



NYS Trauma-Informed Network and Resource Center

Request for Proposals

Grant Procurements

(On-Line Submission Required)

September 2022

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1. Introduction and Background

1.1 Purpose of the Request for Proposal

The New York State (NYS) Office of Mental Health (OMH) announces the availability of funds for the New York State Trauma-Informed Network (NYS TIN) and for the expansion to create the NYS Trauma-Informed Network and Resource Center (NYS TINRC).

Over the past forty years, there has been growing awareness of the impact of trauma and toxic stress on the lives of individuals and families and the importance of taking a trauma-informed approach to service delivery to promote resiliency, recovery, and healing.

In July 2014, the U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA) issued the report, "SAMHSA's Concept of Trauma and Guidance for a Trauma-Informed Approach," which highlighted the importance of recognizing the impact of trauma on individuals and communities and using a comprehensive approach for addressing trauma.

The report included the following definition of trauma which is now widely used as a foundation for education:

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

In addition, the report provided a framework for developing a trauma-informed approach that can be used across sectors and systems and recognized that addressing trauma requires:

"...a multi-pronged, multi-agency public health approach inclusive of public education and awareness, prevention and early identification, and effective trauma-specific assessment and treatment. In order to maximize the impact of these efforts, they need to be provided in an organizational or community context that is trauma-informed, that is, based on the knowledge and understanding."

The SAMHSA framework identifies the key assumptions, principles, and domains of developing a trauma-informed approach and has been used as a foundation for developing organizational assessment tools, action plans, training, and services in organizations and communities.

Great work is underway across New York State to address trauma and develop trauma-informed approaches. Aligning with the framework set out in the SAMHSA report, many individuals, organizations, and communities in NYS have been collaborating within and across service systems to move

toward implementing and integrating trauma-informed practices. These individuals, organizations, and communities are the champions of trauma-informed practices. Their efforts include forming community-wide task forces and coalitions, raising awareness through training, consultation, and coaching to promote practice change, and supporting the implementation of trauma-specific treatment.

In 2018, OMH provided funding to develop the NYS Trauma-Informed Network (TIN). The original goal of NYS TIN was to advance an understanding of trauma, the use of trauma-informed principles across sectors, and the availability of trauma-informed care throughout NYS. This goal has been accomplished through fostering collaboration, creating networking opportunities, serving as a clearinghouse for resources and training, and providing support and technical assistance for organizations that seek to implement trauma-informed principles within their structure and practice. NYS TIN provides a formal mechanism to connect trauma-informed leaders and practitioners across NYS and supports their ability to collaborate, leverage successful strategies, and learn from each other.

The value of a trauma-informed approach has increased as organizations recognize the stressful and traumatic impact of the COVID-19 pandemic, racism, and violence in our communities. NYS TIN is an important resource for supporting the adoption of trauma-informed principles throughout NYS and responding to traumatic events that affect individuals and communities.

This funding is intended to enhance and expand the NYS TIN. It is expected that this funding will support capacity development for a resource center that will advance the understanding of trauma, the use of trauma-informed principles, and the availability of trauma-informed care throughout NYS. One award will be made in an amount of up to \$9.5 million for a five-year contract. Annual funding for each of the five years will be up to \$1.9 million, depending upon the availability of appropriations.

1.2 Target Population/Eligibility Criteria

This RFP requests an entity to operate the NYS TIN in New York State and enhance and expand its capabilities to function as a resource center (i.e., TINRC). The selected entity will be expected to: 1) promote the NYS TINRC throughout NYS; 2) provide ongoing support to agencies and organizations already implementing trauma-informed practices; and 3) expand training and support to new agencies and organizations, especially those serving ethnographically diverse populations.

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 2
New York State Office of Mental Health
Contracts and Claims
44 Holland Avenue, 7th Floor
Albany, NY 12229
carol.swiderski@omh.ny.gov

2.2 Letter of Intent

Agencies interested in responding to this Request for Proposal **must** submit a Letter of Intent to Bid to the OMH Issuing Officer by 10/20/22. The Letter of Intent to Bid shall be non-binding.

Please email the letter of intent to the Mailbox indicated below:

OMHLocalProcurement@omh.ny.gov

Put in the Subject Line “LOI for NYS Trauma Informed Network and Resource Center”.

2.3 Key Events/Timeline

RFP Release Date	9/14/2022
Questions Due	9/28/2022
Questions and Answers Posted on Website	10/13/2022
Letter of Intent to Bid Due	10/20/2022
Proposals Due by 1:00 PM EST	10/26/2022
Anticipated Award Notification	11/21/2022
Anticipated Contract Start Date	1/1/2023

2.4 Disposition of Proposals

All proposals received by the due date become the property of OMH and shall not be returned. Any proposals received after the due date will be returned to the applicant unopened.

2.5 Eligible Agencies

Eligible applicants are not-for-profit agencies with 501(c)(3) incorporation operating in New York State that have demonstrated experience providing information and training around trauma and trauma-informed practices and providing support for the implementation of trauma-informed practices in organizations and/or communities.

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.

2.6 RFP Questions and Clarifications

All questions or requests for clarification concerning the RFP shall be submitted in writing to NYS Office of Mental Health by email to OMHLocalProcurement@omh.ny.gov by 4:00 PM EST on the “Questions Due” date indicated in section 2.3 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 put “Questions for NYS Trauma Informed Network and Resource Center RFP” in Subject line.

The questions and official answers will be posted on the OMH website by 10/13/2022.

2.7 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, the Grants Gateway and the NYS Contract Reporter.

It is the applicant’s responsibility to periodically review the OMH website, the NYS Contract Reporter and Grants Gateway to learn of revisions or addendums to this RFP. No other notification will be given.

2.8 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 2.5; or
- Proposals that do not comply with bid submission and/or required format instructions as specified in 2.10 or
- Proposals from eligible not-for-profit applicants who have not completed Vendor Prequalification, as described in 2.9, by the proposal due date of 1:00 PM EST on 10/26/2022.

2.9 Grants Gateway 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 register in the [Grants Gateway](#) and complete the Vendor Prequalification process 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 1:00 PM EST on 10/26/2022 cannot be evaluated; therefore, such proposals will be disqualified from further consideration.

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.

2.10 Instructions for Bid Submission and Required Format

Each proposal submission through the Grants Gateway is required to contain:

- Operating Budget (Appendix B)
- Budget Narrative (Appendix B1)

All applicants must be registered with the New York State Grants Gateway System (GGS) and all Not-for-Profit agencies must be prequalified prior to proposal submission.

If you are not already registered:

Registration forms are available at the GGS website:
<https://grantsmanagement.ny.gov/register-your-organization>

Include your SFS Vendor ID on the form; if you are a new vendor and do not have a SFS Vendor ID, include a Substitute for W-9 with your signed, notarized registration (also available from the website).

All registration must include an Organization Chart in order to be processed. When you receive your login information, log in and change your password.

If you are an applicant, and have problems complying with this provision, please contact the GGS help desk via email: Grantsgateway@its.ny.gov -- OR -- by telephone: 1-518-474-5595.

How to Submit a Proposal

Proposals must be submitted online via the Grants Gateway by the date and time posted on the cover of this RFP. Tutorials (training videos) for use of the Grants Gateway (and upon user log in):

You must use Microsoft Edge to access the Grants Gateway. Using Chrome or Firefox causes errors in the Work Plan section of the application.

To apply, log into the Grants Gateway as a Grantee, Grantee Contract Signatory or Grantee System Administrator and click on the View Opportunities button under View Available Opportunities. To get started, in the Search Criteria, enter the Grant Opportunity name provided on the cover page of this RFP, select the Office of Mental Health as the Funding Agency and hit the Search button. Click on the name of the Grant Opportunity from the search results grid and then click on the APPLY FOR GRANT OPPORTUNITY button located at the bottom left of the Main page of the Grant Opportunity.

In order to access the online proposal and other required documents such as the attachments, you MUST be registered and logged into the NYS Grants Gateway system in the user role of either a “Grantee” or a “Grantee Contract Signatory” or a “Grantee System Administrator”.

The ‘Grantee’ role may ONLY Initiate and Save changes to the application such as add/update information to forms, upload documents while the user logged in as a ‘Grantee Contract Signatory’ or a ‘Grantee System Administrator’ role can perform all the tasks of Grantee role and in addition, can SUBMIT the application to the State. When the application is ready for submission, click the ‘Status Changes’ tab, then click the ‘Apply Status’ button under “APPLICATION SUBMITTED” before the due date and time.

For further information on how to apply, and other information, please refer to the Vendor User Manual document.

Reference materials and videos are available for Grantees applying to funding opportunities on the NYS Grants Gateway. Please visit the Grantee Documents section on Grants Management website.

Late proposals will not be accepted. Proposals will not be accepted via fax, email, hard copy or hand delivery.

Helpful Links

Some helpful links for questions of a technical nature are below.

Grants Reform Videos (includes a document vault tutorial and an application tutorial) on

YouTube: <http://www.youtube.com/channel/UCYnWskVc7B3ajjOVfOHL6UA>

(Technical questions)

Grants Team Email (Proposal Completion, Policy and Registration questions): grantsgateway@its.ny.gov or by phone at 518-474-5595.

2.11 Instructions for completing the Workplan and Objectives in NYS Grants Gateway

The Workplan Overview Form will be used to create the Work Plan portion of the contract. Some of the information requested will be duplicative of information provided earlier in the application. Be sure to follow the guidance provided below.

The Work Plan Period should reflect the anticipated contract period. Contracts will be approved for a five-year term.

The Project Summary section should include a high-level overview of the project as instructed.

The Organizational Capacity section should include the information requested regarding staffing and relevant experience of staff and any applicable consultants to be involved in undertaking the proposed project.

The Objectives and Tasks section should identify grantee-defined objectives and tasks that are relevant to the completion of the proposed project. To get started, add your first Objective Name and Description and then click the [SAVE] button at the top of the page. After hitting Save, a field for the Task Name and Task Description will show under the Objective box. Complete both fields and hit the [SAVE] button at the top of the page. After entering the Task information and clicking Save, you will now see a box for the Performance Measure information and a box to enter a second Task. Enter a Performance Measure Name and select the Performance Measure Data Capture Type from the dropdown box. The type you choose from the dropdown will show on the screen for you to complete. Once you've

entered the name, data capture type and the text/integer/or date as applicable, click the [SAVE] button at the top of the page.

For Performance Measure Name restate the Objective then enter the narrative requested in the box below. Performance Measures are also grantee-defined and should reflect some measurable benchmark(s) in order to demonstrate adequate progress within the 18 months of the award date, as required by the RFP. Once entered, click Save. You may continue to add Objectives, Tasks and Performance Measures up to and including the maximum amount allowed by the State.

The online Workplan is essentially an outline/summary of the work associated with the Project(s) described in the sections above. Please note that if an application is selected for award, the Workplan will be subject to change and can be updated during the contract development/negotiation process.

Applicants should refer to Section 5.2.4 Grantee Defined Workplan of the 'Grantee User Guide' ([Click here for Grants Gateway: Vendor User Guide](#)) for detailed instructions on how to complete the Workplan.

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 and applicant whose conduct 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 requirements;
- Use proposal information obtained through the state's investigation of an applicant's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP;
- Prior to the bid opening, direct applicants to submit proposal modifications addressing subsequent RFP amendments;
- Prior to the bid opening, amend the RFP specifications to correct errors or oversight, supply additional information, or extend any of the scheduled dates or requirements and provide notification to

potential bidders via the OMH website, Grants Gateway 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 a 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".

3.2 Debriefing

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

3.3 Protests Related to the Solicitation Process

Protests based on errors or omissions in the solicitation process, which are or should have been apparent prior to the deadline for receipt of all written questions for this RFP, must be filed prior to the deadline for questions. In the event an applicant files a timely protest based on error or omission in the solicitation process, the Commissioner of OMH or their designee will review such protest and may, as appropriate, issue a written response or addendum to the RFP to be posted on the OMH website in the RFP section. Protests of an award decision must be filed within fifteen (15) business days after the notice of conditional award or five (5) business days from the date of the debriefing. The Commissioner or their designee will review the matter and issue a written decision within twenty (20) business days of receipt of protest.

All protests must be in writing and must clearly and fully state the legal and factual grounds for the protest and include all relevant documentation. The written documentation should clearly state reference to the RFP title and due date. Such protests must be submitted to:

New York State Office of Mental Health
Commissioner Ann Marie T. Sullivan, M.D.
44 Holland Ave
Albany, NY 12229

3.4 Term of Contracts

The contracts awarded in response to this RFP will be for a five-year term. Selected applicants awarded a contract under this RFP will be required to adhere to all terms and conditions in OMH's Master Grant Contract.

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 (MWBs) and the employment of minority group members and women in the performance of OMH. OMH expects that all contactors make a good-faith effort to utilize Minority and/or Women Owned Business Enterprises (M/WBE), on any award resulting from this solicitation in excess of \$25,000 for commodities and services or \$100,000 for construction.

With respect to MWBEs, each award recipient must document its good faith efforts to provide meaningful opportunities for participation by MWBEs as subcontractors and suppliers in the performance of the project to be described in each grant disbursement agreement, and must agree that OMH may withhold payment pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at <https://ny.newnycontracts.com>. For guidance on how OMH will determine a contractor's "good faith efforts", refer to 5 NYCRR §142.8.

In accordance with 5 NYCRR § 142.13, each award recipient acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth herein and in its grant disbursement agreements, such finding constitutes a breach of contract and OMH may withhold payment from the award recipient as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the award recipient achieved the contractual MWBE goals; and (2) all sums paid to MWBEs for work performed or material supplied under the grant disbursement agreement.

By applying, an Applicant agrees to demonstrate its good faith efforts to achieve its goals for the utilization of MWBEs by submitting evidence thereof in such form as OMH shall require. Additionally, an Applicant may be required to submit the following documents and information as evidence of compliance with the foregoing:

A. An MWBE Utilization Plan, which shall be submitted in conjunction with the execution of the grant disbursement agreement except as

otherwise authorized by OMH. Any modifications or changes to the MWBE Utilization Plan after the execution of the grant disbursement agreement must be reported on a revised MWBE Utilization Plan and submitted to OMH.

OMH will review the submitted MWBE Utilization Plan and advise the award recipient of OMH acceptance or issue a notice of deficiency within 30 days of 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:

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

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

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

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

Article 17-B of the New York State Executive Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Business (SDVOB), thereby further integrating such businesses into New York State's economy. OMH recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have

opportunities for maximum feasible participation in the performance of OMH contracts.

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in New York State, applicants are expected to consider SDVOBs in the fulfillment of the requirements of the Contract. Such participation may be as subcontractors or suppliers, as proteges, or in other partnering or supporting roles.

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

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

3.7 Equal Opportunity Employment

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

3.10 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 2.11 of this RFP.

3.11 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.

3.12 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.

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

Technical Evaluation	Points
Agency Organization and Qualifications	5
Program Structure	5
Commitment to Equity and the Reduction of Disparities	10
Support Connection and Collaboration	10
Website	20
Support Organizations and Communities in Becoming Trauma-Informed	20
Support a Trauma- and Resilience-Informed Approach	20
Outreach and Promotion	5
Data Collection and Reporting	5
Budget	25
Total Proposal Points	125

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 2.10. If a proposal is not complete or does not meet the basic eligibility and participation standards

as outlined in Section 2.5, 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 80 will be eliminated from consideration.

In case of a tie in the scoring process, the proposal with the highest score on the **Support Organizations and Communities in Becoming Trauma-Informed**

(Section 6.6) 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 one award will be made to the applicant with the highest score. This awardee will assume the current operation of the NYS TIN and expand its capabilities to function as a resource in understanding trauma, the use of trauma-informed principles across sectors, and the availability of trauma-informed care throughout NYS.

4.3.2 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, failure to meet the defined deliverables, failure to provide quality services, failure to obtain relevant authorizations from OMH prior to dissemination of newly created NYS TIN materials. 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.

4.4 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.

OMH reserves the right to conduct a readiness review of the selected applicant prior to the execution of the contract. The purpose of this review is to verify that the applicant is able to comply with all participation standards and meets the conditions detailed in its proposal.

5. Scope of Work

5.1 Introduction

As noted in Section 1.1, this funding is for the operations of the NYS TINRC, to enhance and expand its capabilities to advance an understanding of the effects of trauma and the use of trauma-informed principles across sectors and provide information on the availability of trauma-informed care throughout NYS.

The NYS TIN currently provides a formal mechanism to convene all who are interested in and/or engaged in trauma-informed practices, foster collaboration, create networking opportunities, serve as a clearinghouse for resources and training, and provide technical assistance to organizations and communities implementing trauma-informed principles within their structures and practices.

Since its inception in 2019 through 2021, NYS TIN has:

- Developed the NYS TI Network website, which has continued to expand its activity and usership
- There are 218 posted resources
- 216 events have been promoted
- 65 organizations are included in the Organizational Directory, and there are 485 registered individual users
- The website has been accessed 7,125 times by 5,169 unique users
- The website received 594 uses on average per month in 2021, an increase by one hundred monthly uses from 2020
- Links to the Trauma Responsive Self-Assessment Tool (TRUST) were opened 261 times
- A COVID-19-specific button was added to the website's top navigation
 - This new filter includes 70 related resources
- Resources and events are viewed 95 times on average per month
- Created and electronically disseminated a monthly newsletter
- Hosted three annual Advisory Council meetings which were held virtually in 2020 and 2021
- Hosted quarterly meetings beginning in 2021

- These virtual meetings are open to any interested party across the State to network, share resources, and support widespread implementation of trauma-informed efforts across the State and sectors
 - These sessions averaged 66 participants per quarter
- Facilitated and supported 4 sub-groups:
 - Training of Trainers: This group drew on the efforts of multiple state agencies with representatives of trauma-responsive champions from across NYS. The group's efforts resulted in an NYS standard curriculum encompassing the foundations of equity-focused and trauma-informed care. A pilot of this training was conducted in December 2021.
 - Policy and Advocacy: This group meets every 6 weeks and is co-chaired by Prevent Child Abuse NY. This group maintains coordinated contact around advocacy efforts to increase trauma-responsive practice change in New York.
 - Resilience Coalitions Across the State: Was initiated in 2021 following the 2020 Annual Meeting. Representatives from various regions who are extending trauma-informed care to include primary prevention with a focus on youth resilience development met to learn from one another, align efforts, and share resources.
 - Frontline Workers Sub-group: This statewide group was established and met monthly in accordance with Chapter 33 of the Laws of 2021, legislation required the OMH Commissioner to convene a workgroup on the need for frontline workers' trauma-informed care and to outline through an interim report (March 2021) and a final report (December 2021) on recommendations to support these needs.
- Supported use of the TRUST/TRUST-S: The tool was accessed by 102 Organizations with a total of 230 programs registering for the assessments.
 - A total of 4380 TRUST/TRUST-S surveys were completed
 - Organizations represented 31 counties across NYS
 - 76 requests for support were primarily comprised of organizational approvals and registration, user assistance with survey reports, requests for training, updates to organizational data, and password change requests.

Over the next five years, OMH seeks to expand the NYS TINRC to include new organizations, schools, and healthcare providers who are actively participating and contributing to the NYS trauma-informed care knowledge base and implementing trauma-informed practices in their organizations and communities.

Additionally, NYS OMH seeks to increase the TINRC's capacity to develop informational materials, provide technical assistance and training, and mobilize resources to support a timely response to traumatic events within New York State.

5.2 Objectives and Responsibilities

A. Program Structure

1. The awardee must be prepared to continue current NYS TIN services, as outlined in Section 5.2, starting January 1, 2023.
2. Staffing

The awardee will establish a staffing structure commensurate with the deliverables outlined in this project. At a minimum, staffing will consist of one (1) full-time coordinator dedicated to this project who will oversee all aspects of the project. The staffing structure should be sufficient to meet the training, resource development, and technical assistance deliverables.

The applicant will be required to describe the proposed staffing resources, experience, and qualifications needed to support the program. Either through direct staffing or subcontracts, the applicant must have expertise in:

- Trauma-informed care
- The intersection of disparities and inequity with the experience of trauma
- Delivery of training on the effects of trauma, trauma-informed care, the connection between addressing disparities and inequity, and implementing trauma-informed practices
- Use of the TRUST/TRUST-S organizational self-assessment tool or another similarly validated tool
- Provision of technical assistance to organizations that seek to become trauma-informed
- Development of informational and educational materials around trauma-informed principles and care for the public, organizations, and employers
- Providing training in evidence-based strategies for mitigating stress and building.
- Facilitation of networking and collaboration across systems and sectors, and
- Data collection, measurement, and evaluation.

3. NYS TINRC Advisory Council

In collaboration with NYS OMH, the awardee will facilitate bi-monthly meetings of a cross-sector, cross-region Advisory Council comprised of partners and stakeholders from across NYS. The awardee will maintain a list of the

Advisory Council members and will regularly submit minutes for all meetings to OMH.

The awardee will ensure that membership on the Advisory Council includes and represents the diverse population and regions of New York State. In addition, the awardee will ensure that, in developing the network and identifying and prioritizing next steps for advancing trauma-responsive practices across NYS, the Advisory Council considers information related to bias, stigma, historical and cultural oppression, and trauma.

B. Support Connection and Collaboration

The NYS TINRC connects advocates of trauma-responsive practices and systems to provide access to quality resources and foster collaboration. Through this networking, NYS TINRC will identify priorities to support and advance trauma-informed work throughout NYS.

1. The awardee will be responsible for the facilitation of networking and sharing of resources which will include, but not be limited to, the following strategies:
 - Quarterly meetings, which may be virtual, open to all in New York State who are interested in or are engaged in implementing trauma-informed practices, which will provide an opportunity to network, share resources, highlight programs, and foster collaboration on trauma-responsive efforts and work.
 - A monthly electronic newsletter focused on relevant and current topics related to trauma-informed care and sent to all registered with NYS TIN. The monthly newsletter should also be incorporated into the plan for the promotion of NYS TINRC.
 - Maintenance and promotion of the NYS TINRC Calendar that promotes events and trainings.
 - Applicants may include other strategies such as hosting regional forums/networking meetings, co-hosting training opportunities, hosting discussion forums that support connection and collaboration across NYS by affinity and interest groups, and weekly emails.
2. The awardee will be responsible for hosting an annual 1 ½ day, in-person conference open to all from across NYS who are interested in trauma-informed practices. The conference will bring experts from multiple perspectives to review state-of-the-art approaches to identifying and addressing trauma, developing trauma-informed organizations, and supporting resiliency in individuals, organizations, and communities. The conference will also provide an opportunity to highlight programs and foster networking and collaboration.

C. Website

The NYS Trauma-Informed Network [website](#) is an online platform that supports, and supplements NYS TINRC activities as outlined in 5.2.B. It fosters collaboration and networking and provides access to quality resources and training information for individuals and organizations interested in or engaged in implementing trauma-informed practices across NYS. Information on the website applies to all ages and takes a cross-sector focus to support integrated care from a trauma-informed, trauma-sensitive lens.

Responsibility for maintenance and functionality of the current NYS TIN website is transferable to the new awardee. Assessment and updates of the website design and content will be a priority in the initial year of the contract. It is anticipated that the budget line for the website will be larger in the first year than in subsequent years to support the redesign of the website.

The awardee will be responsible for:

1. Redesigning and maintaining the website, including:
 - Assessing user experience on the NYS TINRC website in Year 1.
 - Redesigning the website in Year 1, incorporating input received through the assessment and best practices to increase user engagement, ensure responsiveness, and improve user experience.
 - Ensuring the website meets accessibility standards, uses plain language at the 5th-grade reading level, and incorporates a translation function.
 - Ensuring that the website is branded as funded by NYS OMH, updates to the website conform to OMH design standards, and all updates are approved by the OMH Public Information Office (PIO).
 - Providing ongoing monitoring and analysis of website usage data in years 2-5 and, based on the analysis and best practices, updating the website to meet users' needs and improve access and engagement.
2. Developing a page on the NYS TINRC website to house all current training materials and additional resources for the "*Trauma Responsive and Resilience Informed Care Training of Trainers.*" The page must be accessible to all trainees who have completed the Training of Trainers (TOT) Training and TOT Expert Level Trainers.

3. Maintaining and expanding the current Trauma-Informed Directory to include the capacity to identify providers in the Directory, which lists providers throughout NYS who incorporate principles of trauma-informed care or trauma-specific treatment strategies. The development of the directory should be informed by the NYS TINRC membership and Advisory Council and elements such as sub-specialist categories should be considered. The awardee will be responsible for developing the criteria providers must meet to be listed in the directory and will be responsible for updating it annually.
4. Providing ongoing website maintenance, functionality, and security throughout the duration of the contract:
 - Functionality:
 - The website should be available without interruption. A recovery time objection (RTO) of one business day is required.
 - In the event of an RTO, a recovery point objective (RPO) of one business day is required.
 - Security:
 - Website access controls configuration must be customizable to comply with OMH/NYS compliance standards for password age, length, inactivity expiration, and other related settings as described at <https://its.ny.gov/ciso/policies/security>.
 - Multi-factor authentication (MFA) will be required for all remote administration.
 - Awardee will provide a schedule for regular security testing and submit security compliance reports to OMH annually.
 - Awardee will report timely any cyber incidents/events which impact the site and plans for handling these incidents. This would include security breaches, site integrity exposures (e.g., defacements, code injections), or other cyber events which directly impact the site.

The applicant must identify the staff or subcontractor who will be responsible for the website and must detail their expertise developing interactive websites. Include experience maintaining websites to reflect analysis of use, best practices, and supporting user engagement.

D. Support Organizations and Communities in Becoming Trauma-Informed

The NYS TINRC will support organizations and communities to incorporate trauma-informed principles through the provision of technical assistance and training. The foundation for this work is [SAMHSA's Concept of Trauma and Guidance for a Trauma-Informed Approach](#). This document presents a working concept of trauma and a trauma-informed approach that can be used across systems and

sectors. It serves as a framework for organizations to move toward incorporating trauma-informed principles with the goals of maximizing effective delivery of specific trauma treatment, reducing re-traumatization by organizations who are providing services, and supporting staff wellness and resilience. The awardee will be responsible for the following:

1. Support access to the TRUST/TRUST-S or other validated self-assessment tools.

The TRUST (formerly the TIC-OSAT) and its counterpart for schools, the TRUST-S, are strengths-based organizational self-assessment tools that organizations and schools can use to create a point-in-time snapshot of their trauma-informed care readiness and implementation status. These free online tools are available to all organizations in NYS and provide tailored recommendations specific to each program's results to help organizations advance their trauma-informed practice.

The awardee will support organizations with the critical first step of self-assessment through the following:

- Provide continued access on the NYS TINRC website to the TRUST/TRUST-S self-assessment tool or to other validated self-assessment tools that evaluate an organization's implementation of trauma-informed principles, are applicable across systems, provide recommendations on next steps, and are available at no-cost.
- Support organizations not providing direct care by modifying the TRUST tool to make it applicable, or provide access to other validated organizational self-assessment tools that can be used by such organizations.
- Provide technical assistance to support organizations that have completed the TRUST/TRUST-S or other validated organizational self-assessment tools to develop a plan to move toward being trauma-informed.

2. Develop Statewide Trauma-informed Training Capacity

In 2019, attendees at the NYS TIN Annual Meeting identified, as a priority, increasing capacity to provide training about trauma and trauma-informed principles statewide by creating a network of available trainers to raise awareness at the local and community level. In March 2020, NYS TIN facilitated a workgroup to respond to this priority and develop a training that would be available statewide. In December 2021, the "*Trauma Responsive and Resilience Informed Care (TRRIC) Training of Trainers (TOT)*," a standardized trauma-informed and equity-based fundamentals training of trainers, was piloted.

The TTRIC training helps organizations and communities incorporate trauma-informed principles by ensuring a fundamental understanding of trauma, its prevalence, and its effects. It also provides strategies and interventions to build effective and sustainable TIC practices and environments. Further, this training provides a foundation for understanding how a trauma-informed approach supports other shared values and strategies, including promoting wellness and resilience, utilizing a strengths-based approach, including lived experience, and addressing disparities.

The TRRIC TOT involves three days (3) consisting of six (6) content modules and trainer/facilitator skill-building, followed by four (4) one-hour (1) coaching sessions. Trainees who have completed the TRRIC TOT can bring the curriculum back and provide trainings to their organizations and communities.

The NYS TINRC will serve as a hub for the TRRIC. This work will include hosting TOT trainings as well as presenting the curriculum to organizations and communities throughout NYS that do not have capacity to support an internal staff person's participation in the TOT. The awardee will be responsible for the following:

- a. Providing a minimum of four (4) trainings per year to 25-30 attendees per session with a minimum of four (4) coaching sessions for each training. This includes all preparation, coordination, training (virtual/in-person), coaching, and evaluation. The awardee will be responsible for the following:
 - Adapting the training to be responsive to the needs of school personnel and frontline worker organizations (as needed).
 - Tracking training data and establishing goals for the delivery of the TOT each year. This must include ensuring that all NYS regions are represented by trainers and that trainings are being delivered across all regions of NYS.
 - Supporting trainees who have completed the training by developing and hosting a monthly Learning Collaborative/Office Hours open to all TOT trainees. The Learning Collaborative/Office Hours will address needs for further content learning, modeling content delivery and practice, and resource sharing. The awardee will collect feedback from trainees on what additional resources would help them deliver the training and will develop or curate resources to be available through the NYS TINRC website.
 - Developing a mechanism for tracking the number of participants in the TOT, as well as their completion of

delivery of training in their respective organizations and communities.

- Developing a post-training survey and a mechanism for tracking post-survey feedback for both the TOT and the Expert Level TOT, as well as for trainings offered throughout NYS by TRRIC trainers. Survey results will inform future curriculum development and resources to support training delivery.
- b. Providing and promoting training that is open to individuals, communities, and organizations throughout NYS by:
- Presenting the *Trauma Responsive and Resilience Informed Care* curriculum to a minimum of ten (10) organizations and communities throughout the state each year. These trainings will be separate from those presented by trainers who have completed the TOT. They will be available to organizations and communities that are unable to support staff to participate in the TOT.
 - Collaborating with stakeholders and partners to co-host and/or promote training that advances trauma-informed principles and support organizations to become trauma-responsive.
- c. Developing an Expert Level of trainers available to organizations that have a goal of increasing their internal capacity to offer the TOT throughout their system. This work will include the development of modules to support an Expert Level training, development of training materials, preparation, coordination, training (virtual/in-person) coaching, and evaluation.

It is expected that in Year 2 of the contract, the Expert Level Trainer TOT curriculum/modules will be developed and piloted. Development of the Expert Level TOT should include input from previous TOT trainer participants who have delivered at least one (1) training in their organization or community. The awardee will be responsible for the following:

- Piloting the Expert Level training in Year 2 and ensuring delivery of the Expert Level TOT a minimum of once (1) annually in Years 3-5.
- Developing a mechanism for tracking the number of participants in the TOT and the Expert Level TOT, as

well as their completion of training delivery in their respective organizations and communities.

- Developing a post-training survey and a mechanism for tracking post-survey feedback for both the TOT and the Expert Level TOT, as well as for trainings offered throughout NYS by TRRIC trainers.
- Ensuring that survey results inform future curriculum development and resources to support training delivery.
- Developing a method for ensuring fidelity to the *Trauma Responsive and Resilience Informed Care Training of Trainers* curriculum.

E. Partner with OMH to Support a Trauma- and Resilience-Informed Approach to Prevention and Wellness Promotion

OMH envisions that over the course of the contract, NYS TINRC will be a partner to and collaborate with OMH to advance trauma-informed practices, be responsive to the impact of other traumatic events, and support the resilience and wellness of all New Yorkers. In the first year of the contract, NYS TINRC will be a key partner in working with OMH to implement strategies to mitigate the traumatic impact of the pandemic on frontline workers (FLWs) and their families. Specifically, the awardee will be responsible for the following:

1. Leading an annual strategic planning process with input from the NYS TINRC Advisory Council, NYS TINRC membership, and other stakeholders. This should include identifying and prioritizing emerging needs and developing strategies to meet those needs. This process will inform the awardee's plan for deliverables for the following year, which may include:
 - Convening and facilitating workgroups as needed to advance knowledge and practice of trauma-informed principles throughout NYS. Priorities for the workgroups will be guided by the annual strategic planning process.
 - Collaboration with other initiatives that align with the goal of advancing trauma-informed care.
2. Creating an FLW Wellness toolkit that provides employers with specific training and informational resources, enabling them to create work environments in which practice, policies, and procedures are trauma-informed. At a minimum, the toolkit will include informational materials, recommendations on workforce wellness initiatives, resources that target specific and higher-risk

FLW groups, templates, and sample policies that standardize recommendations on workforce wellness initiatives and focus on the unique experiences of frontline workers.

In the development of the toolkit, the awardee will:

- Re-convene the Frontline Workers Advisory Group for input throughout the process of developing materials and toolkits. Invite additional members, including representatives of employee assistance programs (EAPs), unions and trade associations.
 - Align with existing OMH teams, state agencies, and organizations that support the mental health and resilience of NYS residents.
 - Research available toolkits and materials and the availability of materials specific to FLW as a foundation for creating the toolkit.
 - Identify gaps with a particular focus on information that addresses the needs of children and families.
 - Create materials that address the gaps and target specific and higher-risk FLW groups.
 - Develop new materials to address topics identified as long-term impacts of the pandemic.
 - Provide templates and sample policies that standardize recommendations on workforce wellness initiatives and that focus on the unique experiences of frontline workers.
 - Ensure that all materials use plain language at the 5th-grade reading level, are culturally responsive, and are available in multiple languages.
 - Include materials that are specific to employers and organizational decision-makers, including:
 - Brief, infographic-style materials that demonstrate the potential financial benefits of investing in workplace wellness programs.
 - Providing decision-makers with their own set of wellness tools and resources to address the challenges they face.
 - Use the NYS Trauma-Informed Network RC website to recognize and spotlight organizations doing this work (e.g., mini-interviews, quotes from employees, share-a-program)
3. Supporting the mental health and wellness of FLWs by identifying and making available training in evidence-based strategies for mitigating stress and building resilience. One such program is Breath-Body-Mind™ (BBM), a program of evidence-based, mind-body practices developed by integrative psychiatrists Richard P. Brown, MD, and Patricia Gerbarg, MD. This component will include:
- A minimum of three informational presentations annually for organizational leaders and administrators to build support and engage participation.

- A minimum of twelve (12) training workshops annually for FLWs that are provided virtually to up to 100 participants.
 - A plan for providing a minimum of one (1) TOT annually in the evidence-based strategy to expand the capacity to offer training in the evidence-based strategy.
 - Supplemental resources to be provided as part of the training.
 - A plan for evaluation.
4. Access to Resources - The NYS TINRC website provides access to resources and educational materials posted by network members and NYS TINRC staff. These materials support the goal of increased awareness and trauma-responsiveness. The awardee will continue and expand access to resources and educational materials on the NYS TINRC website.

The awardee will work with OMH, the NYS TINRC Advisory Council, and other partners to expand OMH and NYS TINRC capacity to provide resources and educational materials and respond in real-time to emerging traumatic events such as the COVID-19 pandemic, racism, violence, and climate change.

The awardee will be responsible for the following:

- Surveying and curating high-quality and timely resources.
- Identifying and prioritizing gaps in resources.
- Submitting a plan and timeline annually to develop resources and educational materials to address prioritized gaps.

In the first year, this work will focus on surveying, curating, and creating resources targeting frontline workers. All resources the awardee develops will use plain language at the 5th-grade reading level and be culturally sensitive.

Resource materials developed by NYS TINRC must be available in English and the six most common non-English languages spoken by limited English proficiency (LEP) individuals in the State of New York.

The awardee will work with OMH PIO to develop and disseminate relevant mental health messaging/campaigns.

F. Outreach and Engagement and Promotion

The awardee will be responsible for expanding membership and increasing participation through outreach and engagement and for promotion of NYS TINRC.

1. Outreach and Engagement – The awardee will be responsible for the development and implementation of a plan and timeline that includes the following:
 - Strategies to identify individuals and organizations interested in or engaged in implementing trauma-informed practices who are not engaged in NYS TINRC.
 - Strategies for targeted outreach and engagement.
 - Strategies to identify and connect with other initiatives aligned with the goal of advancing trauma-informed care.
 - Metrics to assess success of outreach and engagement.
 - Continuous quality improvement.
2. Promotion – The awardee will be responsible for the development and implementation of a plan and timeline that includes the following:
 - Promotion of networking and training opportunities.
 - Promotion of the FLW Wellness toolkit to EAPs, unions, and trade associations.
 - Promotion of the NYS TINRC directory to employers, EAPs, trade associations, unions, and healthcare providers.
 - Promotion of the TRRIC TOT.
 - Promotion of training in evidence-based strategies for mitigating stress and building resilience for FLWs.

G. Data Collection, Reporting, and Evaluation

The awardee will be required to collect and report performance measures using a reporting tool that will be provided by OMH.

1. The awardee will provide quarterly reports to OMH reporting performance on measures. Quarterly reports will be submitted to OMH by the fifteenth of the month following the end of each quarter.

Quarterly reports will minimally include the following performance measures:

- Number of activities to support connection and collaboration, including number of participants.
- Summary of website redesign/updates and use of the website, including analysis of website data and recommended changes based on that analysis.
- Number of occurrences of technical assistance provided to assist and support organizations to become trauma-informed.
- TOT Training provided, including:
 - Number of training and coaching sessions,
 - Number of participants per training session,
 - Geographic location of trainees,

- Aggregate report on the analysis of the satisfaction surveys,
 - Number of trainings provided by successfully trained trainers, and
 - Location where trainings are provided.
 - Number of presentations of the Trauma Responsive and Resilience Informed Care curriculum to organizations and communities.
 - Number of resources developed and posted to the website.
2. The awardee will submit an annual report to OMH providing aggregate data by February 1st of the following year.

Annual reports will minimally include:

- Aggregate data for each of the performance measurements.
- Summary of Advisory council activity, including attendees, meeting minutes, and recommendations.
- Summary of progress on the development of the FLW Wellness Toolkit (in Year 1) and use of the FLW Toolkit (in Years 2-5).
- Summary of work to support a trauma-informed response to traumatic events.
- Scope of work for the following year that is based on a strategic planning process.

In collaboration with OMH, the awardee will facilitate sharing of evaluation results with key stakeholders.

In addition, the awardee will be required to submit an annual cost report using the Consolidated Fiscal Reporting System. The Consolidated Fiscal Reporting System (CFRS) is a standardized reporting method consisting of schedules that, in different combinations, capture financial information for budgets, quarterly and/or mid-year claims, an annual cost report, and a final claim.

5.3 Operating Funding

One award will be made in the amount of up to \$9.5 Million for the five-year contract. Annual funding for each of the 5 years is up to \$1.9 Million.

6. Proposal Narrative

When submitting proposals for funding under this RFP, the narrative must address all components listed below, in the following order.

6.1 Agency Organization and Qualifications

- a) Provide a concise description of your organization. Include the agency's mission.
- b) Describe the organization's knowledge, experience, and expertise related to trauma, implementing trauma-informed care in organizations, and resilience.
- c) Describe your experience and provide an example attesting to your ability to provide information and training around trauma, trauma-informed practices, implementation of trauma-informed practices in organizations and communities, and the connection between addressing disparities and inequity and implementing trauma-informed practices.
- d) Describe your expertise and ability to foster collaboration, networking, and building successful relationships with individuals and organizations interested in or engaged in implementing trauma-informed practices across New York State.

6.2 Program Structure

a) Staffing

1. Describe the plan, with a timeline, to continue current NYS TIN services, as outlined in Section 5.2, starting January 1, 2023
2. Describe the staffing plan that addresses the types, roles, and the number of staff available to provide deliverables, as outlined in Section 5.2.A.2. Include a timeline to fully staff this initiative and orient and train staff to continue the components of NYS TIN without interruption.
3. In the staffing plan, provide specific detail regarding all sub-contracts as they relate to staffing, such as for the website. This must include details on the sub-contractor's experience and expertise to meet the specific deliverables.

b) NYS TINRC Advisory Council

Describe the plan to convene and facilitate bi-monthly meetings of the NYS TINRC Advisory Council in collaboration with OMH as described in Section 5.2.A.3.

6.3 Commitment to Equity and the Reduction of Disparities

- a) Describe your experience providing culturally relevant services in partnership with organizations, schools, and communities.
- b) Describe your staff recruiting policies and procedures that support diverse, equitable, and competitive employment that inform culturally responsive and meaningful curriculum development and implementation.
- c) Describe your organization's knowledge, experience, and expertise related to the intersection of trauma and racial inequities and disparities.
- d) Describe your cultural competence and diversity and inclusion plan that showcases their commitment to promoting equity and reducing disparities

and that outlines that commitment for this initiative.

6.4 Support Connection and Collaboration

- a) Describe a plan to facilitate and support networking among individuals and organizations interested in or engaged in implementing trauma-informed practices across NYS. Include the following elements outlined in Section 5.2.B.1:
 - Quarterly networking meetings
 - A monthly electronic newsletter
 - Maintenance and promotion of the NYS TINRC Calendar
 - Other strategies proposed by the applicant
- b) Describe a plan for hosting an annual 1 ½ day in-person conference. Include all elements outlined in Section 5.2.B.2.

6.5 Website

- a) Provide a plan and timeline for redesign and ongoing maintenance of the website. Include all elements outlined in Section 5.2.C.1.
- b) Provide a plan for developing a page on the NYS TINRC website to house all current training materials and additional resources for the *Trauma Responsive and Resilience Informed Care Training of Trainers* that will be accessible to all who have completed the TOT Training and to TOT Expert Level Trainers.
- c) Provide a plan for and timeline for expanding, maintaining, and updating the current Trauma-Informed Directory to include the capacity to identify providers in the Directory who are trained in Trauma-Informed Care and committed to providing trauma-responsive support and services. Include all elements described in Section 5.2.C.3.
- d) Provide a plan and timeline for ongoing website maintenance, functionality, and security throughout the duration of the contract. Include all elements described in Section 5.2.C.4.

6.6 Support Organizations and Communities in Becoming Trauma-Informed

- a) Provide a detailed plan to ensure access to the TRUST/TRUST-S or other validated self-assessment tools and provide technical assistance to organizations that complete an organizational self-assessment tool. Include all elements described in Section 5.2.D.1.
- b) Describe a detailed plan to provide a minimum of four (4) TRRIC TOT trainings per year to 25-30 attendees each per session, with a minimum of four (4) coaching sessions for each training. Include all elements described in Section 5.2.D.3.a.
- c) Describe a plan to provide and promote training open to individuals, communities, and organizations throughout NYS. All elements in Section 5.2.D.3.b should be addressed, including:
 - i. Present the *Trauma Responsive and Resilience Informed Care*

curriculum to a minimum of ten (10) organizations and communities throughout NYS each year.

- ii. Collaborate with stakeholders and partners to co-host and/or promote training.
- d) Provide a plan and timeline to develop an Expert Level of TTRIC trainers in Year 2, which is delivered a minimum of one (1) time annually in Years 3-5. Include all elements described in Section 5.2.D.3.c.

6.7 Partner with NYS OMH to Support a Trauma- and Resilience-Informed Approach to Prevention and Wellness Promotion

- a) Describe a plan and timeline to lead an annual strategic planning process with input from the NYS TINRC Advisory Council, NYS TINRC membership, and other stakeholders, to identify and prioritize emerging needs and develop trauma- and resilience-informed strategies to meet those needs. Include all elements described in section 5.2.E.1.
- b) Describe a plan and timeline for creation of a FLW Wellness toolkit in Year 1. Include all elements described in Section 5.2.E.2.
- c) Describe a plan and timeline for annually offering training in evidence-based strategies for mitigating stress and building resilience to FLWs. Include all elements detailed in Section 5.2.E.3.
- d) Describe a plan to work with OMH, the NYS TINRC Advisory Council, and other partners to expand access to relevant and high-quality resources and educational materials. These will be housed on the NYS TINRC website and responsive in real-time to emerging traumatic events, such as COVID-19, racism, violence, and climate change. Include all elements detailed in Section 5.2.E.4.

6.8 Outreach and Engagement and Promotion

- a) Outreach and Engagement – Provide a plan and timeline for outreach and engagement with those individuals and organizations interested in and/or engaged in implementing trauma-informed practices who are not engaged in NYS TINRC. Include all elements detailed in section 5.2.F.1.
- b) Promotion – Provide a plan and timeline for the promotion of NYS TINRC. Include all elements detailed in Section 5.2.F.2.

6.9 Data Collection and Reporting

- a) Describe a plan to collect and report performance measures.
- b) Describe a plan to use performance measures to inform and implement changes.
- c) Describe a plan to submit quarterly reports to OMH by the fifteenth of the month following the end of a quarter and annual reports by February 1st of the following year.
- d) Describe a plan to incorporate key stakeholders in the evaluation of NYS TINRC components to ensure they reflect considerations for prevention and wellness, cultural responsiveness, whole-body health, mental health education, and more, as appropriate.

6.10 Financial Assessment

- a) The proposal must include a 5-year Budget (Appendix B). \$1.9 million is available annually. Note that administrative costs cannot be more than 15%. Any travel costs included in the Budget must conform to New York State rates for travel reimbursement. Applicants should list staff by position, full-time equivalent (FTE), and salary.
- b) Describe how your organization manages its operating budget. Also, applicants must complete a Budget Narrative (Appendix B1), which should include the following:
 1. Detailed expense components that make up the total operating expenses. The applicant's proposal should specifically include costs and narrative for:
 - Website Redesign
 - Providing the TTRIC TOT
 - Development of the FLW toolkit
 - Translation of newly created informational materials
 - Providing training in evidence-based strategies for mitigating stress and building resilience.
 2. The calculation or logic that supports the budgeted value of each category; and,
 3. Description of how salaries are adequate to attract and retain qualified employees.

References:

SAMHSA's Concept of Trauma and Guidance for a Trauma-Informed Approach.

Retrieve from:

https://ncsacw.samhsa.gov/userfiles/files/SAMHSA_Trauma.pdf