

Request for Proposals (RFP)

Non-Profit Behavioral Health / Developmental Disability Providers Health Information Technology Investment Program

RFP Release Date: Tuesday, December 1, 2015

- Revised on December 4, 2015

RFP Due Date: Friday, January 15, 2016

Designated Contact

Susan Penn
Issuing Officer
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44 Holland Avenue
Albany, NY 12229
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Non-Profit Behavioral Health / Developmental Disability Providers Health Information Technology Investment Program

Request for Proposals

Timetable of Key Events:

Event:	Date:
Request for Proposal (RFP) Release	December 1, 2015
RFP Revision	December 4, 2015
Deadline to Submit Questions	December 15, 2015
Posted Questions and Answers	December 22, 2015
Proposals Due	January 15, 2016
Conditional Award(s) Announced*	February 12, 2016
Contract Dates*	January 1, 2016-December 31, 2016

(*Estimated)

Eligibility:

Nonprofit Organizations are eligible to apply for funding if they meet all of the following criteria:

- They are a 501(c)(3) nonprofit organizations registered with the IRS, the New York State Department of State, and the New York State Office of the Attorney General's Charities Bureau;
- They are either 1) Developmental Disability providers that deliver services that are authorized, certified or approved by Office For People With Developmental Disabilities (OPWDD) or they are 2) Behavioral Health providers that deliver mental health or substance use disorder services that are authorized, certified or approved by Office of Mental Health (OMH) or New York State Office of Alcoholism and Substance Abuse Services (OASAS);
- They provide direct services in New York State to individuals and families residing in New York State;
- They are registered with Grants Gateway and are Prequalified at the time and date that the proposal is due. Applicants are strongly encouraged to review their document vaults prior to the application deadline to ensure that their documents are up to date;
- They are a current New York State Medicaid provider or they will be a New York State Medicaid provider by the end of 2016; and
- They are currently engaged in Managed Care or they have a **scheduled plan** to be so by the end of 2017.

See Section 2.1 for a detailed description of eligibility criteria.

RFP Questions and Clarifications

All questions or requests for clarification regarding this RFP shall be submitted in writing to the issuing officer by fax at 518-402-2529 or by e-mail at susan.penn@omh.ny.gov no later than the close of business on December 15, 2015. Questions and official answers will be posted on the OMH website as well as in the Grants Gateway by December 22, 2015 and will be limited to addressing only those questions submitted by the deadline. No questions will be answered by telephone or in person.

There will not be a Bidder's Conference for this RFP.

Note: Prequalification Requirement:

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process which require nonprofits to register in the Grants Gateway and complete the Vendor Prequalification process in order for proposals to be evaluated. Information on these initiatives can be found on the [Grants Reform Website](#). 

Proposals received from nonprofit applicants that are not Prequalified in the Grants Gateway on the proposal due date and time listed at the beginning of the RFP cannot be evaluated. All applicants must be prequalified in the Grants Gateway at the time and date the proposal is due. Applicants are strongly encouraged to keep their document vaults updated to ensure that they maintain prequalified status. For more information about Grants Gateway and Prequalification, please visit the Grants Gateway website (<http://www.grantsreform.ny.gov/Grantees> ) or contact the Grants Reform Team at: grantsreform@its.ny.gov

If you are already Prequalified, please check the status of your document vault to ensure that none of your documents expire prior to the proposal due date. Expired documents will lead to the loss of Prequalification status.

Detailed information about Grants Gateway and Prequalification is available in Section 2.2, Contract Readiness, of this RFP.

Do not wait to begin the prequalification process if you have not yet been prequalified or to update any necessary documents if you were prequalified in the past.

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Attachments:

[Transmittal Form](#) (Attachment A)

[Pass/Fail Questionnaire and Attestation](#) (Attachment A-1)

[Project Cost Sheet](#) (Attachment B)

[New York State Regional Economic Development Council Regional Map](#) (Attachment C)

Section 1: Introduction

1.1 Background

As a way to provide for targeted infrastructure investment support for nonprofit Behavioral Health and Developmental Disability providers, New York State has created a one-time, \$10 million Non-Profit Behavioral Health / Developmental Disability Providers Health Information Technology (BH-DD HIT) Investment Program in the 2015-16 Enacted Budget.

The Non-Profit Behavioral Health/Developmental Disability Providers Health Information Technology Investment Program was created to support the acquisition of information technology systems, electronic health records, billing systems, or other hardware as well as any other infrastructure costs associated with the inclusion of behavioral health or developmental disability services in the Medicaid Managed Care benefit package. These funds are available to not-for-profit agencies licensed, certified or approved by the Office of Mental Health (OMH), the Office of Substance Abuse Services (OASAS), and the Office for People with Developmental Disabilities (OPWDD) to continue the provision of critical mental health, developmental disability, and substance abuse disorder services to millions of New Yorkers.

The overall goal of the grant is capacity building among these providers to better prepare them for health care reform in New York State, including participation in Medicaid Managed Care programs and their eventual inclusion in New York State Health Homes (HH), Fully Integrated Dual Advantage for Intellectual and Developmental Disabilities (FIDA-IDD), and forthcoming OPWDD Managed Care initiatives for the purposes of health information sharing, care management, and value-based purchasing. Using nonprofits to provide these services results in a cost-effective delivery system that helps meet the needs of New Yorkers, including many of the State's most vulnerable populations. Many of the services that nonprofits provide on behalf of the State result in long-term cost avoidance, better health and quality of life outcomes and savings by intervening to help avoid crisis situations.

1.2 Available Funding

A total of \$10 million is available for these Behavioral Health and Developmental Disability providers and is reserved for projects related to technology purchases, upgrades, and services. Eligible providers can make investments in hardware or software including, for example (hardware) desktops, laptops, servers, hubs, switches, routers, cabling, or for example (software) health information management software for electronic health records, electronic billing, quality management, practice management, and education for the purpose of enhancing staff competencies around the use of Health IT. (See section 2.4 for list of exclusions).

Proposals selected will be given a one-year contract during which achievement of all project components must be completed. OMH reserves the right to recover any funds for this contract that have not been expended.

Support for the creation of health information exchange interfaces will also be supported to increase system interoperability with Regional Health information Organizations / Qualified

Entities (RHIO/QE). The aforementioned are examples only and not intended as an exclusive list. Each application will be evaluated on its merits with the focused and targeted objective to increase provider integration into the evolving and reforming New York State behavioral and developmental disability health care systems, improve prospects for financial sustainability and networking opportunities to provide improved clinical quality care and reduced costs.

Grants for this program will be administered by the New York State-OMH on behalf of New York State-OMH, New York State-OASAS, and New York State-OPWDD. All qualifying mental health, developmental disability, and substance use disorder providers will be afforded equal opportunities to apply for this grant.

The amount of funding available to individual applicants will depend on the type of project requested in the application. Any application receiving a minimum overall evaluation score of 70 out of 100 will be considered for funding.

Awarded funds through this RFP cannot be used to supplant existing funds received from other sources for the same purposes. For example, if you have funds that had been previously designated to support any Health Information Technology project, funding received from this BH-DD HIT award cannot be used in place of the previously designated funding.

Section 2: Proposal Requirements

2.1 Eligibility

Organizations are eligible to apply for Non-Profit Behavioral Health / Developmental Disability Providers Health Information Technology Investment Program funding if **all** of the following criteria have been met:

Applicant:

- They are a 501(c)(3) nonprofit organizations registered with the IRS, the New York State Department of State, and the New York State Office of the Attorney General's Charities Bureau;
- They are Developmental Disability providers that deliver services that are authorized, certified or approved by OPWDD **or** Behavioral Health providers that are authorized, certified or approved by OMH or OASAS;
- They provide direct services in New York State to individuals and families residing in New York State;
- They are registered with Grants Gateway and are Prequalified at the time and date that the proposal is due. Applicants are strongly encouraged to review their document vaults prior to the application deadline to ensure that their documents are up to date;
- They are a current New York State Medicaid provider or they will be a New York State Medicaid provider by the end of 2016; and
- They are currently engaged in Managed Care or they have a **scheduled plan** to be engaged in Managed Care by the end of 2017.

For purposes of the Non-Profit Behavioral Health/Developmental Disability Providers Health Information Technology Investment Program:

- “Behavioral Health services provider” shall mean a nonprofit organization that provides mental health or substance use disorder programs that are authorized, certified, or approved by the Office of Mental Health (OMH) or the Office of Alcoholism and Substance Abuse Services (OASAS) to deliver services in New York State that protect the health and well-being of individuals and families residing in New York State.
- “Developmental Disability providers” are Not-for-Profit agencies that deliver services that are authorized, certified or approved by the Office for People with Developmental Disabilities (OPWDD).
- “Direct services” shall mean prevention, intervention, treatment, and/or rehabilitative services that a nonprofit organization provides directly to a consumer or group of consumers.

The following organization types are *not* eligible to apply for the Non-Profit Behavioral Health / Developmental Disability Providers Health Information Technology Investment Program:

- Hospitals and diagnostic and treatment centers authorized under Article 28 of the New York State Public Health Law;
- State or County operated Behavioral Health facilities;
- Organizations whose primary function is fundraising;
- Organizations whose primary function is lobbying or advocacy;
- Organizations whose primary function is volunteer recruitment and placement;
- Organizations that are the Performing Provider System (PPS) lead for a Delivery System Reform Incentive Payment Program (DSRIP) network;
- Membership or umbrella organizations; and
- Any Behavioral Health or Developmental Disability Providers who are not currently Medicaid providers, and who will not be one by 2016.

Preference will be given to organizations based on which Tier their agency falls under from the chart below:

Tier 1 (highest preference)	Tier 2	Tier 3
NYS Medicaid billing revenue of less than \$500,000	NYS Medicaid billing revenue falls between \$500,000 and \$1,000,000	NYS Medicaid billing revenue over \$1,000,000
Total revenue of less than \$1,000,000	Total revenue of less than \$1,500,000	Total revenue of \$1,500,000 or greater

Please See Section 4, Evaluation Criteria for a detailed explanation of the award process.

For specific questions about your organizations eligibility, contact the issuing office listed on the title page of this RFP.

2.2 Contract Readiness

Prior to submitting an application for funding, applicants are responsible for prequalification in the New York State Grants Gateway System (GGS). 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 nonprofits to register in the Grants Gateway and complete the Vendor Prequalification process in order for proposals to be evaluated. Information on these initiatives can be found on the Grants Reform Website.

All applicants must be prequalified in the Grants Gateway at the time and date the proposal is due. Proposals received from nonprofit applicants that have not Registered and are not Prequalified in the Grants Gateway on the proposal due date and time listed at the beginning of the RFP cannot be evaluated. **Such proposals will be disqualified from further consideration.**

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The Vendor Prequalification Manual on the Grants Reform Website details the requirements and an online tutorial is available to further explain the process.

Please Note that the information in this RFP regarding prequalification is not intended to be exhaustive, and applicants should visit the Grants Gateway website (<http://www.grantsreform.ny.gov/Grantees>) or contact the Grants Gateway Team (grantsreform@its.ny.gov) for more information about Grants Gateway and Prequalification.

- 1) Register for the Grants Gateway
 - On the Grants Reform Website, download a copy of the Registration Form for Administrator. A signed, notarized original form must be sent to the Division of Budget at the address provided in the instructions. You will be provided with a Username and Password allowing you to access the Grants Gateway.
 - If you have previously registered and do not know your Username please email grantsreform@its.ny.gov. If you do not know your Password please click the Forgot Password link from the main log in page and follow the prompts.
- 2) Complete your Prequalification Application.

- Log in to the Grants Gateway. If this is your first time logging in, you will be prompted to change your password at the bottom of your Profile page. Enter a new password and click SAVE.
- Click the Organization(s) link at the top of the page and complete the required fields including selecting the State agency you have the most grants with. This page should be completed in its entirety before you SAVE. A Document Vault link will become available near the top of the page. Click this link to access the main Document Vault page.
- Answer the questions in the Required Forms and upload Required Documents. This constitutes your Prequalification Application. Optional Documents are not required unless specified in this Request for Proposal.
- Specific questions about the prequalification process should be referred to your agency representative or to the Grants Reform Team at grantsreform@its.ny.gov.

3) Submit Your Prequalification Application

- After completing your Prequalification Application, click the Submit Document Vault link located below the Required Documents section to submit your Prequalification Application for State agency review. Once submitted the status of the Document Vault will change to In Review.
- If your Prequalification reviewer has questions or requests changes you will receive email notification from the Gateway system.
- Once your Prequalification Application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State.

Once you are Prequalified, please check the status of your document vault on a regular basis to ensure that none of your documents expire prior to the proposal due date. Expired documents will lead to the loss of Prequalification status.

Applicants are strongly encouraged to begin the process as soon as possible in order to participate in this opportunity.

Recipients of grants must also be registered in the New York Statewide Financial System (SFS) Central Vendor Registry File and provide their Identification Number at the time of contracting. To register and for additional information on the Vendor File, visit:

http://www.osc.state.ny.us/vendor_management/index.htm

Nonprofit vendors must be registered with the Attorney General's Charities Bureau as a charitable organization, and the registration must be current at the time of contracting. Vendors must ensure all their documents are up to date and comply with the Vendor Responsibility requirements as outlined below. To determine the status of your Charities Registration information, contact:

http://www.charitiesnys.com/RegistrySearch/show_details.jsp?id

If you are not yet registered with Grants Gateway, there are many resources available to help you understand how to register and become Prequalified:

- [The New York State Grants Reform Website](#)
- [Prequalify to Apply for New York State Grants](#)

- [New York State Prequalification System for Grants Contract Vendors: A Resource Manual and Users Guide for Not-for-Profit Vendors](#) 

The Grants Reform Team offers regular webinars for anyone who is interested in additional information about Grants Gateway, Prequalification, and online applications. Learn more including times and dates for these webinars: <http://grantsreform.ny.gov/training-calendar> 

You can also contact the Grants Reform Team for additional assistance:

- Phone: (518) 474-5595
- Email: GrantsReform@its.ny.gov

2.3 Eligible Costs

The Non-Profit Behavioral Health / Developmental Disability Providers Health Information Technology Investment Program will fund BH-DD HIT projects in the following areas:

- Technology upgrades that improve electronic records, data analysis, or confidentiality;
- Building of interfaces between Electronic Health Records and RHIOs;
- Purchase of electronic billing software;
- Upgrade existing billing software;
- Purchase of electronic health record documentation software;
- Upgrade existing Electronic Health Record software;
- Hardware purchases including desktops, laptops, servers, hubs, switches, routers, and other approved hardware;
- Education to enhance staff competency related to BH-DD HIT

Examples of eligible technology upgrades include but are not limited to:

- Purchase of electronic health record or electronic billing software.
- Implementation of a practice management system that would eliminate the use of multiple databases amongst providers or that would make a nonprofit's system more compatible with State systems.
- Purchase of a server to implement a quality management database system.

2.4 Ineligible Costs

Examples of **ineligible** technology upgrades include:

- Purchases of hardware, software, or implementation services that are **unrelated** to New York State health system and/or Medicaid Managed Care reform and the support of clinical and practice management functions.
- Purchases of software to assist with payroll or human resources.

OMH reserves the right to exclude ineligible items from the grant amount requested.

2.5 Geographic Eligibility

Funding for the Non-Profit Behavioral Health / Developmental Disability Providers Health Information Technology Investment Program is open to eligible nonprofit Behavioral Health or Developmental Disability Providers in all regions of New York State.

For purposes of this grant, regional boundaries are based on Regional Economic Development Council and Empire State Development regional boundaries (available here: <http://regionalcouncils.ny.gov/map> ²³).

New York City (NYC)

\$4,000,000 (40%) will be available for award distribution

Rest of State (ROS)

\$6,000,000 (60%) will be available for award distribution

To ensure equitable distribution of funding in ROS, no more than \$750,000 (15%) of the \$6,000,000 (60%) ROS grant allocation will be awarded in any one region of the State. Should any region in ROS hit the 15% cap, that region will not be awarded any additional funding until all other regional awards in ROS (Tier 1, then Tier 2, and then Tier 3) have been issued.

Please note that the cap for the NYC region has been set at \$4,000,000.

Grant Allocation Methodology: The following methodology will occur in both NYC and ROS.

- All applications will be prioritized based on providers in Tier 1 followed by providers in Tier 2 and then providers in Tier 3 (see tiering chart on page 7).
- All Tier 1 applications will be reviewed first. Grants will be awarded based on the highest passing application scores within tier 1 (regardless of region).
- Should awards in any particular region reach 15% cap (for each NYC and ROS), no additional awards will be awarded in that region until all other regional awards have been issued.
- Based on available funding and regional cap space, eligible tier 2 applicants will be graded, selected, and then begin receiving awards in the same manner as those tier 1 applicants.
- Based on available funding and regional cap space, eligible tier 3 applicants will be graded, selected, and then begin receiving awards in the same manner as those tier 2 applicants.

Should there be any remaining funds after all proposals from each of the Tiers in NYC and ROS have been reviewed, scored, and selected, awards will be offered to the next top scoring, “highest priority” (based on tier) applicant regardless of region (including NYC) until all funds have been allocated (so long as applicant has received an application score of at least 70 out of 100.)

The Office of Mental Health will offer partial awards in the event there are not enough funds remaining to cover the grant request.

If an applicant has locations in multiple regions throughout the State, the region assigned for purposes of this grant will coincide with the site location (if the project involves a single site) or the location of the applicant's administrative headquarters (if the project involves sites in multiple regions).

2.6 Allowable Number of Proposal Submissions

Nonprofit behavioral health or Developmental Disability providers may submit one application for this Non-Profit Behavioral Health/Developmental Disability Providers Health Information Technology Investment Program funding. However, one application can cover a multi-purpose project at a single site or a single-purpose project at multiple sites. For example, an applicant could submit one application to fix multiple BH-DD HIT issues at a single site (upgrade both electronic documentation software and electronic billing software); an applicant could also submit one application to address one BH-DD HIT issue at several sites (install electronic documentation software at five program locations).

2.7 Funding Requirements

Please note that there is no match requirement, and that the Grant may fund the entire cost of the Project.

Applicants are advised, however, that Grants will be awarded to Applicants that can demonstrate that the Project is fully funded and can be completed with the proceeds of the Grant and/or other committed funding. Therefore, if the estimated cost of a project (as documented in proposal submission of Attachment B, Projected Cost Sheet) exceeds the amount of the Grant, the Applicant must provide evidence of sufficient committed funding resources necessary to complete the project as described.

Section 3: Administrative Information

3.1 Reserved Rights

The Office of Mental Health reserves the right to:

- Withdraw the RFP at any time, at the agency's sole discretion;
- Make an award under the RFP in whole or in part;
- Disqualify an applicant whose conduct and/or proposal fails to conform to the requirements of the RFP;
- Seek clarifications and revisions of proposals;
- Prior to 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 applicants via the OMH website, Grants Gateway, and the New York State Contract Reporter;

- Eliminate any mandatory, non-material specifications that cannot be complied with by all of the prospective applicants;
- Waive any requirements that are not material;
- Negotiate with the successful applicant within the scope of the RFP 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 offerer's proposal and / or to determine an offerer's compliance with the requirements of the solicitation; and
- Cancel or modify contracts due to the insufficiency of appropriations.

3.2 Debriefing Process

The Office of Mental Health will issue award and non-award notifications to all applicants. Non- awarded applicants may request a debriefing regarding the reasons that their own proposal was not selected and / or disqualified. OMH will not offer ranking, statistical, or cost information of other proposals until after the New York State Office of the State Comptroller has approved all awards under this RFP. Debriefing requests must be made in writing (fax and e-mail is acceptable) within 15 business days of the date of the OMH non-award notification, and sent to the Designated Contact identified in Section 3.7 of this RFP.

3.3 Protests of Award Outcome

Protests of an award decision must be filed within twenty (20) business days after the date of the notice of non-award, or 5 business days from the date of a completed debriefing. The Commissioner or her 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:

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

3.4 Term of Contracts

Contracts will be awarded for one year, beginning January 1, 2016 and ending December 31, 2016.

3.5 Executive Order #38

Pursuant to [Executive Order #38](#),  dated January 18, 2012, OMH promulgated regulations regarding limits on administrative costs of and executive compensation paid by covered providers. See 14 NYCRR Part 513. Any contract awarded through this RFP will be subject



to such restrictions and to related requirements, if applicable.

3.6 Minority and Women Owned Business Enterprises

In accordance with Section 312 of the Executive Law and 5 NYCRR 143, it is expected that all contractors make a good-faith effort to utilize Minority and/or Women Owned Business Enterprises (M/WBE) when there is an opportunity to subcontract or purchase supplies to carry out a contract with the lead contracting agency.

3.7 Inquiries/Designated Contact Person

From the issuance of this RFP until awards are announced, any questions related to the RFP and the Non-Profit Behavioral Health Organization Health Information Technology Investment Program must be addressed to the designated contact person. **All** inquiries regarding this RFP should be addressed to the following individual only:

Susan Penn
Issuing Officer
New York State Office of Mental Health
44 Holland Avenue
Albany, NY 12229
Susan.penn@omh.ny.gov
(518) 473-7885

3.8 Submission Instructions

Proposals submitted for funding under this RFP **must** include all of the components in **Section 5, Project Narrative**, in order. **Failure to include The Pass/Fail Questionnaire and Attestation will result in disqualification from further review.** Proposals missing any additional required components will receive significant reduction in evaluation points.

- The Project Narrative will consist of answers to the questions below in section 3 and must be limited to a total of 15 pages, a minimum 12 point font with ½ inch margins.
- [Transmittal Form](#) (Attachment A)
- [Pass/Fail Questionnaire and Attestation](#) (Attachment A-1)
- Project Summary
- [Project Narrative](#)
- [Project Cost Sheet](#) (Attachment B)

The complete proposal package should contain one (1) original copy of each component and a flash drive (please ensure your agency name is on the flash drive) containing the ENTIRE proposal as one **searchable PDF** document. The proposal package and flash drive should be sealed in an envelope or box and sent to:

Susan Penn
New York State Office of Mental Health
Contracts and Claims, 7th Floor

**44 Holland Avenue
Albany, NY 12229
ATTN: BH-DD HIT RFP**

Proposals must be received by 4:30 on the due date of January 15, 2016. Proposals received after the due date and time will be returned, unopened.

Section 4: Evaluation Factors for Awards

4.1 Evaluation Criteria

Your application will be evaluated as follows:

- Pass / Fail Questions
- Geographically organized and separated by region
- Attestation Determination of Tier Status 1, 2 or 3.
- An Executive Summary of your organization and proposed project **(5 points)**
- Program specific questions, which include the following sections:
 - Demonstration of Need **(25 pts.)**
 - Project Impact **(25 pts.)**
 - Project Readiness **(25 pts.)**
 - Project Cost **(20 pts.)**

Total Possible Score: 100 Pts.

Initially, applications will be reviewed based on the Pass / Fail criteria outlined in Attachment A-1, Pass / Fail Questionnaire and Attestation. The Attestation information will determine each applicants Tier status. Upon meeting the mandatory requirements, proposals will be separated into Geographic Regions as defined and described in Attachment C. Following Geographic categorization, proposals will then be ranked as Tier 1, Tier 2 or Tier 3 and distributed to evaluators.

Tier 1 (highest preference)	Tier 2	Tier 3
NYS Medicaid billing revenue of less than \$500,000	NYS Medicaid billing revenue falls between \$500,000 and \$1,000,000	NYS Medicaid billing revenue over \$1,000,000
Total revenue of less than \$1,000,000	Total revenue of less than \$1,500,000	Total revenue of \$1,500,000 or greater

4.2 Method for Evaluating

Proposals Technical Evaluation

The evaluation will be conducted by a committee of evaluators consisting of OMH, OASAS, and OPWDD fiscal and program staff. Evaluators will score Tier 1 proposals first, ranking

them in order of highest score to lowest passing proposal. Each technical proposal will be evaluated separately by two (2) reviewers, who will then submit their scores to be added together and averaged for a final technical proposal score. The Projected Cost Section will be evaluated by a separate evaluator. The final technical score will be added to the Projected Cost Section score to arrive at a Total Score.

Following determination of awardees in Tier 1 for any region (described in Section 2.5, Geographic Eligibility) any remaining monies within that region will be awarded to Tier 2 proposals (ranked in order of highest to lowest passing proposal). If regional funding still exists following all tier 2 awards, evaluators will continue the same process for Tier 3.

After all three tier awards have been distributed, any remaining funds will be distributed to the next highest scoring applicant in the highest remaining priority tiers (regardless of region) until all funding has been distributed. In the event of a tie score, the organization with the highest score in the Project Impact Section will receive the award.

OMH may make partial awards to applicants when funding available is less than the applicant's request. No applicant will receive funding in excess of their requested amount.

Project Cost Evaluation

Please use Attachment B, Project Cost Sheet, to list and describe costs associated with each item that will be purchased. You must include a description and justification for all expenditures and how the expenditures relate to the proposed project.

Projects awarded will be required to complete final reporting on the use of the funds. Further instructions will be provided to winning applicants.

Section 5: Project Narrative

Please answer questions below in order. The Project Narrative should be no more than 15 pages at a minimum of 12 point font and ½ inch margins. **Proposals that exceed the page requirements will be subject to review of the first 15 pages only, which will likely result in a point reduction during evaluation.**

5.1 Executive Summary (5 points)

This section will highlight the work of your organization and provide information about the population(s) you serve.

1. Provide a brief overview (150 words or less) of your organization, what you do, and your goals for using Non-Profit Behavioral Health / Developmental Disability Providers Health Information Technology Investment Program funding. This executive summary should be suitable for dissemination to the public.

2. Provide a brief description (150 words or less) of the services that your organization provides. Please indicate which services would be directly impacted if you receive the funding.
3. Provide a brief description (150 words or less) of the community or communities where you provide services and where you plan to use the funding.

5.2 Demonstration of Need (25 points)

This section will establish why you are seeking Non-Profit Behavioral Health / Developmental Disability Organization Health Information Technology Investment Program funds.

1. Provide a detailed description of the project that you wish to undertake with Non-Profit Behavioral Health / Developmental Disability Providers Health Information Technology Investment funding and the goals that you would achieve with this project. Your description should explain how the project will improve the quality, accessibility, or efficiency of the BH / DD services that you provide. (10 points)
2. Provide a description of the populations and communities that are served by your organization and how long you have been serving these populations and communities. Please provide as much specific demographic information as possible. Please include the number of clients who receive BH / DD services from your organization and what outcomes you have achieved. Please provide an estimate of how many of these clients would be impacted by the project that you are proposing. (5 points)
3. Describe how the infrastructure needs that you have identified impact your clients and the services they receive. Why is the existing infrastructure insufficient? (10 points)

5.3 Project Impact (25 points)

This section will give you the opportunity to make the case for why your proposed project should be considered “high impact” and how it will have a positive effect on the clients you serve. The goal of the Non-Profit Behavioral Health / Developmental Disability Providers Health Information Technology Investment Program is to create the greatest positive impact on individuals and communities.

1. Describe why your proposed project is necessary to serve your target population and how the project will improve the scope, quality, efficiency, and / or accessibility of services. Please provide as much detail as possible. If the project will allow you to expand your services to reach a new population, please explain why it is important for your organization to serve this new population. (15 points)
2. Describe how the proposed project will address the infrastructure needs that you identified in the Demonstration of Need section. (10 points)

3. How will you evaluate the success of your proposed project? Please discuss qualitative or quantitative measures that could be used to demonstrate improvements in the quality, efficiency, and / or accessibility of services once the project is complete. (10 points)

5.4 Project Readiness (25 points)

This section will allow you to provide a detailed description of your agency's readiness and ability to enhance information technology services, and how that enhancement will immediately impact the clients your agency serves.

1. Please describe how **undertaking** the proposed project could impact your service delivery (due to changing systems, etc.) and how you plan to ensure that the quality of service is not impacted while the project is being completed. (10 points)
2. Please provide a brief description (150 words or less) of how the project will be managed, including the names of titles of staff who will oversee key aspects of the program and what experience they have in project management. (10 points)
3. Please describe your process in order to ensure completion of this project. Please include as many details as possible, including any purchases that would need to be made, services that would need to be contracted, timeline for completion, and permits or permission that would need to be secured. (5 points)

5.5 Project Cost (20 points)

Using Attachment B, Project Cost Sheet, outline and itemize how much funding will be needed for each aspect of your grant request. On a separate sheet, please complete a narrative to accompany your project costs. Indicate how your cost estimates were developed and why the costs you have outlined are reasonable for the work to be done. Justify your grant requests by providing detail regarding each item.