



**Office of
Mental Health**

**Farmers Supporting Farmers
OMH 130**

Request for Proposals/Request for Application

Grant Procurements

(On-Line Submission Required)

Statewide Financial System (SFS) Identifier- OMH130

January 2025

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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 or “Office” herein) is committed to offering mental health interventions tailored to meet the needs of specific populations, including rural communities in New York State. In recognition of the disproportionate suicide burden in rural counties and the elevated risk that farmers and other workers in the agriculture industry carry compared to workers in nonfarming occupations,¹ OMH is announcing the availability of funding for the procurement of a program serving the NYS agricultural workforce over a five-year period.

The agricultural industry is essential to the economic health of rural communities, which span 44 of 62 NYS counties. Farmers and agribusinesses continue to navigate disruptions resulting from the coronavirus pandemic, including breakdowns in supply chains, lost sales, cash flow issues, and rising labor costs. The well-documented link between economic crises and stress renders farm workers and families at an increased risk for poor behavioral health outcomes.

Research indicates four main barriers that rural community members experience in seeking behavioral health support, driving disparities in substance use disorders and suicide fatalities.²

1. Availability – Chronic shortages of behavioral health professionals exist in rural communities.
2. Accessibility – Rural residents often travel long distances to receive services.
3. Affordability – Some rural residents may not be able to afford the cost of health insurance or the cost of out-of-pocket care if they lack health insurance.
4. Acceptability – Rural residents may be susceptible to the stigma associated with needing or receiving mental healthcare in small communities and mental health providers may not be as culturally responsive to the unique needs of rural community members.

Innovative mental health services and solutions for farmworkers must be developed to address these barriers. Therefore, OMH is seeking one organization or agency with statewide capacity to deliver peer-driven, culturally responsive services to farmers and agribusiness workers and families, including technical assistance to support business

¹ Arif AA, Adeyemi O, Laditka SB, Laditka JN, Borders T. Suicide mortality rates in farm-related occupations and the agriculture industry in the United States. *Am J Ind Med.* 2021; 64(11): 960- 968.

² Wilson, W., Bangs, A. & Hatting, T. (2015). The Future of Rural Behavioral Health, National Rural Association Policy Brief. https://www.ruralhealth.us/getmedia/01d32ac2-da4c-45a7-b4d8-368accbd6682/The-Future-of-Rural-Behavioral-Health_Feb-2015.pdf

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and financial needs and wellness supports to promote mental health needs.

Notice: Notice: The Local Governmental Unit (LGU), Director of Community Service (DCS)/Mental Health Commissioner has a statutory authority and responsibility for oversight and cross system management of the local mental hygiene system to meet the needs of individuals and families affected by mental illness, substance use disorder and/or intellectual/ developmental disability in their communities. Collaboration with LGUs is essential to the successful Farmers Supporting Farmers program.

1.2 Target Population/Eligibility Criteria

Farm owners, farm workers and their families as well as agribusiness professionals and their families residing in New York State.

2. Proposal Submissions

2.1 Designated Contact/Issuing Officer

OMH has assigned an Issuing Officer for this project. The Issuing Officer or a designee shall be the sole point of contact regarding the RFP from the date of issuance of the RFP until the issuance of the Notice of Conditional Award. To avoid being deemed non-responsive, an applicant is restricted from making contact with any other personnel of OMH regarding the RFP. Certain findings of non-responsibility can result in rejection for a contract award. The Issuing Officer for this RFP is:

Jeremy Rossello
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

2.2 Letter of Intent

Agencies interested in responding to this Request for Proposal are strongly encouraged to submit a Letter of Intent to Bid to the OMH Issuing Officer by the date listed in Section 2.3. The Letter of Intent to Bid shall be non-binding.

Please email the letter of intent to the Issuing Officer at:

OMHLocalProcurement@omh.ny.gov

Please include “**LOI for Farmers Supporting Farmers RFP**” in the Subject line.

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2.3 Key Events/Timeline

RFP Release Date	1/6/2025
Questions Due	1/27/2025
Questions and Answers Posted on Website	2/14/2025
Letter of Intent to Bid Due	2/20/2025
Proposals Due by 2:00 PM EST*	3/6/2025
Anticipated Award Notification	4/08/2025
Anticipated Contract Start Date	7/1/2025

*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.**

2.4 Disposition of Proposals

All proposals submitted by the due date and time become the property of OMH. Any proposals not received by the due date and time do not get reviewed and are excluded from consideration.

2.5 Eligible Agencies

Prequalification is required for all not-for-profit organizations seeking grant funding from New York State. Please see Section 2.9 and Section 2.10 for additional Prequalification Information.

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

Eligible applicants do not need to be licensed and/or funded by the New York State Office of Mental Health. However, eligible applicants must have:

- Demonstrated expertise working with rural communities; and
- Missions that include providing outreach and support to the target population stated in Section 1.2 of this RFP.

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.

2.6 RFP Questions and Clarifications

All questions or requests for clarification concerning the RFP shall be submitted in writing to the Issuing Officer by e-mail to OMHLocalProcurement@omh.ny.gov by 2:00 PM EST on the "Questions Due" date indicated in Section 2.3 and will be limited to

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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 “Farmers Supporting Farmers RFP” in the subject line of the email.

The questions and official answers will be posted on the OMH website as listed in Section 2.3 Key Events/Timeline.

2.7 Addenda to Request for Proposals

In the event that it becomes necessary to revise any part of the RFP during the application submission period, an addendum will be posted on the OMH website and the NYS Contract Reporter.

It is the applicant’s responsibility to periodically review the [OMH Procurement website](#) and the [NYS Contract Reporter](#) to learn of revisions or addendums to this RFP. No other notification will be given.

2.8 Disqualification Factors

Following the opening of bids, a preliminary review of all proposals will be conducted by the Issuing Officer or a designee to review each proposal’s submission for completeness and verify that all eligibility criteria have been met. Additionally, during the proposal evaluation process, evaluators will also be reviewing eligibility criteria and confirming that they have been met. During the course of either of these review processes, proposals that do not meet basic participation standards will be disqualified, specifically:

- Proposals from applicants that do not meet the eligibility criteria as outlined in 2.5; or
- Proposals that do not comply with bid submission and/or required format instructions as specified in 2.10 or
- Proposals from eligible not-for-profit applicants who have not completed Vendor Prequalification, as described in 2.9, by the proposal due date of 2:00 PM EST on 4/2/2025.

2.9 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 4/2/2025 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

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assume their prequalification information will be reviewed if they do not adhere to this timeframe.

2.10 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.

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 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 grantsmanagment@its.nys.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

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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 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.

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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

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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";
- 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

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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 contract awarded in response to this RFP will be for a five-year term. The selected applicant 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 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

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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:

- 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

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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

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required to submit with the bid or proposal an Equal Opportunity Staffing Plan (Form # to be supplied during contracting process) identifying the anticipated work force to be utilized on the Contract. If awarded a Contract, Contractor shall submit a Workforce Utilization Report, in such format as shall be required by the Contracting State Agency on a monthly or quarterly basis during the term of the contract. Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and Federal statutory and constitutional and non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment status because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status, or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest. Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

3.8 Sexual Harassment Prevention Certification

State Finance Law §139-I requires applicants on state procurements to certify that they have a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment training (that meets the Department of Labor's model policy and training standards) to all its employees. Bids that do not contain the certification may not be considered for award; provided however, that if the applicant cannot make the certification, the applicant may provide a statement with their bid detailing the reasons why the certification cannot be made. A template certification document is being provided as part of this RFP. Applicants must complete and return the certification with their bid or provide a statement detailing why the certification cannot be made.

3.9 Bid Response

Neither the State of New York or OMH shall be responsible for the costs or expenses incurred by the applicant in preparation or presentation of the bid proposal.

3.10 Acceptance of Terms and Conditions

A bid, in order to be responsive to this solicitation, must satisfy the specifications set forth in this RFP. A detailed description of this format and content requirements is presented in Section 2.10 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),

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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:

Technical Evaluation	Points
6.1 Population	15
6.1a is Pass/Fail	
6.1b – 6.1d are scorable questions	
6.2 Description of Program	20
6.3 Implementation	15
6.4 Agency Performance	10
6.5 Utilization Review, Reporting and Quality Improvement	10
6.6 Diversity, Equity, Inclusion and Recipient Input	10
6.7 Financial Assessment	20
Total Proposal Points	100

For a detailed description of evaluation criteria for the Technical Evaluation and the Financial Assessment components, see Section 6 (Proposal Narrative).

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4.2 Method for Evaluating Proposals

Designated staff will review each proposal for completeness and verify that all eligibility criteria are met. A proposal may be disqualified based on a failing response to Pass/Fail question 6.1a in the proposal narrative. A complete proposal shall include all required components as described in Section 2.10. If a proposal is not complete or does not meet the basic eligibility and participation standards as outlined in Section 2.5, the proposal will be eliminated from further review. The agency will be notified of the rejection of its proposal within 10 working days of the proposal due date.

Evaluation of 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 70 will be eliminated from consideration.

In case of a tie in the scoring process, the proposal with the highest score on the Description of Program (Section 6.2) 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 1 award will be made to the applicant with the highest score to assume the operation of the Farmers Supporting Farmers program.

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 operate the program in accordance with the terms outlined in the RFP or poor performance outcomes. A contractor will be provided notification if there is need for reassignment.

To reassign the contract, OMH will go to the next highest ranked proposal. 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

5.1 Introduction

OMH is seeking one organization or agency to develop and implement a peer support intervention to promote the economic and emotional health of farming communities. OMH will provide funding for a Farmers Supporting Farmers (FSF) program with statewide capacity to deliver holistic and culturally tailored services to address the financial and mental health needs of farm workers and families. The awardee will offer free and confidential services to help farmers and farm families navigate economic and social-emotional challenges, including direct-to-farm consulting services, technical assistance, and a helpline. The FSF program will be required to conduct outreach and engagement in rural communities statewide including providing workshops, trainings, and targeted outreach conferences.

The Local Governmental Unit (LGU), Director of Community Service (DCS)/Mental Health Commissioner has a statutory authority and responsibility for oversight and cross-system management of the local mental hygiene system to meet the needs of individuals and families affected by mental illness, substance use disorder and/or intellectual/developmental disability in their communities. LGU collaboration is a vital part of the work of Farmers Supporting Farmers program objectives. The Farmers Supporting Farmers awardee must collaborate with the applicable Local Governmental Units (LGUs) to support implementation of the program.

5.2 Objectives and Responsibilities

The awardee must be prepared to provide the Farmers Supporting Farmers (FSF) program as outlined in Section 5.2 by the close of the second (2nd) quarter of the first contract year.

Objective 1: Provide free and confidential statewide consulting services with capability for hybrid (in-person and virtual) site visits to homes, farms, and agribusiness locations around NYS. Consulting services to include:

- i. Technical assistance related to financial management, business planning and decision making, and methods to improve farm/agribusiness viability.
- ii. Mental health wellness services for the farm family, including children and youth, including but not limited to stress management techniques, communication and conflict resolution, navigating challenges in family or other relationships, and needs assessments, including for social determinants of health.
- iii. Referral and linkage to mental health and substance use care, community-based resources, and social services.

Objective 2: Operate a free and confidential statewide helpline to provide assistance and referrals for economic and social-emotional distress, available during normal

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business hours with afterhours answering service.

Objective 3: Outreach to rural communities statewide, including providing free workshops, trainings, and targeted outreach conferences focused on the mental health and financial well-being needs of the target population, including suicide prevention. Outreach and engagement to both community organizations and farm workers includes in-person (e.g., tabling at events) and digital methods (e.g., virtual, text, and phone capabilities).

5.3 Implementation

5.3.1 Staffing

The Farmers Supporting Farmers (FSF) program will provide an adequate level of staffing to perform the required work. The awardee will establish a staffing structure commensurate with the deliverables outlined in this project. Applicants are required to describe the proposed staffing resources, experience and qualifications needed to support the FSF program. FSF staff should be reflective of the population served and responsive to the unique risk and protective factors in rural populations, including stigma around mental health and help-seeking, close-knit neighbors and faith-based communities. At a minimum, Personnel, Supervision, and Training requirements for the FSF program include:

- a. Personnel Requirements: Applicants must have multi-disciplinary staffing comprised of:
 - i. Peers and other credible messengers in the farm and agriculture communities with subject matter expertise in farming and agribusiness management
 - ii. Master's-level social workers and/or counselors, and an identified supervisor with mental health experience.
 - iii. An identified Outreach Coordinator to oversee community engagement and outreach efforts statewide.
 - iv. An identified Team Leader to oversee all aspects of the Program.
- b. Supervision Requirements: Applicants must have a plan for maintaining regular supervision of all staff.
- c. Training Requirements:
 - i. A plan to ensure staff receive ongoing training, especially culturally responsive trainings for rural populations, as well as areas where there is a need for knowledge acquisition.
 - ii. At least one in-house staff member trained in Suicide Alertness For Everyone-Tell, Ask, Listen, KeepSafe (SafeTALK), Question Persuade Refer (QPR) or other suicide prevention training to identify and connect people with thoughts of suicide to life-affirming help.

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5.3.2 Policies and Procedures

The FSF program will develop standardized policies and procedures to support uniform practices related to:

- a. Enrollment, discharge, and documentation of services including engagement efforts and activities with service recipients and their family members.
- b. Proactively preparing for and actively advocating for the safety and wellness of participants during a behavioral health crisis.

5.3.3 Planning Meetings

The FSF program will meet and participate in planning and reporting meetings with the New York State Office of Mental Health to monitor and track the progress and deliverables of the FSF program. These virtual sessions will occur a minimum of twelve (12) times annually during the 5-year contract period. Planning meetings must include the Team Leader, Outreach Coordinator, and an identified supervisor of social workers/counselors.

5.3.4 Reporting

The FSF program will maintain appropriate reporting, CQI, and data submission practices of the FSF program as follows:

- a. Programs will be required to maintain accurate reporting and case records according to Regulation and Program Guidance.
- b. OMH providers are expected to ensure continuous quality improvement of services, including regular monitoring and evaluation of outcomes. To support these efforts, it is expected that the FSF program have a quality, supervisory, operational and IT / data infrastructure to routinely self-monitor and ensure ongoing quality improvement of services, including analyzing utilization review findings and recommendations.
- c. It is also expected that providers will routinely submit data to OMH, including client-identified data, quality and program data. The FSF awardee will be expected to submit twelve (12) monthly reports, four (4) annual reports and one (1) final cumulative report to the New York State Office of Mental Health summarizing each 12-month period of the FSF Program throughout the 5-year contract. Additionally, the final report will summarize the program's cumulative activities during the 5-year contract period. At a minimum, these reports will include a summary of the following services provided, including aggregate numbers of individuals served:
 - i. Summary of consulting activities and referrals;
 - ii. Summary of helpline services;
 - iii. Summary of outreach and engagement efforts; and
 - iv. Demographic information for families/individuals served including occupation.

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Additional data submission requirements and guidance will be provided by OMH.

5.3.5 Collaboration with Local Government Unit (LGU)

The agency must collaborate with the applicable LGUs to ensure coordination and awareness of services with local community-based services and mental health providers.

5.4 Operating Funding

One award will be made in the amount of **\$2 million** for a five-year contract. Annual funding for each of the 5 year(s) is \$400,000.

6. Proposal Narrative

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

6.1 Population

- a. Provide a summary of the agency and its mission, the services provided, and the population(s) served. Demonstrate your agency's expertise providing outreach and engagement to rural communities statewide and the target population stated in Section 1.2 of this RFP. Describe how these experiences demonstrate your agency's qualifications to operate a Farmers Supporting Farmers (FSF) program. Please note: Per Section 4.2, question 6.1a is a Pass/Fail question and proposals may be disqualified based on a failing response.
- b. Describe the geographic region/catchment area that the Farmers Supporting Farmers (FSF) program will serve, including rurality. Specify NYS counties included in the catchment area.
- c. Describe in narrative the characteristics of the population to be served by the program, including:
 - i. Demographic information including
 - Race/ethnicity
 - Age
 - Gender
 - Occupation
 - ii. A summary of their needs related to:
 - Rurality, including barriers to accessing behavioral health care;
 - Behavioral health, including mental health and substance use challenges; and
 - Financial well-being.
- d. Estimate the number of individuals to be served annually by each Objective from

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Section 5.2:

Objective 1: Consulting

- Number of individuals served; and
- Percentage receiving mental wellness and behavioral health support.

Objective 2: Helpline

- Number of callers served; and
- Percentage receiving mental wellness and behavioral health support.

Objective 3: Outreach and Engagement

- Number of individuals served.

6.2 Description of Program

- a. Provide an executive summary of your proposed Farmers Supporting Farmers (FSF) program. Include a name for the program, your program's catchment area, target population, and an overview of the program's approach to facilitating peer delivery of the required services as outlined in Objectives 1, 2 and 3 in Section 5.2.
- b. Describe how your FSF program will offer the following required consulting services. Describe hours of operation and capacity to deliver services on-site and virtually.
 - i. Technical assistance related to farm/agribusiness financial management, business planning and decision making.
 - ii. Mental health and wellness services for the farm family, including children and youth.
 - iii. Referral and linkage to behavioral healthcare, community-based resources, and social services.
- c. Describe how your FSF program will operate a statewide helpline to provide assistance and referrals for economic and social-emotional distress. Describe hours of operation and plans for afterhours coverage.
- d. Describe how your FSF program will outreach with and engage the agricultural workforce and rural communities.
- e. Describe how your FSF program will conduct needs assessments for participants, including for social determinants of health.
- f. Describe your network, internally and externally, of behavioral health and other providers, and how you plan to utilize those networks to facilitate rapid access to care, including during behavioral health crises.

6.3 Implementation

- a. Describe the start-up and phase-in activities necessary to implement the three (3) objectives of the Farmers Supporting Farmers (FSF) program as outlined in Section 5.2. Include timeframes with dates in the description.
- b. Describe how the program will collaborate with the applicable Local Government Units (LGUs) to ensure coordination and awareness of services with local community-based services and mental health providers.

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- c. Describe how the FSF program will ensure mandatory services, per the objectives of this RFP, are available in the selected program catchment area as indicated in 6.1a.
- d. Describe the proposed eligibility criteria for individuals to be enrolled in the FSF Program and describe the enrollment process. Describe the proposed discharge criteria for the FSF Program and the discharge process.
- e. Provide a staffing plan. Indicate the specific skills and level of experience expected of each staff member. Include timeframes with dates for recruitment, hiring, and onboarding. Describe plans to recruit and hire staff that are credible messengers and representative of the target population.
- f. Describe plans for regular staff supervision, noting the frequency of supervision and what will be included as part of supervision.
- g. Describe resources the agency will use to orient, train, and ensure ongoing specific knowledge acquisition related to the needs of the target population for all staff providing services, including Suicide Prevention training.
- h. Describe the agency's approach to tracking and monitoring program implementation for each of the three objectives as outlined in Section 5.2 and how the program will document enrollment, discharge, and services including engagement efforts and referrals for farmers and their family members. Include quantitative and qualitative data collection methods.
- i. Describe the agency's approach to complying with FSF program reporting requirements: twelve (12) monthly reports, four (4) annual reports, and one (1) final cumulative report summarizing the FSF program throughout the five-year contract, to be submitted to the New York State Office of Mental Health containing at a minimum:
 - i. Summary of outreach and engagement efforts;
 - ii. Summary of consulting services, including aggregate numbers of individuals served and referrals to behavioral health services;
 - iii. Summary of helpline services, including aggregate numbers of individuals served and referrals to behavioral health services;
 - iv. Qualitative service vignettes;
 - v. Demographic information for individuals/families served, including occupation.
- j. State the agency's commitment to participating in monthly FSF program planning and reporting meetings convened by the New York State Office of Mental Health.

6.4 Agency Performance

- a. Describe your agency's experience providing consulting services to farmworkers and families

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that address both financial and business needs as well as behavioral health needs.

b. Describe your agency's experience in the operation of a statewide helpline to provide assistance and referrals for economic and social-emotional distress.

6.5 Utilization Review, Reporting, and Quality Improvement

- a. Describe how the Farmers Supporting Farmers (FSF) program leadership will ensure staff are following all relevant program guidelines and procedures.
- b. Describe and demonstrate the FSF program's approach to self-monitoring and ensuring ongoing quality improvement.
- c. Describe how confidentiality of individuals' records will be ensured in ways that conform to all local, state, and federal confidentiality and privacy regulations.
- d. Describe how the FSF program will proactively prepare for and actively advocate for the safety and wellness of participants during behavioral health crises.

6.6 Diversity, Equity, Inclusion and Recipient Input

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.

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

- a. Provide a mission statement for this project that includes information about the intent to serve individuals from marginalized/underserved populations in a culturally responsive and trauma-informed way.
- b. Identify the management-level person responsible for coordinating/leading efforts to reduce disparities in access, quality, and treatment outcomes for marginalized populations.
- c. Identify the management-level person responsible for coordinating/leading efforts to ensure incorporation of feedback from participants in services in continuous agency improvement. Information provided should include the individual's title, organizational positioning and their planned activities for coordinating these efforts).
- d. 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
 - Reducing disparities in access quality, and treatment outcomes in the patient population

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- Soliciting input from diverse community stakeholders, organizations and persons with lived experience
- Efforts to adequately engage underserved foreign-born individuals and families in the project's catchment area as identified in Section 6.1.
- 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.

6.6.2 Equity Structure

- a. 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).
- b. 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.

6.6.3 Workforce Diversity and Inclusion

- a. Describe program efforts to recruit, hire and retain:
 - Staff from the most prevalent cultural group of service users; and
 - Staff with lived experience with mental health and receiving mental health services.

6.6.4 Language Access

- a. Describe efforts to meet the language access needs of the clients 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 and the availability of staff who speak the most prevalent languages,
 - The provision of best practice approaches to provide language access services (i.e., phone, video interpretation) and information about efforts to ensure all staff with direct contact with clients are knowledgeable about using these resources,
 - Information about the plan to provide documents and forms in the languages of the most prevalent cultural groups of its service users (service descriptions and promotional material, consent forms, releases of information, medication information, rights, and grievances procedures), and

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- Information related to addressing other language accessibility needs (Braille, limited reading skills).

6.6.5 Recovery Values

- a. Describe the agency or program's plan to espouse recovery and resilience-oriented values into practice.

6.6.6 Collaboration with Diverse Community-Based Stakeholders/Organizations

- a. 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.

6.7 Financial Assessment

- a. The proposal must include a 5-year Budget (Appendix B). \$400,000 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. Also, applicants must complete a Budget Narrative (Appendix B1) which should include the following:
 - i. Detailed expense components that make up the total operating expenses;
 - ii. The calculation or logic that supports the budgeted value of each category; and,
 - iii. Description of how salaries are adequate to attract and retain qualified employees.