



Office of Mental Health

Promoting Wellness and Healing in Communities

Request for Proposals

Grant Procurements

(On-Line Submission Required)

Statewide Financial System (SFS) Identifier- OMH150

September 2025

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RFP#OMH150

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.

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.
- ☐ Notification of intent to apply was sent to local government unit and proof has been uploaded in SFS. A list of County Local Mental Hygiene Directors can be found [here](#).
- ☐ Provider Contact form completed and uploaded in SFS
- ☐ Sexual Harassment Prevention 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 Office of Mental Health (NYS OMH) announces the availability of funds for community-based organizations and partnerships throughout New York State to enhance community resilience and reduce the impact of trauma on members of a community by implementing or expanding innovative community/grass-roots strategies that support promotion of community well-being, resilience, and healing.

Definition of Trauma

In 2014, the U.S Department of Health and Human Services Substance Abuse and Mental Health Services Administration published the report [“SAMHSA’s Concept of Trauma and Guidance for a Trauma-Informed Approach”](#). The report focuses on developing a working concept of trauma and a trauma-informed approach, it states:

“Individual trauma results from an event, series of events, or set of circumstances that is experienced by an individual as physically or emotionally harmful or life threatening and that has lasting adverse effects on the individual’s functioning and mental, physical, social, emotional, or spiritual well-being.”

Research indicates that 70% of world population^[i] and about 90% of Americans experience at least one traumatic event in their lifetime.^[ii] Traumatic events can happen at any age to any person and may affect an individual’s daily life and cause long-lasting harm to the individual’s physical and mental health and well-being. Traumatic events may be experienced by an individual, a generation, or an entire community or culture. Trauma recovery and healing is possible through appropriate and adequate support at the individual, family, and community levels.^[iii]

Resilience to trauma refers to the ability to cope with adversity and to adapt to stressful life events. According to America Psychological Association, resilience is the process and outcome of successfully adapting to difficult or challenging life experiences, especially through mental, emotional, and behavioral flexibility and adjustment to external and internal demands. A few factors contribute to how well people adapt to adversities, including the ways in which individuals view and engage with the world, the availability and quality of social resources, and specific coping strategies.^[iv]

Healing is *recovery* supported through relationships and social networks. SAMSHA defines recovery as “a process of change that helps people improve their health and wellness, live self-directed lives, and reach their full potential.”^[v] It is the ability to live in the present without being overwhelmed by the thoughts and feelings of the past.

Resilience, healing and recovery are supported through relationships and social networks. SAMHSA’s Concept of Trauma and Guidance for a Trauma-Informed Approach provides a framework outlining the key assumptions and principles which support a trauma-informed approach in programs, systems, and organizations. (See Appendix for further information about trauma-informed assumptions and principles)

Collective and Community Trauma

At the end of the 2014 report, SAMHSA identifies “**Trauma in the Context of Community**” as its next area for research and provides two perspectives on the topic: *first*, that the way a community reacts to an individual’s trauma can either facilitate or hinder the process of recovery, and *second*, that, if communities experience trauma as a whole, trauma histories can be built into cultural norms, values, and beliefs, and furthermore, it can be passed from generation to generation.

This expansion from understanding trauma solely at the individual level to also include collective trauma demonstrates the growing understanding of trauma as an epidemic at the population level. Researchers have conceptualized collective trauma either as an aggregate of trauma experienced by community members or an event that impacts a few people but has structural and social traumatic consequences^{lvii} (See Appendix for a definition of Collective Trauma)

Examples of Community/Collective Trauma

Community trauma can result from the exposure to several types of events including but not limited to the examples below:

- **Natural Disasters/Health Emergencies** such as earthquakes, hurricanes, wildfires, natural resources contamination, global pandemics, etc.
- **Mass Violence/Terrorism** as intentional attempts to hurt an individual or a group of people in mass shootings, bombings, and gun violence in a public space.
- **Structural Inequalities and Disparities** that create intergenerational poverty and inequal distribution of resources in the marginalized communities such as people of color, refugees/immigrants, and rural communities.

Communities as a Resource for Prevention, Resilience and Healing

What is a community?

"A community refers to a group of people who share common interests, goals, or characteristics, often living in the **same area or connected through a shared identity**. It can be formed based on various factors, such as geography, culture, religion, or social ties, and typically involves interactions, support, and a sense of belonging among its members.

"First and foremost, community is not a place, a building, or an organization; nor is it an exchange of information over the Internet. Community is both a feeling and a set of relationships among people. People form and maintain communities to meet common needs.

Members of a community have a sense of trust, belonging, safety, and caring for each other. They have an individual and collective sense that they can, as part of that community, influence their environments and each other."^{lviii}

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Community Resilience

Where **community resilience** has always been a part of the discourse on preparedness for and recovery from natural disasters, it is a relatively new concept when it comes to discussing the impact of such adversities as mass violence, political upheavals, or structural inequities.

A number of community-level strategies are emerging to address community trauma and promote community healing and resilience. There are emerging practices that build on draw on “culturally based knowledge, ritual and practice.” (p.17) [\[vi\]](#).

This project will move from an individual focus on trauma, healing, and resilience to a recognition of the impact of trauma on the community at large. A primary focus of this project will be to support communities as a resource for prevention, healing, and resilience.

The goal of this project is to further build wellness and resilience throughout a community and enhance communities’ ability to facilitate the process of recovery by supporting:

- Dissemination of trauma-informed education and training in communities.
- Implementation and/or expansion of strategies that support promotion of well-being, resiliency, and community healing.
- Collaboration and networking among communities throughout NYS.

This funding will support advancing the understanding of trauma, the use of trauma-informed principles, and the integration of trauma-informed practice throughout NYS.

Notice: Notification of intent to apply should be made to the Local Governmental Unit (county director of community services) for each county to be served under the program application, as defined in Section 41 of the New York State Mental Hygiene Law.

1.2 Target Population/Eligibility Criteria

This is a universal prevention project, targeted towards supporting the overall wellness of all New Yorkers. The project is specifically focused on the expansion of mental wellness supports and strategies within a specific community. For this project, a community may be defined as a government entity such as a village/town/city/county or may be a defined group of people who share common interests, goals, or characteristics and are living in the same areas such as a neighborhood or may be a group of people who are connected through a shared identity such as members of a faith community. The funds are available to community-based organizations and partnerships within NYS to implement and/or expand strategies that will promote wellness and healing and that will mitigate the impact of trauma on members of a community.

OMH will make up to 20 awards in the amount of \$750,000 to each awardee for the three years. Annual funding for each of the three years is up to \$250,000. The awards distribution is intended to cover the five OMH regions.

2. Proposal Submissions

2.1 Designated Contact/Issuing Officer

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

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

2.2 Key Events/Timeline

RFP Release Date	9/30/2025
Questions Due	10/16/2025
Questions and Answers Posted on Website	11/5/2025
Proposals Due by 2:00 PM EST*	12/2/2025
Anticipated Award Notification	1/13/2026
Anticipated Contract Start Date	7/1/2026

*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 from consideration.

2.4 Eligible Agencies

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

Eligible applicants are community-based organizations and partnerships within NYS. Eligible applicants include:

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- Not-for-profit agencies with 501(c) (3) incorporation located and doing business in New York State.
- For-profit agencies located and doing business in New York State.
- Local governments including town, county or city governments located within New York State.
- American Indian tribes or tribal organizations located in New York State.

Eligible applicants do not need to be licensed and/or funded by the New York State Office of Mental Health.

Only not-for-profit applicants are required to adhere to the Prequalification requirement as described in Section 2.9. Not-for-profit applicants include not-for-profit community-based businesses, not-for-profit community-based partnerships and not-for-profit community-based organizations as applicable.

All applicants must be Registered (referenced in Section 2.9) with the State Financial System (SFS) to access the funding opportunity.

Please be advised that all questions regarding Eligibility will be responded to through the official posting of the Questions and Answers. No questions about Eligibility will be responded to either individually or prior to the posting of the Q&As.

2.5 RFP Questions and Clarifications

All questions or requests for clarification concerning the RFP shall be submitted in writing to the Issuing Officer by e-mail to OMHLocalProcurement@omh.ny.gov by 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 “Promoting Wellness and Healing in Communities” 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

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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 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) 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. 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 in SFS on time.

If you have previously registered and do not know your Username, please contact the SFS Help Desk at (855) 233-8363 or at Helpdesk@sfs.ny.gov. If you do not know your Password, please click the [SFS Vendor Forgot Password](#) link from the main log in page and follow the prompts.

Prequalifying in SFS

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

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

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

Note - If the Initiate a Prequalification Application radio button is not available, your organization may have already started a prequalification application and could even be prequalified. Click on the Version History Link to review your

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organization's prequalification status. If you are not currently prequalified, or your prequalification expires prior to the due date of this RFA, you will need to choose Collaborate on or update your application.

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

Note: New York State reserves 5 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.

On Demand Grantee Training Material

A recorded session with information about the transition to SFS is available for Grantees on the Grants Management website - <https://grantsmanagement.ny.gov/> and in SFS Coach.

The following training material focused on grants management functionality is currently available in SFS Coach:

- An SFS Vendor Portal Reference Guide (https://upk.sfs.ny.gov/UPK/VEN101/FILES/SFS_Vendor_Portal_Access_Reference_Guide.pdf) to help Grantees understand which Grants Management roles they need in the SFS Vendor Portal based on the work they are currently involved in.

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- A Grantee Handbook (upk.sfs.ny.gov/UPK/VEN101/FILES/Grantee_User_Manual.pdf), which provides screenshots and step-by-step guidance on how to complete Grants Management-related tasks in SFS
 - On-demand recorded training videos focused on each aspect of the Grants Management business process
- Agencies can view vendor training material in SFS Coach by selecting **SFS Training for Vendors** from the Topic drop-down list.

3. Administrative Information

3.1 Reserved Rights

OMH reserves the right to:

- Reject any or all proposals received in response to the RFP that are deemed non-responsive or do not meet the minimum requirements or are determined to be otherwise unacceptable, in the agency's sole discretion;
- Withdraw the RFP at any time, at the agency's sole discretion
- Make an award under the RFP in whole or in part;
- Disqualify 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

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ensure that the final agreement meets OMH objectives and is in the best interests of the State;

- Conduct contract negotiations with the next responsible applicant, should the agency be unsuccessful in negotiating with the selected applicant;
- Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an applicant's proposal and/or to determine an applicant's compliance with the requirements of the solicitation;
- Cancel or modify contracts due to insufficiency of appropriations, cause, convenience, mutual consent, non-responsibility, or a "force majeure";
- Change any of the scheduled dates stated in the RFP.

3.2 Debriefing

OMH will issue award and non-award notifications to all applicants. Non-awarded applicants may request a debriefing, in writing, requesting feedback on their own proposal, within 15 business days of the OMH dated letter. OMH will not offer debriefing to providers who 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) calendar 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 three-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 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 contractors 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

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receipt.

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

OMH may refuse to enter into a grant disbursement agreement, or terminate an existing grant disbursement agreement resulting from this solicitation, under the following circumstances:

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

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

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

3.6 Participation Opportunities for New York State Certified Service-Disabled Veteran 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

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partnering or supporting roles.

OMH hereby establishes an overall goal of 0% for SDVOB participation, based on the current availability of qualified SDVOBs. For purposes of providing meaningful participation by SDVOBs, the Applicant/Contractor would reference the directory of New York State Certified SDVOBs found at <https://ogs.ny.gov/Veterans>. Additionally, following any resulting Contract execution, Contractor would be encouraged to contact the Office of General Services' Division of Service-Disabled Veterans' Business Development to discuss additional methods of maximizing participation by SDVOBs on the Contract.

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

3.7 Equal Opportunity Employment

By submission of a bid or proposal in response to this solicitation, the Applicant/Contractor agrees with all terms and conditions of 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

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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 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 in 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

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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.

3.13 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
Notification of LGUs	1
Applicant Qualifications and Project Structure	19
Implementation of Wellness Supports and Strategies	20
Promotion of Mental Wellness	10
Participation in NYS Trauma-Informed Network & Resource Center	12
Participation in OMH Quarterly Meetings	3
Data Collection, Reporting and Evaluation	5
Commitment to Equity and the Reduction of Disparities	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 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 Implementation of Wellness Supports and Strategies (Section 6.2) of the Proposal Narrative will be ranked higher. In case there is still a tie, the proposal with the highest score on Applicant Qualifications and Project Structure (Section 6.1) of the Proposal Narrative will be ranked higher.

4.3 Process for Awarding Contracts

4.3.1 Initial Awards and Allocations

Proposals will be ranked, and 20 award(s) of \$750,000 for three years will be made to each of the applicants with the highest scores in each region until the award distribution reflects the regional distribution in the Table below.

OMH Region	Number of Awards	Total Population	% of Total NYS Population
New York City Bronx, Kings, New York, Queens, Richmond	8	8,335,897	(40%)
Central Broom, Cayuga, Chenango, Clinton, Cortland, Delaware, Essex, Fulton, Franklin, Hamilton, Herkimer, Jefferson, Lewis, Madison,	2	1,932,891	(10%)

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Montgomery, Oneida, Onondaga, Oswego, Otsego, St. Lawrence			
Hudson River Albany, Columbia, Dutchess, Greene, Orange, Putnam, Rensselaer, Rockland, Saratoga, Schenectady, Schoharie, Sullivan, Ulster, Warren, Washington, Westchester	4	3,533,361	(20%)
Western Allegany, Cattaraugus, Chautauqua, Chemung, Erie, Genesee, Livingston, Monroe, Niagara, Ontario, Orleans, Schuyler, Seneca, Steuben, Tioga, Tompkins, Wayne, Wyoming, Yates	3	2,965,811	(15%)
Long Island Nassau and Suffolk	3	2,909,191	(15%)

If the number of desired awards listed in Section 2.2 and above is not reached in a region, the remaining awards allocated for that/those regions will be redistributed for additional awards to the other regions (one award per region to the highest scored remaining proposals) in order of Western Region, Central Region, Hudson River Region, NYC Region, Long Island Region. The above redistribution will continue until the total number of available awards have been made. Redistribution of awards to other regions may result in the number of awards per region exceeding the total number of awards per region listed in the table above.

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 an OMH determination that the awardee has failed to adequately progress a project within 18 months, failure to meet annual deliverables, refusal to cooperate with audits, monitoring, or evaluations, or inability or unwillingness to provide transparency in operations and/or non-responsiveness. A contract may also be reassigned due to an OMH determination of Community Distrust: Loss of trust or confidence from the community due to negative incidents, lack of communication, or program mismanagement. 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 in that region. If there are no remaining proposals in that region, then the award will be made to the highest scored remaining proposal in the other regions in order of Western Region,

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Central Region, Hudson River Region, NYC Region, Long Island Region. 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. Redistribution of awards to other regions may result in the number of awards per region exceeding the total number of awards per region listed in the table above.

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 Local Governmental Unit (LGU), Director of Community Service (DCS)/Mental Health Commissioner has a statutory authority and responsibility for oversight and cross-system management of the local mental hygiene system to meet the needs of individuals and families affected by mental illness, substance use disorder and/or intellectual/developmental disability in their communities. LGU collaboration is a vital part of the work to promote community wellness and healing. Applicants should notify their LGU of their intent to submit a proposal. Notification to the LGUs is a scoreable question.

The goals of this project are to:

- Build wellness and resilience throughout a community.
- Reduce the impact of trauma in communities.
- Strengthen community strategies that support recovery.

Central to these goals is the understanding that:

- Access to a broad range of community wellness opportunities supports overall wellness and resilience.
- Existing social, spiritual, cultural, and recreational practices are resources for wellness and recovery.
- Community members can best identify the strengths, resources, and gaps in their community.

This project supports:

- Increased awareness of strategies that support wellness and resilience.
- Implementation of community wellness supports and strategies.
- Increased understanding of the impact of trauma on individuals and communities.
- Increased opportunities for networking and collaboration between communities across NYS.

5.2 Objectives and Responsibilities

Awardees will be responsible for the following:

- Working within a Specific Community. The awardees will implement the project within a specific community. The community may be an entire community or a segment of the community.
- Community Partnership – The awardees will work with at least one community partner throughout the project. Inclusion of community partners increases visibility of the project, supports broad participation by diverse community members in the project activities and expands support for the project. The partnership may be an existing partnership, a newly formed partnership or a partnership that is created by the end of the first year of the project. The applicant's partnership may include a range of community members. The following are examples of potential partners (note this is not an exhaustive list):
 - Community and neighborhood groups
 - Community centers such as: YMCA, YWCA, Youth Centers, Senior Centers etc.
 - Recreational centers
 - Libraries
 - Food Pantries
 - Beauty Shops/Barbershops
 - Local Businesses
 - Family or youth groups
 - Faith based groups
 - Schools and school-groups such as PTAs
 - Local public agencies (e.g., behavioral health, juvenile justice, law enforcement, health and human services providers, and other child, family, community-serving nonprofit organizations)
- Implementation of a Wellness Support or Strategy – The awardees will implement a wellness support or strategy within the identified community. There are many wellness supports and strategies that may be used in this project. The following are examples. (Note - this is not an exhaustive list):
 - Arts activities such as drumming, music programming and expressive arts.
 - Meditation or movement practices such as yoga, mindfulness, aikido, qi gong.
 - Wellness programs that are offered by local houses of worship.
 - Intergenerational programs such as tutoring programs, mentoring, service projects and recreational activities.

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- Recreational and/or nature activities.
 - Peer mentoring.
 - Support of culturally based healing practices.
 - Community conversations and/or World Cafes.
- Promotion of Mental Wellness - The awardee will be responsible for providing information about mental health and wellness to the community.
- Work with the NYS Trauma-Informed Network & Resource Center (NYS TINRC) – The awardees will work with NYS TINRC to increase understanding of the impact of trauma on individuals and communities and support resilience.

NYS TINRC Background:

The goal of New York State Trauma-informed Network and Resource Center (NYS TINRC) is to:

- Increase understanding of trauma and its impact.
- Support the use of trauma-informed principles.
- Provide information about trauma-informed care and supports.

The NYS TINRC provides access to:

- Opportunities to network and collaborate.
 - Quarterly Networking Meetings
 - Monthly Newsletter
 - Free Annual Conference
 - *“TINRC on Tour”* - Regional listening tours
 - NYS TINRC Website
 - Directory and Resource Library
- Training - Free trainings available through the NYS TINRC include:
 - “Tending the Roots: Recognizing Trauma and Cultivating Wellness. Integrating Trauma-informed Principles in Work & Life.” A 6-module training that is available to communities and organizations.
 - “Tending the Roots: Instructor Edition. Growing Trauma-Informed Communities”. A 3-day training followed by 6 coaching sessions and access to resources.
- Support for organizations and communities to become trauma-informed. The network provides free access to:
 - TRUST / TRUST-S – This is a strength-based self-assessment tool. Organizations can use it to get a “snapshot” of their progress toward becoming more trauma-informed.

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- Resources to support prevention and wellness promotion. The network provides free access to:
 - Breath, Body, Mind™ – This is a program of evidence-based, mind/body practices. The practices support mental health and wellness.
 - Online resources
- Participation in OMH Quarterly Meetings - Applicants must attend quarterly meetings led by OMH each contract year. There will be a total of 12 meetings. The meetings will be held virtually and will be 2-hours long. The purpose of these meetings is to: review progress, provide technical assistance, and support networking among applicants.
- Data Collection, Reporting and Evaluation - All awardees must provide quarterly progress reports to OMH. OMH will provide a reporting tool.
 - Quarterly Reports – Each awardee will submit quarterly reports to OMH. The quarterly report is due by the last day of the month following the end of the quarter. The report will include a progress report on the following project components:
 - The applicant's work with partners
 - Implementation of the project's wellness intervention and/or strategy. This will include the number of people who participated in/were impacted by implementation of the wellness strategy.
 - Promotion of information about mental health and wellness.
 - Engagement with the NYS TINRC. This will include the number of people who participated in NYS TINRC activities.
 - Participation in OMH Quarterly Meetings.
 - Annual Reports - Each awardee will send an annual report to OMH. The report will be due by February 15th of the following year. At a minimum, the report must include progress on the following project components.
 - Community Partnership
 - List of community partners.
 - Status of the community partnership.
 - Wellness Strategy
 - Progress of implementation of the wellness strategy.
 - Number of people who participated in /were impacted by implementation of the wellness strategy.
 - Mental Wellness Public Awareness

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- o Progress report on implementation of plan to promote mental wellness public awareness materials.
 - o Number of people impacted by promotion of mental wellness public awareness materials.
- Engagement with NYS TINRC
 - o Report on engagement with the NYS TINRC.
- o Financial Reporting - OMH will require financial reporting on a quarterly basis. The quarterly report is due by the last day of the month following the end of the quarter. The report will include an update on the budget and spending through the quarter.

5.3 Operating Funding

Up to twenty awards will be made in the amount of \$750,000 to each awardee for the three year(s).

Annual funding for each of the three year(s) is \$250,000.

Please note that the required engagement activities with the TINRC are considered allowable costs in the applicants required budget submission.

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 Notification of LGUs

To receive the point for LGU notification, identified in section 4.1 Evaluation Criteria, please provide proof that LGU(s) were notified of your agency’s intent to apply to this RFP (e.g., sent email, certified letter, etc.). If the applicant is a county, upload a document that says, “not applicable” and the point will be applied. SFS will not allow application submission without an upload in response to this question. A list of County

Local Mental Hygiene Directors can be found [here](#).

6.2 Applicant Qualifications and Project Structure

a. Applicants must describe who they are. They should include whether they are one of the following:

- A not-for-profit organization
- A Community-based partnership located and operating in New York State. For the purposes of this procurement, a community partnership is defined as a group that may include local organizations, businesses and/or individuals that work together to benefit the wellbeing of the community.
- A Community-based organizations located and working in communities in New York State. For the purposes of this procurement, a Community-Based Organization (CBO) is defined as a non-profit entity that works at the local level to address various social determinants of health priorities to benefit the well-being of their community.
- A Business based within the community. For the purposes of this RFP business based within the community are defined as locally owned and operated, serving to enhance and/or improve residents identified needs.
- A local government including town, county or city governments located within New York State.
- An American Indian tribe or tribal organization located in New York State.

b. Applicants must describe the ways in which they work to support their community. The applicant may include length of time of being active in and/or serving the community. This description must include at least one of the following:

- Experience in providing program activities,
- Experience directly providing support in the community, or
- Participation in community-wide projects or events.

c. The applicant must identify and describe the community which will be served through this project. The community may be an entire community or a segment of the community.

d. Applicants must include or plan to include at least one community partner.

The applicant must describe the partnership including when it was established and the mission/purpose. The partnership may be one of the following:

- An existing partnership. The applicant must provide a list of the active members in an existing partnership, or
- A newly formed partnership. The applicant must provide a list of the active members in a newly formed partnership, or
- A plan to create a partnership in the first year. Applicants that plan to create a

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new partnership must include a list of possible members and a plan and timeline for creating the partnership.

See Section 5.2. for examples of potential members of a partnership.

The applicant must identify the various groups of the larger community that are represented by these partners.

The applicant must identify the roles that the partners will have through the project.

6.3 Implementation of Wellness Support or Strategy

- a. The applicant must identify and describe the wellness support or strategy it plans to put in place in the community.

The applicant may identify more than one wellness support. The description must include the following:

- The applicant must describe the goals of the project.
- The applicant must describe the groups in the community that will be the focus of the project.
- The applicant must describe how the project will build on existing community wellness supports or address a gap.
- The applicant must describe how they will measure success/impact of the project.

- b. The applicant must provide a detailed implementation plan for the proposed support(s) or strategy (s).

Include the following:

- Specific activities and tasks to support implementation.
- Timeline for implementation of the selected wellness support(s) or intervention(s)

See section 5.2. for examples of wellness supports and strategies that may be used in the project.

6.4 Promotion of Mental Wellness

The applicant must describe how the project will increase awareness about mental health and wellness in the community. Include the following:

- A plan, with a timeline, to choose or develop mental wellness educational materials and/or presentations that are relevant to the community.
- A plan to include input from community members and partners.
- A plan to share the selected mental wellness materials throughout the project.
- Eligible applicants may subcontract with content experts to create mental wellness educational materials that are relevant to the community. If an applicant plans to subcontract with content experts, they must submit a plan that includes the

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following information:

- the sub-contractor responsible for developing mental wellness educational materials.
- The sub-contractor's experience and expertise in developing mental wellness materials that are relevant to the community.
- The specific deliverables and timeline for completion of deliverables. The deadline for creation of mental wellness materials must be no later than the end of the 18th month of the contract.
- The budget for the sub-contract. The sub-contract must be capped at 7% of the total project budget.
- The plan for concrete and measurable evaluation of the materials.

All sub-contracts are subject to review and approval by OMH.

6.5 Engage with the NYS Trauma-Informed Network & Resource Center (TINRC)

- a. Year 1 - The applicant must provide a detailed plan and timeline to complete the following:
 - Identify a point person for contact between the NYS TINRC and the Community Partnership.
 - Host a presentation by NYS TINRC staff for the Applicant and their partners.
 - Host a meeting with the NYS TINRC Engagement Specialist.
 - Sign up to receive the NYS TINRC monthly ENews.
 - Share NYS TINRC news and resources with partners and within the community.
- b. Year 2 - The applicant must provide a detailed plan and timeline to complete at least three of the NYS TINRC activities detailed for Year 2 in Section 5.2.
 - Identify a minimum of three NYS TINRC activities that the community partnership will complete in Year 2.
 - Describe the timeline for completing the selected NYS TINRC activities in Year 2.
 - If the applicant intends to host the “Tending the Roots” training or “NYS TINRC on Tour”, include the amount of funding that is included in the budget to support the training.
- c. Year 3 - The applicant must provide a detailed plan and timeline to complete at least three of the TINRC activities detailed for Year 3 in Section 5.2.
 - Identify a minimum of three NYS TINRC activities that the community partnership will complete in Year 3.
 - Describe the timeline for completing the selected NYS TINRC activities in Year 3.

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- If the applicant intends to host the “Tending the Roots” training or a “NYS TINRC on Tour”, include the amount of funding that is included in the budget to support the training.

6.6 Participation in OMH Quarterly Meetings

Applicants must describe their plan to attend quarterly meetings led by OMH each contract year. Include the name and contact information for the point person(s) who will attend the meeting.

6.7 Data Collection, Reporting, and Evaluation

The applicant must describe their plan to submit quarterly reports to OMH, by the last day of the month following the end of each calendar quarter. Include the name and contact information for the point person who will submit the quarterly reports.

The applicant must describe their plan to submit an annual report to OMH reporting performance on each of the deliverables outlined in the RFP and providing aggregate data by January 31, of the following year. Include the name and contact information for the point person who will submit the annual report.

The applicant must describe their plan to submit a financial report on a quarterly basis, by the last day of the month following the end of each calendar quarter. Include the name and contact information for the point person who will submit the financial report.

State the applicant’s plan for sharing the success of their project with their partners and within the community.

6.8 Commitment to Equity and the Reduction of Disparities for Marginalized Populations

In alignment with OMH’s commitment to promoting inclusion, diversity and equity, each applicant shall attest and describe their intention to:

- Working to ensure that the program is delivered in a way that is equitable, understandable and respectful to the diverse cultural beliefs, practices and communication needs of the individuals in the community.
- Educating and training staff on topics related to diversity, inclusion, cultural competence, and the reduction of disparities in access, quality, and treatment outcomes for marginalized/underserved populations.
- Ensuring there is organizational governance and leadership that promotes health equity and the reduction of disparities.
- Meeting the language access needs of the clients served by this project (limited English proficient, Deaf/Hard of Hearing).

6.9 Financial Assessment

- a. The proposal must include a 3-year Budget (Appendix B). \$250,000 is available annually for each awardee. The indirect cost/administrative overhead rate is capped at 15%. Providers must follow Consolidated Fiscal Report (CFR) Ratio-Value

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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 organization manages its operating budget. Please include the following:
- detailed expense components that make up the total operating expenses. The applicant's proposal should specifically include costs and narrative for:
 - Hosting community events
 - Implementing wellness strategies
 - Creation of Mental Wellness materials
 - Hosting training
 - Hosting NYS TINRC "TINRC on Tour" event
 - Costs related to engagement activities with NYS TINRC such as hosting "Tending the Roots" training, hosting "TINRC on Tour", participation in BBM trainings.
 - 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.

APPENDIX

Trauma-Informed Practice

A trauma-informed approach highlights the fundamental role of the **context** in which trauma is addressed. A program, system, or organization uses a trauma-informed approach when it:

“...**realizes** the widespread impact of trauma and understands potential paths for recovery, **recognizes** the signs and symptoms of trauma in clients, families, staff, and other involved with the system, **responds** by fully integrating knowledge about trauma into policies, procedures, and practices, and seeks to actively **resist re-traumatization**.”

Key principles of the **trauma-informed approach**.

Safety: creating an environment where both staff and people they serve feel physically and psychologically safe. Understanding safety as defined by those served is a high priority.

Trustworthiness and Transparency: organizational operations and decisions are conducted with transparency with the goal of building and mandating trust with clients and family members, among staff, and others involved in the organization.

Peer Support: Peer Support, where peers are individuals with lived experiences of trauma, and mutual self-help are key vehicles to establishing safety and hope, building trust, enhancing collaboration, and utilizing recovery and healing.

Collaboration and Mutuality: Importance is placed on partnering and leveling of power differences between staff and clients and among organizational staff from clerical and housekeeping to professional staff to administrators, demonstrating that healing happens in relationships and in the meaningful sharing of power and decision-making.

Empowerment, Voice and Choice: Throughout the organization and among the clients served, individuals' strengths and experiences recognized and built upon. The organization fosters a belief in the primacy of the people served, in resilience, and in the ability of individuals, organizations, and communities to heal and promote recovery from trauma. Clients are supported in shared decision-making, choice, and goal setting, and staff are rather facilitators of the recovery, not controllers of it.

Cultural, Historical, and Gender Issues. The organization actively moves past cultural stereotypes and biases, incorporate policies, protocols, and processes that are responsive to the racial, ethnic, and cultural needs of individuals served; it also recognizes and addresses historic trauma. [\[viii\]](#)

Collective Trauma

“The term *collective trauma* refers to the psychological reactions to a traumatic event that affect an entire society; it does not merely reflect an historical fact, the recollection of a terrible event that happened to a group of people. It suggests that the tragedy is represented in the collective memory of the group, and like all forms of memory it comprises not only a reproduction of the events, but also an ongoing reconstruction of

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the trauma in an attempt to make sense of it. Collective memory of trauma is different from individual memory because collective memory persists beyond the lives of the direct survivors of the events and is remembered by group members that may be far removed from the traumatic events in time and space. These subsequent generations of trauma survivors, that never witnessed the actual events, may remember the events differently than the direct survivors, and then the construction of these past events may take different shape and form from generation to generation” [\[viii\]](#)

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