



**New York Peer Specialist Independent Practice Association (IPA)**

**Request for Proposals/Request for Application**

**Grant Procurements**

**(On-Line Submission Required)**

**Statewide Financial System (SFS) Identifier- OMH153**

**October 2025**

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**New York Peer Specialist Independent Practice Association (IPA)**  
**OMH#153**  
**Applicant Checklist**

**Frequent Issues/Questions:**

-Please begin working on your application in SFS **no later than 5 business days before the application due date** and **submit no later than 48 hours before the due date**. This will allow you time to troubleshoot any issues that arise that may prevent you from submitting. 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.

-All required forms/templates are available in the “Event Comments and Attachments” section of SFS. 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.

-No workplan is required at this time, if awarded, a workplan will be developed during the contract development phase.

-The “Bid Amount” box is required to be filled out in SFS. Please enter the total amount of funding your organization is requesting from NYS OMH in this box.

-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 will prohibit the submission of the application in SFS.

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Please complete the following checklist prior to submission of your proposal. This checklist **SHOULD NOT** be submitted, it is for your use only.

Confirm the following:

- ☐ Your organization has met the eligibility requirements outlined in **Section 2.4 Eligible Agencies**
- ☐ Your organization is prequalified in SFS. SFS will prevent submission if your organization is a not-for-profit and not prequalified (see **Section 2.8 and 2.9 of the RFP document** for more information on Registration, Prequalification and Training Resources for SFS)
- ☐ Updates to the RFP can happen at any time, per **Section 2.6**, check the OMH website for any updates to the RFP posted by OMH.
- ☐ Provider Contact form completed and uploaded in SFS
- ☐ Sexual Harassment Prevention Certification Completed and uploaded in SFS
- ☐ Gender Based Violence and the Workplace Certification completed and uploaded in SFS.
- ☐ Proposal Template completed and any applicable attachments labeled with question numbers (example: question 6.2a calls for a sample assessment tool, the assessment tool should be labeled as 6.2a and added at the end of the Proposal Template)
- ☐ Proposal Template and attachments (except budget, see next checkbox) combined into one PDF and uploaded in SFS under Q1
- ☐ Budget Template Completed (left in Excel) and uploaded in SFS under Q2
- ☐ Application submitted in SFS prior to the due date and time listed in **Section 2.2 Key Events/Timeline** (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.)

## **1. Introduction And Background**

### **1.1. Purpose of the Request for Proposal**

The New York State (NYS) Office of Mental Health (OMH) is committed to advancing and promoting the professional development and in-discipline support and supervision of the Peer Support Service professions. As the demand for qualified and competent peer support staff grows, and the disciplines of family and youth advocates and peer specialists continue to evolve and expand, the need for delivery of high quality, evidence-based training and professional support becomes paramount to the success of these professions. As well, the technical support needed for entities implementing peer services is crucial to maintain the integrity of the workforce. It is then critical to ensure fidelity to these models with the provision of professional support that clearly identifies the fundamental role that peer workers can play in supporting recovery and wellness while recognizing that there are tasks and responsibilities that peer workers should not be asked to perform in the course of promoting authentic peer support within the establish scope of practice of this discipline.

Key elements of other mental health professions include professional development and networking opportunities that align with the values and scope of the profession, competent and well-trained supervisors who understand the framework and history of the work, and skill development that assists in equipping the workforce with the tools needed to effectively engage and provide support to individuals in need of services and supports. The peer professions are no different in this need.

The New York Peer Specialist Independent Practice Association (IPA) will work with partner organizations to develop, nurture and support collaboration, share strengths and promote these elements of professional development for the New York Peer Specialist workforce. The IPA aims to expand the availability of peer support services statewide; increasing the quality of peer support services and increasing favorable outcomes of the practice of peer support. This initiative focuses on New York Certified Peer Specialists with the expectation of collaboration with peer support workers across the lifespan (the three disciplines overseen by the Office of Mental Health: Credentialed Family and Youth advocates, and Certified Peer Specialists). The IPA does this through strategic partnerships with Peer Support organizations and connections to provider organizations implementing peer services, statewide. The ultimate goal is the continued development and support of a robust peer support workforce that possesses the skills and knowledge needed to effectively engage in their work.

The IPA will serve as a communication channel to assist Partner Organizations to develop, nurture and support collaboration, shared strengths, and promote the positive development of the peer support workforce. The IPA will encourage evolving collaboration by working with partners to identify collective goals, keep a pulse on innovations within the peer support industry, and maintain a strengths-based approach to partnerships between organizations. This approach holds the core belief that all partners have strengths and resources. The focus of the practice is on bringing organizational skills, interests, products and relationships to the table because there is

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strength in unity. Strengths-based practice involves using these resources to strengthen organizations that need assistance. As new tools and strategies emerge, the project will assist partner organizations to adapt and evolve over time.

The IPA will respond to a board of directors, which will collaborate with the IPA to develop long-term strategic partnerships with key organizations in New York State. These partnerships will optimize the use of existing resources for the organization foster opportunities to develop innovative initiatives that expand peer support into counties where it is not currently offered. Additionally, the IPA will promote a high quality of peer support services throughout New York State, ensuring that areas where there are opportunities to develop peer workforce initiatives and/or currently have limited services and resources are attended to while further developing peer support practice in areas with a robust peer workforce. The IPA reflects a commitment to meeting or exceeding evidence-based practice standards with participant organizations providing “quality control” measures to ensure entities implementing peer roles represent peer support work positively and effectively within their communities.

The Project will also provide training, resources and information to partner organizations on developing workforce needs aligned with applicable guidance. The IPA offers an inclusive, responsive and holistic approach to assisting people in all aspects of their recovery. Genuine peer support agencies have provided well-documented approaches and outcomes that are easily distinguishable from the approach taken by more traditional medical model service providers. The IPA will enact a collaborative, strengths-based approach that will share methods and approaches to replicate favorable outcomes between organizational partners.

The goal of this RFP is to promote the IPA as a centralized and consistent state-wide entity that provides leadership, support and direction around the growth and advancement in the fields by assisting Peer Specialists and organizations implementing peer support work. The New York Peer Specialist Independent Practice Association will:

- Serve as a statewide entity to provide organized leadership, support, advocacy, and best practice guidelines, ensuring that the integrity of the Peer Support workforce, while demonstrating and reinforcing fidelity to the established core values and best practice.
- Support and grow a statewide Peer Mentoring Network
- Promote peer support workforce opportunities, including opportunities in historically marginalized, underserved or unserved communities, to better promote equity and diversity in the Peer Specialist Workforce.
- Provide unique training opportunities for the peer workforce.
- Serve as the facilitator for statewide opportunities for networking and ongoing communication of Peer Support Workers, Peer Supervisors and organizations
- Collaborate with certification boards on continuing education credits for trainings offered
- Establish, maintain, and improve listservs of mental health organizations and Peer Support Workers

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- Serve as a hub that cultivates leadership and provides support for the Peer workforce
- Form strategic partnerships with Peer Support organizations and connections to provider organizations implementing peer services, statewide that seek to enhance the quality of services.
- Serve as a communication channel to assist Partner Organizations to develop, nurture and support collaboration, shared strengths, and promote the positive development of the peer support workforce
- Provide quality technical assistance to traditional provider agencies

## 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](mailto:OMHLocalProcurement@omh.ny.gov)

### 2.2 Key Events/Timeline

|                                         |                   |
|-----------------------------------------|-------------------|
| RFP Release Date                        | <u>10/07/2025</u> |
| Questions Due                           | <u>10/28/2025</u> |
| Questions and Answers Posted on Website | <u>11/20/2025</u> |
| Proposals Due by 2:00 PM EST*           | <u>12/18/2025</u> |
| Anticipated Award Notification          | <u>02/12/2026</u> |
| Anticipated Contract Start Date         | <u>01/01/2027</u> |

\*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 proposals not received by the due date and time do not get reviewed and are excluded

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from consideration.

### **2.4 Eligible Agencies**

Eligible applicants are not-for-profit agencies with 501(c) (3) incorporation located in New York State. In addition, at least 51% of their governing board (Oversight Body) and a preponderance of their staff must be people with lived experience of having mental health issues and experience with the public mental health system.

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.

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.

### **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](mailto:OMHLocalProcurement@omh.ny.gov) by the “Questions Due” date indicated in section 2.2 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 “New York Peer Specialist Independent Practice Association” 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 2:00 PM EST on the Proposal Due Date posted 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 Proposal Due Date posted 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) business 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 of 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 for this RFP**

Each proposal submission through SFS is required to contain:

- Operating Budget (Appendix B)

**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 with 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 [grantsmanagement@its.ny.gov](mailto: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](mailto:Helpdesk@sfs.ny.gov). If you do not know your Password, please click the [SFS Vendor Forgot Password](#) link from the main log in page and follow the prompts.

### **Prequalifying in SFS**

- Log into the SFS Vendor Portal.
- Click on the Grants Management tile.
- Click on the Prequalification Application tile. The Prequalification Welcome Page is displayed. Review the instructions and basic information provided onscreen.

Note - If either of the above referenced tiles are not viewable, you may be experiencing a role issue. Contact your organization's Delegated Administrator and request the Prequalification Processor role.

- Select the Initiate a Prequalification Application radio button and click the Next button to begin the process. Starting with Organization Information, move through the steps listed on the left side of the screen to upload Required Documents, provide Contacts and Submit your Prequalification Application.

Note - If the Initiate a Prequalification Application radio button is not available, your organization may have already started a prequalification application and could even be prequalified. Click on the Version History Link to review your organization's prequalification status. If you are not currently prequalified, or your prequalification expires prior to the due date of this RFA, you will need to choose Collaborate on or Update your application.

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

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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 will prohibit the submission of the application in SFS.

### Final Submission Format

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 (other than 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. Uploading documents that are not in PDF form (other than the budget, which must be uploaded as an excel document) will result in the disqualification of the application.

Specific questions about SFS should be referred to the SFS Help Desk at [helpdesk@sfs.ny.gov](mailto: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](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](https://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

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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 any applicant and rescind any conditional award or contract made to such applicant whose conduct as a provider does not meet applicable standards as determined solely by OMH 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's 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

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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 calendar days of the OMH dated letter. OMH will not offer debriefing to providers who receive an award. OMH will not offer ranking, statistical, or cost information of other 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 Contract for Grants.

### **3.5 Minority and Women Owned Business Enterprises**

OMH recognizes its obligation to promote opportunities for maximum feasible

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participation of certified minority and women-owned business enterprises (MWBES) and the employment of minority group members and women in the performance of OMH contracts. OMH expects that all contactors make a good-faith effort to utilize Minority and/or Women Owned Business Enterprises (M/WBE), on any award resulting from this solicitation in excess of \$25,000 for commodities and services or \$100,000 for construction.

With respect to MWBEs, each award recipient must document its good faith efforts to provide meaningful opportunities for participation by MWBEs as subcontractors and suppliers in the performance of the project to be described in each grant disbursement agreement, and must agree that OMH may withhold payment pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at <https://ny.newnycontracts.com>. For guidance on how OMH will determine a contractor's "good faith efforts", refer to 5 NYCRR §142.8.

In accordance with 5 NYCRR § 142.13, each award recipient acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth herein and in its grant disbursement agreements, such finding constitutes a breach of contract and OMH may withhold payment from the award recipient as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the award recipient achieved the contractual MWBE goals; and (2) all sums paid to MWBEs for work performed or material supplied under the grant disbursement agreement.

By applying, an Applicant agrees to demonstrate its good faith efforts to achieve its goals for the utilization of MWBEs by submitting evidence thereof in such form as OMH shall require. Additionally, an Applicant may be required to submit the following documents and information as evidence of compliance with the foregoing:

- A. An MWBE Utilization Plan, which shall be submitted in conjunction with the execution of the grant disbursement agreement except as otherwise authorized by OMH. Any modifications or changes to the MWBE Utilization Plan after the execution of the grant disbursement agreement must be reported on a revised MWBE Utilization Plan and submitted to OMH.

OMH will review the submitted MWBE Utilization Plan and advise the award recipient of OMH acceptance or issue a notice of deficiency within 30 days of receipt.

- B. If a notice of deficiency is issued, the award recipient will be required to respond to the notice of deficiency within seven (7) business days of receipt by submitting to OMH, a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by OMH to be inadequate, OMH shall notify the award recipient and direct the award recipient to submit within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for

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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 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



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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 the 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 subcontractors 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



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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 Gender-Based Violence and the Workplace Certification**

State Finance Law §139-m requires all vendors bidding on state contracts to implement and attest to a Gender-Based Violence and the Workplace policy. Applicants on state procurements must certify that they have a written policy addressing gender-based violence and the workplace that meets the minimum requirements of State Finance Law §139-m. 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.

### **3.10 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.

### **3.11 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.

### **3.12 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

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reasonably consist of all data subject to a FOIL proprietary status.

### 3.13 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     |
|-----------------------------------------------------------------------|------------|
| Applicant Experience                                                  | 20         |
| Vision and Peer Values Incorporation                                  | 20         |
| Implementation                                                        | 30         |
| Diversity, Equity, Inclusion, Belonging and Peer Support Worker Input | 10         |
| 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

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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 Implementation section (Section 6.4) 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 (1) award(s) made to the applicant with the highest score to assume the operation of the New York Peer Specialist Independent Practice Association.

### **4.4 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 contract deliverables, failure to complete and submit reports on required timeframe, failure to be responsive to and complete required or requested tasks within the scope of the contract, 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.

### **4.5 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**

The New York State (NYS) Office of Mental Health (OMH) is committed to advancing and promoting the professional development and in-discipline support and supervision of the Peer Support Service professions. As the demand for qualified and competent peer support staff grows, and the disciplines of family and youth advocates and peer specialists continue to evolve and expand, the need for delivery of high quality, evidence-based training and professional support becomes paramount to the success of these professions. As well, the technical support needed for entities implementing peer services is crucial to maintain the integrity of the workforce. It is then critical to ensure fidelity to these models with the provision of professional support that addresses peer drift and promotes authentic peer support that is within scope of practice and discipline.

Key elements of other mental health professions include professional development and networking opportunities that align with the values and scope of the profession,

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competent and well-trained supervisors who understand the framework and history of the work, and skill development that assists in equipping the workforce with the tools needed to effectively engage and provide support to individuals in need of services and supports. The peer professions are no different in this need.

The New York Peer Specialist Independent Practice Association (IPA) will work with partner organizations to develop, nurture and support collaboration, share strengths and promote these elements of professional development for the New York Peer Specialist workforce. The IPA aims to expand the availability of peer support services statewide; increasing the quality of peer support services and increasing favorable outcomes of the practice of peer support. This initiative focuses on New York Certified Peer Specialists with the expectation of collaboration with peer support workers across the lifespan (the three disciplines overseen by the Office of Mental Health: Credentialed Family and Youth advocates, and Certified Peer Specialists). The IPA does this through strategic partnerships with Peer Support organizations and connections to provider organizations implementing peer services, statewide. The ultimate goal is the continued development and support of a robust peer support workforce that possesses the skills and knowledge needed to effectively engage in their work.

The IPA will serve as a communication channel to assist Partner Organizations to develop, nurture and support collaboration, shared strengths, and promote the positive development of the peer support workforce. The IPA will encourage evolving collaboration by working with partners to identify collective goals, keep a pulse on innovations within the peer support industry, and maintain a strengths-based approach to partnerships between organizations. This approach holds the core belief that all partners have strengths and resources. The focus of the practice is on bringing organizational skills, interests, products and relationships to the table because there is strength in unity. Strengths-based practice involves using these resources to strengthen organizations that need assistance. As new tools and strategies emerge, the project will assist partner organizations to adapt and evolve over time.

The IPA will respond to a board of directors, which will collaborate with the IPA to develop long-term strategic partnerships with key organizations in New York State. These partnerships will optimize the use of existing resources for the organization foster opportunities to develop innovative initiatives that expand peer support into counties where it is not currently offered. Additionally, the IPA will promote a high quality of peer support services throughout New York State, ensuring that areas where there are opportunities to develop peer workforce initiatives and/or currently have limited services and resources are attended to while further developing peer support practice in areas with a robust peer workforce. The IPA reflects a commitment to meeting or exceeding evidence-based practice standards with participant organizations providing “quality control” measures to ensure entities implementing peer roles represent peer support work positively and effectively within their communities.

The Project will also provide training, resources and information to partner organizations on developing workforce needs aligned with applicable guidance. The IPA offers an inclusive, responsive and holistic approach to assisting people in all aspects of their

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recovery. Genuine peer support agencies have provided well-documented approaches and outcomes that are easily distinguishable from the approach taken by more traditional medical model service providers. The IPA will enact a collaborative, strengths-based approach that will share methods and approaches to replicate favorable outcomes between organizational partners.

The goal of this RFP is to promote the IPA as a centralized and consistent state-wide entity that provides leadership, support and direction around the growth and advancement in the fields by assisting Peer Specialists and organizations implementing peer support work. The New York Peer Specialist Independent Practice Association will:

- Serve as a statewide entity to provide organized leadership, support, advocacy, and best practice guidelines, ensuring that the integrity of the Peer Support workforce, while demonstrating and reinforcing fidelity to the established core values and best practices.
- Form strategic partnerships with Peer Support organizations and connections to provider organizations implementing peer services, statewide that seek to enhance the quality of services.
- Serve as a communication channel to assist Partner Organizations to develop, nurture and support collaboration, shared strengths, and promote the positive development of the peer support workforce.
- Uplift grassroots peer support workforce organizations to work with partner organizations.
- Serve as a hub that cultivates leadership and provides support for the Peer workforce
- Provide quality technical assistance to provider agencies implementing peer work.
- Promote peer support workforce opportunities, including opportunities in historically marginalized, underserved or unserved communities, to better promote equity and diversity in the Peer Specialist Workforce.
- Provide unique training opportunities for the peer workforce.
- Serve as the facilitator for statewide opportunities for networking and ongoing communication of Peer Support Workers, Peer Supervisors and organizations
- Support and grow a statewide Peer Mentoring Network
- Collaborate with certification boards on continuing education credits for trainings offered
- Establish, maintain, and improve listservs of mental health organizations and Peer Support Workers

All estimated reporting standards within this RFP are based on current and future projected needs of the peer support workforce. OMH OAPSS reserves the right to revise the number and length of deliverables depending on the demand. The contract workplan

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will include flexibility to alter quantities in any category to meet workforce demand. The vendor must accommodate requested revisions to the deliverables based on the needs of the Office.

The New York Peer Specialist Independent Practice Association must be able to meet OAPSS's highly specialized need for the Scope of Work as detailed in the Objectives & Responsibilities section of this RFP and detailed throughout the RFP. The IPA must remain current on all related topics and policies pertaining to peer support workers with consideration to areas they are employed. The IPA must work with OAPSS to evaluate evolving workforce needs and provide recommendations to OAPSS for updating and developing new materials and programs to support the workforce. Additionally, OMH reserves the right to attend any IPA event for content monitoring and quality assurance purposes. The IPA must also permit OMH OAPSS staff access to records relating to training registration, attendance, completion, and evaluations.

### **5.2 Objectives and Responsibilities**

The vendor will be expected to meet the below objectives and responsibilities. These will form the basis for contract deliverables when an award is made.

- A. Serve as a statewide entity to provide organized leadership, support, advocacy, and best practice guidelines, ensuring that the integrity of the Peer Support workforce, while demonstrating and reinforcing fidelity to the established core values and best practices.
- B. Form strategic partnerships with Peer Support organizations and connections to provider organizations implementing peer services, statewide that seek to enhance the quality of services.
- C. Serve as a communication channel to assist Partner Organizations to develop, nurture and support collaboration, shared strengths, and promote the positive development of the peer support workforce.
- D. Uplift grassroots peer support workforce organizations to work with partner organizations.
- E. Serve as a hub that cultivates leadership and provides support for the Peer workforce
- F. Provide quality technical assistance to provider agencies implementing peer work.
- G. Promote peer support workforce opportunities, including opportunities in historically marginalized, underserved or unserved communities, to better promote equity and diversity in the Peer Specialist Workforce.
- H. Provide unique training opportunities for the peer workforce.
- I. Serve as the facilitator for statewide opportunities for networking and ongoing communication of Peer Support Workers, Peer Supervisors and organizations
- J. Support and grow a statewide Peer Mentoring Network
- K. Collaborate with certification boards on continuing education credits for trainings

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offered

L. Establish, maintain, and improve listservs of mental health organizations and Peer Support Workers

M. Adhere to OMH reporting standards

### **5.3 Staffing and Subject Matter Expertise**

The vendor shall ensure that they are staffed with experienced and knowledgeable personnel to meet the responsibilities and timeframes outlined in this RFP throughout the duration of the resulting contract. The vendor shall further strive to ensure that their staff reflect the diversity of the populations served by mental health peer programs in New York State. Staff hired must be able to travel throughout New York State to meet the needs of this contract.

The vendor must directly employ or contract with entities who are subject matter experts in peer values and principles, issues that impact the peer workforce, supervisory best practices, trauma informed and responsive practices, and lifespan lived expertise content. The IPA will harness the expertise of its partner organizations.

OMH reserves the right to review potential staff resumes prior to the start of work, and to reject project staff and any proposed personnel or subcontractors. In addition, OMH reserves the right to suggest changes in staff based on performance and may require replacement staff with equal or stronger qualifications.

### **5.4 Monitoring and Reporting**

Monthly monitoring meetings: The IPA leadership will meet monthly, via conference call or in person, with OMH OAPSS staff with a mutually agreed upon agenda and status report. These meetings will be held to discuss all aspects of the contract. The frequency of monitoring meetings may be adjusted by OAPSS as needed.

Monthly and Quarterly Reporting: The vendor will complete monthly and quarterly reports which includes a brief written report of progress toward all deliverables. The vendor will work closely with OAPSS to ensure execution of the contract is strategic and outcomes focused.

Annual report: The vendor shall complete annual reports, based on the contract year, as prescribed by OMH OAPSS to be received by close of business at the end of the month following the end of the contract year. To support these efforts, the vendor must report back on all workplan deliverables, including measures established in collaboration with OAPSS Staff.

### **5.5 Transition**

A transition represents a period when services provided by the vendor resulting from this RFP must be transitioned to another vendor during or at the end of a contract period or delivered to OMH or another state agency.

The vendor will ensure that any transition to another vendor be done in a way that provides OMH with uninterrupted services. The vendor will develop an organized work



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plan and timeline to ensure a smooth transition of all current and future service. In this plan the vendor will detail their plan to transition any deliverables to OMH should their contract be terminated for any reason.

### 5.6 Operating Funding

One award will be made in the amount of \$485,000 annually for each of 5 year(s). An additional award of \$100,000 may be available in year 1 for startup.

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

## 6. Proposal Narrative

**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.**

A proposal template is provided in the “Event Comments and Attachments” section of SFS and MUST be used to answer the following questions. Any supporting attachments MUST be included in the upload of the proposal template as one continuous PDF document AND be labeled specific to the question number it is associated with. **Proposals/applications not submitted as described (other than the budget which must be uploaded in excel format) will result in disqualification of the application.**

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

### 6.1 Experience

- a. This section is intended to describe the applicant’s experience as it relates to their ability to operate the New York Peer Specialist Independent Practice Association (IPA). Describe the applicant’s experience with the following:
  - Familiarity with conducting and managing statewide initiatives to support the peer support workforce
  - Expertise in working with diverse groups of individuals, rural and urban settings, and maintaining a visible and collaborative presence in the state of New York.
  - Knowledge and expertise in peer values, principles and practices, and ability to incorporate this into this initiative.
  - Knowledge of and/or expertise in promoting peer workforce expansion opportunities for historically marginalized, underserved, or unserved to better promote equity and diversity in the peer support workforce on an organizational level
  - Experience in engaging and building relationships with a variety of partners, including peer support workers, peer providers, peer leaders, and providers that hire and appropriately utilize peer support workers and services.

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- Experience building networks of peer professionals and facilitating the growth of the peer support workforce.
- Understanding of and/or experience with forming strategic partnerships to promote statewide and regional opportunities for networking and practice improvement
- Experience building and maintaining listservs for partnerships and how these can be used strategically for this initiative.
- Expertise in creating, or providing unique trainings that represent peer values, peer principles and practices, trauma aware and responsive practices, and other peer discipline related topics that contribute to the skill enhancement and practice of peer support.
- Knowledge of current peer workforce issues, specific to New York State and broken down by region
- Knowledge and expertise in continuous quality improvement and reporting

### 6.2. Vision and Evidence-Based Practice

This section is intended to demonstrate the applicant's vision and mission for the New York Peer Specialist Independent Practice Association as well as an understanding of and fidelity to peer values, principles and practices. The applicant should describe a commitment to peer leadership, and overall vision for the support and advancement of the peer discipline with attention to any setting they work and opportunities for a career ladder.

- a. Provide an overview of your vision and mission for the IPA. These statements should be clear and concise, inclusive of key operating principles and values, and a brief program overview that describes in the applicant's words, how the IPA will meet OMH's stated objectives and responsibilities.
- b. Identify and detail specific peer support modalities and practices that will be used as the basis for this project and how that training content aligns, maintains, and protects fidelity to peer support values and practices, avoiding peer drift in a unique way, that complements and builds on existing peer workforce trainings.
- c. Provide a comprehensive list of the specific peer practices, models and approaches that will support and enhance the knowledge, skills and competencies of peer support workers that the applicant intends to promote.
- d. Provide a vision for utilizing key partners to support IPA efforts regionally and statewide, forming a unified peer workforce,  
(Note that this list is intended only as a proposal; specific knowledge, skills, and competencies to be included in the contract deliverables will be established in collaboration with OMH.)

### **6.3. Implementation**

This section should describe an implementation plan which provides information relevant to the applicant's ability to successfully administer services for the IPA as outlined in this RFP. The plan should address, in detail, the specifications of each section of the RFP.

- a. Describe the applicant's plan to develop and serve as a statewide entity to provide organized leadership, support, advocacy and best practice guidelines, ensuring the integrity of the peer support workforce, while demonstrating and reinforcing fidelity to the established core values and peer best practice.
- b. Describe the applicant's plan to engage organizations providing peer support and/or hiring peer workers, as well as peer support workers and leaders.
- c. Describe the applicant's plan to organize community and partners to establish mentoring opportunities for the peer workforce, regionally and statewide. Include how these plans will facilitate connection, mutual support, and professional development between peer support workers and supervisors.
- d. Describe the applicant's ability to manage administrative and technical needs of this RFP such as organizing strategic listservs and developing written reports.
- e. Describe how the applicant will promote peer support workforce opportunities to better promote equity and diversity in the peer support workforce.
- f. Describe your plan to coordinate and collaborate with other OMH funded training partners, peer run organizations, and existing regional networking groups. Plans should detail what role, if any, these partners will play as collaborators or sub-contractors. Plans should also detail how training, technical assistance, mentoring, and networking opportunities are not duplicative of other resources available in New York State, and how the applicant will uplift other available resources as an active partner.
- g. Identify the applicant's proposed approach(es) to deliver accessible and unique in-person and/or webinar-based trainings. Approaches should be inclusive of trainings for individual peer supporters with plans to obtain training CEUs as well as organizational trainings that seek to enhance and grow the workforce in areas with limited availability.
- h. Describe the applicant's plan to support the growth of leadership opportunities for peer support workers and partner organizations in this initiative.
- i. Describe the applicant's plan to serve as a communication channel to assist partner organizations to develop, nurture, and support collaboration, shared strengths, and promote the positive development of the peer support workforce.
- j. Describe the applicant's plan to create and support a professional peer advancement organization.
- k. Provide a plan for how the applicant will provide technical assistance to traditional provider agencies seeking to implement peer support.
- l. Provide information related to the applicant's staffing plan for implementation of the objectives & responsibilities outlined in the RFP. Resumes are not required to be

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submitted with this proposal and will not be evaluated. Specifically, applicants should describe their approach to the following (identified in Section 5.3):

- I. Provide an organization chart depicting:
  - i. Titles of management personnel;
  - ii. The relationship/reporting structure of staff;
  - iii. Numbers and types of staff for each functional component; and
  - iv. Relationships with subcontractors, if applicable.
- II. Describe the recruitment strategy for ensuring ideal staffing levels throughout the term of the contract and how they plan to retain staff and avoid turnover.
- III. Describe what role statewide partners/members will play for the IPA.
- m. Provide an overview of the applicant's plan to improve the sustainability of the IPA and the objectives outlined by this RFP.
- n. Provide an overview of the applicant's transition plan that ensures a complete and total transfer of all training files, reports, materials, and records necessary to perform the services.

### **6.4. Diversity, Equity, Inclusion, Belonging and Peer Support Worker Input**

This section describes the commitment of the entity to advancing equity. OMH is committed to the reduction of disparities in access, quality, and 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, Quality and Treatment Outcomes for Marginalized Populations**

- a. Provide a mission statement for this project that includes information about the intent to provide training and technical assistance focused on supporting the professional development needs of peer support workers across the lifespan who have experienced various forms of oppression i.e. racism, sexism, ableism, classism or other forms of minoritization.
- b. Identify the management-level person responsible for ensuring that trainings, curricula, and mentoring/networking resources developed through this project will promote equity, inclusion and amplify the voices of peer support workers across the lifespan most impacted by these issues.
- c. Identify the management-level person responsible for coordinating/leading efforts to ensure incorporation of feedback from the peer support workforce and larger community and IPA membership in continuous initiative improvement. Information provided should include the individual's title, organizational positioning and their planned activities for coordinating these efforts.

#### **Equity Structure**

- d. Describe how the organization and its committees, workgroups, and processes focus on reducing disparities in all deliverables for peer support workers who have experienced oppression.

**Workforce Diversity and Inclusion**

- e. Describe how this project will recruit, hire, and retain staff and subcontractors from the most prevalent cultural group of service users, and staff and subcontractors with lived experience with mental health and receiving mental health services as a youth, adult, or family member supporting a youth who has received mental health services.

**Language Access**

- f. Describe how this project will support the language access needs of peer support workers with differing levels of English proficiency, reading comprehension, and overall accessibility.

**6.5. Financial Assessment**

- a. The proposal must include a 5-year Budget (Appendix B). \$485,000 is available annually and an additional \$100,000 may be available in year 1 for startup. 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. Please 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.