

**Solicitation of Interest for  
Data Collection and Reporting of National Outcome Measures  
(NOMs) to support the “Addressing the Youth Mental Health  
Crisis through Collaborative Care Expansion in NYS” SAMHSA  
PIPBHC Grant Project**



**Office of  
Mental Health**

## Purpose

The NYS Office of Mental Health (OMH) through the Research Foundation for Mental Hygiene, Inc. (RFMH) has received a five-year grant from the Substance Abuse and Mental Health Services Administration (SAMHSA), Award number H79SM089078, to promote integration of primary and behavioral healthcare. This project is being implemented in youth-serving primary care sites across the state of New York. Participating providers will represent the diversity of NYS, including both urban and rural primary care settings, large public hospital clinics, and small private practices. The project began on September 30, 2023, and will continue through September 29, 2028. Six sites are currently enrolled in the project; with additional sites to be added each grant year for a total of about fifteen by the end of grant year three. It is anticipated that approximately 4,000 youth ages 10-21 will be enrolled in the project during the 5-year grant period.

As a SAMHSA award recipient, OMH is required to oversee the collection of client-level data for all program participants using the National Outcome Measures Client-Level Measures tool (NOMs). Data are to be collected at baseline (within 7 days of the client's entry into the project), reassessment, and discharge. No reassessment is required for clients who are discharged before the reassessment is due. Given the relatively short duration of treatment among Collaborative Care patients, it is estimated that some patients will not require three points of data collection. Data will be gathered via administrative records and structured interview with the client or parent after obtaining consent. Only a licensed clinician should make a behavioral health diagnosis, however, the data collection can be input by any appropriate grant staff. Clients may refuse consent to specific questions, and/or current/all interviews and refusing consent to be interviewed should have no impact on the services the client receives.

The NOMs tool has been abbreviated for this project, and includes the following five sections:

1. Record Management
2. Behavioral Health Diagnoses
3. Demographic Data
4. Functioning
5. Services Received and Clinical Discharge Status

NOMs data must be uploaded into SAMHSA's Performance Accountability and Reporting System (SPARS) within 30 days of collection.

## RFP Services Desired

Through this Request for Proposal (RFP), the NYS OMH seeks services related to the collection, management, and reporting of NOMs data. The selected vendor would:

1. Complete SAMHSA training on NOMs administration and reporting
2. Use SAMHSA's NOMs data collection tools or create their own
3. Develop a Business Associate Agreement (BAA) with each of the clinics and the OMH to provide services to Covered Entities in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA)
4. Work with each grantee site to develop processes and procedures for respondent informed consent and for secure data sharing and management (e.g., client enrollment and discharge dates, client contact information, clinician-reported data)
5. Conduct telephone interviews with clients or parents using standardized interviewing techniques and following QbyQ's developed by SAMHSA

6. Upload NOMs data into SPARS on the required timelines

## **Time Period**

Time period for services is September 9, 2024, through September 29, 2028.

## **Scope of Work and Deliverables**

It is anticipated that approximately 4,000 youth ages 10-21 will be enrolled in the project during the 5-year grant period.

### **Project Start-Up**

Proposed Timeline September 9, 2024, to September 29, 2024

- Complete SAMHSA training on NOMs administration and reporting
- Finalize NOMs data collection tools
- Develop BAAs with each of the six primary care practices that are contracted to participate in grant project in 2024 (Cohort 1)
- Develop site-specific procedures for informed consent and secure data sharing and management for Cohort 1
- Gain formal access to SPARS accounts for data upload Deliverables:
- PDF of data collection tools
- For each site, a copy of the BAA and an outline of the site-specific procedures for informed consent and secure data sharing and management
- Biweekly calls with the OMH program and evaluation teams to discuss successes and challenges

### **Data Collection and Reporting**

Proposed Timeline September 30, 2024, through 2028

- Administer the NOMs to all patients enrolled in CoCM at Cohort 1 practices
- Report data through SPARS for Cohort 1 sites
- Develop required BAAs and procedures for sites added in Years 2 – 5 (new cohort added annually)
- Administer the NOMs to all patients enrolled in CoCM at practices in Cohorts 2 - 5
- Report data through SPARS for Cohorts 2 – 5, accordingly Deliverables:
- Timely reporting in SPARS
- In Year 1, monthly reports on NOMs completion rates (numerator = count of completed NOMs, denominator = count of clients due for NOMs) for each timepoint for each site
- In Years 2 – 5, quarterly reports of the above
- Monthly calls with the OMH program and evaluation teams to discuss successes and challenges

### **Selected vendor(s) must agree to:**

- Bill OMH/RFMH monthly for hours of service provided in the previous month.
- Bill OMH/RFMH no later than 30 days upon completion of previous month
- Indicate that the services were provided under this award

## Information Requested

**Proposals must be submitted as a PDF attachment e-mailed to [NYSCollaborativeCare@omh.ny.gov](mailto:NYSCollaborativeCare@omh.ny.gov) no later than 11:59 p.m. Friday, August 23, 2024.**

Incomplete proposals will not be considered. If OMH selects your proposal, you will be notified no later than September 6th, 2024.

Proposals must contain the below items, which are evaluated based on the specific criteria outlined in the Evaluation table below.

- **Point of Contact Information**
- **Name / Description of Organization**
- **Capability Statement**
- **Education and Experience**
- **Quality of Work Sample**
- **Daily and Hourly Rates**
- **Budget Justification – Not to exceed \$200,000 per year.**
- **Proposed Timeline**
- **Signed statement** (see below)

One vendor will be selected. The contract will be issued by the Research Foundation for Mental Hygiene, Inc.

### **Cancellation of Awards:**

The RFMH/OMH reserves the right to cancel any tentative award where the applicant fails to meet contracting timeframes or experiences significant contract execution issues related to vendor responsibility, or if any other issue impedes the timely implementation of services.

### **Reserved Rights:**

The Office of Mental Health, through its fiscal agent, RFMH, reserves the right to:

- Reject any or all proposals received in response to this RFA;
- Not make an award to any applicant who is not in good standing at the time of award;
- Withdraw the RFA at any time, at the agency's sole discretion;
- Make an award under this RFA in whole or in part;
- Make awards based on geographical or regional consideration in a culturally competent and ethnically diverse manner to best serve the interests of the State;
- Make multiple awards within a geographic area;
- Negotiate with the successful bidder within the scope of the RFA in the best interests of NYS;
- Disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of this RFA;
- Seek clarifications and revisions of applications;
- Use application information obtained through site visits, management interviews and 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 as it becomes available;

- Prior to the bid opening, amend the RFA to correct errors or oversights, or to supply additional information as it becomes available;
- Prior to the bid opening, direct bidders to submit proposal modifications addressing subsequent RFA amendments;
- Change any of the scheduled dates;
- Eliminate any mandatory, non-material specification that cannot be met by all of the prospective bidders;
- Waive any requirement that is not material;
- Conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder;
- Accept submissions after the due date, if OMH through RFMH in its sole discretion, determines there is good cause shown for the delay in the submission(s)/letter(s);
- Utilize any and all ideas submitted in the applications received; and
- Require correction of simple arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a bidder's application and/or to determine a bidder's compliance with the requirements of the solicitation.

## **ATTESTATION**

By my signature below, I hereby certify that this Proposal reflects my best estimate of the capability of organization and the true and necessary costs for the project, and the information provided herein is accurate, complete and current as of the date of my signature below.

I agree that my electronic signature is the legal equivalent of my manual signature on this application. By typing my name below, I certify that the information provided in the application is true and accurate.

**Print Name:**

**Title:**

**Organization:**

**Signature:**

**Date:**

## Evaluation Criteria

Complete proposals will be evaluated using the criteria below.

Rating Factor	<b>Application Selection Criteria</b> <b>To earn full points in each domain, the applicant must demonstrate:</b>	Points
<b>Capability Statement</b>	Capability statement that demonstrates ability to deliver technical skills and/or subject matter expertise. Please ensure that statement addresses your ability to work with others and collaborate.  Page Limit for Capability Statement: 2 pages limit	20
<b>Experience &amp; Education</b>	Resume(s)/CV(s) of expert(s) / staff clearly show tenure, professional experience, and/or education that reflects knowledge and ability in content expertise and training. Submitted documents should reflect expertise in all areas in which that applicant has proposed qualification for.  Page Limit for Resume(s) / CV(s): 2 pages limit per key expert / staff	25
<b>Quality of Work Sample</b>	Past evaluation or data summary demonstrating quantitative and/or qualitative data collection, storage, and reporting. The sample submitted should be one that has been submitted and approved by a previous funder or contracting body.  Page Limit for work example: 5 pages limit	20
<b>Daily and Hourly Rates</b>	Daily and Hourly Rates for all expert(s) and staff that may be engaged in work are reasonable. Rates should reflect overall cost rate inclusive of any fringe, overhead and/or general & administrative expense (G&A), if required. If applicable, please provide your federally approved Indirect Cost Agreement.  "Reasonableness" is assessed based on market or industry standards and in consideration of the not-for-profit status of health centers and OMH.	10
<b>Budget Justification</b>	Reasonableness of proposed budget for project implementation, inclusive of preparation and delivery to client. Reasonableness is determined by OMH's non-profit status. <ul style="list-style-type: none"> <li>• Hourly Rate should reflect overall cost rate inclusive of any fringe, overhead and/or general &amp; administrative expense (G&amp;A), if required and costs are delineated accordingly.</li> <li>• No travel costs need to be submitted for this submission.</li> </ul> Page Limit of Budget Justification: 2 pages limit	10
<b>Proposed Timeline</b>	Reflects an understanding of course objectives and chosen content area such that outline proposed activities/presentations relevant to the audience and applicable to health center setting.  Timeline and project management plan for meeting deliverables and required timeline. Page limit for Proposed Timeline: 3 pages limit	15
<b>Total</b>		100