



Older Adult Technical Assistance Center (OATAC)

Request for Proposals

Grant Procurements

(On-Line Submission Required)

Statewide Financial System (SFS) Identifier- MH263035

AUGUST 2026

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New York State Office of Mental Health

OLDER ADULT TECHNICAL ASSISTANCE CENTER (OATAC)

RFP#MH263035

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 on 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 Office of Mental Health (OMH) announces the availability of funds for an Older Adult Technical Assistance Center (OATAC) to support and improve the service delivery of geriatric service demonstration programs through the “Teams to Promote Aging in Place in OMH Supportive Housing (TPAP)” grant. These programs will create an interdisciplinary team of an OMH Supportive Housing case manager, a local office for the aging case manager, a homecare professional, and at least one paid peer professional who will collaborate with the OMH supportive housing residents to identify outstanding service and social needs, building a person-centered, holistic plan that is based on the older adult’s priorities and preferences for aging in place. The OMH supportive housing provider, as the lead applicant, will also partner with local community organizations to meet social determinants of health and social engagement needs.

The OATAC will be responsible for training and technical assistance focused on programmatic and fiscal strategies to support the planning, implementation, operation, and evaluation of the service demonstration programs as detailed in Section 5.2.

1.2 Target Population/Eligibility Criteria

The target population is older adults (aged 55 and older and those younger than 55 with complex medical conditions that necessitate homecare) whose engagement, independence, tenure, or survival in the community is in jeopardy due to lack of access to needed cross-system care coordination and navigation, homecare services, and resources to address social determinants of health and social engagement needs. “Teams to Promote Aging in Place in OMH Housing (TPAP)” will focus on OMH older adult supportive housing residents who have unmet and emerging needs that impede their ability to age in place in OMH supportive housing based on the grantee’s analysis of community needs and population data. The goal of the program is to promote community inclusion and integration.

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 contacting 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

New York State Office of Mental Health

44 Holland Avenue, 7th Floor Albany,
NY 12229

OMHLocalProcurement@omh.ny.gov

2.2 Key Events/Timeline

RFP Release Date	08/27/2026
Questions Due	09/17/2026
Questions and Answers Posted on Website	10/08/2026
Proposals Due by 2:00 PM EST*	10/29/2026
Anticipated Award Notification	12/10/2026
Anticipated Contract Start Date	07/01/2027

*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 on 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

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

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

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 "Older Adult Technical Assistance Center" 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 for completeness and verify that all eligibility criteria have been met. Additionally, during the proposal evaluation process, evaluators will review eligibility criteria and confirm that all criteria has been met. During the course of either of these reviews, 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 Section 2.4; or
- Proposals that do not comply with bid submission and/or required format instructions as specified in Section 2.9; or
- Proposals from eligible not-for-profit applicants who have not completed Vendor Prequalification, as described in Section 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 ten (10) 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 Statewide Financial System (SFS) , and all not-for-profit agencies must be prequalified prior to proposal submission.

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 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 forgot your username, please contact the SFS Help Desk at (855) 233-8363 or at Helpdesk@sfs.ny.gov. If you forgot 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.

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- 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 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 five (5) business days from 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 not-for-profits 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 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, use only letters. 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 on grants management functionality is currently available on SFS Coach:

- 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.
- 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 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 that are deemed non-responsive or do not meet the minimum requirements of the RFP, 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 purpose 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;

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- Prior to the bid opening, direct applicants 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 applicant responsible, 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 proposal within 15 calendar days of the OMH dated letter. OMH will not offer debriefing to providers who receive an award. OMH will not offer ranking, statistical, or cost information of other proposals until after the NYS Office of the State Comptroller has approved all awards under this RFP. Written debriefing requests may be sent to the Designated Contact, as defined in Section 2.1.

3.3 Protests Related to the Solicitation Process

Protests based on errors or omissions in the solicitation process, which are or should have been apparent prior to the deadline for receipt of all written questions for this RFP, must be filed prior to the deadline for questions. In the event an applicant files a timely protest based on error or omission in the solicitation process, the Commissioner of OMH or their designee will review such protest and may, as appropriate, issue a written response or addendum to the RFP to be posted on the OMH website in the RFP section. Protests of an award, non-award or disqualification decision must be filed within ten (10) 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

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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, MD.
44 Holland Ave
Albany, NY 12229

3.4 Term of Contracts

The contracts awarded in response to this RFP will be for a five-year term. OMH reserves the right to modify the first period of the contract to coincide with the applicable fiscal period. For New York City contracts, the fiscal period is July 1 through June 30 of each year. Selected applicants awarded a contract under this RFP will be required to adhere to all terms and conditions in OMH's Contract for Grants.

3.5 Minority and Women Owned Business Enterprises

OMH recognizes its obligation to promote opportunities for maximum feasible 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 (MWBE), 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

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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.

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 NYS 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.

Each award recipient must document its good faith efforts to provide meaningful opportunities for participation by SDVOBs 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 SDVOB documentation. To provide meaningful participation by SDVOBs, the Applicant/Contractor will reference the directory of NYS Certified SDVOBs found at <https://ogs.ny.gov/Veterans>. Following any resulting Contract execution, the Contractor is 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.

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, 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.

Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility, and/or a breach of 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 certification may not be considered for award. 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 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 certification may not be considered for award. 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 nor 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

In order to be responsive to this solicitation a bid 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 FOIL proprietary status.

3.13 NYS and OMH Policies

The applicant/contractor must agree to comply with all applicable NYS 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.

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

Technical Evaluation	Points
6.1 Qualifications	25
6.2 Content Areas	25
6.3 Technical Assistance and Reporting	20
6.4 Diversity, Equity and Inclusion and Peer Support Language	10
6.5 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 ten (10) business days of the proposal due date.

Proposals will be conducted in two parts: (1) Technical Evaluation and (2) 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 Section 6.2 Content Areas of the Proposal Narrative will be ranked higher.

4.3 Process for Awarding Contracts

4.4 Initial Awards and Allocations

Proposals will be ranked and one award made to the applicant with the highest score to assume the operation of the Older Adult Technical Assistance Center.

4.5 Contract Termination and Reassignment

There are a number of factors that may result in the contract being reassigned. This includes but is not limited to failure to meet start-up milestones, not meeting contract deliverables, or poor performance outcomes. A contractor will be provided with 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.

4.6 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 Geriatric Mental Health Act called for the Office of Mental Health (OMH) to establish a geriatric service demonstration program to provide grants to providers of mental health care for older adults. Administered by OMH and in consultation with the Office for the Aging (OFA) and the Office for Addiction Services and Supports (OASAS), the program may award grants in the areas of community integration, improved quality of treatment, integration of services, workforce, family support, finance, specialized populations, information clearinghouse, and staff training. Established through Section 7.41 of the Mental Hygiene Law, the Geriatric Service Demonstration projects are developed to support older adults in NYS with services that address unmet behavioral health, physical health, and social support needs.

Geriatric Service Demonstration Project: “Teams to Promote Aging in Place in OMH Supportive Housing (TPAP)”, the sixth round of the Geriatric Service Demonstration projects, focuses on residents living in OMH supportive housing. Projects will focus on underserved communities in both rural and non-rural locations and provide cross-system care coordination and navigation, homecare services, and connection to resources for social determinants of health and social engagement needs to older adults aged 55 years and older, and residents younger than 55 years who have complex medical needs that necessitate homecare. The TPAP Geriatric Service Demonstration Project grantees will work to promote equity and improve access to aging services, mental health and substance use/gambling peer support services, social determinants of health and social engagement resources, improve health outcomes, and reduce disparities experienced by racial and ethnic minorities, LGBTQ+, disabled and disadvantaged older adults by providing services and supports to age in place in OMH supportive housing, the communities of their choice. (See “Teams to Promote Aging in Place in OMH Supportive Housing (TPAP)” RFP released concurrently with this RFP.)

Older Adult Technical Assistance Center:

Section 7.41 of the Mental Hygiene Law also calls for OMH to establish an Older Adult Technical Assistance Center (OATAC) to support the implementation of the “Teams to Promote Aging in Place in OMH Supportive Housing (TPAP)” through the provision of programmatic, evaluation, and fiscal technical assistance to help ensure quality of care, positive outcomes, facilitate cross-disciplinary training, share best practices, and enhance the potential for program sustainability when the 5 year grant concludes.

This RFP invites eligible applicants to submit proposals for the establishment of an Older Adult Technical Assistance Center to provide continued support to the “Teams to Promote Aging in Place in OMH Supportive Housing” projects for the five years of the project term.

5.2 Objectives and Responsibilities

The awarded vendor(s) 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.

- A. Programs will be required to maintain accurate reporting and case records according to Regulation and Program Guidance. A unique CFR Program Reporting Code has been created for tracking these funds; funding will be reported under code 1760. The Older Adult Technical Assistance Center (OATAC) will assist the TPAP grantees with the process of program implementation to include initial planning and program installation, sharing of cross-disciplinary training and best practices, evaluation, and planning for program sustainability.
- The OATAC will provide cross disciplinary technical assistance to include staff trainings on clinical and programmatic best practices; training and consultation on developing and maintaining collaborative relationships within the interdisciplinary teams assigned to each OMH supportive housing provider, and with community providers engaged in meeting social determinants of health and social engagement needs; guidance and assistance on developing fiscal practices to include billing and sustainability strategies for behavioral health and aging services that are specific to NYS and to behavioral health service providers; and the uses of ongoing program evaluation in quality improvement.
 - OATAC will be required to collaborate with subject matter experts at the NYS Office of Mental Health (OMH) and the NYS Office of Addiction Services and Supports (OASAS) to provide statewide technical assistance to grantees on appropriate use and support of hired mental health and substance use/gambling peers. The OATAC will participate in regular meetings and as needed consultations with OMH, OASAS and the TPAP grantees to provide technical assistance in the recruiting, supervising, and training of peer professionals. The OATAC and subject matter experts will provide resources, technical assistance, and consultation on cross training between mental health and substance use/gambling peer professionals to clarify and protect the integrity of the peer professional roles within the interdisciplinary teams serving residents in OMH supportive housing sites.
 - In addition to supporting grantees the OATAC will support community behavioral health providers serving older adults *throughout* NYS, including rural areas. This will include periodic technical assistance sessions and assisting in the development and dissemination of best practice guidelines and resources. The OATAC must have the ability and skill to offer broad-based resources and training to support the development and provision of services to meet the needs of the population to be served. This will be offered through face-to-face training, distance learning, webinars, coaching calls, and individualized consultation to grantees on both a regular schedule (at least once per month), and on an as needed basis.
 - OATAC will also coordinate and co-facilitate with OMH annually an in-person project site visit for each grantee and convene annual in-person learning

collaboratives with all grantees over the course of the 5-year grant period in Albany, NY (or other identified and agreed upon setting) that will involve travel for 3-6 staff.

- OATAC will be required to respond to consultation needs or requests throughout the contract period in a timely, flexible, and targeted way.
- TAC will demonstrate the abilities, skills, and resources to offer training on the needs, cultural considerations, diversity, and service access of the target population, and subgroups within the target population, based on program's community data.

5.3 Operating Funding

One award will be made in the amount of \$200,000 annually for five (5) years for a total of \$1,000,000.

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 on 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) may 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 Qualifications

- a. Describe your experience in providing programmatic and fiscal technical assistance related to the coordination of behavioral health and aging services to the target population, including the following:
 - A staffing plan depicting the role of each staff and/or consultant;
 - The qualifications and competencies of staff;
 - Experience with similar projects and populations; and
 - Contracts/agreements with experts in content areas that they believe are critical for successful initial planning and program installation, facilitation of cross-disciplinary training and sharing of best practices, sustainability, and outcome evaluation and analysis. Include descriptions of prior collaborations, if any, with such experts.

- Experience of recruiting training, and supervising peer professionals within the scope of the work that includes the values and principles of each discipline. This can include mental health and/or substance use/gambling peers, volunteers, advisory boards, etc.

6.2 Content Areas

- a. Describe your expertise in understanding the developmental stages and culture of the older adult population, including needs, challenges, strengths, stigma, and cultural prejudices around aging.
- b. Describe your expertise in identifying and addressing ageism, and understanding of the strengths, wisdom, and potential for older adults to participate meaningfully in their community.
- c. Describe your knowledge and experience working with OMH housing programs, with special attention to fully community-integrated permanent OMH supportive housing.
- d. Describe your knowledge and experience working with homecare and medical providers and assessing functional needs of older adults living with serious mental illness.
- e. Describe your expertise in screening and assessment to identify mental health and substance use disorder impacts on daily functioning, loneliness, isolation, and aging specific service needs in the older adult population.
- f. Describe your expertise in screening and assessment to identify and address environmental safety risks such as hoarding and fall prevention.
- g. Describe your expertise in understanding and assessing the specific needs of cultural and ethnic minorities and disabled populations in unserved or underserved communities, to include a plan to assist programs to develop community outreach and improve access to services and natural supports.
- h. Describe your ability to provide technical assistance in culturally appropriate and evidence-based treatment practices to meet behavioral health and aging services needs.
- i. Describe your expertise to provide training on any potential impacts of healthcare policy and reform at both federal and state levels, with special attention to the minimum needs eligibility requirement established for those newly seeking Medicaid personal care services, consumer directed personal assistance services (CDPAS), and managed long term care plan enrollment.
- j. Describe your ability and skill to provide technical assistance for the most effective and efficient use of technological resources, including the most current regulatory requirements around the use of technology, to provide services.
- k. Describe your knowledge, ability, skills, and resources to provide training and consultation in evidence-based and promising treatment practices, through direct provision, the use of relevant training, and/or recognized experts in the field.
- l. Describe your knowledge and skills in providing training and programmatic technical assistance that is grounded in initial planning and program installation,

sharing of cross-disciplinary training and best practices, evaluation, and planning for program sustainability.

- m. Describe the framework of training in program process evaluation and program monitoring, including initial planning and program installation, full implementation, sustainability, and outcome evaluation and analysis.
- n. Describe your ability and skill to support, assist, and problem solve with grantees and OMH in data collection and reporting, the effective use of data for individual program evaluation, and quality improvement and overall project evaluation.

6.3 Technical Assistance and Reporting

- a. Describe how you will provide technical assistance, including documentation and reporting, in the following:
 - Your specific planned approach to providing technical assistance, including how you will utilize in-person site visits and learning collaborative meetings, webinars, and conference calls, to facilitate training related to the implementation of TPAP.
 - How you will help programs assess their TPAP interdisciplinary teams and community partners to determine their specific technical assistance needs.
 - Your capacity to provide consultations on both a project-wide basis and to address requests for individual program consultation.
 - Your plan to engage and partner with OMH and OASAS to provide statewide consultation and technical assistance to the grantees on the hiring, training, supervision and appropriate use of mental health and substance use/gambling peers.
 - Any other means you will use to provide technical assistance to meet identified targeted needs throughout the course of the contract.

6.4 Diversity, Equity, Inclusion and Recipient Input

This section describes the commitment of the applicant to advancing equity. OMH is committed to the reduction of disparities in access, quality, and treatment outcomes for historically marginalized populations, as well as elevating the voice of individuals with lived experience throughout the system.

Commitment to Equity and the Reduction of Disparities in Access, Quality, and Treatment Outcomes for Marginalized Populations

- a. Provide a mission statement for this project that includes information about the intent to serve older adults in a culturally responsive, trauma-informed way.
- b. Describe the organization's committees/work groups that focus on reducing disparities in access, quality, and treatment outcomes for historically marginalized populations (diversity, inclusion, equity, cultural/linguistic competence, etc.).
- c. Describe the organization's committees/work groups that focus on incorporating participants of services into the agency's governance. Note: it is important to describe how membership of any such committee/work group includes people aged 55 and older with behavioral health issues.

- d. Describe the applicant agency's efforts to recruit, hire, and retain staff who are 55 and older, and staff with lived experience with mental health, SUD, and/or receiving behavioral health services.

Language Access

- e. Describe efforts to provide technical assistance that will meet the language access needs of the clients served by this project (limited English proficient, Deaf/ASL, etc.). This technical assistance should include resources that will address the use of data to identify the most prevalent language access needs, availability of direct care staff who speak the most prevalent languages, and the provision of best practice approaches to provide language access services (i.e., phone or video interpretation). Also, include information about technical assistance efforts to ensure all staff with direct contact with clients are knowledgeable about using these resources. Additionally, provide information about the technical assistance plan to ensure grantees use documents and forms in the languages of the most prevalent cultural groups of its service users (consent forms, releases of information, medication information, rights, grievances procedures, etc.). This section should also include information related to addressing other language accessibility needs (Braille, limited reading skills, etc.); service descriptions, and promotional material.

Recovery Values

- f. Describe the agency's definition of recovery and how the program supports the individual in achieving full recovery from SMI and/or SUD. Describe how new and existing staff are trained in recovery-oriented practices

Collaboration with Diverse Community-Based Stakeholders/Organizations

For this project, describe proposed efforts to partner, collaborate with and include diverse, culturally relevant community partners in service provision in the gathering of stakeholder input in the provision of technical assistance. This includes information about subcontracting entities (if applicable) and other efforts to ensure government resources reach organizations and populations that are historically economically marginalized, including those that are peer run.

6.5 Financial Assessment

- a. The proposal must include a 5-year Budget (Appendix B). \$200,000 is available annually. The indirect cost/administrative overhead rate is capped at 15%. Providers must follow Consolidated Fiscal Report (CFR) Ratio-Value guidance which excludes equipment/property from the direct cost base. Federal Negotiated Indirect Cost Rate Agreements (NICRA) are not allowable. Any travel costs included in the Budget must conform to [New York State rates](#) for travel reimbursement. Applicants should list staff by position, full-time equivalent (FTE), and salary.
- b. Describe how your agency will manage the proposed program 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.