

# **REQUEST FOR PROPOSAL**

**Certified Recovery Peer Advocate – Youth and  
Family Parenthetics  
(NY – FYF)**

Issued on June 1, 2016 by:

**Research Foundation for Mental Hygiene, Inc  
150 Broadway  
Menands, New York 12204**

**In Partnership With:  
New York State Office of Alcoholism and Substance Abuse  
Services  
Bureau of Adolescents, Women, and Children  
1450 Western Avenue, 2<sup>nd</sup> Floor  
Albany, New York 12203**

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Request for Proposals (RFP)  
Certified Recovery Peer Advocate – Youth and Family Parenthetics

**Introduction**

The New York State Office of Alcoholism and Substance Abuse Services (OASAS), funded through the Research Foundation for Mental Hygiene, Inc. (RFMH), is a recipient of an Adolescent and Transitional Aged Youth Treatment and Enhancement and Dissemination Implementation grant from the Substance Abuse and Mental Health Services Administration (SAMHSA) / Center for Substance Abuse Treatment (CSAT). This project is titled New York – Focus on Youth and Families (NY-FYF) and its goal is to provide a full continuum of accessible and effective treatment and recovery services for youth (12 – 20 years old) with substance use and co-occurring disorders and their families by developing peer services for these populations.

*Purpose*

To aid in enhancing our project, we are seeking proposals from qualified consulting, educational, and/or research organizations interested in developing a curriculum and working with the OASAS approved Peer Certification Board(s) to add Youth and Family Parenthetics to the Certified Recovery Peer Advocate. This will allow an individual to specialize in serving youth or families affected by youth substance abuse. This project will assist us in developing capacity to provide these services under the proposed new State Plan Services for Youth that is occurring as part of Medicaid Redesign.

*Eligibility*

OASAS and RFMH are seeking a qualified organization or organizations to collaborate with and to develop, pilot, and implement addiction-specific Youth and Family Peer Services parenthetics that build on the Certified Recovery Peer Advocates (CRPA) certification. Applying organizations must be an OASAS approved Certification Board for the CRPA certification or be an educational, not for profit institution who will work in conjunction with at least one of the OASAS approved Certification Boards to execute a valid and reliable role delineation study, which includes participation of qualified individuals including but not limited to subject matter experts from OASAS, relevant provider associations, individuals currently providing peer services, and other pertinent stakeholders to define the skills and competencies necessary for this parenthetic. Additionally, in order to assist the state in building capacity for this parenthetic, the selected organization will develop a Train the Trainer model for the curriculum developed through this process. This project runs through September of 2018 and, as such, respondents must ensure they can commit to this timeline before applying.

*Definition*

Certified Recovery Peer Advocates are individuals who hold an OASAS approved certification as a peer advocate. These individuals are supervised by a credentialed or licensed clinical staff member to provide peer support services based on clinical need as identified in the patient’s treatment/recovery plan. Peers utilize their recovery expertise and experience to perform many tasks, including helping peers develop recovery plans,

learning and practicing new skills, helping peers self-monitor their progress, modeling effective coping skills, attending court and other system meetings as a support, facilitating peer support groups, and supporting another peer in advocating for themselves to obtain effective services. Note that ongoing administrative oversight of the Certification Boards and their business lines related to the parenthetics will continue to be provided by the Talent Management Bureau of OASAS, while all other areas of administration of this project will be provided by the Bureau of Adolescents, Women, and Children of OASAS. Additionally, OASAS approved Certification Boards who intend to be involved in this project will need to sign an amended agreement with OASAS indicating their ability to provide the specialty parenthetic.

#### *CRPA-Y*

According to the New State Plan Services for Children, Youth Peer Support and Training (YPST) is defined as services and supports, both formal and informal, provided to youth who are experiencing social, emotional, medical, developmental, substance use, and/or behavioral challenges in their home, school, placement, and/or community centered services. These services provide the training and support necessary to ensure engagement and active participation of the youth in the treatment planning process and with the ongoing implementation and reinforcement of skills learned throughout the treatment process.

The Youth Peer Services parenthetic should encompass all of the components placed forward in the New State Plan Services for Children, which include skill building, coaching, self-advocacy, self-efficacy, and empowerment. These services can be delivered in either an individual face-to-face intervention or a group face-to-face intervention, though groups cannot exceed more than twelve individuals total. Individual staff qualifications for YPST require that an individual is 18 to 30 years of age and further qualifications can be found under *Certification Requirements*.

#### *CRPA-F*

According to the New State Plan Services for Children, Family Peer Support Services (FPSS) are defined as services and supports, both formal and informal, provided to families caring for/raising a child who is experiencing social emotional, developmental, medical, substance use, and/or behavioral challenges in their home, school, placement, and/or community. FPSS provide a structured, strength-based relationship between a Family Peer Advocate (FPA) and the parent/family member/caregiver for the benefit of the child/youth. The Family Peer Services parenthetic should encompass all of the components placed forward in the New State Plan Services for Children, which include engagement, bridging, and transition support, self-advocacy, self-efficacy, and empowerment, parent skill development, and community connections and natural supports. This service can be delivered in either an individual face-to-face intervention or a group face-to-face intervention, and those groups should be composed of members who share common characteristics and should not exceed 12 individuals in total.

These services may be delivered by a Certified Recovery Peer Advocate with a Family Specialty. To be certified as a CPRA-F, the individual must be at least 18 years of age and meet the further qualifications that be found under *Certification Requirements*.

### *Certification Requirements*

To be certified as either a CPRA-Y or CPRA-F, an individual must meet the following requirements:

- Have lived experience as a family member impacted by youth substance use disorders. The CRPA-Y and CRPA-F may be in recovery themselves;
- Have a high school diploma, a State Education Commencement Credential, or a General Equivalency Degree (GED);
- Complete the minimum education requirements for the International Certification and Reciprocity Consortium's (IC&RC's) Peer Recovery certification (entitled CRPA in NYS) which currently requires 46 hours to include specific training, covering the following topics: advocacy, mentoring/education, recovery/wellness support, medication-assisted treatment, and ethical responsibility;
- Document the minimum work experience hours as required for the International Certification and Reciprocity Consortium's (IC&RC's) Peer Recovery credential, which currently includes 500 hours and an additional 500 hours of work experience related specifically to providing services to family members. If the individual is going through this process for the first time and does not hold a CRPA credential, a minimum of 100 out of 500 hours of work experience must be related to the parenthetic toward which they are working. If the individual already holds the CRPA certification and are looking to obtain the Youth or Family parenthetic, they must complete an additional 100 hours of work experience in the specialty area. The general 500 hours of related work experience can be waived if they:
  - Have a Bachelor's degree;
  - Are credentialed by OASAS as a CASAC, CASAC Trainee, or Prevention Professional; or
  - Have completed the 30 hour Recovery Coach Academy Training;
- Provide evidence of at least 25 hours of supervision specific to the performance domains of advocacy, mentoring/education, recovery/wellness support, and ethical responsibility. Supervision must be provided by an organization documented and qualified to provide supervision per job description;
- Pass the IC&RC Peer Advocate Exam, offered by an OASAS approved Certification Board or other exam approved by OASAS;
- Submit two letters of recommendation;
- Demonstrate a minimum of 16 hours of experience or education in the area of either Youth or Family Peer Support; and
- Complete 20 hours of continuing education earned per year, based on a renewal cycle determined by the Certification Board, including six hours of ethics training per renewal cycle.

The above requirements are also in line with the certification standards and requirements for candidates to earn and maintain the Certified Recovery Peer Advocate (CRPA)

certification and as this certification is an addition to the CRPA certification, it is especially vital that these standards are met.

Additionally, CRPA-Ys and CRPA-Fs will be supervised by 1) an individual working as a Youth Peer Advocate or Family Peer Advocate for a minimum of four years, with one of those years having been as a credentialed peer advocate or its equivalent, including specialized training and/or experience as a clinical supervisor OR 2) a behavioral health professional with training in YPST or FPSS and access to discipline-specific clinical consultation on a planned and regular basis. A competent behavioral health professional meets the qualifications for a “qualified mental health staff person” found in 14 NYCRR 594 or 14 NYCRR 595.

We anticipate that part of the role of the selected organization will be to work with OASAS to define the appropriate settings in which individuals applying to be a CRPA-Y or CRPA-F are able to gain the necessary hours of experience, as well as helping to define what is necessary in terms of the hours of supervision and continuing education.

### *Training*

Once developed, the curriculum must be piloted and a training must be created. The training must be twenty hours in length, half of which may be online learning. OASAS expects the training to be held at least once in the six upstate regions of New York State, as well as two to three trainings in the New York City region for each parenthetic. For reference, a New York State map divided into regions is included as Attachment B. Additionally, a Train the Trainer training must be created and held at least once in the New York City region and once Upstate with the potential for more, pending funding. The expected deliverables for the curriculum are as follows: Train the Trainer Manual, Trainer Manual, Participant Manual, and accompanying PowerPoint slides in formats approved by OASAS. As this project is federally funded, prior to any discussions regarding propriety and/or copyright, OASAS needs to discuss this matter with the project’s Federal Project Officer.

The pay rate per delivery is \$2,000 and supports all necessary expenses associated with delivering the training, including labor, equipment, and travel. This payment is separate from the \$140,000 budget limit and, as such, should not be included in the budget and justification form required for this application.

### **Key Dates and Deadlines**

Release Date	June 1, 2016
Due Date for Letter of Intent	June 15, 2016
Closing Date for Submission of Bidder Inquiries	June 29, 2016
Answers to Final Bidder Inquiries On or About	July 1, 2016
Closing Date for Receipt of Bidder’s Proposals	July 13, 2016
Anticipated Selection of Bidders	August 1, 2016

### **Application Requirements**

1. *Cover Page Requirements – 2 pages maximum*

Responder must provide a cover page or pages detailing the following:

- Full name and address of the organization
- Year organization was founded and an outline of the organization's history, including its experience creating curriculum surrounding substance use disorder (SUD) and recovery related to families and if the applicant is not a Certification Board, they must identify the Certification Board(s) they will be working with.
- Evidence that the organization has working knowledge of federal, state, and local guidelines related to Recovery Oriented Systems of Care (ROSC) and the implementation of peers into the existing SUD continuum of services in New York State
- Total number of employees
- Location(s) from which all services will be performed
- Describe the nature of your organization (e.g. municipal corporation, business corporation, not-for-profit corporation, proprietorship, etc.)

Additionally, include any of the following that are applicable to the responder's organization:

- A statement as to indebtedness
- A list of outstanding liens, if any, against the responder
- A summary of litigation, if any, against the responder and the outcome or its disposition of such litigation
- A statement as to whether responder has ever been deemed a non-responsible vendor by any governmental or entity

**Application Narrative – Includes sections 2, 3, and 4 (10 pages maximum, excluding attachments)**

2. *Responder Expertise and Experience*

Responder must demonstrate that they have the necessary expertise to provide the required services, describe in detail the relevant expertise in providing the services required, including a description of the services provided and the number of years providing the services. The responder must describe the background and areas of expertise for any and all consultants with which they plan to collaborate.

Additionally, respondents should identify and describe any and all of the following areas that can attest to their organization's level of expertise:

- Relevant qualifications
- Certifications
- Educational experience
- Trainings that staff members have had

Responder must describe the organization's experience in role delineation studies, focus groups, and the ability to develop the parenthetics' curriculum, pilot, and Train the Trainer model. For each service listed above, respondents must:

- Outline their experience
- State the duration in the provision of such similar services
- Identify the client population with which they worked

Identify the target audience and qualifications for those who will be delivering Train the Trainer trainings for both the CRPA-Y and CRPA-F designations. Do those individuals need to be certified as a CRPA prior to delivery of the training? If so, for how long?

Responder must also describe how they will include and/or define other previously earned training and experience to count toward the training and experience hours necessary to earn the CRPA-Y and/or CRPA-F designation(s) for those who may already hold a similar credential.

Please describe how the organization providing certification will carry out background checks for each of the parenthetics.

Responders must attach a list of all contracts within the last five years (regardless of the type of service). Each contract should specify each of the following:

- The name of the contract
- The time period for services provided
- Whether the contract was or was not terminated prematurely
  - If terminated prematurely, the reasons for termination **and** the party who initiated the termination

***Please see attachment C for an example.***

Applicants should be an OASAS Certification Board or an educational, not-for-profit organization who will be working in conjunction with an OASAS Certification Board. Responders must demonstrate how they will involve stakeholders in the process of developing and delivering services outlined in this RFP.

### 3. *Staffing – Qualifications and Experience of Personnel*

In this section, responders must:

- Describe the qualifications, educational and/or work experience of all staff and contractors, insofar as they relate to this service. Key staff and contractors performing this service must have a reasonable amount of experiencing developing and implementing curricula related to SUD recovery for youth and families impacted by youth SUD.
- Specify job descriptions of each key staff person and contractor(s).
- Describe the background and areas of expertise of consultants that organizations plan to collaborate with on this project.

Responders must attach:

- Resumes of the project director and other key staff, including information technology staff and contractors who will be assigned to this service.

- Letter(s) of commitment from any consultant(s) the responder plans to collaborate with on this project.

#### 4. *Certification Application, Testing, and Review Process*

If the responder is not a Certification Board, they should describe how they will work with existing Certification Board(s) to develop the competencies and additional psychometrically sound examination processes through the development of youth and family specific:

- Role delineation study, which must be done by the Certification Board and must determine the additional competencies and examination questions which would be required for the addition of the parenthetic.
- Certification Process
- Canon of Ethics

A Certification Board submitting an application should use this section to describe their plans for executing the role delineation study and for developing the youth and family specific certification process and canon of ethics.

#### 5. *Budget and Justification*

The selected organization will receive \$70,000 per parenthetic (one for youth and one for families) for a total award of \$140,000. The selected organization will have up to \$30,000 per parenthetic, for a maximum of \$60,000, for the duration of Year 1 which ends September 29, 2016. The balance of the award will be distributed in years 2 and 3. Year I should focus mainly on the role delineation study and developing the curriculum, and Years II and III should be focused on implementation and the Train the Trainer model.

Please provide a detailed budget, including justifications for each expense. A sample budget form can be found in **Attachment A** of this RFP.

#### 6. *Timeline for Implementation*

Responders should create an implementation timeline based on the idea that the curriculum should be finalized and ready to pilot by February 1, 2017, leaving the remainder of Year 2 and the entirety of Year 3 of this award for Train the Trainer sessions and implementation. Please create a multi-year work plan through September 2018 that identifies performance targets and detailed plans for a role delineation study and development of the curriculum, and a projected timeline for Train the Trainer, CRPA-Y, and CRPA-F trainings.

#### 7. *Letters of Commitment, if applicable*

Lead applicants that are not themselves an OASAS-approved Peer Certification Board will need to partner with such certifying body and must include in their submission letters of commitment from one or both certifying bod(ies) indicating that such bod(ies) agree to work with the responder in the event they are selected as the successful applicant in this RFP.

*Letter of Intent to Bid*

Applicants are required to notify OASAS by June 15, 2016 of the applicant's interest in bidding prior to proposal submission. A letter of intent to bid form is included within this RFP as Attachment D. **This form is mandatory.** OASAS will only guarantee notification of any changes in the RFP schedule, requirements, and addenda to this RFP and responses to Bidders' questions to Bidders who notify OASAS of their interest in bidding by this date. This form should be sent by email or US mail to:

Samantha Kawola, Project Coordinator – NY-FYF  
Bureau of Adolescent, Women, and Children's Services  
New York State Office of Alcoholism and Substance Abuse Services  
1450 Western Avenue  
Albany, NY 12203  
samantha.kawola@oasas.ny.gov

*RFP Evaluation Criteria*

**Threshold Review**

The responses to this RFP will be reviewed by a team of OASAS staff. The review team will review the response to determine whether or not the applicant has supplied sufficient information for each section and, additionally, proposals will be screened for timeliness, completeness, and compliance with instructions for submission. Proposals that are not submitted in a timely manner or that fail to include all required components may be deemed incomplete and removed from further review considerations. These criteria are as follows:

- Did the Applicant submit a Letter of Intent by the due date?
- Did the Applicant submit the Proposal on time?
- Is the Proposal complete?
- Are Letters of Commitment from certifying bod(ies), if applicable, included?

**Application Review**

Proposals passing the Threshold Review will be reviewed, rated, and ranked in order of highest score based on an evaluation of each applicant's written submission. Reviews will be made objectively by an OASAS appointed panel and proposals will be scored on their ability to implement the requirements described above according to the following criteria:

Cover Page – 5 points

Responder Expertise– 35 points

Staffing – 20 points

Certification Application, Testing, and Review Process – 15 points

Budget and Justification – 20 points

Implementation Timeline – 5 points

**Total – 100 points**

One award will be made to the proposal that receives the highest overall final score. In the event that two or more proposals have the same highest overall final score, the following tie breaker criteria will be applied to determine which proposal will be ranked highest:

- The proposal(s) with the highest total for the section Responder Expertise will be ranked highest.

#### *Administrative Requirements*

#### **Formatting Requirements**

- Font should be 12 pt. Times New Roman
- Double spaced
- All pages submitted should have 1 inch margins (top, bottom, left, right)
- Pages should be numbered consecutively from beginning to end
- Application should be submitted unbound

#### **Submission Requirements**

The application must consist of:

1. Cover Page, detailing the information in Section 1 of this RFP. (Must not exceed 2 pages)
2. Application Narrative, detailing the information in Sections 2, 3, and 4 of this RFP. Application narratives must not exceed 10 pages (excluding attachments).
3. Budget and Justification. (Must not exceed 4 pages)
4. Implementation Timeline. (Must not exceed 2 pages)

**The original and three copies of the completed application should be submitted by email or US mail to the individual below by 5:00 p.m. on **JULY 13, 2016**:**

#### **Certified Recovery Peer Advocate – Youth & Family Proposal**

Samantha Kawola, Project Coordinator, NY – FYF  
Bureau of Adolescents, Women, and Children  
NYS Office of Alcohol and Substance Abuse Services  
1450 Western Avenue  
Albany, NY 12203  
Samantha.Kawola@oasas.ny.gov

#### **Questions regarding this RFP**

Any questions or requests for clarification about this RFP, submitted in writing via email or US Mail by 5:00 p.m. on June 29, 2016, should be directed to:

Samantha Kawola, Project Coordinator, NY – FYF  
Bureau of Adolescents, Women, and Children  
NYS Office of Alcoholism and Substance Abuse Services  
1450 Western Avenue  
Albany, NY 12203  
518-485-7483

All inquiries must be typed and include your name, organization, mailing address, phone number, and email address. Please reference the **Certified Recovery Peer Advocate – Youth and Family Parenthetics RFP** in your request. To the degree possible, each inquiry should cite the RFP section to which it refers. With the exception of formatting or other procedural questions, OASAS will not entertain inquiries via telephone. Inquiries may be submitted only by email or US Mail. Inquiries will not be answered on an individual basis. Written responses to all inquiries submitted by June 29, 2016 will be sent to any prospective bidder who submitted a Letter of Intent on or about July 1, 2016.

### **Reserved Rights**

OASAS, through its fiscal agent, RFMH, reserves the right to:

- Reject any or all proposals received in response to this RFP;
- Withdraw the RFP at any time, at the agency's sole discretion;
- Make an award under this RFP in whole or in part;
- Make multiple awards within a geographic area;
- Negotiate with the successful bidder within the scope of the RFP in the best interests of the State;
- Disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of this RFP;
- Seek clarifications and revisions of proposals;
- Use proposal information obtained through site visits, management interviews and 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 as it becomes available;
- Prior to the bid opening, amend the RFP to correct errors or oversights, or to supply additional information as it becomes available;
- Prior to the bid opening, direct bidders to submit proposal modifications addressing subsequent RFP amendments;
- Change any of the scheduled dates;
- Eliminate any mandatory, non-material specification that cannot be met by all of the prospective bidders;
- Waive any requirement that is not material;
- Negotiate with the successful bidder with the scope of the RFP in the best interests of the State;
- Conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder;
- Accept submissions or letter(s) of intent after the due date, if OASAS in its sole discretion, determines there is good cause shown for the delay in the submission(s) or letter(s);
- Utilize any and all ideas submitted in the proposals received; and

- Require correction of simple arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a bidder's proposal and/or to determine a bidder's compliance with the requirements of the solicitation.

**Appendix A – Sample Budget and Justification**

Note that, while OASAS expects the chosen organization to deliver 8-9 trainings across the state, the \$2,000 payment per delivery of treatment is not to be included in this budget form.

**Personnel:** Provide employee(s) (including names for each identified position) of the applicant/recipient organization, including in-kind costs for those positions whose work is tied to the grant project.

Position	Name	Annual Salary/Rate	Level of Effort	Cost
Community Coordinator	John Doe	\$45,000	100%	\$45,000
Clerical/accountant	Mary Smith	\$40,000	10%	\$4,000
			<b>TOTAL</b>	<b>\$49,000</b>

**JUSTIFICATION: Describe the role and responsibilities of each position.**

The Community Coordinator will provide daily oversight of the grant. The coordinator will coordinate project services and project activities, including training, communication and information dissemination. The clerical position will be responsible for creating the monthly voucher and maintaining all fiscal records.

**Travel:** Explain need for all travel other than that required by this application. Local travel policies prevail.

Purpose of Travel	Location	Item	Rate	Cost
Required Meeting	Albany, NY	Train	\$200 x 2 persons	\$400
		Hotel	\$180/night x 2 persons x 2 nights	\$720
		Per Diem (meals)	\$46/day x 2 persons x 2 days	\$184
Local travel		Mileage	3,000 miles@.38/mile	\$1,140
			<b>TOTAL</b>	<b>\$2,444</b>

**JUSTIFICATION: Describe the purpose of travel and how costs were determined.**

Cost for two staff to attend up to two required meetings in Albany, NY for each year of funding. Local travel is needed to attend local meetings, project activities, and training events. Local travel rate is based on agency’s policies and procedures regarding privately owned vehicle (POV) reimbursement rate. All other travel must adhere to the federal travel (gsa.gov) guidelines.

**Supplies:** Materials costing less than \$5,000 per unit and often having one time use.

Item(s)	Rate	Cost
General office supplies	\$50/mo. x 12 mo.	\$600
Postage	\$37/mo. x 8 mo.	\$296
Laptop Computer*	\$900	\$900
Printer*	\$300	\$300
Copies	8000 copies x .10/copy	\$800
<b>TOTAL</b>		<b>\$2,600</b>

**JUSTIFICATION: Describe need and include explanation of how costs were estimated.**

Office supplies, copies and postage are needed for general operation of the project. The laptop computer is needed for both project work and presentations. All costs were based on retail values at the time the application was written.

**Contractual:** A contract can be with an individual retained to provide professional advice or services. The grantee must have policies and procedures governing their use of contracts that are consistently applied among all organization's agreements.

Name	Service	Rate	Time frame	Cost
Joan Doe	Subject Matter Consultant	\$150/day	15 days	\$2,250
			<b>TOTAL</b>	<b>\$2,250</b>

**JUSTIFICATION: Explain the need for each agreement and how they relate to the overall project.**

The subject matter consultant will aid in developing the details of competencies and experience hours required to obtain either of the parenthetics.

**Admin/Indirect cost rate:** Indirect costs are necessary for the operation of an organization and are shared across all programs within the organization. Some examples are building occupancy (i.e. rent), equipment usage, administrative staff, audit and legal services, utilities, telecommunications (including phone and internet service), security and fire protection, and liability insurance. Costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both.

Direct costs			Cost Rate	Total
\$56,294			10%	\$5,629

**JUSTIFICATION:** Please include a copy of your negotiated indirect cost rate agreement, if applicable. If your organization does not have a negotiated agreement, please use a *de minimis* rate of 10 percent of modified total direct costs (MTDC). MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.

**Sample Budget Summary:** Total project costs should not exceed \$140,000.

<b>Category</b>	<b>October 1, 2015 - September 30, 2016</b>	<b>October 1, 2016 - September 30,2017</b>	<b>October 1, 2017 - September 30, 2018</b>	<b>Total Request</b>
Personnel	\$45,000			
Travel	\$2,444			
Supplies	\$2,600			
Contracts	\$2,250			
Total Direct Costs	\$52,294			
Indirect Costs (10%)	\$5,229			
<b>Total Project Costs</b>	<b>\$57,523</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

## Attachment B: Regional Map of NYS



### Upstate:

The Western Region includes Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, and Wyoming Counties.

The Finger Lakes Region includes Broome, Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Tioga, Tompkins, Wayne, and Yates Counties.

The Central Region includes Cayuga, Chenango, Cortland, Delaware, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, Otsego, and St. Lawrence Counties.

The Northeastern Region includes Albany, Clinton, Columbia, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, and Washington Counties.

The Mid-Hudson Region includes Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, and Westchester Counties.

The Downstate Regions are New York City and Long Island, which includes the Bronx, Upper and Lower Manhattan, Richmond, Kings, Queens, Nassau, and Suffolk Counties.



**Attachment D: Letter of Intent to Bid (To be completed by the Bidder)**

**Date:** \_\_\_\_\_

**RFP Reference:**

FY 2015 Cooperative Agreements for State Adolescent and Transitional Aged Youth  
Treatment Enhancement and Dissemination Implementation  
**CRPA – Youth and Family Parenthetics**

**Dear Mrs. Morris-Groves:**

**This is to notify you of our non-binding intent to submit a bid response on the above noted RFP.**

**The individual to whom all information regarding this RFP should be transmitted is:**

**Sincerely,**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Organization, Street Address, City, State, and Zip Code**

\_\_\_\_\_  
**Phone #**

\_\_\_\_\_  
**Fax #**

**E-mail Address:** \_\_\_\_\_\*\*

\*\*Be advised this is the email address to which OASAS will communicate all updates, clarifications, changes to scheduled dates and responses to questions and answers. THIS ADDRESS MUST BE INCLUDED OR YOU WILL NOT RECEIVE THIS INFORMATION\*\*