July 2017

New York State (NYS) Office of Mental Health (OMH)
Suicide Prevention Office (SPO)
Request for Proposals (RFP):

Coordination of Statewide Suicide Prevention Activities
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I. Introduction and Background

1.1 Purpose of the Request for Proposals

The New York State Office of Mental Health (OMH) is issuing this Request for Proposals (RFP) to invite eligible applicants to submit proposals for the Coordination of Regional Suicide Prevention Activities Request for Proposal (RFP) to the Suicide Prevention Office (SPO), whose mandate is to bring increased coordination and alignment of all OMH funded suicide prevention programming with the ultimate goal of reducing suicide attempts and deaths among New Yorkers. New York State’s Suicide Prevention Plan – 1700 Too Many, 1 calls for significant investments aimed at integrating best practices of suicide prevention into health and behavioral health systems, coordinated suicide prevention activities in community settings, and the use of surveillance systems and data to inform prevention activities and measure impact.

It has long been recognized that treating an individual’s underlying behavioral health or substance use disorders is necessary but not sufficient in managing an individual’s suicidality. What is called for is suicide prevention specific assessment and intervention tools. SPO has committed to supporting greater use of such practices in the health system and devotes a portion of its budget each year to paying for the delivery of high quality suicide prevention specific EBPs.

Beyond advancing “suicide safer care” in clinical settings, the state’s suicide prevention plan calls for harnessing the “passion and power” of communities determined to reduce suicides. The SPO offers webinars, consultations and best practice tools to suicide prevention coalitions, schools and other entities to advance and increase their local capacity to deliver evidence-based strategies for suicide prevention at the community level. In addition, we organize hundreds of gate keeper trainings each year, school-based suicide prevention activities and trainings, as well as community postventions after a death by suicide. Additionally, SPO supports a number of initiatives that raise awareness and support statewide stakeholders working to prevention suicide across the state, including the biannual NYS Suicide Prevention Conference. SPO is seeking proposals from organizations that can administratively support the broad array of activities outlined above by providing assistance in the coordination of initiatives and disbursement of contract funds to support the SPO in carrying out statewide Suicide Prevention Activities in Zero Suicide Implementation support in Health/Behavioral Healthcare settings, Clinical, Peer, School & Gatekeeper Training & Evaluation, Coalition Support, Public Awareness & Education Dissemination and Stakeholder Engagement.

II. Proposal Submission

2.1 Issuing Officer/Designated Contact

In accordance with State Finance Law, Section 139-j and 139-K, this RFP includes and imposes certain restrictions on communications between OMH personnel and an Applicant, or any

representative, agent, consultant or other third party representing the Applicant during the procurement process. 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, a bidder is restricted from making contact with any other personnel of OMH regarding the RFP. Certain findings of non-responsiveness can result in rejection for a contract award. Contacts made to any other OMH or State personnel regarding this procurement may disqualify the Applicant and affect future procurements with governmental entities in the State of New York. The Issuing Officer for this RFP is:

Carol Swiderski
Contract Management Specialist II
New York State Office of Mental Health
Contracts and Claims
44 Holland Avenue, 7th Floor
Albany, NY 12229

2.2 Key Events Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFP Release</td>
<td>08/23/2017</td>
</tr>
<tr>
<td>Mandatory Bidders Webinar</td>
<td>09/06/2017</td>
</tr>
<tr>
<td>Questions Due</td>
<td>09/15/2017</td>
</tr>
<tr>
<td>Questions and Answers Posted on Website</td>
<td>09/27/17</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>10/11/2017</td>
</tr>
<tr>
<td>Notice of Conditional Award</td>
<td>11/06/2017</td>
</tr>
<tr>
<td>Contract Start Date</td>
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</tbody>
</table>

2.3 Mandatory Bidders’ Webinar
A mandatory bidders’ webinar will be held on **Wednesday, September 6th at 10:00 AM** via Webex. Go to [https://meetny.webex.com/meetny/j.php?RGID=ra0440617596d6bbfac31c1845e1f9254](https://meetny.webex.com/meetny/j.php?RGID=ra0440617596d6bbfac31c1845e1f9254) to register. Once the host approves your request, you will receive a confirmation email with instructions for joining the meeting. Proposals will only be accepted from organizations that participate in the webinar.

2.4 RFP Questions and Clarifications
All questions or requests for clarification concerning the RFP shall be submitted in writing by email to the Issuing Officer at carol.swiderski@omh.ny.gov or by fax at NUMBER by 5 p.m. on 09/15/2017. Please reference the name of the RFP in correspondence. Questions and answers will be posted on the OMH website by 5 p.m. on 09/27/17 and will be limited to addressing only those questions submitted by the deadline. No questions will be answered by telephone.
2.5 **Addenda to the Request for Proposals**
In the event that it becomes necessary to revise any part of the RFP prior to the scheduled submission date for proposals, an addendum will be posted on the OMH website. It is the bidder’s responsibility to periodically review the OMH website to learn of revisions or addendums to this RFP, as well as to view the official questions and answers. Changes to the RFP will also be posted in the NYS Contract Reporter. No other notification will be given.

2.6 **Eligible Applicants**
Eligible applicants are State-wide, non-profit organizations that have a background in mental health service delivery, a presence in communities statewide, and knowledge of the current trends in suicide prevention and postvention service and training. The applicant must demonstrate their ability to support the statewide efforts as outlined in the Suicide Prevention Plan [https://www.omh.ny.gov/omhweb/resources/publications/suicide-prevention-plan.pdf](https://www.omh.ny.gov/omhweb/resources/publications/suicide-prevention-plan.pdf)

Eligible applicants must be fiscally viable and in good standing with their local government unit and/or OMH.

2.7 **Disqualification Factors**
Following the opening of bids, a preliminary review of all proposals will be conducted by the Issuing Officer or a designee to review each proposal’s submission for completeness (see Section II, 2.8) and verify that all eligibility criteria have been met. Proposals that do not meet basic participation standards will be disqualified, specifically:

- Proposals from applicants that do not meet the eligibility criteria as outlined in Section 2.5;
- Proposals that do not comply with the RFP required format as specified in Section II, 2.7; or
- Bidders that did not submit a complete Proposal; or
- Proposals with administrative overhead costs greater than 15%

2.8 **Instructions for Bid Submission and Required Format**
Each proposal is required to contain:

1. Agency Transmittal Form
2. Project Summary
3. Four-part Program Narrative
4. Operating Budgets for Years 1, 2, 3, 4, and 5
5. Complete Budget Narratives

The Operating Budget Form (Appendix B) for Years 1, 2, 3, 4 and 5 and the Budget Narrative Form (Appendix B1) are separate documents that appear in the RFP section of the OMH website and can be downloaded in Excel format or Portable Document Format (PDF). Bidders
must not substitute their own budget format. **Failure to use the provided Operating Budget and Budget Narrative formats will result in disqualification for non-responsiveness.**

For the Summary and Project Narrative page limits (see Section V, 5.3), a page is 8.5” x 11” in size and printed only on one side with a Times Roman or equivalent font size of not less than 12 and 1 inch margins. Font size may be smaller in charts, tables, and graphs. Proposals that do not meet these formatting requirements will be screened out and returned without review. If a proposal includes appendices or attachments used to extend or replace any part of the Summary or Project Narrative, those appendices or attachments will be disregarded. Agency name must appear on all pages of proposal including budget forms.

Bidders must submit one (1) copy of the full proposal package along with a flash drive containing one complete (scanned as one document, not parts) PDF proposal by mail, delivery service, or hand delivery to be received by 4:00 p.m. on Wednesday, 10/11/2017; each package must include the required proposal components cited above in Section II, 2.7. Bidders mailing proposals should allow a sufficient mail delivery period to ensure timely arrival of their proposals. Proposals cannot be submitted via email or fax. All proposals received after the due date and time cannot be accepted and will be returned unopened.

Proposals should be sealed in an envelope or boxed and sent to:
Carol Swiderski
Contract Management Specialist II
New York State Office of Mental Health
Contracts and Claims Unit, 7th Floor
44 Holland Avenue
Albany, NY 12229
**ATTN: RFP for Statewide Suicide Prevention Initiative for Local Communities**

**2.9 Packaging of RFP Responses**

Proposals should be sealed in an envelope or boxed and sent to:

Carol Swiderski
Contract Management Specialist II
New York State Office of Mental Health
Contracts and Claims Unit, 7th Floor
44 Holland Avenue
Albany, New York 12229
**Attn: RFP for Statewide Suicide Prevention Initiative for Local Communities**

**III. Administrative Information**

**3.1 Term of Contract**
Contracts will be written for a total of five (5) years, dependent upon appropriate funding. OMH reserves the right to change the contract period for the first or second year so that it is
more or less than 12 months in order to align the contract dates with OMH’s New York City contract Cycle (July 1 through June 30) or OMH’s Upstate contract cycle (January 1 through December 31).

3.2 Reserved Rights
The Office of Mental Health reserves the right to:

• Reject any or all proposals received in response to the RFP that are deemed non-responsive, 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 a bidder whose conduct and/or proposal fails to conform to the requirements of the RFP;
• Seek clarifications of proposals for the purposes of assuring a full understanding of the responsiveness to the solicitation requirements;
• Use proposal information obtained through the State’s investigation of a bidder’s qualifications, experience, ability or financial standing, and any material or information submitted by the bidder 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 bidders to submit proposal modifications addressing subsequent RFP amendments;
• 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 bidders via the OMH website and the NYS Contract Reporter;
• Eliminate any non-material specifications that cannot be complied with by all of the prospective bidders;
• Change any of the scheduled dates;
• Waive any requirements that are not material;
• Negotiate any aspect of the proposal in order to assure that the final agreement meets OMH objectives;
• Conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder;
• 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;
• Conduct a readiness review of selected bidder(s) prior to the execution of the contract and
• Cancel or modify contracts due to the insufficiency of appropriations.

3.3 Debriefing Process
The Office of Mental Health will issue award and non-award notifications to all bidders. Both awarded and non-awarded bidders may request a debriefing in writing regarding feedback on
their own proposal, regardless if it was selected for an award or disqualified, within 15 business days of the OMH dated letter. 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. Debriefing requests must be made in writing (fax and e-mail is acceptable) and sent to the Designated Contact, as defined in Section II, 2.1 of this RFP.

3.4 Protests Related to the Solicitation Process
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 a completed debriefing. The Commissioner or his 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 Sullivan, MD
Commissioner
New York State Office of Mental Health
44 Holland Avenue
Albany, New York 12229

3.5 Minority and Women Owned Business Enterprises and Service Disabled Veteran Owned Business Enterprises
In accordance with Section 312 of the Executive Law and 5 NYCRR143, it is expected that all contractors make a good faith effort to utilize Minority and/or Women or Service Disable Veteran Owned Business Enterprises when there is an opportunity to subcontract or purchase supplies to carry out a contract with the lead contracting agency.

3.6 Equal Employment Opportunity
By submission of its bid, the successful bidder warrants that it is an Equal Opportunity Employer and that it does not discriminate in its employment and business practices on any of the bases provided in the New York State Human Rights law or any applicable federal laws.

IV. Evaluation Factors for Awards

4.1 Evaluation Criteria
Evaluation of proposals will be conducted in two parts: Technical Evaluation and Financial Assessment (Cost). An independent evaluator will compute the Financial Assessment score and a committee consisting of at least three technical evaluators will complete the Technical Evaluation.

Each technical evaluator will independently review the technical portion of each proposal and compute a technical score. Evaluators of the Technical Evaluation component may then meet
to provide clarity or review any questions an evaluator has about a particular section of a proposal. Following any such discussion, evaluators may independently revise their original score in any section, and will note changes on the evaluation sheet. Once completed, final Technical Evaluation scores will then be calculated, averaged, and applied to the final Financial Assessment score to arrive at final scores.

Any proposal not receiving a minimum final score of 70 will be eliminated from consideration. The proposal with the highest score will be awarded conditional approval. If the agency selected is not able to assume operational responsibility, OMH will select the agency with the next highest score. If case of a tie in the scoring process, the proposal with the highest score on Component B will be ranked higher.

<table>
<thead>
<tr>
<th>Component</th>
<th>Maximum Points</th>
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<tbody>
<tr>
<td><strong>Section C Project Narrative</strong></td>
<td></td>
</tr>
<tr>
<td>Technical Components</td>
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<td>Content Area</td>
<td>80</td>
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<tr>
<td>Component A</td>
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<tr>
<td>Component B</td>
<td>(35)</td>
</tr>
<tr>
<td>Component C</td>
<td>(15)</td>
</tr>
<tr>
<td>Component D</td>
<td>(10)</td>
</tr>
<tr>
<td>Component E</td>
<td>(5)</td>
</tr>
<tr>
<td>Component F</td>
<td>(10)</td>
</tr>
<tr>
<td><strong>Total Technical Score</strong></td>
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<tr>
<td>Financial Assessment (Cost)</td>
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</tr>
<tr>
<td><strong>Total Proposal Score</strong></td>
<td>100</td>
</tr>
</tbody>
</table>

### 4.2 Proposal Evaluation

#### 4.2.1 Technical Evaluation

Points are applied in the evaluation of proposal responses to required descriptions and questions for the Summary and Project Narrative in Section V: Scope of Work.

#### 4.2.2 Financial Assessment

Points are calculated by dividing the five-year funding request of the lowest bid received by the five-year funding request of the proposal being assessed and then multiplying the result by 20.

### 4.3 Agency Recommended Award and Notification

One award will be made through this RFP to the applicant with the highest technical and cost score combined. In case of a tie Applicant with highest content area score on Component B will be awarded the contract.

Upon completion of the evaluation process, notification of conditional award and non-
award letters will be sent to all applicants. The award is subject to approval by the New York State Attorney General’s Office and the New York State Office of State Comptroller before the contract is finalized.

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

V. Scope of Work

5.1 Introduction
The Suicide Prevention Office (SPO) was created in 2014 to coordinate all OMH-sponsored suicide prevention activities. SPO aims to strengthen suicide safer care across health care settings starting with behavioral health, but also primary care, emergency rooms, and substance use disorder treatment settings, while continuing to support and strengthen the existing community-based infrastructure.
Programmatic efforts fall into 3 major domains: 1) Zero Suicide, that is, the implementation of systematic suicide prevention in health and behavioral health care settings 2) community based initiatives, including school programs and community suicide prevention coalitions and 3) advancing data infrastructure to inform all suicide prevention initiatives. Funding through this contact is absolutely critical to advancing programs in all three of the above domains. The Contractor is responsible for ensuring that ownership of any work, materials, or products (e.g educational manuals or trainings) developed with contract funds are consistent with Program Specific Terms and Conditions as specified in Section A6.

The Contractor awarded by this RFP will provide coordination of the following activities:
- “Zero Suicide” Implementation Support in Health/Behavior Healthcare Settings
- Clinical, Peer, & Gatekeeper Training & Evaluation
- Coalition Support
- Public Awareness and Education Dissemination and Logistical support for the NYS Suicide Prevention Conference.
- Stakeholder Engagement

5.2 Objectives and Responsibilities
Objectives:
As noted in Section I, 1.1, the aim of the Suicide Prevention Office is to reduce suicide attempts and deaths among New Yorkers through the implementation of well-coordinated and aligned initiatives in the health system and community at levels. The awardee will assist in the coordination of initiatives and disbursement of contract funds to support the Suicide Prevention Office in carrying out statewide Suicide Prevention Activities in Zero Suicide Implementation support in Health/Behavioral Healthcare settings, Clinical, Peer, School & Gatekeeper Training & Evaluation, Coalition Support, Statewide Suicide Prevention Conference, Public Awareness & Education Dissemination
and Stakeholder Engagement by providing:
   a) Logistical and Administrative Support for Suicide Prevention Activities
   b) Reimbursement of travel and stipends for Non-state employee Trainers
   c) Supporting Implementation of Evidence-based Community Suicide Prevention Programming

Responsibilities:
1) Contractor will provide the administrative and logistical support for the annual NYS Suicide Prevention Conference, including:
   • Coordinate conference support with Event Coordinator and SPO
   • Logistical support for online registration and onsite registration, including processing, management and oversight
   • Order conference Supplies, including nametags, name tents, swag, etc
   • Responsible for developing participant lists, certificates of attendance & CEU certificates
   • Collate, assemble, and distribute all conference participant materials,
   • Collect and tabulate all conference evaluation data for analysis
   • Provide staffing on-site support for set-up, check-in, and break-down
   • Make travel arrangements for conference speakers and NYS Suicide Prevention Council Members
   • Process invoices for speaker fees, expenses, and travel
   • Provide detailed account of all conference expense

2) Contractor will provide the administrative and logistical support around delivering trainings, including:
   a) Introduce and promote initiatives
      • Send out announcement of new initiative
      • Contact individuals and agencies selected to participate
      • Field calls from clinics and individuals interested in new learning opportunities.
      • Encourage utilization of spots provided
      • Confirm all available spots are utilized
   b) Logistics
      • Ensure all logistical needs are met for training - set-up, materials, technical needs, etc.
      • Make arrangements for food, if necessary
      • Set-up accommodations for travel when needed
   c) Administrative
      • Work with OMH on developing project budget.
      • Develop and secure contracts with educational and implementation consultants and trainers.
      • Process payments for consultants.
      • Verify travel reimbursement calculations.
• Process payment for travel and accommodations for training participants as decided upon by OMH.
• Provide administrative support for learning opportunities.
• Upon completion of training follow up on any outstanding administrative tasks as requested by OMH.
• Reconcile project costs.

3) Reimbursement of travel and stipends for Non-state employee Trainers:
Contractor will receive and process reimbursements including:
• Transportation- Car rental /Mileage- per OMH guidelines
• Hotel- reimburse for hotel stay per OMH guidelines
• Stipends- as approved by OMH SPO/SPC

4) Supporting Implementation of Evidence-based Community Suicide Prevention Programming
   a) Outreach and promotion of activities
      • Outreach in each OMH region to broad audiences.
      • Create RFP to be used to solicit proposals in all OMH regions
      • Provide technical assistance to develop grant proposals
   b) Administration
      • Develop and communicate deliverables for selected projects and guidelines for documenting and completion of deliverables.
      • Allocate funds, in consultation with OMH’s Suicide Prevention office as needed.
      • Obtain extension approvals from OMH and communicate outcome as needed.
      • Update information on website as needed.
      • Collect, scan and forward end of year reports from selected program sites to OMH.

A. Proposal Requirements

Each proposal is to include the following SIX components:

Component A- Define the duties of the personnel who will coordinate and monitor the planned statewide suicide prevention activities, include what the Full Time Equivalent (FTE) for this position will be in the budget and budget narrative.

Component B- Show that your agency has the qualifications and proven administrative and fiscal competency to mobilize this effort in accordance with the “responsibilities 1-4” laid out above.
   1) How will your agency support the NYS Suicide Prevention Conference, including promotion, logistics, and fiscal coordination of the event?
   2) How will you provide the administrative and logistical support around delivering trainings, including promotion, logistics and fiscal coordination of events.
   3) How will your organization process reimbursement of travel and stipends for Trainers and expert consultants expenses in a time sensitive fashion?
4) How will your agency provide support to Implement Evidence-based Community Suicide Prevention Programming?

**Component C** - Describe how your agency provides services and has a presence in all communities across the state.

**Component D** - Describe how your agency will increase the opportunity for suicide prevention activities and awareness throughout New York State, including your ability to disseminate information statewide.

**Component E** - Include 6 letters of support (two each) from local coalitions, health care providers and community stakeholders that describes the nature of the relationship and how they have partnered with your organization in the past.

**Component F** - Submit resumes of proposed staff for this project. Describe the qualifications of staff persons that you foresee doing this project and how their qualifications will contribute to the success of this initiative.

5.3 Requirements for Submission
Proposals submitted for funding under this RFP must include all of the following components in the following order. Proposals missing any of the required proposal components will not be considered. See Section II, 2.8 for additional information on proposal format and content.

A. **Project Cover**

B. **Summary** (no longer than three pages)
Describe the proposed program concisely; include its goals, objectives, overall approach, anticipated outcomes, and deliverables.

C. **Project Narrative** (no longer than a total of twenty pages, please number 1 of 20, 2 of 20 etc.)
Address all required components as defined in Section V 5.2A, in the order in which they are listed.

D. **Operating Budgets and Budget Narratives**
Be sure to use the required budget formats (see Appendix B and B1) to develop the yearly Operating Budgets and Budget Narratives. Do not substitute your own budget formats.

Develop yearly Operating Budgets for Year 1, 2, 3, 4 and 5 the five-year grant period. Up to $680,000 is available in the first year and $695,000 annually thereafter. These budgets will be used to assess proposal cost (see Section IV, 4.2.2). 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.
• Complete Budget Narratives for all of the detailed expense components that make up total operating expenses in each budget and include the calculation or logic that supports the budgeted value of each category.

VI. Appendices

Appendix A  Agency Transmittal Form

Appendix B  Operating Budget Form for Years 1, 2, 3, 4 and 5

Appendix B1 Budget Narrative Form

Appendix C  Direct Contract Forms and Instructions