



Office of Mental Health

Psychiatric Rehabilitation Curriculum & Resource Development Project Questions & Answers

Q1. With regard to meeting the qualifications as outlined in section 6.1, Documentation of Vendor's Qualifications, may an applicant meet the requirements for eligibility through the combined qualifications of the applicant and its subcontractors? If yes, should the qualifications of the proposed subrecipient or subcontractor be included in 6.1c or 6.1d? These questions specifically ask for the proof of the applicant organization, while questions 6.2a, 6.2b, 6.2c, in Applicant Experience ask for the experience of the vendor or specific proposed subcontractors.

A1. Applicants must meet all requirements indicated in Section 6.1.

Specific to Section 6.1c and the question of subject matter expertise, the applicant may include project staff currently employed or contracted with the applicant.

Q2. Are subcontractors required to be 501(c)(3) not-for-profit agencies?

A2. There are no requirements at this time for subcontractors to be 501(c)(3) not-for-profit agencies.

Q3. Are the indirect cost/administrative overhead rates capped at 15% for subcontractors?

A3. The 15% indirect cost rate applies to the primary contractor.

Q4. With regard to Question 6.4k, is the organization chart requested only for the proposed program or for the vendor/applicant's entire organization?

A4. Please submit an organizational chart specific to the project outlined in the Request for Proposal.

Q5. Are there any language access requirements for the curricula? Is there a requirement for the curricula to be presented in languages other than English?

A5. There are no language access requirements for the curricula.

Q6. Is OMH's solicitation for a Psychiatric Rehabilitation Curriculum & Resource Development Project a renewal?

A6. The Psychiatric Rehabilitation Curriculum & Resource Development Project Request for Proposals is not a renewal.

Q7. Does OMH have a current contract with a vendor for a Psychiatric Rehabilitation Curriculum & Resource Development Project?

A7. There is not a current contract with a vendor for a Psychiatric Rehabilitation Curriculum & Resource Development Project.

Q8. If OMH has a current contract with a vendor for a Psychiatric Rehabilitation Curriculum & Resource Development Project, which vendor holds the contract?

A8. There is not a current contract with a vendor for a Psychiatric Rehabilitation Curriculum & Resource Development Project.

Q9. Are partners required to meet the same Certificate of Insurance requirements as the applicant? Does the applicant have to certify or attest to partners' certificates of insurance?

A9. If a subcontractor receives \$100,000 or more over the life of the contract, such subcontractor would be subject to vendor responsibility, including providing insurance certificates.

Q10. Do partners have to submit the other attachments as well, such as the sexual harassment certificate?

A10. No, only the applicant will be required to submit attachments.

Q11. In the RFP Section 6.3c., OMH asks the applicant to list the psychiatric rehabilitation curricula in the narrative. Since we are working with numerous partners and the list will be lengthy, can we submit the full list as an attachment that does not count in the narrative's 20-page limit? We propose to highlight the main trainings in the narrative and submit the full list via attachment, if that is permitted. Please advise.

A11. Yes, applicants can submit attachments to list the curricula which will not count toward the 20-page limit.

Q12. On p. 20 (Section 5.1) of the RFP, the last sentence states: 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. Are there specific practitioner competencies and/or outcomes OMH would like the vendor to measure?

A12. The applicant may establish their own methodology to demonstrate increased practitioner competencies and satisfaction. These outcomes would be in addition to the monitoring and reporting requirements outlined in Section 5.4.

Q13. In Section 6.1, Documentation of Vendor Qualifications, the applicant is required to submit CVs of key staff, documentation of location and 501-c-3 status, etc. Does that documentation count toward the 20-page narrative proposal limit?

A13. No.

Q14. Are translation services for the curricula anticipated and should the cost for translation services be allocated for in the budget?

A14. There is not a requirement for translation services.