



Office of Mental Health

Q & A List for Technical Assistance Center for Children's Behavioral Health Providers

1. Does an educational Institution registered with SED have to pre-qualify?

A. All applicants must preregister in SFS. Please see sections 2.8 & 2.9 in the RFP for details on getting preregistered in SFS

2. Is the Research Foundation for SUNY registered with NY Statewide Financial Service?

A. Please see sections 2.8 & 2.9 in the RFP for details on getting preregistered in SFS. It does not appear that the Research Foundation for SUNY is registered in SFS.

3. Can two institutions partner as PIs for the grant?

A. Two institutions can partner and apply for this RFP. The applicant must be able to clearly describe how both institutions will work together to meet the deliverables of the grant in their proposal.

4. For budgetary and staffing purposes, can OMH provide guidance as to the number of Evidence-Based Practices the Applicant will be expected to implement annually and over the course of the 5-year contract?

A. The number for implementation of Evidence-Based Practices for implementation is likely to change year over year. It is expected that the awardee continues ongoing implementation of previously implemented EBPs while implementing new EBPs. Selected new EBPs may have very broad or very targeted application, i.e., not all implementation efforts are expected to require the same budget or staffing. The range of new EBPs per year is estimated to be between two and five, but may change through the course of the contract.

5. For budgetary and staffing purposes, can OMH provide guidance as to the number of Community-Defined Practices the Applicant will be expected to implement annually and over the course of the 5-year contract?

A. The number for implementation of Community-Defined Practices for implementation is likely to change year over year. It is expected that there will be planning required with communities to understand the scope and scale of implementation. Given the nature of Community-Defined Practices being specific to communities, it is possible that after planning, it will be more effective to support a number of CDPs at the community level rather than a smaller number at the State level.

6. Are there specific numbers of practitioner or program requirements for each Evidence-Based Practice/Community-Defined Practice rollout?

A. Each training cohort will have a pre-determined slot capacity and will involve an application process targeting identified NYS children's behavioral health providers. Implementation of trainings will follow established proprietary model requirements.

7. Section 2.7 (page 7) in the RFP references "Vendor Prequalification, as described in 2.10" and Section 4.2 (page 19) notes that "a complete proposal shall include all required components as described in Section 2.10." Additionally, Section 3.10 (page 18) notes that "a detailed description of this format and content requirements is presented in Section 2.11 of this RFP." Sections 2.10 and 2.11 do not appear to be present in the RFP. Please clarify.

A. Please refer to Sections 2.8 and 2.9 for Vendor Prequalification and format/content requirements within SFS, reference to sections 2.10 and 2.11 were mistakenly carried over from our former Grants Gateway system.

8. Section 6.6 of the RFP Diversity, Equity and Inclusion (DEI) and Persons with Lived Experience is allocated 10 points in the proposal scoring. The section is largely oriented to DEI activities and actions of behavioral health agencies working directly with individuals and families. Yet, the project is a training and technical assistance center that will not directly provide behavioral health services to individuals and families, and an applicant can be an academic institution and not a direct service provider. CLAS standards that would guide a DEI plan, for example, are focused on healthcare organizations, not educational and/or academic organizations. The target populations for the project are behavioral health agencies and the behavioral health workforce, not behavioral health service users. Will OMH revise any of the question to address this misalignment? If an Applicant indicates in its answers that certain questions are not applicable as asked, will the Applicant lose points in the proposal evaluation?

A. There was a mistake while inputting the RFP into SFS and because of this we ask that you answer the questions in the Diversity, Equity and Inclusion and Persons with Lived Experience Section 6.6 based off of the questions found in the RFP document located: <https://omh.ny.gov/omhweb/rfp/2023/ctac/index.html>.

These are required standard questions on all OMH procurements. Please reply to the best of your ability based on the nature and scope of this RFP and given the targeted audience to receive the training and technical assistance offered under this grant.

9. RFP Section 6.6.d. requires that the applicant "provide the diversity, inclusion, equity, cultural and linguistic competence plan for this program (as outlined in the National CLAS

Standards).” The CLAS Standards are formulated to guide healthcare providers. As an academic institution proposing to operate a training and technical assistance center that works with the behavioral health workforce, rather than directly with clients, we don’t understand how we can develop a CLAS-informed DEI Plan for the domains listed in the RFP. Can you advise?

- A. There was a mistake while inputting the RFP into SFS and because of this we ask that you answer the questions in the Diversity, Equity and Inclusion and Persons with Lived Experience Section 6.6 based off of the questions found in the RFP document located: <https://omh.ny.gov/omhweb/rfp/2023/ctac/index.html>

These are required standard questions on all OMH procurements. Please reply to the best of your ability based on the nature and scope of this RFP and given the targeted audience to receive the training and technical assistance offered under this grant.

10. The language in the SFS portal and the language in the published RFP differ on Section 6.6.h. The portal version references the “availability of direct care staff who speak the most prevalent languages” and states “Also, include information about efforts to ensure all staff with direct contact with clients are knowledgeable about using these resources”, while the published RFP does not. Which version of the question should we use to formulate our response? Since this project does not employ direct care staff and the Applicant doesn’t have resources to address the challenge of serving populations with limited English proficiency, how is this question relevant to applicants?

- A. There was a mistake while inputting the RFP into SFS and because of this we ask that you answer the questions in the Diversity, Equity and Inclusion and Persons with Lived Experience Section 6.6 based off of the questions found in the RFP document located: <https://omh.ny.gov/omhweb/rfp/2023/ctac/index.html>.

These are required standard questions on all OMH procurements. Please reply to the best of your ability based on the nature and scope of this RFP and given the targeted audience to receive the training and technical assistance offered under this grant.

11. Section 6.6.f. asks the applicant to “Describe the organization's committees/workgroups that focus on incorporating participants of services into the agency's governance... [including] people with lived experience and representatives from the most prevalent cultural groups to be served in this project.” As a training and technical assistance center, the Applicant will work with behavioral health agencies and the behavioral health workforce, but not directly with service participants. Is this section referencing members of the provider population that make up our target audience, or the clients they serve?

- A. There was a mistake while inputting the RFP into SFS and because of this we ask that you answer the questions in the Diversity, Equity and Inclusion and Persons with Lived Experience Section 6.6 based off of the questions found in the RFP document located: <https://omh.ny.gov/omhweb/rfp/2023/ctac/index.html>

These are required standard questions on all OMH procurements. Please reply to the best of your ability based on the nature and scope of this RFP and given the targeted audience to receive the training and technical assistance offered under this grant.

12. Section 6.6.g. asks the applicant to “Describe program efforts to recruit, hire and retain staff: a) from the most prevalent cultural group of service users, and b) with lived experience with mental health and receiving mental health services.” As a training and technical assistance center, the Applicant has a workforce with expertise in professional learning and technical assistance. Does the question refer to the Applicant’s staff or the behavioral health workforce and agencies we will work with if selected?

A. There was a mistake while inputting the RFP into SFS and because of this we ask that you answer the questions in the Diversity, Equity and Inclusion and Persons with Lived Experience Section 6.6 based off of the questions found in the RFP document located: <https://omh.ny.gov/omhweb/rfp/2023/ctac/index.html>

These are required standard questions on all OMH procurements. Please reply to the best of your ability based on the nature and scope of this RFP and given the targeted audience to receive the training and technical assistance offered under this grant.

13. Section 6.6.h. asks the applicant to “Describe efforts to meet the language access needs of the clients served by this project” and references “the use of data to identify the most prevalent language access needs, availability of direct care staff who speak the most prevalent languages... efforts to ensure all staff with direct contact with clients are knowledgeable... [and] documents and forms [are provided] in the languages of the most prevalent cultural groups of its service users.” As a training and technical assistance center, the Applicant will work with the behavioral health workforce, and not directly with service participants. Is this section referencing behavioral health workforce members, or the clients they serve?

A. There was a mistake while inputting the RFP into SFS and because of this we ask that you answer the questions in the Diversity, Equity and Inclusion and Persons with Lived Experience Section 6.6 based off of the questions found in the RFP document located: <https://omh.ny.gov/omhweb/rfp/2023/ctac/index.html>.

These are required standard questions on all OMH procurements. Please reply to the best of your ability based on the nature and scope of this RFP and given the targeted audience to receive the training and technical assistance offered under this grant.

14. We understand that an Applicant can answer a question in the portal “box” under the question in 2000 characters OR upload an attachment with a longer answer for each question. Are there any character/word/page limits on the length of attachments that are responsive to the questions in the portal? Are there any format specifications, such as margins, font size, etc.? Can we include a chart, curriculum description or other additional material as an appendix to an answer that is uploaded as an attachment?

A. There are no character limits or other restrictions to attachments in SFS.

15. Are letters of support/commitment accepted and if so, where should they be uploaded?

A. Letters of support were not required for this RFP. The RFP was not built in SFS to accept letters of support ad hoc.

16. Are additional appendices and any other required documents (other than those already identified in the portal) accepted and if so, where should they be uploaded?

A. Additional appendices are accepted. They can be uploaded in response to bid factors. The required documents that are listed in the attachments section in SFS are the only required documents.

17. Please confirm that no letter of intent is required for this project.

A. No letter of intent is required for this project.

18. The MWBE requirements do not specify a percentage for MWBE participation. Are there minimum required goals for MWBE participation?

A. There are no minimum MWBE goals.

19. The scope of work does not specify any transition activities at the end of the period of performance. Does the State expect that the awardee will transition the operation of the LMS to the State or a subsequent contractor, and are any other transition or knowledge transfer activities expected?

A. There will be transition and knowledge transfer activities required under this grant. Required transition activities will be collaborated on and finalized between the State and the awardee.

20. If we are already registered with the New York State SFS, are we automatically prequalified, or is there an additional layer of prequalification required?

A. There is an additional layer of prequalification in SFS other than just being registered. Please see sections 2.8 & 2.9 of the RFP for details.

21. Can OMH provide a sample Master Grant Contract for review prior to award?

A. This is located on our website:
<https://omh.ny.gov/omhweb/resources/providers/directcontract/>

22. Is there an established overall Minority and Women Owned Business Enterprises goal?

A. There are no minimum MWBE goals.

23. What is the expected number of simultaneous and total users of the LMS?

- A. The LMS must be able to accommodate all NYS children’s behavioral health providers and practitioners therein. Registered users should have the capacity to access trainings on an ongoing basis.

24. Does the State have any hosting or technical performance requirements or Service Level Agreements related to the LMS?

- A. Trainings will be expected to be offered both in synchronous and asynchronous forms. The State will work closely with the awardee to discuss expectations for the LMS. Training

25. In regard to 5.1 section on awarding CEUs, can OMH provide the list of regulatory agencies required to be partnered with and if these agencies already have an established relationship with OMH?

- A. The awardee must have the capacity to locate and secure a variety of CEs for multiple practitioner types from CE-issuing entities. At minimum, the awardee must be able to offer CEUs for the most common LPHAs in the children’s behavioral health system, with the exception of CMEs.

26. What is the submission process for the final proposal? Is it one pdf file containing the proposal narrative, 5-year budget, and budget narrative that is submitted to the Issuing Officer's email address? Or is this submitted through an online portal and if so, which portal?

- A. This will be submitted through SFS. Section 2 in the RFP details how to go about submission in SFS.

27. Other than the Proposal Narrative, Budget (Appendix B), and Budget Narrative (Appendix B1), are there any other forms required for this submission?

- A. The required forms are the providers contact form and the sexual harassment prevention certification form. Both can be found in the attachments section in SFS.

28. Could you provide specific details (ex: degree requirements, years of experience) related to “qualified and knowledgeable in the areas of children's mental health and substance use”?

- A. The applicant must have experience in and understand children’s mental health and substance use issues to be able to identify and offer relevant trainings to NYS children’s behavioral health providers. This can include research, training, education, and/or direct service provision.

29. What (if any) are the staffing qualifications OMH is looking for as it relates to staffing the training the technical assistance center?

- A. Similar to the response to question 28, individuals managing and directing the grant should be qualified and knowledgeable in the areas of children's mental health and substance use, along with adult education and effective provision of training and technical assistance.

30. Section 6.7 states that Federal Negotiated Indirect Cost Rate Agreements (NIRCA) are not allowed. Would the awarded party be allowed to use pre-negotiated NYS Office of General Services (OGS) contract rates?

A. OMH limits Admin and overhead/indirect costs to no more than 15%.

31. Is there a specific template that should be used when submitting the proposed budget? (Appendix B) or the Budget Narrative (Appendix B1)?

A. You can find these uploaded in the attachments section of SFS for this opportunity.