



Crisis Intervention Teams (CIT) and Adjacent System Transformation Programs

Request for Proposals

Grant Procurements

(On-Line Submission Required)

Statewide Financial System (SFS) Identifier- MH253023

August 2026

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**CRISIS INTERVENTION TEAMS (CIT) AND ADJACENT SYSTEM TRANSFORMATION
PROGRAMS
RFP#MH253023
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.
- ☐ Provider Contact form completed and uploaded in SFS
- ☐ Sexual Harassment Prevention Certification Completed and uploaded in SFS
- ☐ Gender Based Violence and the Workplace Certification completed and uploaded in SFS.
- ☐ Proposal Template completed and any applicable attachments labeled with question numbers (For example, if a question asks for an org chart, when providing that document, make sure it is labeled specific to that question number.)
- ☐ Proposal Template and attachments (except budget, see next checkbox) combined into one PDF and uploaded in SFS under Q1
- ☐ Budget Template Completed (left in Excel) and uploaded in SFS under Q2
- ☐ Application submitted in SFS prior to the due date and time listed in **Section 2.2 Key Events/Timeline** (OMH strongly advises that applicants do not wait until the last day/last few hours to complete and submit applications/proposals to Grant RFPs. Exceptions will not be considered or made for an applicant who cannot complete their proposal/application by the due date and time of the RFP.)

1. Introduction And Background

1.1 Purpose of the Request for Proposal

The New York State (NYS) Office of Mental Health (OMH) Diversion Center announces the availability of funds for the administration of Crisis Intervention Team programs and adjacent systems transformation work in NYS. The Crisis Intervention Team (CIT) program is a partnership of law enforcement, mental health and addiction professionals, individuals who live with mental illness and/or substance use disorders, their families, and other partners to improve community responses to mental health crises. While CIT programs are known for CIT-trained officers, successful programs also focus on adjacent system transformation work that supports improving the crisis response system, advocating for needed services, and strengthening partnerships across the community.

CIT is a program that provides the foundation necessary to enhance and promote community and statewide solutions to assist individuals with a mental illness and/or substance use disorders. The CIT model reduces both stigma and the need for further involvement with the criminal justice system. CIT provides a forum for effective problem solving regarding the interaction between the criminal justice system and the mental health care system and creates the context for sustainable change. Research shows that communities that subscribe to the CIT program model have higher success rates in resolving serious crisis situations without an arrest or injury to the officer or citizen.

The goals of CIT programs are: (1) to develop a more informed, empathic and effective crisis response system that is the least intrusive in a person's life; and (2) to help people who are experiencing an emotional crisis access medical/mental health treatment for illness related behaviors and avert the need for criminal justice system involvement.

Related to the first goal, CIT programs seek to transform crisis response systems to minimize the times that law enforcement officers are the first responders to individuals experiencing an emotional crisis. In the statewide CIT initiative, this is referred to as "system transformation." Central to the second goal of CIT programs is to ensure that, in situations where law enforcement presence is required, police have the knowledge, skills, and support to de-escalate situations and divert individuals from the criminal and juvenile justice systems whenever possible. Through system transformation work and first responder training, CIT programs can safely divert individuals in crisis away from the criminal justice system and towards meaningful support and appropriate treatment. CIT programs also foster strong partnerships between all the agencies involved in local crisis response systems, which promotes rapid problem-solving in crisis situations as well as continuous quality improvement.

The goal of this RFP is to identify a qualified contractor to assume responsibility for the selection process of CIT sites, coordination and facilitation of training, and the delivery of on-going technical assistance to the selected CIT sites. This contractor is expected to provide technical assistance to localities seeking to transform their crisis response systems in alignment with the two goals described above. With this support and guidance, localities can build a strong foundation that incorporates all the components of a successful and sustainable CIT program, including:

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- A steering or advisory committee
- A system mapping workshop
- Crisis Intervention Team (CIT) training for law enforcement
- Participation in a CIT Train-the-Trainer course
- Methods and metrics for ongoing program evaluation
- Exploration and support of adjacent systems transformation work

In addition to coordination of the CIT statewide program, the awardee is expected to collaborate with current Mobile Access Programs (MAPs). The MAP is a police-based telehealth program that provides iPads to officers and local mental health clinicians. When officers respond to individuals experiencing a behavioral health crisis and need assistance to assess the situation and determine an appropriate disposition, they can request a virtual consultation. Mental health clinicians then meet remotely with the distressed individuals via iPad video call. The main goals of MAP are to increase timely access to mental health consultations, avoid unnecessary transports to hospitals by police, and link individuals to community-based care for follow-up.

1.2 Target Population/Eligibility Criteria

The purpose of this funding and RFP is to develop a training and technical assistance entity to support the implementation, management, and ongoing support of Crisis Intervention Teams and adjacent system transformation work. The target population to be served by the proposed CIT training model are law enforcement professionals who have at least 2 years of job experience and are screened for suitability for working with individuals experiencing emotional crisis. The non-law enforcement, professionally adjacent target population include, but are not limited to, correctional professionals (facility and community), Fire/EMS, dispatchers, Mobile Crisis staff members (or equivalent), mental health service and substance use disorder service providers who provide or connect individuals to supports and services.

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:

Carol Swiderski
Contract Management Specialist 3
New York State Office of Mental Health
Contracts and Claims
44 Holland Avenue, 7th Floor
Albany, NY 12229
OMHLocalProcurement@omh.ny.gov

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2.2 Key Events/Timeline

RFP Release Date	8/12/26
Questions Due	9/2/26
Questions and Answers Posted on Website	9/23/26
Proposals Due by 2:00 PM EST*	10/14/26
Anticipated Award Notification	11/12/26
Anticipated Contract Start Date	7/1/27

*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 Section 2.9 for additional Prequalification Information.

Eligible applicants are not-for-profit agencies with 501(c) incorporation.

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 "Crisis Intervention Teams" in the subject line of the email.

The questions and official answers will be posted on the OMH website by the date listed in the timeline section 2.2.

2.6 Addenda to Request for Proposals

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

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

2.7 Disqualification Factors

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

- Proposals from applicants that do not meet the eligibility criteria as outlined in 2.4; or
- Proposals that do not comply with bid submission and/or required format 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.

Protests related to disqualification must be filed within fifteen (15) business days after the notice of disqualification.

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 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

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

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

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

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

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

Note: New York State reserves 5 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

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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.
- 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

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applicant's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP;

- Prior to the bid opening, direct applicants to submit proposal modifications addressing subsequent RFP amendments;
- Prior to the bid opening, amend the RFP specifications to correct errors or oversight, supply additional information, or extend any of the scheduled dates or requirements and provide notification to potential bidders via the OMH website, SFS and the New York State (NYS) Contract Reporter;
- Eliminate any non-material specifications that cannot be complied with by all of the prospective applicants;
- Waive any requirements that are not material;
- Negotiate any aspect of the proposal with the successful applicant in order to ensure that the final agreement meets OMH objectives and is in the best interests of the State;
- Conduct contract negotiations with the next responsible applicant, should the agency be unsuccessful in negotiating with the selected applicant;
- Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an applicant's proposal and/or to determine an applicant's compliance with the requirements of the solicitation;
- Cancel or modify contracts due to insufficiency of appropriations, cause, convenience, mutual consent, non-responsibility, or a "force majeure";
- Change any of the scheduled dates stated in the RFP.

3.2 Debriefing

OMH will issue award and non-award notifications to all applicants. Non-awarded applicants may request a debriefing, in writing, requesting feedback on their own proposal, within 15 calendar days of the OMH dated letter. OMH will not offer debriefing to providers who receive an award. OMH will not offer ranking, statistical, or cost information of other proposals until after the NYS Office of the State Comptroller has approved all awards under this RFP. Written debriefing requests may be sent to the Designated Contact, as defined in Section 2.1.

3.3 Protests Related to the Solicitation Process

Protests based on errors or omissions in the solicitation process, which are or should have been apparent prior to the deadline for receipt of all written questions for this RFP, must be filed prior to the deadline for questions. In the event an applicant files a timely protest based on error or omission in the solicitation process, the Commissioner of OMH or their designee will review such protest and may, as appropriate, issue a written

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response or addendum to the RFP to be posted on the OMH website in the RFP section. Protests of an award, non-award or disqualification decision must be filed within fifteen (15) business days after the notice of conditional award, non-award or disqualification 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, the Notices of Award for each year of the Community Mental Health Services Block Grant, and the NYS OMH Federal Certification. This award is subject to the availability of federal funding.

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

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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:

- 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.

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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 recognizes its obligation to promote opportunities for maximum feasible participation for SDVOB participation, based on the current availability of qualified SDVOBs. OMH expects that all contractors make a good-faith effort to utilize SDVOB. 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 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,

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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 Gender-Based Violence and the Workplace Certification

State Finance Law §139-m requires all vendors bidding on state contracts to implement and attest to a Gender-Based Violence and the Workplace policy. Applicants on state procurements must certify that they have a written policy addressing gender-based violence and the workplace that meets the minimum requirements of State Finance Law §139-m. Bids that do not contain the certification may not be considered for award; provided however, that if the applicant cannot make the certification, the applicant may provide a statement with their bid detailing the reasons why the certification cannot be made. A template certification document is being provided as part of this RFP.

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Applicants must complete and return the certification with their bid or provide a statement detailing why the certification cannot be made.

3.10 Bid Response

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

3.11 Acceptance of Terms and Conditions

A bid, in order to be responsive to this solicitation, must satisfy the specifications set forth in this RFP. A detailed description of this format and content requirements is presented in Section 2.9 of this RFP.

3.12 Freedom of Information Requirements

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

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

Technical Evaluation	Points
Population	28
Program Description	20
Program Implementation	22
Agency Performance	5
Utilization Review, Reporting and Quality Improvement	5
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 Population (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 1 award(s) made to the applicant with the highest score to

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assume the operation of Crisis Intervention Teams (CIT) and Adjacent System Transformation Programs.

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:

- a) Failure to meet start-up milestones.
- b) Failure to serve the identified population.
- c) Failure to collect data and/or update designated data collection tool identified by OMH's Diversion Center.
- d) Failure to communicate and/or collaborate with OMH's Diversion Center.
- e) Failure to demonstrate program effectiveness.

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 the event the award cannot be made, OMH reserves the right to re-procure the terminated or reassigned contract.

4.5 Award Notification

At the conclusion of the procurement, notification will be sent to successful and non-successful applicants. All awards are subject to approval by the NYS Attorney General and the Office of the State Comptroller before an operating contract can be finalized.

5. Scope of Work

5.1 Introduction

The purpose of CIT programs is to develop, enhance, and support the transformation of the crisis response system. This transformation aims to minimize the number of times law enforcement officers are the first responders to individuals experiencing an emotional crisis, and to ensure that, in situations where their presence is required, police have the enhanced knowledge, skills and support to de-escalate situations and divert individuals from the criminal and juvenile justice systems whenever possible.

The statewide CIT program development initiative will provide training and technical assistance to localities seeking to transform their crisis response systems to align with the goals described above. With this support and guidance, localities can build a strong foundation that incorporates all the components of a successful and sustainable CIT program.

A comprehensive and in-depth understanding of the current crisis response system is critical to developing goals for strategic change. A system mapping exercise, based on the Sequential Intercept Model (SIM), provides a framework for identifying strengths and gaps in the current system as well as a foundation for setting goals and collecting data. During this exercise, experienced facilitators bring together key stakeholders to collaboratively create a visual map of the current crisis response system. The map

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illustrates how local criminal justice, behavioral health, and peer systems respond to individuals in crisis and highlights missing connections between those systems. Per the primary goals of the CIT program, the mapping exercise and subsequent written report provides recommendations which are focused on opportunities to divert individuals in crisis away from law enforcement and the criminal justice system and towards behavioral health support and treatment. The mapping process can help to identify mental health services and other supportive resources (e.g., peer support, family services, community led programs) that can be accessed by law enforcement and decrease sole reliance on emergency services. Mapping helps to identify gaps in current services and service access while helping to potentially identify needs for other adjacent system transformation programs such as the Mobile Access Program (MAP) or 911 Diversion. As a part of the statewide CIT program, the awardee must provide a one-day mapping exercise for each locality selected to receive technical assistance for CIT program development. This exercise is aimed at identifying opportunities for engaging in supplemental systems transformation work.

Although the first priority of CIT programs is to reduce law enforcement involvement with behavioral health crisis calls, it is also essential to train police officers for situations in which their presence is required for public safety. CIT training is intended to equip officers with the enhanced knowledge, skills, and familiarity with local resources to safely de-escalate individuals in emotional crisis and connect them to services and treatment. CIT-trained officers should function as a specialized unit within a department, to respond to behavioral health crisis calls (whenever possible) and to educate fellow officers about best practices for intervention and de-escalation. CIT training for law enforcement can improve citizen and officer safety outcomes and identify opportunities to divert individuals away from the criminal justice system and towards more appropriate resources and services.

This 40-hour in-person CIT training, which will be coordinated and facilitated by the awardee, takes place over the course of a week and is co-instructed by law enforcement and mental health professionals. The training coordination responsibilities of the awardee include but are not limited to facilitating communication between the selected agencies, securing suitable training locations, securing law enforcement and mental health instructors, scheduling necessary supplemental instructors, preparing training materials, and assisting with recruitment of individuals to attend the training. The mental health professionals selected to co-instruct the course must have a history of working with individuals who are experiencing mental illness and have familiarity with law enforcement and/or other emergency service providers such as: corrections officers, Fire/EMS/Ambulance, dispatchers, mental health outreach teams or mobile crisis teams, local 9.39 facilities, Comprehensive Psychiatric Emergency Programs (CPEP) or Crisis Stabilization Centers. The trainings are co-instructed by NYS Office of Mental Health staff and the awarded agency, as well as consultants from both the mental health and law enforcement backgrounds.

Consistent with evolving national standards, the statewide CIT initiative recommends that officers who attend CIT training have at least two years of patrol experience,

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volunteer for the training, and undergo a screening process for suitability prior to their acceptance into the class.

The awardee will be required to coordinate, schedule and conduct system mapping exercises; coordinate, schedule, and conduct staff training courses; develop and revise existing curricula in collaboration with OMH's Diversion Center; create and disseminate new training curricula, materials and resources approved by OMH's Diversion Center; coordinate and facilitate training outside of the week-long CIT course; and provide technical assistance to current and past CIT awardees. All trainings and materials generated under this contract will be the sole property of the NYS Office of Mental Health.

The awardee must be able to meet OMH's Diversion Center's highly specialized need for the Scope of Work as detailed in the Objectives & Responsibilities section of this RFP. The applicant must work with OMH to evaluate evolving training needs and provide recommendations to OMH for updating and developing new curricula for CIT and adjacent system transformation work. 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. Additionally, OMH reserves the right to attend any training for content monitoring and quality assurance purposes. The applicant must also permit OMH staff access to records relating to training registration, attendance, completion, and evaluations.

Outcome evaluation is an important part of CIT program monitoring. Collecting data and evaluating the outcomes of the CIT program and adjacent system transformation programs allows stakeholders to determine whether the program is achieving the intended outcomes. If it is not, it is important to implement corrective interventions. As such, the selected CIT jurisdictions are required to collect a minimum of three data elements that should be chosen through consultation with the awardee. Those programs which receive technical assistance or training in support of system transformation (e.g. MAP) work will also be required to provide data related to implementation and utilization. The awardee will conduct regular reviews of data collected by each program to identify technical assistance needs with ongoing support provided by a subject matter expert and/or the OMH Division of Forensic Services, Bureau of Forensic Evaluation and Data Analytics (BFERDA). This data is to be collected by the contract awardee and shared with OMH's Diversion Center.

5.2 Objectives and Responsibilities

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

Programs will be required to maintain accurate reporting and training records according to Regulation and Program Guidance. The CFR Program Reporting Code for tracking these funds on which funding will be reported is 041Z.

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OMH providers are expected to ensure continuous quality improvement of services, including regular monitoring and evaluation of outcomes. To support these efforts, it is expected that providers have a quality, supervisory, operational and IT / data infrastructure to routinely self-monitor and ensure ongoing quality improvement of services, including analyzing utilization review findings and recommendations.

It is also expected that providers will routinely submit data to OMH, including training and program data, quality and program data. Data submission requirements and guidance will be provided by OMH.

The awardee is expected to coordinate and plan all aspects of the trainings described below. Coordination includes but is not limited to, finding and securing a location, notifying and coordinating with attendees, identifying and securing presenters (including paying the compensation), all pre-and post- work associated with coordinating/hosting trainings, preparing and distributing materials, attendee registration management, attendance tracking, check-in process at the event, all training logistics and operations. In addition, the awardee should develop the necessary processes to evaluate training effectiveness to ensure that the training meets the needs of the learners. All evaluations will be shared with OMH's Diversion Center.

Included below are a list of requirements specific to each training or supplemental systems transformation programs.

Crisis Intervention Team Programs work must include the following components:

1. Develop and issue a CIT Request for Applications (RFA)

The applicant must be prepared to score the applications in conjunction with OMH and OMH approved stakeholders, and issue notice of awards. The target is for 5 localities to be awarded per year, over the course of the 3-year contract.

- a. Upon selection of awarded CIT jurisdictions, the Awardee is expected to ensure that each CIT jurisdiction establishes a local CIT steering committee. CIT steering committees are essential for establishing or strengthening collaborative dialogue between law enforcement, the mental health system, and individuals with lived experience. It can be used to address the gaps identified through a systems mapping exercise, provide a forum to discuss challenges, recognize improvements and build on successes. To support the development of each CIT Steering Committee the Awardee will meet with OMH staff to review best practices to determine the requirements necessary for each CIT steering committee. In addition, the Awardee will:
 - i. Monitor and assist with development of steering committees in each awarded jurisdiction, as needed.
 - ii. Assume responsibility for ensuring each steering committee follows recommendations as it pertains to representation of relevant stakeholders on the committee, regularity of the meetings, implementation of data collection and tracking of the initiative.

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- iii. Attend at least one (1) steering committee meeting with the locality during the committee's first calendar year.
 - iv. Require that localities submit meeting minutes to the awardee and as such the awardee is responsible for obtaining these minutes. The awardee will review and share minutes with OMH's Diversion Center, so they can be used to help identify the opportunity or need for technical assistance.
- b. Upon determination of the awarded jurisdictions, the awardee will coordinate, plan, conduct, and staff the in-person CIT Kick-Off Meeting in collaboration with OMH's Diversion Center. The formation of CIT Steering Committees prior to the kickoff event will help inform the jurisdictions of important stakeholders needed for this event. During this meeting, initiative leaders and consultants will share information about various aspects of CIT program development, including SIM mapping, system transformation, CIT training, discuss supplemental training, identify opportunities for system transformation work, promote effective strategies for strengthening community partnerships, and emphasize the importance of utilizing data for ongoing program evaluation. Awardees will identify a subject matter expert in CIT program evaluation to share their expertise during the kick-off meeting, and to briefly meet with each locality to set the stage for ongoing consultation to enhance local program evaluation.
- c. Conduct an initial assessment or "mapping" of the crisis response system in each selected locality. In this one-day, in-person mapping workshop, experienced facilitators guide a group of key stakeholders through a process of identifying strengths and gaps in their local crisis response and criminal justice systems. The workshop focuses on individuals experiencing mental health and substance use crises and potential opportunities to reduce the likelihood that they will encounter law enforcement and the criminal justice system. Following the workshop, awardees will:
 - i. Prepare and provide a report that summarizes the strengths and gaps in the current system and provides recommendations for improvement with the locality and OMH Division of Forensic Services.
 - ii. Work with each locality to determine recommendations in the report to prioritize and then implement changes in line with their system transformation efforts, while looking to identify opportunities for adjacent systems transformation work.
 - iii. Provide consultation and technical assistance, as needed.
- d. Coordinate, plan, conduct, and staff the week-long CIT course for law enforcement in each selected jurisdiction. The training focuses on recognizing and responding to individuals in distress and increasing knowledge of the local provider system. CIT training focuses on recognizing signs and symptoms of mental illness and related disorders and using communication strategies to

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effectively de-escalate situations. The week-long training must also emphasize the importance of increasing law enforcement knowledge of the local provider system and the services available to support individuals in crisis. Training methodologies should include a mix of didactics, experiential exercises, and scenario training. All training materials need to be approved by OMH prior to the start of training.

- e. Crisis Intervention Team Train the Trainer Course (CIT TTT): Coordinate, plan, conduct, and staff the in-person **CIT Train the Trainer Course**. Another component of the CIT program is a three-day Train the Trainer course offered to jurisdictions that have either been through CIT training or local jurisdictions that have equivalent programs. The purpose of this course is to share the CIT curriculum and train both mental health and law enforcement trainers to deliver the training to their respective police departments. At least 1 (one) CIT Train the Trainer course will be conducted each year, for a total of 3 over the course of the contract.
- f. **Developing a statewide CIT conference or in-service day:** as needs become identified through the mapping, training, data collection, or the TA process, the awardee may develop a statewide CIT conference or in-service day for current and past CIT jurisdictions, as well as those considering starting a CIT program. This may be done virtually or in-person. This would occur up to one (1) time per year for the duration of the contract, for a total of up to 3 times during the contract period.

The awardee's fiscal responsibilities related to administering CIT programs include:

- Issuing payments to police departments who are reimbursed \$1500 for each officer that participates. Reimbursement is for up to 25 officers per class who complete the 40-hour CIT training. This would be a maximum of \$187,500 per year or \$562,500 over the contract period.
- Enrolling and paying consultants for curriculum development or review, training preparation and provision, and associated travel costs.
- Compensating contracted agencies or providers for programs outside of OMH curricula (e.g., Mental Health First Aid Public Safety, 911 Diversion).
- Printing or purchasing of necessary materials including but not limited to workbooks, manuals, or other required materials.

2. Additional In-Service Training Programs

In addition to the required components of the CIT program, the awardee will continue, support or develop enhancements to help improve or sustain efforts at crisis response system transformation in collaboration with or at the direction of OMH. These may include, but are not limited to, Mobile Access Program (MAP), 911 Diversion Training, CIT for Youth (CIT-Y), Mental Health First Aid Public Safety (MHFA-PS), development and delivery of training for non-law enforcement first responders, a statewide CIT conference or in-service day, and/or additional train-the

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trainer courses. The awardee will provide at least 12 additional systems transformation related trainings per calendar year. The implementation of these trainings will become identified through the mapping, training, data collection, and technical assistance inquiries in combination with the ability for jurisdictions to implement them.

- a. **911 Diversion Training:** Call-takers, dispatchers, and emergency communications professionals can play a vital role by connecting individuals to crisis lines and other behavioral health care services, rather than police services, and/or by providing CIT officers with the information needed for a safe, effective response. This 8-hour course of instruction is delivered virtually by the awardee and/or contracted consultants in two four-hour sessions conducted on consecutive days. The instruction prepares the 911 call-taker/emergency communications professionals to identify the possibility of the call being mental health related, utilize techniques to reduce the emotional level of the caller, and triage the call to dispatch appropriate services or complete a warm handoff to crisis services. If it is determined to dispatch CIT patrol officers, this training will assist in understanding what information should be gathered and relayed to the responding officer. Scenario-based training based on actual mental health related calls for service is also included to allow the attendees to practice the skills and provide further discussion. This will be provided in up to 3 jurisdictions per year for a total of up to 9 jurisdictions over the course of the three-year contract.
- b. **CIT for Youth (CIT-Y):** CIT-Y is a specialized youth-oriented in-service training for CIT-trained officers. The awardee is expected to develop a curriculum in collaboration with OMH for this training initiative, which has been identified as a specialized need. This training will be delivered in collaboration with the awardee, awardee consultants, and/or OMH Diversion Center staff. This will be provided in up to 6 jurisdictions per year for a total of up to 18 over the duration of the contract.
- c. **Mental Health First Aid Public Safety (MHFA-PS):** All of the law enforcement departments involved in the CIT initiative may opt to participate in Mental Health First Aid for Public Safety (MHFA-PS). In contrast to CIT training, which is a week-long intensive course designed for experienced officers, MHFA-PS is a day-long in-service program targeted to those who have not attended CIT training. The awardee will collaborate with OMH's Diversion Center to locate MHFA-PS trainers and facilitate scheduling of the training. The awardee will be responsible for compensating the trainers and training materials as necessary. This will be provided in up to 3 jurisdictions per year for a total of 9 jurisdictions over the course of the three-year contract.
- d. **Increasing the skills of non-police first responders:** As noted above, a key component of CIT program development is to transform the current crisis system so that law enforcement professionals are not the default first responders for people experiencing behavioral health crises. Interdisciplinary, consistent training

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will support both effective and safe interventions for the person experiencing crisis, their family, the responders and the community. Applicants should expand CIT initiatives by developing and piloting a curriculum for non-police first responders as needs become identified through the mapping, training, data collection, or technical assistance process. The target audience for this type of training can include but are not limited to Mobile Crisis Teams (including mental health professionals and certified peer supporters), Emergency Medical Services personnel, and others who may be part of non-police alternative response teams. Contracting with a subject matter expert(s) who provide(s) this type of training is also permissible. This in-person training will be provided in up to 3 jurisdictions per year for a total of up to 9 jurisdictions over the course of the three-year contract

- e. **Additional Train the Trainer (TTT) Courses:** As needs become identified through the mapping, training, data collection, or TA process, offering an additional TTT course to jurisdictions that have either been through CIT training or local jurisdictions that have equivalent programs. This will be offered up to one time in the calendar year for each year of the 3- year contract, for a total of up to 3 additional trainings.

The awardee's fiscal responsibilities related to administering these programs include:

- Enrolling and paying consultants for curriculum development or review, training preparation and provision, associated travel costs. Compensating contracted agencies or providers for programs outside of OMH curricula (e.g. MHFA- PS, 911 Diversion).
- Printing or purchasing of necessary materials including but not limited to workbooks, manuals, or other required materials.
- Paying for or securing training space for in-person courses or utilizing virtual training platforms for the courses.

Training Deliverables

Training Program	# of trainings per year	# of trainings over life of 3-year contract
Crisis Intervention Teams (CIT)		
Programs:		
CIT training for Awarded Sites	5	15
Annual CIT Kickoff	1	3
Systems Mapping Exercises	5	15
CIT Train the Trainer	1	3

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CIT Statewide Conference/In-Service Day	3	3
Additional In-Service Training Programs		
911 Diversion Training	3	9
CIT for Youth	6	18
Mental Health First Aid Public Safety	3	9
Increasing the skills of non-police first responders	3	9
Additional Train the Trainer (TTT) Courses:	1	3
Total	29	87

3. Systems Transformation Program Expansion:

Mobile Access Program (MAP) Collaboration: MAP is a telehealth project that equips law enforcement officers with iPads to connect persons in crisis to mental health support, evaluations, and referrals. Each participating law enforcement agency is paired with a local mental health provider, and the initiative delivers training, technical assistance, and ongoing support with program development. Expectations include evaluating utilization in various areas, and making adjustments as needed to maximize the effectiveness of the MAP service. In all these activities, the CIT and MAP initiatives are expected to continue working to transform crisis response systems, with the goal of ensuring that every mental health crisis is met with the quality mental health response. MAP is currently in 12 jurisdictions, and the awardee will be responsible for developing the program in up to five additional jurisdictions over the course of the three-year contract, for a total of up to 17 jurisdictions. The MAP selection process will be determined by mapping, training, data collection, and technical assistance inquiries in combination with the ability for jurisdictions to implement them.

The awardee will be responsible for maintaining the equipment, data service, and virtual health care platform license for current and newly added jurisdictions. The awardee will also be responsible for training new sites on the MAP equipment and process. The awardee will be responsible for collecting and sharing data on MAP usage with OMH's Diversion Center and BFERDA. Systems Transformation Program Expansion:

Training Program	# of sites per year	# of sites over the life of 3-year contract
Mobile Access Program (MAP)	5	15
Total		15

In addition, to the training responsibilities above, the awarded vendor(s) will be expected to meet the objectives and responsibilities below.

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1. Provide and support program evaluation and technical assistance to each locality to assist them in identifying appropriate data elements, how to collect and/or aggregate the data, and how to use the data to measure progress towards their program goals. Any data received from localities is to be shared with OMH's Diversion Center.
2. Awardee will conduct and participate in weekly conference calls with OMH's Diversion Center to provide updates for all programs and training planning, as well as other planning meetings as requested. Quarterly calls with BFERDA are also required.
3. Awardee will be required to provide quarterly and annual reports, and interim updates upon request.
4. OMH Providers are expected to ensure continuous quality improvement of services, including regular monitoring and evaluation of outcomes. To support these efforts, it is expected that providers have a quality, supervisory, operational and IT/data infrastructure to routinely self-monitor and ensure ongoing quality improvement of services, including analyzing utilization review findings and recommendations.
5. It is also expected that the awardee will routinely submit data to OMH's Diversion Center, including quality and program data. Data submission requirements and guidance will be provided by OMH.

5.3 Operating Funding

The available funding is in the amount of \$2,242,080. One award will be made in the amount of \$747,360.00 annually starting January 1, 2027, ending December 31, 2029.

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

Upon contract execution, payments will be made in the form of quarterly advances.

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 Population

- a. Detail your organization's experience with developing and providing CIT or CIT equivalent training to law enforcement and adjacent professionals related to

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responding to individuals experiencing a mental health crisis.

- b. Detail your organization's experience providing Sequential Intercept Mapping (SIM) or similar crisis system mapping.
- c. Describe approaches and/or best practices in determining how to engage, support or provide training and technical assistance, in relation to adjacent systems transformation work, the target population and their jurisdictions.

6.2 Program Description

- a. Describe your organization's experience providing training and technical assistance, including:
 - Familiarity with conducting and managing statewide training initiatives related to law enforcement and/or mental health;
 - Expertise in working with multiple training sites and in multiple modalities;
 - Working with diverse trainee populations from urban and rural settings with varying levels of education, experience, and expertise;
 - Describe your organization's experience with developing and providing trainings for law enforcement and adjacent professionals in the areas related to crisis intervention and the intersection of mental health and criminal justice/law enforcement.
- b. Provide an overview of your organization's vision and mission for the CIT program and system transformation work. This should include clear and concise vision and mission statements, key operating principles and values, and a brief program overview that describes in your organization's words how the CIT program will meet OMH's Diversion Center goal as stated in Section 1.1 of this RFP
- c. Identify and describe in detail the specific evidence-based model(s) of crisis intervention that will be used as the basis for this project and how your organization will ensure that training content remains current and aligned with the best available evidence or research. Describe why your organization has selected the model(s) and how it aligns with the delivery of the CIT program.
- d. Provide a comprehensive list of the specific crisis intervention knowledge, skills, and competencies your organization intends to teach through the overall CIT program contract/initiative. (Note that this list is intended only as a proposal; specific knowledge, skills, and competencies to be included in the contract deliverables will be established in collaboration with OMH's Diversion Center.)

6.3 Program Implementation

This section should describe an implementation plan that provides information relevant to your organization's ability to successfully administer the services of a statewide training and technical assistance program as outlined in this RFP.

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- a. Describe your organization's plan to coordinate and collaborate with other OMH training partners, as directed by OMH's Diversion Center. How will your organization interact the other OMH funded training partners as a part of operating the CIT program? What role, if any, will other training partners play as collaborators or sub-contractors? What efforts will be made to ensure that trainings and technical assistance made available through the CIT program are not duplicative of training resources available through other OMH funded training partners?
- b. Identify your organization's approach in delivering training for in-person, online, and web-based training.
- c. Describe your organization'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.
- d. Detail your organization's ability to provide each of the training components and satisfy Responsibilities and Objectives identified in Section 5.2. Specifically, your organization should address a plan with examples for how they will provide each of the following:
 - Crisis Intervention Training,
 - Developing and/or providing additional training to current CIT professionals
 - Organizational technical assistance to support implementation, and
 - Crisis Intervention adjacent training for other crisis adjacent professionals
 - Describe efforts to continue, support or develop enhancements to help improve or sustain efforts at adjacent crisis response system transformation
 - Strategies for collecting and analyzing data related to training and adjacent systems transformation efforts, as well as collaborating with OMH's Diversion Center/BFERDA related to data analysis.
 - Describe your organization's plan to develop new curricula and resources, including the revision of any existing materials, for in-person and online training requirements in response to an OMH's Diversion Center identified need throughout the contract period. Include an estimate for how many learners will obtain their CIT certification over the course of the complete contract as a result of participation in the CIT program. Provide a plan for how your organization will engage law enforcement agencies at an organizational level to maximize participation rates and minimize attrition in the CIT program, MAP Program, organizational technical assistance, and trainings for other providers. Include at least two examples of how your organization has successfully engaged providers in the past.
 - Provide information related to your organization's staffing plan for implementation of the Objectives & Responsibilities outlined in the RFP. Resumes are not

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required to be submitted with this proposal and will not be evaluated. 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.
- e. Describe the proposed CIT Program Director's minimum qualifications, how they meet or exceed the qualifications. Describe their responsibilities related to this RFP, how they intend to meet them, and how they intend to be accessible to OMH's Diversion Center.
- f. Provide information demonstrating your organization's staff qualifications to provide services as described by the RFP, and how they meet or exceed qualifications identified. Specifically:
- Project Assistant/Administrative Assistant, and
 - Additional staff and consultants, if any.
- g. Provide a proposed training strategy for educating and re-educating new and existing staff and consultants working on this project.
- h. Describe your organization's recruitment strategy for ensuring ideal staffing levels throughout the term of the contract and how they plan to retain staff and avoid turnover.
- i. Describe your organization's plans to allow for training and project staff availability for statewide in-person trainings.
- j. Provide information related to your organization's ability to comply with the reporting as detailed above. Specifically, your organization should:
- Describe your organization's ability to participate in weekly monitoring meetings;
 - Describe your organization's ability to track and provide quarterly and annual reporting as detailed above.
- k. Provide an overview of your organization's transition plan that ensures a complete and total transfer of all training files, reports, materials, and records necessary to perform the services at the termination of the contract

6.4 Agency Performance

- a. To objectively measure the impact of your CIT program, awardees must demonstrate a willingness and ability to work with OMH, the Diversion Center, and/or the Bureau of Forensic Evaluation Research and Data Analytics (BFERDA) on program oversight, training, data collection, and a minimum of a weekly conference call with OMH's Diversion Center for routine program monitoring and planning and a quarterly check-in meeting with BFERDA. Applicants should answer only one of the following questions, whichever applies to your organization:

If your organization has been previously funded by the Diversion Center, describe how you have been successful in collaborating with OMH, the Diversion Center, and/or BFERDA. Explain how you plan to improve or enhance your collaboration.

If your organization has not been previously funded by the Diversion Center, please describe how you have successfully collaborated with other state or local government grant providers in the past. This should include information on successful data collection and sharing methods.

6.5 Utilization Review, Reporting, and Quality Improvement

- a. Describe your organization's current or anticipated Continuous Quality Improvement (CQI) process, including how you expect to collect data that will measure how well your organization is achieving objectives. Specific program quality improvement activities should include:
 - Approaches and/or best practices in determining how to engage, support or provide training and technical assistance, in relation to adjacent systems transformation work the target population and their jurisdictions.
 - How training activities will be tracked, monitored, and completed within the established timelines. Please include methods for scheduling and coordinating training, and plans for attendance tracking, documentation of training delivery and methods for eliciting trainee satisfaction.
 - How data collection systems will be established to support quality improvement, outlining how your organization will utilize CQI data. Please include plans for collecting and using data to monitor and improve program performance.
 - How the organization will provide training and support to systems to ensure staff competencies and the process that supervisory staff will implement to identify problems and develop solutions.
 - Monthly, quarterly, and annual reporting to OMH's Diversion Center and maintaining a record of the program's provision of required deliverables.

6.6 Financial Assessment

- a. The proposal must include a 3-year Budget (Appendix B) \$747,360.00 is available annually. The indirect cost/administrative overhead rate is capped at the federal de minimis rate which as of October 1, 2024, is 15%. Providers must follow Consolidated Fiscal Report (CFR) Ratio-Value guidance which excludes equipment/property from the direct cost base. If your organization has a Federal Negotiated Indirect Cost Rate Agreement (NICRA), the proposal must include it, and OMH must utilize that rate as the indirect rate for the period it is active. Any travel costs included in the Budget must conform to U.S. General Services Administration rates for travel reimbursement. Applicants should list staff by position, full-time equivalent (FTE), and salary.
- b. Describe how your organization plans to manage the proposed program's operating budget. Please include the following:

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- detailed expense components that make up the total operating expenses;
- the calculation or logic that supports the budgeted value of each category; and,
- description of how salaries are adequate to attract and retain qualified employees.