



**Office of
Mental Health**

**Youth and Teen
Mental Health First Aid Statewide Training**

Request for Proposals

Grant Procurement

(On-Line Submission Required)

Statewide Financial System (SFS) Identifier- OMH#134

December 2024

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1. Introduction and Background

1.1 Purpose of the Request for Proposal

The New York State Office of Mental Health (OMH) announces the availability of funds for the creation and/or expansion of Youth Mental Health First Aid (YMHFA) and Teen Mental Health First Aid (tMHFA) statewide training to be offered free of charge.

The YMHFA and tMHFA curricula were created by and are delivered utilizing certifications from the National Council of Mental Wellbeing, to prepare participants to provide support for those around them who may be experiencing a mental health or substance use challenge. As described by the National Council, these evidence-based, early intervention courses are available both virtually and in-person and use “community-specific scenarios, activities and videos to teach the skills needed to recognize and respond to signs and symptoms of mental health and substance use challenges as well as how to provide initial support until they are connected with appropriate professional help.”

YMHFA training teaches how to identify, understand and respond to signs of mental illnesses and substance use disorders. The training provides the skills to reach out and provide initial help and support to someone who may be developing a mental health or substance use problem or experiencing a crisis. YMHFA is designed to teach parents, family members, caregivers, teachers, school staff, peers, neighbors, health and human services workers, and other caring citizens how to help an adolescent (age 12-18) who is experiencing a mental health or addictions challenge or is in crisis. In order to become certified, an adult must complete training which includes either a 6.5-hour instructor-led in-person course, a self-paced online course, or a blended course.

The tMHFA training teaches teens ages 15-18 years old how to identify, understand, and respond to signs of mental health and substance use challenges in their friends and peers. The training provides the skills to recognize common signs and symptoms of mental health and substance use challenges, the impact of bullying and school violence on mental health, how to have impactful conversations with classmates about mental health concerns, formal and informal support, self-care, and how to seek the help of a responsible adult. Under tMHFA guidelines, it is required that for an entity to receive tMHFA training, at least 5% of the school staff have been or will become trained in YMHFA prior to offering a tMHFA training to the student body. Once the threshold for YMHFA trained adults have been met, tMHFA can be offered. Training involves multiple in-person instructor-led courses.

The YMHFA training implementation also includes an instructor level. Instructors can lead YMHFA certification trainings. Entities can receive approval to train Instructors. The tMHFA training implementation also includes an instructor level. Instructors can lead tMHFA certification trainings. Currently, National Council is the only approved entity to train tMHFA Instructors.

New York State’s goal is to increase the number of teens trained in tMHFA and adults trained in

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YMHA, including through certifying new tMHFA and YMHFA instructors. This funding is allocated for an entity to meet the following expected deliverables:

1. Coordinate and support the certification of YMHFA and tMHFA Instructors, including through direct certification of Instructors as applicable.
2. Ensure regular delivery of YMFAs and tMHFA training across all of NYS annually, offering opportunities both virtually and in person across all Economic Development Regions of the State.
3. Complete required data collection and reporting
4. Subcontract with and/or execute MOUs with partnering entities to meet the above deliverables as appropriate.

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:

Amanda Szczepkowski
New York State Office of Mental Health
Contracts and Claims
44 Holland Avenue, 7th Floor
Albany, NY 12229
OMHLocalProcurement@omh.ny.gov

2.2 Key Events/Timeline

RFP Release Date	12/19/2024
Questions Due	01/23/2025
Questions and Answers Posted on Website	02/19/2025
Proposals Due by 2:00 PM EST*	03/12/2025
Anticipated Award Notification	04/09/2025
Anticipated Contract Start Date	07/01/2025

*OMH strongly advises that applicants do not wait until the last day/last few hours to complete and submit applications/proposals to Grant RFPs. Exceptions will not be considered or made for an applicant who cannot complete their proposal/application by the due date and time of the RFP. **Please note that there are restrictions to the type, size and naming conventions of the files and attachments uploaded in SFS. For more information, please review the SFS Attachment Guide [Here](#). Failure to comply with these guidelines may result in attachments not being viewable to reviewers.**

2.3 Disposition of Proposals

All proposals submitted by the due date and time become the property of OMH. Any

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proposals not received by the due date and time do not get reviewed and are excluded from consideration.

2.4 Eligible Agencies

Prequalification is required for all not-for-profit organizations seeking grant funding from New York State. Please see Section 2.8 and Section 2.9 for additional Prequalification Information.

Eligible applicants must be non-for-profit 501c (3) entities that currently do business and are located in New York State, have provided statewide trainings, and have previously collaborated with the National Council on YMHA and tMHA training.

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 either individually or prior to the posting of the Q&As.

2.5 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 OMHLocalProcurement@omh.ny.gov by 2:00 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. Please enter "Youth and Teen Mental Health First Aid" in the subject line of the email.

The questions and official answers will be posted on the OMH website by the date listed in the timeline section 2.2.

2.6 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 Procurement website](#) and the [NYS Contract Reporter](#) to learn of revisions or addendums to this RFP. No other notification will be given.

2.7 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 2.4; or
- Proposals that do not comply with bid submission and/or required format

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instructions as specified in 2.9 or

- Proposals from eligible not-for-profit applicants who have not completed Vendor Prequalification, as described in 2.8, by the proposal due date of 2:00 PM EST on the date indicated in Section 2.2.

2.8 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.

Proposals received from eligible not-for-profit applicants who have not been Prequalified by the proposal due date of 2:00 PM EST on the date indicated in Section 2.2 will not be able to submit their bid response through SFS.

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 5 days prior to the RFP 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.

2.9 Vendor Registration, Prequalification and Training Resources for Not-for-Profits

NOTE: All applications must be submitted through the Statewide Financial System (SFS). No applications will be accepted electronically, US Postal Service, express mail delivery service or hand delivered.

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. A workplan is not required to be submitted with this RFP application.

Each proposal submission through SFS is required to contain:

- Operating Budget (Appendix B)
- Budget Narrative (Appendix B1)

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

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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 grantsmanagement@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,

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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 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.

Please note that all responses/applications/submissions to this RFP **must** be submitted through the Statewide Financial System (SFS). No mailed, delivered or emailed submissions will be accepted. OMH strongly recommends that applicants plan accordingly and allow themselves enough time to appropriately complete and submit by the due date and time of this RFP.

When providing uploads in response to any of the questions posed (including the Fiscal/Budget component), please upload only PDF versions of those documents. When saving these files before uploading, with the exception of an underscore, please do not use any special characters in the file name, letters only should be used. All attachments required with the proposal must be combined into the proposal template PDF and clearly labeled.

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.

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, SFS 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 an 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";

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- Change any of the scheduled dates stated in the RFP.

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. OMH reserves the right to modify the first period of the contract to coincide with the applicable fiscal period. For New York City contracts, the fiscal period is July 1 through June 30 of each year. Selected applicants awarded a contract under this RFP will be required to adhere to all terms and conditions in OMH's Master 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. 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

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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:

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- i. If an award recipient fails to submit a MWBE Utilization Plan;
- ii. If an award recipient fails to submit a written remedy to a notice of deficiency;
- iii. If an award recipient fails to submit a request for waiver; or,
- iv. 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

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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 2.9 of this RFP.

3.11 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.

3.12 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. **Please note that there are restrictions to the type, size and naming conventions of the files and attachments uploaded in SFS. For more information, please review the SFS Attachment Guide [Here](#). Failure to comply with these guidelines may result in attachments not being viewable to reviewers.**

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

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Technical Evaluation	Points
6.1 Experience and Organizational Structure	20
6.2 Youth Mental Health First Aid Implementation	20
6.3 Teen Mental Health First Aid Implementation	20
6.4 Reporting and Quality Improvement	10
6.5 Diversity, Equity, Inclusion	10
6.6 Financial Assessment	20
Total Proposal Points	100 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 2.9. If a proposal is not complete or does not meet the basic eligibility and participation standards as outlined in Section 2.4, 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 score of 75 will be eliminated from consideration.

In case of a tie in the scoring process, the proposal with the highest score on the Experience and Organizational Structure (Section 6.1) of the Proposal Narrative 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 Youth and Teen Mental Health First Aid Statewide Training Award.

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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 milestones and failure to provide training in all five OMH regions. 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. 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.

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.

5. Scope of Work

One (1) award will be made through this RFP to one (1) applicant.

5.1 Introduction

The awardee will be required to display extensive experience in delivery of t/YMHFA training throughout New York State through direct training and/or coordinating certification of YMHFA instructors in Youth Mental Health First Aid. They must have the capacity to certify YMHFA instructors and/or coordinate the training of new YMHFA instructors, the ability to coordinate the training of new tMHFA instructors, and the ability to provide participants with the required training materials. They must have the capacity to support Instructors to maintain certification through the connection of Instructors to training opportunities.

For applicants providing direct training to the public, applicants must demonstrate the ability to train statewide and/or in large catchment areas throughout New York State, and ability to provide training live (both in person and virtual), as well as establishing relationships with a wide array of community providers, organizations, schools, and other organizations that work with or serve young people.

The awardee must have the capacity for broad marketing, outreach, and promotional activities to result in individual registration and participation. The awardee will develop and maintain a web presence for the training implementation, including customized entry points for specific populations as applicable. The awardee will develop and maintain marketing materials for a range of populations.

The awardee will have a systematic approach for reporting deliverables, self-monitoring and ensuring ongoing quality improvement of services. The awardee will have the capacity

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to track and report on certifications received, registrants, trainings provided, number of participants, satisfaction surveys results, and compile fiscal reports. The awardee will develop and maintain a database of trained individuals for connection opportunities.

The awardee must have a quality, supervisory, and operational infrastructure to support the implementation plan.

Awardee will participate in quarterly meetings with reporting of data including training and budget updates along with participant information and/or other requested information.

5.2 Requirements for Reporting, Collaboration, and Deliverables

The awardee will ensure coordination with the State and develop a workplan for shared agreement with State leads on all deliverables. The workplan will identify the meeting structure, key liaison, timelines for events, data collection and evaluation plans, The workplan will be one of the initial deliverables of this contract.

The awardee will work in collaboration with OMH to meet the goal of the award to increase the number of individuals trained in YMHFA and tMHFA in NYS, through direct training by the awardee, subcontracted training, or through training of Instructors. Target deliverables include number of certificants and Instructors as well as delivery across NYS.

1. Certificants
 - a. YMHFA target– minimum 2500-5000 annually
 - b. tMHFA target– minimum 2500-5000 annually
2. Instructors -
 - a. YMHFA target – 100-200 annually
 - b. tMHFA target – 100-200 annually
3. Statewide delivery
 - a. Virtual training available statewide
 - b. In-person training offered for YMHFA and tMHFA in at least each Economic Development Region at least annually

The awardee will work in collaboration with OMH staff to support coordination of reporting and evaluation efforts:

- The awardee will be required to meet with OMH as requested and respond to scheduling requests in a timely manner. The awardee will be required to appoint a reporting and evaluation liaison to coordinate with OPHE on scheduling meetings and adherence to procedures and timelines for awardee data submission to OMH.
- In collaboration with the State, the awardee will develop a data collection and reporting workplan that includes metrics, procedures, and mechanisms for

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sharing with the State data specific to YMFHA and tMHFA training. The data will be analyzed and supplied to the State to track and monitor quality and outcome metrics on a quarterly basis—or more frequently if required--to inform future implementation efforts.

- The awardee will be required to submit quarterly reports to OMH to include:
 - A summary of the training sessions that were held during the reporting quarter, as broken down by certification and Instructor certification
 - Upcoming trainings and offerings for the next quarter
 - The number of participants per training session, including training sessions held by Instructors who were certified by the awardee
 - Tracking data on the number of unique individuals by county and, as applicable, by school district, who participated in trainings
 - Tracking data by available demographic variables such as age, grade, gender, race, as applicable
 - An aggregate report on the analysis of the satisfaction surveys for each training session, broken down by YMFHA and tMHFA.
 - Long-term follow-up data on tMHFA certificants to inform initiatives for workforce development activities
 - Findings of process undertaken to ascertain needs for any modifications or innovations in content, delivery, or other aspect of training Additional data and narratives, as requested by OMH

5.3 Operating Funding

One award will be made in the amount of \$10 million for five (5) years.

Annual funding for each of the five year(s) is \$2 million.

6. Proposal Narrative

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

Please note that there are restrictions to the type, size and naming conventions of the files and attachments uploaded in SFS. For more information, please review the SFS Attachment Guide [Here](#). Failure to comply with these guidelines may result in attachments not being viewable to reviewers.

Applicants are reminded that funding to support the operation of this program is contingent upon the continued availability of State appropriations.

Any supporting attachments MUST be labeled specific to the question it is associated with. Attachments that are not labeled may result in either a 0 for the question or disqualification of the application.

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6.1 Experience and Organizational Structure

a) Provide a concise description of the knowledge and experience of the applicant that summarizes its qualifications and addresses these areas.

- Detail the applicant's understanding of the role of tMHFA and YMHFA in New York State.
- Describe experience in conducting virtual, in-person (and, as applicable, hybrid) training for tMHFA and YMHFA certifications.
- Describe experience in conducting or facilitating instructor certification for YMHFA and tMHFA and providing technical assistance to trainers in the field.
- Describe experience in collaborating with the National Council on tMHFA and YMHFA.
- Describe experience in providing technical assistance as part of tMHFA, YMHFA, or similar training efforts.

b) Detail the plan to staff to achieve all goals and objectives outlined. Information provided should clearly delineate the roles and responsibilities of employed personnel, as well as any other contractual or collaborative organizations or individuals. The narrative should include the following:

- An organizational chart and description of organizational structure, lines of supervision, and management oversight for the proposed project
- Indication of who is responsible for what day-to-day key tasks, such as providing leadership, communications and promotions, training, data collection, monitoring ongoing progress, and preparing quarterly reports.
- The qualifications, expertise, and relevant experience of key personnel conducting training and providing leadership, and how they are qualified and knowledgeable in the areas of children's mental health.

6.2 Youth Mental Health First Aid Implementation

a) Detail the applicant's plan to meet the targets for number of individuals certified and number of Instructors certified, and the targets for delivery across NYS, including but not limited to:

- Proposed timelines of training cohorts and range of cohort sizes
- Mode of delivering trainings
- logistical elements of providing the trainings, including, but not limited to, registration, tracking participants, etc.
- qualifications and competencies of the staff member(s) who will be responsible for each aspect of the trainings. If the entity cannot provide any training directly,

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- describe the plan to identify and contract with partners who can and the proposed mechanism (E.g., MOU)
 - plan for ensuring access for training opportunities such that Instructors can maintain their certification
- b) Detail the applicant's plan for offering access to the modified YMHFA versions including Las Comunidades Hispanohablantes, Tribal Communities and Indigenous Peoples, and applicable versions in additional languages other than English. Detail the applicant's plan for technical assistance (TA) to YMHFA certificants and Instructors including but not limited to areas of TA, types of TA, and staff responsible for TA.
- c) Detail the applicant's plan for outreach, marketing, and promotion of trainings, including specific proposed network partners, including but not limited to:
- Description of the proposed target trainee population(s) and the applicant's familiarity and experience in working with the population(s)
 - A web presence and any other applicable online marketing approaches, including the ability to customize entry points for various populations
 - Physical materials and other applicable analog marketing approaches, including the ability to customize for various populations
 - Other marketing approaches
- d) Describe the applicant's plan to identify and assess for ongoing support needs or potential modifications needed to content or delivery to meet the needs of trainees or potential trainees.

6.3 Teen Mental Health First Aid Implementation

- a) Detail the applicant's plan to meet the targets for number of individuals certified and number of Instructors certified, and the targets for delivery across NYS, including but not limited to:
- Proposed timelines of training cohorts and range of cohort sizes
 - Mode of delivering trainings
 - Logistical elements of providing the trainings, including, but not limited to, registration, tracking participants, etc.
 - Qualifications and competencies of the staff member(s) who will be responsible for each aspect of the trainings. If the entity cannot provide any training directly, describe the plan to identify and contract with partners who can and the proposed mechanism (E.g., MOU)
 - Plan for ensuring access for training opportunities such that Instructors can maintain their certification
- b) Detail the applicant's plan for offering access to the modified tMHFA version for Las Comunidades Hispanohablantes. Detail the applicant's plan for technical assistance (TA) to tMHFA certificants and Instructors including but not limited to areas of TA, types of TA, and staff responsible for TA.

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- c) Detail the applicant's plan for outreach, marketing and promotion of trainings, including specific proposed network partners, including but not limited to:
- Description of the proposed target trainee population(s) and the applicant's familiarity and experience in working with the population(s)
 - A web presence and any other applicable online marketing approaches, including the ability to customize entry points for various populations
 - Physical materials and other applicable analog marketing approaches, including the ability to customize for various populations
 - Other marketing approaches
- d) Describe the applicant's plan to identify and assess for ongoing support needs or potential modifications needed to content or delivery to meet the needs of trainees or potential trainees.

6.4 Reporting and Quality Improvement

- a) Detail the applicant's plan to collect the required reporting elements as described in 5.2, including but not limited to data from direct certificants (by the applicant or subcontractees) and data of certificants trained by certified Instructors. The plan should include but not be limited to
- Training information, including session participants and demographics
 - Satisfaction and feedback through surveys of trainees
- b) Detail the applicant's plan, including information on mechanisms (e.g., MOU) that may be required for collaboration on data collected by the National Council.
- c) Detail the applicant's plan to maintain a database of certificants for follow-up efforts including contact information to follow up as needed.
- d) Outline the applicant's quality assurance activities to demonstrate how you monitor the effectiveness of your services and programs.

6.5 Diversity, Equity, Inclusion

This section describes the commitment of the entity to advancing equity. OMH is committed to the reduction of disparities in access, quality, and treatment outcomes for historically marginalized populations as well as centering and elevating the voice of individuals with lived experience throughout the system.

Commitment to Equity and the Reduction of Disparities in Access to Training Opportunities for Marginalized Populations

- a) Provide a mission statement for this project that includes information about the intent to train individuals from marginalized/underserved populations in a

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culturally responsive trauma-informed way.

- b) Identify the management-level person responsible for coordinating/leading efforts to reduce disparities in outcomes for marginalized populations.
- c) Provide the diversity, inclusion, equity, cultural and linguistic competence plan for this program (as outlined in the National CLAS Standards). The plan should include information in the following domains:
 - Workforce diversity (data-informed recruitment)
 - Workforce inclusion
 - Soliciting input from diverse community stakeholders, organizations and persons with lived experience
 - Efforts to adequately engage underrepresented individuals in the implementation and training
 - How stakeholder input from service users and individuals from marginalized/underserved populations was used when creating the diversity, inclusion, equity, cultural and linguistic competence plan
 - Discuss how the plan will be regularly reviewed and updated.

Equity Structure

- d) Describe the organization's committees/workgroups that focus on reducing disparities in access, quality, and treatment outcomes for marginalized populations (diversity, inclusion, equity, cultural/linguistic competence).
- e) Describe the organization's committees/workgroups that focus on incorporating participants of services into the agency's governance. Note - it is important to describe how membership of any such committee/workgroup includes people with lived experience and representatives from the most prevalent cultural groups to be served in this project. Participation should be meaningful and include more than one individual.

Workforce Diversity and Inclusion

- f) Describe program efforts to recruit, hire and retain a) staff from the most prevalent cultural group of service users and b) staff with lived experience with mental health and receiving mental health services, or family members/caregivers of those receiving mental health services.

Language Access

- g) Describe efforts to meet the language access needs of the trainees served by this project (limited English proficient, Deaf/ASL). This information should include the use of data to identify the most prevalent language access needs, availability of direct care staff who speak the most prevalent languages, the provision of best practice approaches to provide language access services

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(i.e., phone, video interpretation). Additionally, provide information about the plan to provide documents and forms in the languages of the most prevalent cultural groups of its trainees (consent forms, releases of information, medication information, rights, and grievances procedures). This section should also include information related to addressing other language accessibility needs (Braille, limited reading skills); service descriptions and promotional material.

Recovery Values

- h) Describe the agency or program's plan to adopt and promote recovery and resilience-oriented values into practice.
- i) For this project, describe proposed efforts to partner, collaborate with and include diverse, culturally relevant community partners in service provision and in the gathering of stakeholder input. This includes information about subcontracting entities (if applicable) and other efforts to ensure government resources reach organizations and populations that are historically economically marginalized, including those that are peer run.

6.6. Financial Assessment

- a. The proposal must include a 5-year Budget (Appendix B). Two million dollars is available annually. The indirect cost/administrative overhead rate is capped at 15%. Providers must follow Consolidated Fiscal Report (CFR) Ratio-Value guidance which excludes equipment/property from the direct cost base. Federal Negotiated Indirect Cost Rate Agreements (NICRA) are not allowable. 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. Describe how your agency manages its operating budget, include the following:
 - detailed expense components that make up the total operating expenses;
 - the calculation or logic that supports the budgeted value of each category; and,
 - description of how salaries are adequate to attract and retain qualified employees.