Vendor Portal based on the work they are currently involved in.
- A Grantee Handbook (upk.sfs.ny.gov/UPK/VEN101/FILES/Grantee_User_Manual.pdf), which provides screenshots and step-by-step guidance on how to complete Grants Management related tasks in SFS
- On-demand recorded training videos focused on each aspect of the Grants Management business process

Agencies can view vendor training material in SFS Coach by selecting **SFS Training for Vendors** from the Topic drop-down list.

F. 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, SFS 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”

G. 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.

H. 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

I. 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.

J. 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.

K. 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.

L. 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.

M. 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.

N. 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.