



**Office of  
Mental Health**

**Psychiatric Rehabilitation Curriculum & Resource  
Development Project**

**Request for Proposals**

**February 2025**

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- Appendix B: Operating Budget Form
- Appendix B1: Budget Narrative

## 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 delivery of high quality, evidence-based psychiatric rehabilitation services throughout the mental health service system. Psychiatric Rehabilitation, also referred to as psychosocial rehabilitation, is a process used to restore an individual's well-being and community participation through person-centered exploration, goal setting, skill building, and support. Psychiatric Rehabilitation services are often provided following an evidence-based or evidence-informed curriculum which may focus on developing specific knowledge or skills based on the assessed needs of the participant. The New York State Office of Mental Health (OMH) is issuing a Request for Proposals (RFP) inviting qualified NYS-based training and technical assistance providers to submit proposals for the Psychiatric Rehabilitation Curriculum and Training Project.

The Psychiatric Rehabilitation Curriculum and Training Project will organize and coordinate curriculum and resource development, training, and technical assistance for NYS OMH providers related to ongoing initiatives promoting psychiatric rehabilitation practices. The intent is to ensure adult psychiatric rehabilitation programs have access to evidence-based curricula and resources necessary to support service delivery.

PROS programs and other OMH-licensed, operated, funded, and designated providers are eligible to receive access to and training in evidence-based psychiatric rehabilitation curricula. OMH is committed to making these resources available through resource development, training, technical assistance, and ensuring adult psychiatric rehabilitation programs have access to evidence-based curricula to support service delivery.

Curriculum and resource development, training, and technical assistance will focus on providers of Personalized Recovery Oriented Services (PROS) programs, with a goal of supporting staff in the delivery of evidence-based/informed psychiatric rehabilitation services. Resources may also be made available to other OMH rehabilitation services providers as part of this initiative, including but not limited to Community Oriented Recovery and Empowerment (CORE) Services designated providers, Certified Community Behavioral Health Clinics (CCBHCs), State-Operated Psychiatric Centers, Mental Health Outpatient Treatment and Rehabilitation (MHOTRS), Assertive Community Treatment (ACT), and residential/housing providers.

The goal of this RFP is to promote and grow the availability of high-quality psychiatric rehabilitation services throughout the adult mental health system by:

- Conducting an assessment of psychiatric rehabilitation curricula needs, including the perspectives of key stakeholders as identified in the Scope of Work (Section 5);
- Developing original PROS-specific curricula that is evidence-based/informed and grounded in the principles of psychiatric rehabilitation;
- Coordinating access to existing proprietary evidence-based/informed psychiatric rehabilitation curricula, training, and materials, including but not limited to Building Resiliency for Individuals through Trauma Education (BRITE), Wellness Recovery Action Planning (WRAP), and cognitive remediation; and,
- Training and support for the psychiatric rehabilitation workforce to build their skills in curriculum development.

## 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  
Contract Management Specialist 2  
New York State Office of Mental Health  
Contracts and Claims  
44 Holland Avenue, 7<sup>th</sup> Floor  
Albany, NY 12229  
[omhlocalprocurement@omh.ny.gov](mailto:omhlocalprocurement@omh.ny.gov)

### 2.2 Letter of Intent

Agencies interested in responding to this Request for Proposal must submit a Letter of Intent to Bid to the OMH Issuing Officer by the date referenced 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](mailto:OMHLocalProcurement@omh.ny.gov)

You must put "LOI for Psychiatric Rehabilitation Curriculum and Resource Development Project" in the Subject line.

### 2.3 Key Events/Timeline

RFP Release Date	02/18/2025
Questions Due	03/11/2025
Questions and Answers Posted on Website	04/01/2025
Letter of Intent to Bid Due	04/15/2025
Proposals Due by 2:00 PM EST	04/29/2025
Anticipated Award Notification	06/03/2025
Anticipated Contract Start Date	10/01/2025

### 2.4 Disposition of Proposals

All proposals received by the due date become property of OMH and shall not be returned. The successful proposal will be incorporated into the resulting contract and will be public record. Any proposals received after the due date will be returned to the applicant unopened.

## **2.5 Eligible Agencies**

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

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](mailto:OMHLocalProcurement@omh.ny.gov) by 2:00 PM EST on the “Questions Due” date indicated in section 2.3 and will be limited to addressing only those questions submitted by the deadline. No questions can be submitted or will be answered after this date. No questions will be answered by telephone or in person. Please enter “Psychiatric Rehabilitation Curriculum and Resource Development Project” 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 2.3.

## **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 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;
- Proposals from applicants that do not pass all questions outlined in Section 6.1;
- Proposals that do not comply with bid submission and/or required format instructions as specified in 2.9

## **2.9 Instructions for Bid Submission and Required Format**

Each proposal is required to contain:

- Agency Transmittal Form (Attachment A)
- Proposal Narrative
- Operating budget – for each year of the contract (Appendix B)
- Budget narrative (Appendix B1)

- Entire submission, as on continuous Word or PDF document, submitted via email to [omhlocalprocurement@omh.ny.gov](mailto:omhlocalprocurement@omh.ny.gov) by the due date and time as indicated in Section 2.3.

The Proposal Narrative must respond to the criteria in the sequence as outlined in Section 6 and should be concise (no more than 20 pages, not including attachments), one-sided 12-point font. Please number pages “1 of 20”, etc. The Operating Budget and Budget Narrative (Appendix B and B1) are separate documents that appear in the RFP section of the OMH website and can be downloaded. Applicants must NOT substitute their own budget format. **Failure to use the provided Operating Budget and Budget Narrative formats may result in disqualification for non-responsiveness.**

Applicants must submit one complete copy of the full proposal package to [omhlocalprocurement@omh.ny.gov](mailto:omhlocalprocurement@omh.ny.gov) by the due date and time listed in Section 2.3.

Each package must include the required proposal components cited above.

Please put “Psychiatric Rehabilitation Curriculum and Resource Development Project RFP Proposal” in the Subject.

All proposals received after the due date and time cannot be accepted and will be returned unopened.

## **2.10 Mandatory Qualification Submission Requirements – Other Documents**

### ***DOCUMENTS ARE FOUND ONLY ON THE NYS CONTRACT REPORTER***

The submission of a bid/proposal and proof of meeting minimum qualifications constitutes a binding offer to perform said services. Such binding offer shall be firm and not revocable for a period of 120 days after the deadline for bid/proposal submission and will continue thereafter until the Successful Applicant notifies OMH otherwise, in writing. Such deadline may be extended further by mutual agreement.

OMH reserves the right to disqualify any bid that does not include the required documents as outlined in the list below.

Documentation must be submitted by applicants on or before the bid due date. Place the completed Bid Submission Checklist as the first page of the bid package, with the following documents, in order, to follow:

- i. Attachment A – Transmittal Form
- ii. Attachment B – Non-Collusive Bidding Certificate: Complete and return with bid. Required by Section 139-D of State Finance Law
- iii. Attachment C – Vendor Responsibility Questionnaire (VRQ) and Vendor Registration Number Information: Include either hard copy VRQ or online certification. For any entity not already registered to do business with New York State entities, access the link in Attachment C for the Substitute W-9. Complete the online form electronically, download the completed form, and sign in the designated area. Return the completed W-9 with the other bid documents to the designated individual at the OMH facility. All vendors are required to have a vendor registration number to do business with New York State.

- iv. Attachments J1 and J2: Complete Applicant's Affirmation of Understanding (J1), and OMH Applicant Disclosure of Prior Non-Responsibility Determinations/Attachment (J2).
- v. Appendix A-1(a) – MWBE/EEO Policy Statement: Complete per the instructions
- vi. Attachment D – EEO Employment Opportunity Policy Statement: Complete and return with bid.
- vii. Attachment E – EEO Employment Opportunity Staffing Plan: Complete and return with bid.
- viii. Attachment G – Sexual Harassment Prevention Certification: Complete Certification for or provide attestation of inability to comply and return with bid.
- ix. Attachment F – MacBride Fair Employment Principles: Complete and return with bid.

## **2.11 Contract Provisions**

The RFP, all information submitted in the applicant's proposal and any revisions hereto, any follow up questions and answers and any RFP addenda or amendments will be included as part of the successful applicant's contract.

## **3. Administrative Information**

### **3.1 Reserved Rights**

OMH reserves the right to:

- Reject any or all proposals received in response to the RFP that are deemed non-responsive or do not meet the minimum requirements or are determined to be otherwise unacceptable, in the agency's sole discretion;
- Withdraw the RFP at any time, at the agency's sole discretion
- Make an award under the RFP in whole or in part;
- Disqualify and applicant whose conduct and/or proposal fails to conform to the requirements of the RFP;
- Seek clarifications and revisions of proposals for the purposes of assuring a full understanding of the responsiveness to this solicitation requirements;
- Use proposal information obtained through the state's investigation of an applicant's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP;
- Prior to the bid opening, direct applicants to submit proposal modifications addressing subsequent RFP amendments;
- Prior to the bid opening, amend the RFP specifications to correct errors or oversight, supply additional information, or extend any of the scheduled dates or requirements and provide notification to potential bidders via the OMH website 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 a 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 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 two-year term. Selected applicants awarded a contract under this RFP will be required to adhere to all terms and conditions in OMH's Master Non-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 contracts. In accordance with New York State Executive Law Article 15-A, OMH hereby establishes a 16% goal for Minority-owned Business Enterprise (MBE) participation, a 14% goal for Women-owned Business Enterprise (WBE) participation, based on the current availability of qualified MWBES, on any award resulting from this solicitation in excess of \$25,000 for commodities and services or \$100,000 for construction.

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

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

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

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

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

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

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

- a. If an award recipient fails to submit a MWBE Utilization Plan;
- b. If an award recipient fails to submit a written remedy to a notice of deficiency;
- c. If an award recipient fails to submit a request for waiver; or,
- d. If OMH determines that the award recipient has failed to document good faith efforts

The award recipient will be required to attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the project. Requests for a partial or total waiver of established goal requirements may be made at any time during the term of the project, but must be made no later than prior to the submission of a request for final payment under the grant disbursement agreement.

Each award recipient will be required to submit a Quarterly MWBE Contractor Compliance & Payment Report to OMH over the term of the project, in such form and at such time as OMH shall require, documenting the progress made toward achievement of the MWBE goals established for the project.

### **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 6% for SDVOB participation, based on the current availability of qualified SDVOBs. For purposes of providing meaningful participation by SDVOBs, the Applicant/Contractor would reference the directory of New York State Certified SDVOBs found at <https://ogs.ny.gov/Veterans>. Additionally, following any resulting Contract execution, Contractor would be encouraged to contact the Office of General Services' Division of Service-Disabled Veterans' Business Development to discuss additional methods of maximizing participation by SDVOBs on the Contract.

It would be required that "good faith efforts" to provide meaningful participation by SDVOBs as subcontractors or suppliers in the performance of a resulting awarded Contract as documented.

### **3.7 Equal Opportunity Employment**

By submission of a bid or proposal in response to this solicitation, the Applicant/Contractor agrees with all terms and conditions of Master Contract for Grants, Section IV(J) – Standard Clauses for All New York State Contracts including Clause 12 – Equal Employment Opportunities for Minorities and Women. The Contractor is required to ensure that it and any subcontractors awarded a subcontract over \$25,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the Contractor, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

The Applicant will be required to submit a Minority and Women-Owned Business Enterprises and Equal Opportunity Policy Statement, to the State Contracting Agency with their bid or proposal. To ensure compliance with this Section, the Applicant will be required to submit with the bid or proposal an Equal Opportunity Staffing Plan (Form # to be supplied during contracting process) identifying the anticipated work force to be utilized on the Contract. If awarded a Contract, Contractor shall submit a Workforce Utilization Report, in such format as shall be required by the Contracting State Agency on a monthly or quarterly basis during the term of the contract. Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and Federal statutory and constitutional and non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or

applicant for employment status because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital

status, or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest. Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

### **3.8 Sexual Harassment Prevention Certification**

State Finance Law §139-l 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 Conflict of Interest**

Each applicant must identify in writing any financial arrangements it has with all New York State government agencies. It must also identify any individuals who will be performing under the contract that are currently or have been employed by an OMH licensed provider of services or who were formerly employed by OMH (Note: current OMH employees are prohibited from providing services under this contract). If the applicant fails to provide this information, or if after review it is determined that a conflict of interest exists, the bid will be disqualified.

### **3.12 Procurement Lobbying**

OMH has issued Guidelines pursuant to the New York State Finance Laws Sections 139-j and 139-k, which prohibit lobbying on procurement contracts. For purposes of the law, procurement contracts include most contracts/Purchase Orders with an estimated annual expenditure in excess of \$15,000 per year, as well as amendments and modifications to such contracts which were not contemplated by the original contract and represent a material change in the scope of the contract.

The law provides that, during the Restricted Period of an agency procurement for goods or services, vendors (or Applicants) may only contact the agency's designated contact person(s), and all contacts, whether permissible or impermissible, shall be recorded.

Violation of any of the requirements described in this Section may be grounds for a determination that the applicant is non-responsible and therefore ineligible for this contract award. Two violations within four years of the rules against permissible contacts during the “restricted period” may result in a violator being debarred from participating in OMH procurements for a period of four (4) years.

- Must limit communications with OMH during the Restricted Period of each procurement to the OMH-designated point(s) of contact. Must affirm in writing vendor’s understanding of, and, agreement to comply with the OMH Procurement Guidelines (Attachment J1).
- Must certify whether vendor has been found non-responsible within the previous four (4) years by any Government Entity for failure to comply with State Finance Law 139-k or for the intentional provision of false or incomplete information regarding its procurement lobbying law compliance (Attachment J2).
- Must designate a single point or points of contact for each procurement (See Section 2.1).
- Must require OMH staff to record all Contacts from Applicants during the restricted Period of each procurement.
  - o A Contact is any communication with OMH under circumstances where a reasonable person would infer the communication was intended to influence the procurement.
- Must refer all impermissible contacts for investigation by OMH.
- Must make a responsibility determination with regard to State Finance Law Section 139-j and 139-k compliance prior to award of the contract.
- Must include a provision in all procurement contracts which allows OMH to terminate the contract if the vendor’s certification is found to be intentionally false or intentionally incomplete.

An electronic copy of the complete Procurement Lobbying Law Guidelines is located at:

<http://www.omh.ny.gov/omhweb/procurementguidelines/>

### **3.13 State Finance Law Consultant Disclosure Provisions**

In accordance with New York State Finance Law Section 163(4)(g), State agencies must require all contractors, including subcontractors, that provide consulting services for State purposes pursuant to a contract to submit an annual employment report for each such contract.

The successful applicant for procurements involving consulting services must complete a “State Consultant Services Form A, Contractor’s Planned Employment from Contract Start Date through End of Contract Term” in order to be eligible for a contract.

The successful winning applicant must also agree to complete a “State Consultant Services Form B, Contractor’s Annual Employment Report” for each state fiscal year included in the resulting contract. This report must be submitted annually to the Office of Mental Health, the Office of the State Comptroller and Department of Civil Service.

State Consultant Services Form A: Contractor's Planned Employment and Form B: Contractor's Annual Employment Report may be accessed electronically at:

<https://www.osc.ny.gov/state-agencies/contracts>

### **3.14 Freedom of Information Requirements**

All proposals submitted for OMH's consideration will be held in confidence. However, the resulting contract is subject to New York State Freedom of Information Law (FOIL). Therefore, if an applicant believes that any information in its bid constitutes a trade secret or should otherwise be treated as confidential and wishes such information not be disclosed if requested, pursuant to FOIL (Article 6 of Public Officer's Law), the applicant must submit with its bid, a separate letter specifically identifying the page number(s), line(s), or other appropriate designation(s) containing such information explaining in detail why such information is a trade secret and formally requesting that such information be kept confidential. Failure by an applicant to submit such a letter with its bid identifying trade secrets will constitute a waiver by the applicant of any rights it may have under Section 89(5) of the Public Officers Law relating to the protection of trade secrets. The proprietary nature of the information designated confidential by the applicant may be subject to disclosure if ordered by a court of competent jurisdiction. A request that an entire bid be kept confidential is not advisable since a bid cannot reasonably consist of all data subject to a FOIL proprietary status.

### **3.15 Iran Divestment Act**

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Applicant/Contractor (or any assignee) certifies that it is not on the "Entities Determined To Be Non-Responsive Applicants/Applicants Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at: <http://www.ogs.ny.gov/about/regqs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List.

Additionally, Applicant/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended. By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Applicant/Contractor (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

During the term of the Contract, should OMH receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, OMH will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then OMH shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default. OMH reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

### 3.16 New York State Workers' Compensation Insurance Requirements:

Section 57 of the New York State Workers' Compensation Law (WCL) requires that State and municipal entities prior to entering into a contract must ensure that the contractor applying for that contract has appropriate New York State Workers' Compensation Insurance coverage.

Therefore, as part of your bid submission you must provide one of the following forms to meet this requirement. **Failure to submit one of these forms may result in rejection of your bid.** All New York State Workers' Compensation Board forms can be accessed by going to:

<http://www.wcb.ny.gov/content/main/forms/AllForms.jsp>

- i. **CE-200** Certificate of Attestation For New York Entities With No Employees And Certain Out Of State Entities, That New York State Workers' Compensation and/or Disability Benefits Insurance Coverage Is Not Required:

Form CE-200 can be filled out electronically on the New York State Workers Compensation Board's website, <http://www.wcb.ny.gov/>, under the heading "Forms." Applicants filling electronically are able to print a finished Form CE-200 immediately upon, completion of the electronic application. Applicants without access to a computer may obtain a paper application for the CE-200 by writing or visiting the Customer Service Center at any District Office of the Workers' Compensation Board. Applicants using the manual process may wait up to four (4) weeks before receiving a CE-200.

OR

- ii. **C-105.2** Certificate of Workers' Compensation Insurance (the contractors insurance carrier provides this form) **PLEASE NOTE:** The New York State Insurance Fund provides its own version of this form, the **U-26.3**;

OR

- iii. **SI-12** Certificate of Workers' Compensation Self-Insurance (To obtain this form the contractor needs to call the New York State Workers' Compensation Board, Self-Insurance Office at 518-402-0247), **OR** **GSI-105.2** – Certificate of Participation in Workers' Compensation Group Self-Insurance (The Contractors Group Self-Insurer will provide this form).

### 3.17 Disability Benefit Insurance Requirement:

Section 220(8) of the New York State Workers' Compensation Law (WCL) requires that State and municipal entities prior to entering into a contract must ensure that the contractor applying for that contract has appropriate New York State disability benefits insurance.

All applicants as part of their bid submission must submit one of the following forms in order to meet this requirement. **Failure to provide one of these forms may result in your bid being disqualified.**

- iv. **CE-200** Certificate of Attestation For New York Entities With No Employees And Certain Out Of State Entities, That New York State Workers Compensation And/or Disability Benefits Insurance Coverage Is Not Required:

Form CE-200 can be filled out electronically on the New York State Workers Compensation Board's website, <http://www.wcb.ny.gov/>, under the heading "Forms." Applicants filling electronically are able to print a finished Form CE-200 immediately upon, completion of the electronic application. Applicants without access to a computer may obtain a paper

application for the CE-200 by writing or visiting the Customer Service Center at any District Office of the Workers Compensation Board. Applicants using the manual process may wait up to four (4) weeks before receiving a CE-200.

- OR
- ii. **DB-120.1** Certificate of Disability Benefits Insurance (the contractor's insurance carrier provides this form);
- OR
- iii. **DB-120.2** Certificate of Participation in Disability Benefits Group Self Insurance;
- OR
- iv. **DB-155** Certificate of Disability Benefits Self-Insurance (To obtain this form the contractor needs to call the New York State Workers Compensation Board's Self-Insurance Office at 518-402-0247).

### 3.18 Additional Insurance Requirement:

Prior to the start of work the **Contractor** shall procure at its sole cost and expense, and shall maintain in force at all times **during the term of this Agreement**, policies of insurance as herein set forth below, written by companies authorized by the New York State Insurance Department to issue insurance in the State of New York with an A.M. Best Company rating of —A-II or better. The OMH may, at its sole discretion, accept policies of insurance written by a non-authorized carrier or carriers when Certificates and/or other policy documentation is accompanied by a completed Excess Lines Association of New York (ELANY) Affidavit; provided that nothing herein shall be construed to require the Agency to accept insurance placed with a non-authorized carrier under any circumstances.

The **Contractor** shall deliver to OMH evidence of such policies in a form acceptable to the OMH. These policies must be written in accordance with the requirements of the paragraphs below, as applicable.

**Conditions Applicable to Insurance.** All policies of insurance required by this agreement must meet the following requirements:

- i. **Coverage Types and Policy Limits.** The types of coverage and policy limits required from the **Contractor** are specified in Appendix G, of the contract boilerplate.
- ii. **Policy Forms.** Except as may be otherwise specifically provided herein or agreed in writing by OMH, policies must be written on an **occurrence** basis. Under certain circumstances, the OMH may elect to accept policies written on a claims-made basis provided that, at a minimum, the policy remains in force throughout the performance of the services and for three (3) years after completion of the Contract. If the policy is cancelled or not renewed during that time, the Contractor must purchase at its sole expense Discovery Clause coverage sufficient to complete the 3-year period after completion of the Contract. Written proof of this extended reporting period must be provided to the Agency prior to the policy's expiration or cancellation.
- iii. **Certificates of Insurance/Notices.** **Contractor** shall provide a Certificate or Certificates of Insurance, in a form satisfactory to the OMH, before commencing any work under this contract. Certificates shall reference the Contract Number. Certificates shall be mailed to the:

**Contract and Procurement Services  
NYS Office of Mental Health  
Community Budget and Financial Management  
Contract & Claims Unit – 7<sup>th</sup> Floor**

**44 Holland Avenue  
Albany, NY 12229**

Unless otherwise agreed, policies shall be written so as to include a provision that the policy will not be canceled, materially changed, or not renewed without at least thirty (30) calendar days prior written notice except for non-payment as required by law to the OMH, Attn: NYS Office of Mental Health, Community Budget and Financial Management, 44 Holland Avenue – 7<sup>th</sup> Floor, Albany, NY 12229. In addition, if required by the OMH, the **Contractor** shall deliver to the OMH within forty-five (45) calendar days of such request a copy of any or all policies of insurance not previously provided, certified by the insurance carrier as true and complete.

Certificates of Insurance shall:

- a. Be in the form approved by OMH.
- b. Disclose any deductible, self-insured retention, aggregate limit or any exclusion to the policy that materially changes the coverage required by the contract.
- c. Specify the Additional Insured and Named Insureds as required herein.
- d. Refer to this Contract by number, the Supplemental Certificate, and any other attachments on the face of the certificate,
  - e. When coverage is provided by a non-admitted carrier, be accompanied by a completed ELANY Affidavit, and
- f. Be signed by an authorized representative of the insurance carrier or producer.

Original, copies, faxed, and electronic documents (Certificates of Insurance, Supplemental Insurance Certificates and other attachments) will be accepted.

**iv. Primary Coverage:** All insurance policies shall provide that the required coverage shall apply on a primary and not on an excess or contributing basis as to any other insurance that may be available to the OMH for any claim arising from the **Contractor's** Work under this contract, or as a result of the **Contractor's** activities. Any other insurance maintained by the OMH shall be excess of and shall not contribute with the **Contractor's** insurance regardless of the other insurance clause contained in the Agency's own policy of insurance

**v. Policy Renewal/Expiration:** At least two (2) weeks prior to the expiration of any policy required by this contract, evidence of renewal or replacement policies of insurance with terms no less favorable to the OMH than the expiring policies shall be delivered to the OMH in the manner required for service of notice in Paragraph A.3. *Certificates of Insurance/Notices*

If, at any time during the term of this contract, the coverage provisions and limits of the policies required herein do not meet the provisions and limits set forth in the Contract or proof thereof is not provided to the OMH, the **Contractor** shall immediately cease Work on the Project. The **Contractor** shall not resume Work on the Project until authorized to do so by the OMH. Any delay, time lost, or additional cost incurred as a result of the **Contractor** not having insurance required by the Contract or not providing proof of same in a form acceptable to the OMH, shall not give rise to a delay claim or any other claim against the OMH. Should the **Contractor** fail to provide or maintain any insurance required by this contract, or proof thereof is not provided to the OMH, the OMH may withhold further contract payments, treat such failure as a breach or default of the contract, and/or, after providing written notice to the **Contractor**, require the Surety, if any, to secure appropriate coverage and/or purchase insurance complying with the Contract and charge back such purchase to the **Contractor**.

**vi. Self-Insured Retention/Deductibles:** Certificates of Insurance must indicate the applicable deductible/self-insured retention on each policy. For Construction contracts – General, Environmental, and/or Builders’ Risk deductibles or self-insured retentions above \$100,000 are subject to approval from the OMH. Additional surety/security may be required in certain circumstances. The **Contractor** shall be solely responsible for all claim expenses and loss payments within the deductible or self-insured retention.

**vii. Subcontractors:** Should the **Contractor** engage a Subcontractor, the **Contractor** shall endeavor to impose the insurance requirements of this document on the Subcontractor, as applicable. Required insurance limits should be determined commensurate with the work of the Subcontractor. Proof thereof shall be supplied to the OMH.

### **3.19 Vendor Responsibility**

Section 163 of the State Finance Law requires that contracts be awarded on the basis of lowest price or best value to responsive and responsible Applicant. The State and courts have determined that responsibility includes integrity, previous performance, legal authority to do business in New York State, and financial and organizational ability to perform the contract. As part of the procurement process, Applicants, affiliates and any business entity of which the Applicant is a subsidiary and subcontractors (where subcontractor is known at the time of the contract award, and its subcontract will equal or exceed \$100,000 over the life of the contract) are required to complete the Vendor Responsibility Questionnaire and submit it with its proposal. OMH shall conduct reviews of each Vendor for responsibility and responsiveness. The OMH may, at its sole discretion, request additional information, including meeting with the Applicant.

If the Applicant is determined by the OMH to be not responsible, OMH shall inform the Applicant of such ruling. The Applicant shall have thirty (30) days to request a meeting with the OMH to explain the ruling and to demonstrate the finding to be incorrect or to correct/resolve any issues impacting the Applicant’s responsibility. If the OMH’s findings remain unchanged after meeting with the Applicant, the Applicant shall be removed from consideration for this contract. The Applicant that is awarded this contract shall update the Vendor Responsibility Questionnaire whenever such information changes and prior to any contract extensions and/or amendments. In the case of an assignment, a Vendor Responsibility Questionnaire should be submitted for the Contractor and Subcontractors. If the Applicant is determined, on the basis of new or previously undisclosed information, to be not responsible, the contract may be terminated, at the OMH’s sole discretion.

### **3.20 Sales and Compensating Use Tax Certification (Tax Law Section 5-A)**

Tax Law § 5-a requires contractors awarded State contracts for commodities or services valued at more than \$100,000 over the full term of the contract to certify to the New York State Department of Taxation and Finance (“DTF”) that they are registered to collect New York State and local sales and compensating use taxes, if they made sales delivered by any means to locations within New York State of tangible personal property or taxable services having a cumulative value in excess of \$300,000, measured over a specific period of time. The registration requirement applies if the contractor makes a cumulative total of more than \$300,000 in sales during the four completed sales tax quarters which immediately precede the sales tax quarter in which the certification is made. Sales tax quarters are June-August, September-November, December-February and March-May. In addition, contractors must certify to DTF that each affiliate and subcontractor of such contractor exceeding such sales threshold during a specified period is registered to collect New York State and local sales and compensating use taxes. Contractors must also certify to the procuring State entity that they filed the certification with the DTF and that it is correct and complete.

The selected Contractor must file a properly completed Form ST-220-CA (with OMH as the Contracting Agency within 48 hours of notification of selection for award) and Form ST-220-TD (with the DTF). These requirements must be met before a contract may take effect. Further information can be found at the New York State Department of Taxation and Finance’s website.

**3.21 Contract Execution**

Awards made through this RFP are not final and the resultant contract is not considered executed and binding until it is approved by the Attorney General and the Office of the State Comptroller (OSC) as required by New York State Law.

**3.22 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 as well as OMH internal reviews.

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

<b>Technical Evaluation</b>	<b>Points</b>
6.1 Documentation of Vendor’s Qualifications	<b>Pass/Fail</b>
6.2 Applicant Experience	20 Points
6.3 Vision and Evidence-Based Practice	20 Points
6.4 Implementation	30 Points
<b>6.5 Financial Assessment</b>	30 Points
<b>Total Proposal Points</b>	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 Sections 2.9 and 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.

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.

For the financial assessment, points are calculated by dividing the two-year funding request of the lowest bid received by the two-year funding request of the proposal being assessed and then multiplying the result by 30.

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 Financial Assessment 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 made to the applicant with the highest score to assume the operation of the Psychiatric Rehabilitation Curriculum and Resource Development Project.

#### **4.3.2 Contract Termination and Reassignment**

There are a number of factors that may result in the contract being reassigned. This includes but is not limited to failure to meet timeline commitments, inadequate quality or specifications of supplies and equipment, non-compliance with contract requirements, health and safety violations, and/or unresponsiveness. 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**

The purpose of the Psychiatric Rehabilitation Curriculum and Training Development Project is to disseminate evidence-based/informed curricula and resources to psychiatric rehabilitation providers statewide. This includes facilitating or coordinating access to necessary training and technical assistance to support implementation, when necessary. While this project focuses on meeting the needs of Personalized Recovery Oriented Services (PROS) Programs, curricula, resources, and trainings made available through the project will also be made available to other identified rehabilitation providers statewide, including but not limited to Community Oriented Recovery and Empowerment

(CORE) Services, Certified Community Behavioral Health Clinics (CCBHCs), and State Operated Psychiatric Centers.

PROS programs offer integrated clinical treatment, rehabilitation, and supported employment services, largely in a group-based format. This model is currently being redesigned to ensure the sustainability of the model for years to come. Through the redesign process, OMH has identified several areas where training and resources are needed, specifically evidence-based/informed curricula for group-based psychiatric rehabilitation services. This project will provide critical support and resources to PROS programs as they implement the redesigned model, ensuring that staff has access to high quality, vetted psychiatric rehabilitation curricula that meets regulatory requirements and program standards.

In an effort to coordinate and streamline messaging and training for providers, the vendor would be expected to coordinate and collaborate with other OMH-funded training partners, including but not limited to the Alliance for Rights and Recovery (ARR), the Center for Practice Innovations (CPI), Center for Rehabilitation and Recovery (CRR), and the Managed Care Technical Assistance Center (MCTAC), as directed by OMH. The vendor must also establish a close working relationship with the New York Psychiatric Rehabilitation Training Academy (NYPRTA) to ensure that curricula and resources developed through this funding are aligned with staff training provided through the Training Academy. For the purposes of this RFP, the words “curriculum” and “curricula” are used to refer to psychiatric rehabilitation curricula (i.e., lesson plans, facilitator guides, participant workbooks, materials) for use by mental health programs/providers with program participants. Unless otherwise noted, the words “curriculum” and “curricula” are not intended to refer to trainings for mental health providers. It is noted that in some cases training may be required before staff access and implement specific curricula.

The vendor will be required to develop and revise curricula, create and disseminate materials and resources, coordinate and facilitate training and technical assistance, and award continuing education units at no cost to agencies or practitioners. All curricula, trainings and materials developed or generated under this contract will be the sole property of the Office.

The contract budget will include flexibility to alter the number and duration of curricula and trainings in any category to meet demand. The vendor must accommodate any requested revision to the curricula development or training schedule based on the needs of the Office.

The vendor must be able to meet OMH’s highly specialized need for the Scope of Work as detailed in this RFP and must remain current on all related policies pertaining to psychiatric rehabilitation programs, particularly taking into account the PROS redesign implementation process. The vendor must work with OMH to evaluate evolving training needs and provide recommendations to OMH for updating and developing new curricula. Unless otherwise agreed, all training content must be submitted to OMH for review and approval at least two (2) weeks prior to delivery and posting. If materials have been submitted to OMH on time but have not been reviewed, the vendor may utilize such materials until or unless receive feedback or further instruction from OMH. Additionally, OMH reserves the right to attend any training for content monitoring and quality assurance purposes. The vendor must also permit OMH staff access to records relating to training registration, attendance, completion, and evaluations.

It is expected that the vendor will conduct evaluation and analysis that will assess for both increased practitioner competencies and satisfaction with the training content and experience.

## **5.2 Objectives and Responsibilities**

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

- A. Curriculum Needs Assessment: Conduct an assessment of psychiatric rehabilitation curriculum needs, including the perspectives of key stakeholders such as staff delivering PROS services, participants currently engaged in PROS programs, and OMH representatives responsible for program management and oversight. This needs assessment should also incorporate feedback and perspectives from CORE Services providers, CCBHCs, and State Operated Psychiatric Centers.

It is expected that the vendor will produce a written summary of the Needs Assessment process and findings, with recommendations for curriculum and resource development specific to this project, within 6 months of the contract start date.

- B. Development of New Curricula: Develop and disseminate original PROS-specific curricula that is evidence-based and grounded in the principles of psychiatric rehabilitation. Curricula developed or otherwise made available to programs through this initiative will meet the following needs:
- Be trauma-informed and culturally relevant.
  - Be designed to work within PROS component/service definitions, so that programs can incorporate into their program schedule without significant revision.
  - Include a facilitators' guide with lesson plans and activities, participant workbooks, and other materials needed to support engagement (e.g., videos, handouts, games/ activities)
  - Offer modifications to meet the needs of different participants (e.g., those with cognitive impairments)
  - Include site-based and community-based service delivery, as appropriate
  - Offer options for in-person, telehealth, and hybrid facilitation (based on the appropriateness for the skill being taught)

The number of new curricula developed will be based on the findings and recommendations of the needs assessment process. It is anticipated that no fewer than 50 unique group/class curricula will be made available to programs through this project.

- C. Access to Proprietary Curricula: Coordinate no-cost access to existing proprietary evidence-based/informed psychiatric rehabilitation curricula, training, and materials, including but not limited to:
- BRITE
  - WRAP
  - Cognitive remediation

It is noted that the vendor and OMH will not retain ownership rights for proprietary curricula accessed and implemented through this grant.

- D. Training on Curriculum Development: The vendor will develop and facilitate training on the process of curriculum development in the context of psychiatric rehabilitation services. This may include but is not limited to building workforce competencies in topics such as lesson planning, sequencing information and skills, incorporating different learning styles, etc. The intent of this training is to support programs and staff with developing and adapting their own psychiatric rehabilitation curricula for years to come.
- E. Curriculum and Resource Library: Curricula and resources developed as through this project must be made available to psychiatric rehabilitation providers through an online library. The vendor will establish a mechanism to ensure materials are accessible to staff in OMH

funded, designated, and licensed programs. Some materials may only be made available to staff who have completed required trainings.

### **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 must directly employ staff who are subject matter experts in evidence-based psychiatric rehabilitation. Additional subject matter experts may work with the vendor through sub-contracts, when doing so maximizes the efficiency and impact of training and technical assistance.

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

OMH has the right to review and approve all subcontracts prior to commencing work under the contract. OMH will work directly with the vendor, not through subcontractors. Subcontractors and consultants should not be contacting OMH support staff or Subject Matter Experts (SME) directly unless authorized to do so by OMH and the vendor. All communication must flow through the vendor to OMH unless specified.

### **5.4 Monitoring and Reporting**

The vendor will work closely with OMH to provide updates on contract deliverables. This monitoring and reporting will include:

- A. **Monthly Monitoring Meetings:** The vendor and other assigned staff will meet monthly, via conference call or in-person, with OMH staff with a set agenda and status report. These meetings will be held to discuss all aspects of the training contract including development and delivery of all training components and ideas for curricula development, reports any other relevant issues. The frequency of monitoring meetings may be adjusted by OMH as needed.
- B. **Quarterly Reporting:** The vendor will complete a quarterly report which includes a brief written report of all deliverables, including the status of new or revised curriculum development, planned training activities, and the identification of areas requiring further training or resource/curriculum development. The report must also include a list of each type of training that was held, the date it was held, how many registered, how many attended, where the training. The report must be submitted electronically by the last business day of the month following the end of the quarter. For example, the quarterly report for January 1 – March 31 would be due on the last business day in April. The format of the report must be submitted to OMH for prior approval.
- C. **Annual Report:** The vendor shall complete annual reports, based on the contract year, as prescribed by OMH to be received by OMH by close of business at the end of the month following the end of the contract year being reported on. If that day falls on a weekend or State holiday, the report will be due on the next business day. To support these reports, the vendor must present the following information (which must include but, not be limited to) for the project and by training component:
  - Annual summary including narrative and cumulative year end data. The data report with the cumulative year end data will also include all monthly data as requested above;

- Summary of curricula development including status of new and revised curricula for all approved training modalities;
- Year-end summary listing project staff by job title, employment start date and detailed explanation for any changes in project staff and consultants; and
- Recommendations for improvements and development of new training curricula and identification of areas requiring further training or clarification.

## **5.5 Transition and Project End**

The transition represents a period when the services provided by the vendor resulting from this RFP, must be transitioned to OMH, any other State Agency, or a successor vendor during the contract.

In the event that a transition is necessary, the vendor will ensure that any transition to another vendor be done in a way that provides OMH with uninterrupted services. This includes a complete and total transfer of all training files, reports, materials, and records necessary to perform such services.

The vendor will develop an organized work plan and timeline to ensure all deliverables during the transition period are addressed and completed. OMH staff, and all other parties involved, should be notified of the transition and all changes required to ensure a seamless transition of services between vendors.

The vendor shall manage and maintain the appropriate number of staff to meet all requirements listed in the RFP during transition. All reporting and record requirements, and performance standards are still in effect during the transition period. Three (3) months prior to the end of the contract period, the vendor will work with the Office and incumbent to ensure a complete, efficient, and successful transition.

While this project is time-limited, the curricula and resources developed for psychiatric rehabilitation providers are intended to be available after the funding period ends. The Vendor is expected to work with OMH to identify an ongoing repository for materials. This may include a complete and total transfer of all materials developed through this project and owned by the Office.

## **5.6 Contract Funding**

One award will be made for up to \$4,600,000 for 2 years. Available annual funding for each year is \$2,300,000.

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

Awards will be issued in the amount of funding requested in the application. Budgets will be reviewed by OMH post-award to ensure they are reasonable. If actual costs are determined to be less than the award amount, funding will be reduced or recovered accordingly.

## 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 Documentation of Vendor's Qualifications

Qualified applicants must be able to meet all of the following requirements:

- The vendor must be located in New York State.
- The vendor must be a 501(c)(3) not-for-profit agency.
- The vendor must have subject matter expertise necessary to evaluate, select, purchase, and coordinate access to evidence-based curricula and training in psychiatric rehabilitation for adults with serious mental illness.
- The vendor must have at least five (5) years of experience administering or coordinating in-person and online training and technical assistance for public mental health providers in New York State.

The applicant must submit documentation that provides sufficient evidence of meeting the criterion above. The documentation should clearly demonstrate how they meet the minimum qualifications to propose, including timeframes where applicable. This section of the Proposal is intended to establish whether or not the applicant has met the qualifications for apply and each item will be assessed as pass or fail. The program lead will perform the Pass/Fail review. If an application receives a score of Fail on any question in this section, the application will be disqualified, and the review will stop.

6.1a. Attach proof that the applicant organization is located in New York State (NYS).

- OMH will accept documentation from the NYS Department of State (DOS) or the Internal Revenue Service (IRS) to verify this qualification.

6.1b. Attach proof that the applicant organization is a 501(c)(3) not-for-profit agency.

- OMH will accept documentation from the NYS Department of State (DOS) or the Internal Revenue Service (IRS) to verify this qualification.

6.1c. Attach proof that the applicant organization has the subject matter expertise necessary to evaluate, select, purchase, and coordinate access to evidence-based curricula and training in psychiatric rehabilitation for adults with serious mental illness.

- OMH will accept as documentation of this qualification the resume(s) or curricula vitae(s) for proposed project staff currently employed or contracted with the applicant.
- If the applicant believes they have met this qualification but does not have or is unable to provide a copy of their project staff resume(s) or CVs, they may, they may

submit any other documentation that provides sufficient evidence of meeting the criterion (e.g., copies of contracts for similar or related projects which demonstrate the applicant's experience and expertise in this area).

6.1d. Attach proof that the applicant organization has at least five (5) years of experience administering or coordinating in-person and online training and technical assistance for public mental health providers in New York State.

- OMH will accept as documentation of this qualification a copy of the applicant's contract(s) to deliver such services.

- If such the applicant believes they have met this qualification but does not have or is unable to provide a copy of their contract(s) to deliver such services, they may submit any other documentation that provides sufficient evidence of meeting the criterion.

## **6.2 Applicant Experience**

This section is intended to describe the applicant's experience as it relates to their ability to operate the Psychiatric Rehabilitation Curriculum and Resource Development Project.

6.2a. Describe the applicant's experience with conducting needs assessments in the field of mental health. Provide recent examples of needs assessments conducted by the vendor or a specific proposed subcontractor. What modalities were used to capture stakeholder feedback? How was information gathered assessed and incorporated into findings and recommendations?

6.2b. Describe the applicant's experience providing training and technical assistance, including conducting and managing statewide mental health training initiatives. Provide recent examples of training and technical assistance initiatives conducted by the vendor or a specific proposed subcontractor.

6.2c. Describe the applicant's experience with developing or adapting psychiatric rehabilitation curricula for adults with serious mental illness. Provide recent examples of curricula and resources developed by the vendor or a specific proposed subcontractor.

## **6.3 Vision and Evidence-Based Practice**

This section is intended to demonstrate the applicant's vision and mission for the Psychiatric Rehabilitation Curriculum and Resource Development Project and should demonstrate their understanding of and commitment to evidence-based psychiatric rehabilitation, particularly in the context of the regulatory framework and programmatic needs of New York State's Medicaid-funded rehabilitation programs.

6.3a. Provide an overview of the applicant's vision and mission for the Psychiatric Rehabilitation Curriculum and Resource Development Project. This should include clear and concise vision and mission statements, key operating principles and values, and a brief program overview that describes in the applicant's words how the Psychiatric Rehabilitation Curriculum and Resource Development Project will meet OMH's goal as stated in Section 1.1 of this RFP.

6.3b. Identify and describe in detail how the Applicant will ensure that trainings, curricula, and resources will be aligned with the best available evidence or research. The applicant should include details on how they will ensure that materials and resources developed are aligned with

the trainings provided by the New York Psychiatric Rehabilitation Training Academy.

6.3c. Provide a preliminary list of psychiatric rehabilitation curricula the applicant intends to make available through this project. (Note that this list is intended only as a preliminary proposal to demonstrate the applicant's capacity for curriculum development and current understanding of provider needs; specific curricula to be included in the project will be informed by the needs assessment findings and established in collaboration with OMH.)

## **6.4 Implementation**

Applicants should provide an implementation plan which provides information relevant to the applicant's ability to successfully administer the services of a statewide training and technical assistance program as outlined in this RFP. The plan should address, in detail, the specifications of each of the following sections in the RFP. Each section of the plan should include the section and page reference in the RFP.

6.4a. Describe the applicant's plan to coordinate and collaborate with other OMH funded training partners, including but not limited to the Alliance for Rights and Recovery (ARR), the Center for Practice Innovations (CPI), Center for Rehabilitation and Recovery (CRR), and the Managed Care Technical Assistance Center (MCTAC), as directed by OMH.

- How will the applicant interact the other OMH funded training partners as a part of operating this project?
- What role, if any, will other training partners play as collaborators or sub-contractors?
- Describe the intended relationship between this project and the Psychiatric Rehabilitation Training Academy, including how the applicant will ensure that curricula, resources, and trainings made available through this contract align with the training provided by the Training Academy.

6.4b. Describe the applicant's plan to conduct the curriculum needs assessment process, including details of which stakeholders will be engaged, how outreach will be conducted, methods for gathering feedback, and how assessment data will be used to develop findings and recommendations.

6.4c. How will the applicant ensure access to the BRITE and WRAP curricula? How many staff will have access to BRITE and WRAP training and resources as a result of this project?

6.4d. How will the applicant evaluate options and ensure access to evidence-based training and resources for cognitive remediation? How many staff will have access to cognitive remediation training and resources as a result of this project?

6.4e. Describe the applicant's plan for developing and disseminating new evidence-informed psychiatric rehabilitation curricula and resources. If existing materials will be used, describe how these materials will be reviewed and adapted to ensure that they meet the requirements described under Objectives & Responsibilities.

6.4f. Describe how the applicant will ensure that curricula and resources developed are trauma-informed and culturally relevant.

6.4g. Provide an outline of the training content that will be developed and provided on the topic of “curriculum development.” This should include the anticipated duration, learning objectives, and training modality(ies).

6.4h. Describe how the applicant intends to provide access to the online Curriculum and Resources Library. This should include information on the applicant’s infrastructure and capacity to host an online platform with 50 or more complete curricula and a plan to ensure that materials are only accessible to appropriate programs and practitioners.

6.4i. Describe the applicant’s previous experience and capacity to arrange and plan for accessible and cost-effective training space throughout New York, including urban, suburban, and rural parts of the state.

6.4j. 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 submitted with this proposal and will not be evaluated. Specifically, applicants should describe their approach to the following (identified in Section 5.3).

6.4k. Applicants should provide an organization chart depicting:

- Titles of management personnel;
- The relationship/reporting structure of staff;
- Numbers and types of staff for each functional component; and
- Relationships with subcontractors, if applicable.

6.4l. Provide a proposed training strategy for educating and re-educating new and existing staff working on this project.

6.4m. Describe the applicant’s recruitment strategy for ensuring ideal staffing levels throughout the term of the contract and how they plan to retain staff and avoid turnover.

6.4n. Provide information related to the applicant’s ability to comply with the reporting as detailed in Section 5.4. Specifically, the applicant should:

- Describe the applicant’s ability to participate in monthly monitoring meetings;
- Describe the applicant’s ability to track and provide quarterly and annual reporting data per Section 5.4. This should include information on the systems the applicant will use to progress toward and completion of deliverables.

## **6.5 Financial Assessment**

- a. The proposal must include a comprehensive 2-year budget. \$2,300,000 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. If applicable, applicants should list staff by position, full-time equivalent (FTE), and salary.

- b. Describe how your agency plans to manage the budget. Also, applicants must complete a Budget Narrative (Appendix B1) which should include the following:
  1. detailed expense components that make up the total purchase and outfitting expenses; and,
  2. the calculation or logic that supports the budgeted value of each category; including estimates or quotes as necessary.

## **7. Inclusion and Diversity**

In alignment with OMH's commitment to fostering inclusion, diversity and equity, the selection process of the vendor will be made equitable and inclusive for all interested applicants. OMH remains committed to ensuring that the scoring and selection process for all procurement efforts is delivered in a manner that aligns with the Agency's overall equity strategy.