

**NEW YORK STATE OFFICE OF ADDICTION SERVICES AND SUPPORTS
REQUEST FOR APPLICATIONS
(RFA) #SUPP1001 – PRIMARY PREVENTION INFRASTRUCTURE**

EXPECTED TIMETABLE FOR KEY EVENTS:

	DATE	TIME
RFA Release Date	October 15, 2021	
Deadline for Submission of Applicant’s Inquiries	October 22, 2021	5:00 PM EST
Anticipated Release of Inquiries & Answers by OASAS	October 27, 2021	
Application Submission Due Date and Time	November 12, 2021	5:00 PM EST
Anticipated Notification of Award	December 1, 2021	

ALL INQUIRIES TO:

COVIDFunds@oasas.ny.gov
Bureau of Contracts & Procurements
NYS Office of Addiction Services and Supports
Subject: **OASAS Project No. SUPP1001**

MAIL SUBMISSION OF APPLICATIONS TO:

NYS Office of Addiction Services and Supports
Bureau of Contracts & Procurements
1450 Western Avenue, 5th Floor
Albany, NY 12203
Attn: Wendy Fioravanti, Contract Management Specialist 2
Labeled: OASAS Project No. SUPP1001

**NEW YORK STATE OFFICE OF ADDICTION SERVICES AND SUPPORTS
REQUEST FOR APPLICATIONS
(RFA) #SUPP1001 – PRIMARY PREVENTION INFRASTRUCTURE
Table of Contents**

EXPECTED TIMETABLE FOR KEY EVENTS:	1
I. INTRODUCTION AND BACKGROUND:	3
A. PURPOSE OF REQUESTS FOR APPLICATIONS	3
B. FUNDING AVAILABLE	3
C. ELIGIBLE APPLICANTS	4
II. INQUIRIES AND CLARIFICATIONS:	5
III. SUBMISSION OF APPLICATIONS:	5
IV. REVIEW CRITERIA	5
V. ADMINISTRATIVE INFORMATION:	6
A. OASAS RESERVED RIGHTS	6
B. VENDOR RESPONSIBILITY	7
D. COMPLIANCE REQUIREMENTS	9
E. REPORTING REQUIREMENTS	9
F. PAYMENT PROCESS	9
ATTACHMENT B CONTRACTING BUDGET AND FUNDING REQUEST	<u>10</u>
ATTACHMENT C – BUDGET NARRATIVE	13

I. INTRODUCTION AND BACKGROUND:

A. PURPOSE OF REQUESTS FOR APPLICATIONS

The New York State Division of Prevention and Problem Gambling Services (NYS DPPGS) of the Office of Addiction Services and Supports (OASAS) is offering the opportunity for OASAS Prevention Providers to apply to receive **one-time funding**, to support primary prevention infrastructure development.

The funding is made available through federal funding relating to the COVID-19 pandemic, the American Rescue Plan Act (ARPA) and the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act.

The Primary Prevention Infrastructure Package includes four (4) separate funding initiatives through one application to support the delivery of primary prevention services. While all four initiatives are available, a prevention provider does NOT need to apply for all four to receive the funding, only the initiatives of interest. For example, a provider may decide to apply for additional Technology Support, but not for the Environmental Change Strategy (ECS) Enhancement; therefore, they would only need to complete the Technology Support Initiative application section. A provider can however apply for up to all four initiatives.

B. FUNDING AVAILABLE

Funding under this application must be used towards the delivery of primary prevention services.

Below is a table of funding limitations of each initiative as well as brief descriptions of allowable expenses. Providers must follow the [Administrative and Fiscal Guidelines for OASAS Funded Providers](#) on all purchases.

INITIATIVE	FUNDING AVAILABLE per Provider
EBP Training & Materials	Up to \$10,000
New EBP Startup Support	Up to \$25,000
Environmental Change Strategy (ECS) Enhancement	Up to \$25,000
Technology Support	Up to \$10,000
TOTAL PER PROVIDER	Up to \$70,000

Evidence-Based Program (EBP) Training & Materials

Providers must select programs for purchasing/updating from the OASAS [Registry of Evidence-Based Programs](#) or the released [Promising Programs & Practices](#) list. Funding may be used for training expenses, purchases of manuals and materials required for implementation fidelity.

Funding requests for EBP purchasing and/or updates may not exceed \$10,000.

New EBP Startup Support

Funds may be used to support the startup costs associated with implementing the delivery of a new EBP by your agency. The new program must be from the OASAS [Registry of Evidence-Based Programs](#) or the [Promising Programs & Practices](#) list. Expenses include those outside of purchasing of training and obtaining EBP materials for implementation. Startup costs could include program marketing or other equipment needed to implement the EBP. Funds may not be used to provide incentives for individuals to participate in the program.

Funding requests for all new EBP start up may not exceed \$25,000 in total.

Environmental Change Strategy Enhancement

Environmental Change Strategies (ECS) employ a multi-pronged approach that combines policy change, enforcement awareness, and media. For more information on ECS, please refer to this training webinar which provides foundational training on ECS, the three components, and examples of how to implement ECS in communities.

<https://oasas.ny.gov/applying-comprehensive-environmental-strategy-approach>.

Funds can be used to enhance a current ECS implementation or to begin a new ECS. The provider must demonstrate that they are implementing all three components; however, the funding does not need to be used across all three, only for what is needed. For example, funding may be used for media buys or additional compliance checks to support a minimum age purchase law.

Applicants should utilize the Strategic Prevention Framework (SPF) to identify primary prevention service needs in the community. Applicants are encouraged to plan culturally responsive strategies in health disparate or underserved communities, such as Black, Indigenous, People of Color (BIPOC); Lesbian, Gay, Bisexual, and Transgender plus (LGBT+); senior or veteran communities and others.

Funding requests for environmental change strategy enhancement may not exceed \$25,000.

Technology Support

Expenses for technology support includes purchasing of computers and accessories, laptops, tablets, hotspots, software subscriptions (e.g., Zoom) or other technology equipment. Providers must provide a cost estimate for each item as part of the budget document.

Funding requests for technology support may not exceed \$10,000.

C. ELIGIBLE APPLICANTS

OASAS funded prevention providers who deliver direct primary prevention services.

II. INQUIRIES AND CLARIFICATIONS:

Any inquiries or requests for clarification about this RFA must be received in writing by 5:00PM EST on Friday, **October 22, 2021** and must be submitted by email to COVIDFunds@oasas.ny.gov with a subject line “**Requests for Applications - OASAS Project No. SUPP1001**”. To the degree possible, each inquiry should cite the RFA section to which it refers; OASAS will not entertain inquiries via telephone or fax. The inquiries and answers to all inquiries will become part of this RFA and any contract. Inquiries will not be responded to on an individual basis. Written responses to all inquiries submitted by the deadline date will be posted to the OASAS Procurement web page on or about Wednesday, October 27, 2021.

In the event it becomes necessary to clarify any portion of this RFA, a clarification will be posted to the OASAS Procurement web page.

III. SUBMISSION OF APPLICATIONS:

**Only one application per prevention provider will be accepted.
Electronic and/or Facsimile Proposals Will Not Be Accepted.**

The application must be sealed in envelope/box and delivered by U.S. mail, by courier/delivery service (e.g., FedEx, UPS, etc.) or by hand to NYS OASAS at the address listed below.

NYS Office of Addiction Services and Supports
Bureau of Contracts & Procurements
1450 Western Avenue, 5th Floor
Albany, NY 12203
Attn: Wendy Fioravanti, Contract Management Specialist 2
Labeled: OASAS Project No. SUPP1001

If using a commercial delivery company, which requires that you use their shipping package or envelope, your proposal should be placed within a sealed envelope, appropriately labeled, and put into the commercial delivery company’s envelope or packaging. This will ensure that your proposal is not prematurely opened. NYS OASAS reserves the right not to open proposals that are received later than **5:00 P.M. EST on November 12, 2021**.

APPLICATION FORMAT AND CONTENT

The submission should include the following:

- Attachment B - Contract Budget and Funding Summary – 2 pages
- Attachment C - Budget Narrative that includes the information as detailed

IV. REVIEW CRITERIA:

Funding under this application will be distributed as follows:

- Applications will be reviewed in order of receipt.
- Funding will be awarded based on determination that an applicant is eligible for an award, and an application includes a completed Attachment B and completed Attachment C in detail.

V. ADMINISTRATIVE INFORMATION:

A. OASAS RESERVED RIGHTS

OASAS reserves the right to:

- Reject any or all applications received in response to this Requests for Funding.
- Not make an award to any applicant who is not in good standing or who proposes to subcontract with an entity that is not in good standing at the time a contract is awarded.
- Not make an award to any applicant who proposes to subcontract with any entity that OASAS determines does not meet the criteria of a responsible vendor.
- Withdraw the RFA at any time, at OASAS's sole discretion.
- Make an award under this RFA in whole or in part.
- Make awards based on geographical or regional consideration to serve best the interests of the State.
- Make awards in a culturally humble and ethnically diverse manner as determined necessary and appropriate in the sole discretion of OASAS to serve best the interests of the State.
- Negotiate with the successful applicant within the scope of the RFA in the best interests of the State.
- Disqualify any applicant whose conduct and/or application fails to conform to the requirements of this RFA.
- Seek clarifications and revisions of applications.
- Use application information obtained through site visits, management interviews and the State's investigation of an applicant's or its proposed subcontractor's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to the OASAS's request for clarifying information in the course of evaluation and/or selection under the RFA.
- Amend the RFA to correct errors of oversight, or to supply additional information as it becomes available.

- Direct applicants to submit application modifications addressing subsequent RFA amendments.
- Change any of the scheduled dates.
- Eliminate any mandatory, non-material specification that cannot be met by all of the prospective applicants.
- Waive any requirement that is not material.
- Conduct contract negotiations with the next successful applicant, should the OASAS be unsuccessful in negotiating with the selected applicant.
- Utilize any and all ideas submitted in the applications received.
- Require correction of simple arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an applicant's application and/or to determine an applicant's compliance with the requirements of the solicitation.
- Accept applications after the due date for submissions, if OASAS in its sole discretion, determines there is good cause shown for the delay in the submissions.

B. VENDOR RESPONSIBILITY

Pursuant to New York State Finance Law section 163(3) (a) (ii), State agencies are required to ensure that contracts are awarded to responsible vendors. A determination of responsibility includes, but is not limited to, an affirmative review of an applicant's qualifications, legal authority, financial stability, integrity and past contract performance. A vendor responsibility review, including completion of a vendor responsibility questionnaire, will be required of any successful applicant. OASAS requires a successful applicant to formally communicate any changes in its responsibility disclosure. Failure to disclose any changes provides OASAS with the right to terminate the contract for cause.

OASAS recommends that applicants file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at <http://osc.state.ny.us/vendrep/documents/system/checklist.pdf> or go directly to the VendRep System online at http://www.osc.state.ny.us/vendrep/info_vrsystem.htm.

Applicants must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at (866) 370-4672 or (518) 408-4672 or email at ciohelpdesk@osc.state.ny.us.

Applicants opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website at www.osc.state.ny.us/vendrep or via contacting OASAS or the Office of the State Comptroller's Help Desk for a copy of the paper form.

C. PREQUALIFICATION REQUIREMENTS FOR NOT-FOR-PROFIT BIDDERS

Pursuant to the NYS Division of the Budget Bulletin H-1032 Revised, dated July 16, 2014, NYS has instituted key reform initiatives to the grant contract process, which require that **not-for-profits must register in the NYS Grants Gateway and complete a Vendor Prequalification process.**

Applicants must be pre-qualified in the NYS Grants Gateway when submitting their application. In addition, any award is contingent on the Applicant(s) being pre-qualified at the time of contract execution. (See: <http://grantsgateway.ny.gov/>)

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The Vendor User Manual in the Grants Reform Website details the requirements and can be found at <https://grantsmanagement.ny.gov/grantee-documents>.

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@budget.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@budget.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.

Failure to prequalify and maintain your prequalification status will serve as a bar to grant eligibility. If you have any questions about prequalification, please go to the Grants Reform website or contact COVIDFunds@oasas.ny.gov.

D. COMPLIANCE REQUIREMENTS

All activities performed with funds from this solicitation must be carried out in a manner that complies with all applicable federal and New York State laws and regulations.

E. REPORTING REQUIREMENTS

Upon OASAS request, applicants will be required to provide written reports outlining how the funds were used and the benefits derived from the funding.

F. PAYMENT PROCES

A. Advance Payment and Recoupment Language:

1. The State agency will make one advance payment to the Contractor, in the amount of twenty-five percent (25%), for each program of the budget as set forth in the most recently approved applicable Attachment B form (Budget) within thirty (30) days of State Agency approval of the initial contract or any amendment thereafter.
2. Recoupment of any advance payment shall be recovered by crediting subsequent reimbursement claims until the advance is fully recovered within the contract period.
3. If upon completion or termination of this Master Contract, all advance payments have not been fully liquidated, the balance of such payments shall be paid by the Contractor to the State upon demand.

B. Interim and/or Final Claims for Reimbursement:

1. Claims for reimbursement may not be submitted more often than monthly for allowable costs. All invoices shall be submitted using the form identified by the State Agency and submitted to COVIDFundsVOUCHERS@oasas.ny.gov.

**NEW YORK STATE OFFICE OF ADDICTION SERVICES AND SUPPORTS
Supplemental Substance Abuse Prevention & Treatment Block Grant Initiative Funding Request**

ATTACHMENT B – CONTRACT BUDGET AND FUNDING SUMMARY

1) Initiative: Primary Prevention Infrastructure SUPP1001

2) Printed Legal Name of Entity:	
3) SFS Supplier ID:	4) OASAS Provider Number:
5) Street Address/P.O. Box:	
6) City/Town/Village:	7) Postal Zip Code:
8) Printed Name of Contact Person:	9) Printed Title of Contact:
10) Contact Telephone #:	11) Contact E-Mail:

REQUESTED BUDGET (rounded to the nearest dollar)	Primary Prevention (A)	All Other Services (B)
12) Personal Services		
13) Fringe Benefits		
14) Other Than Personal Services/Non-Personal Services		
15) Equipment		
16) Property/Space		
17) Agency Administration (if applicable)		
TOTAL GROSS EXPENSE BUDGET		
Total Funds Requested		

18) Printed Name of Agency Official:	19) Printed Title:
20) Signature:	21) Date:

**NEW YORK STATE OFFICE OF ADDICTION SERVICES AND SUPPORTS
Supplemental Substance Abuse Prevention & Treatment Block Grant Initiative Funding Request**

Attachment B – Page 2
PREVENTION INFRASTRUCTURE Budget Detail

Provider Name:

	Budget Items	Amount
EBP Training and Materials	Curriculum manuals	\$ -
	DVDs	\$ -
	Trainer travel (if needed)	\$ -
	Posters or other flyers	\$ -
	Licensing fees	\$ -
	Additional technical assistance hours	\$ -
	Other: please specify	
New EBP Start-up Support	Marketing materials (e.g., prevention program brochures, advertising)	\$ -
	Supplemental materials (e.g., flip charts, markers, etc.)	\$ -
	Childcare (if needed)	\$ -
	Transportation (if needed)	\$ -
	Facilitator hourly rate	\$ -
	Rental space fees	\$ -
	Other: please specify	
Environmental Change Strategy (ECS) Enhancement	Example: Social Marketing - Media Buys	
	Other: please specify	
Technology Support		
	Total Direct Costs	\$ -
	Total Costs	\$ -

**NEW YORK STATE OFFICE OF ADDICTION SERVICES AND SUPPORTS
Supplemental Substance Abuse Prevention & Treatment Block Grant Initiative Funding Request**

Attachment B – Budget INSTRUCTIONS

1	Initiative	Enter the name of the initiative for this budget submission.
2	Printed Legal Name of Entity	Print the incorporated or legal name of the agency submitting the request. Do not enter the common name or acronym.
3	SFS Supplier ID	Enter the unique 10-digit number that identifies the agency/vendor in the Statewide Financial System (SFS).
4	OASAS Provider Number	Enter the unique five-digit number that identifies the agency and that is used for reporting purposes to OASAS. This number is the same as the Agency Code number used when submitting Consolidated Fiscal Report documents.
5-7	Address	Enter the mailing address, including zip code, where the administrative office of the bidder entity is located.
8-11	Contact Person	Enter the printed name and title, telephone number (including area code), and email of the person who can answer questions concerning the information provided on the Budget form.
12-17	Requested Budget	<p>Applicants should refer to the Consolidated Fiscal Reporting Manual for a more detailed general description of the following expense items which should be entered in Columns A-Primary Prevention and B-All Other Services (see table below):</p> <p style="padding-left: 40px;">12) Personal Services; 13) Fringe Benefits; 14) Other Than Person Services/Non-Personal Services; 15) Equipment; 16) Property/Space; and 17) Agency Administration.</p> <p>Enter a zero (0) in those categories for which no costs are anticipated. Agency Administration may not be an allowable expense for certain initiatives. In that case, the entry will be blacked out on the budget form.</p>

Column A	<p><i>Primary Prevention – Include all anticipated allowable expenses as defined by the scope of work related to Primary Prevention services as defined by Federal 45 CFR § 96.125 - Primary prevention (e.g., activities reported under Consolidated Fiscal Reporting program code 5520). See also the OASAS Prevention Guidelines for OASAS Funded and/or Certified Prevention Services.</i></p> <p>Note: Any tuition reimbursement or loan forgiveness costs for Primary Prevention staff must be budgeted and claimed under All Other Services (see below).</p>
Column B	<p>All Other Services – Include all anticipated allowable expenses as defined by the scope of work that DO NOT meet the criteria defined above as Primary Prevention, including expenses related to certified treatment services, treatment support, program support, and recovery services.</p>

18-19	Agency Official	Enter the printed name and title of the agency representative authorized to submit this application on the agency’s behalf, signed and dated.
20-21	Signature and Date	The agency representative must sign and date the funding request.

ATTACHMENT C – BUDGET NARRATIVE

The Budget Narrative should be typed, double-spaced, single sided on 8 ½ x 11 inch paper. Pages should be paginated, and font should be 12-point Times New Roman, and all margins should be one inch wide. The Budget Narrative should be brief (no more than three paragraphs per narrative section).

The following outlines the requested information for each of the Primary Prevention Infrastructure Package funding initiatives. Only the information pertaining to the Initiative(s) for which you are applying need o be included in the narrative submission.

Evidence-Based Program (EBP) Training & Materials

1. Name of program(s):
2. Why was this program(s) selected? Please explain how this program(s) addresses an identified community need as evidenced by data.
3. Provide a description of each expense(s) listed on the Budget Form and the purpose.

New EBP Startup Support

1. Name of program(s):
2. Why was this program(s) selected? Please explain how this program(s) addresses an identified community need as evidenced by data.
3. Provide a description of each expense(s) listed on the Budget Form and the purpose.

Environmental Change Strategy Enhancement

1. Briefly describe the three component Environmental Strategy you propose to use this money to support. Identify the Policy, Enforcement and Media strategies and whether they will be new, existing, or modified. Include the implementation process and how the three components fit together to meet an identified data-driven community need.
2. Is this a high-risk, underserved, or vulnerable population? Please explain using data from your 2021 Prevention Workplan.
3. Provide a description of each expense(s) listed on the Budget Form and the purpose.

Technology Support

1. Description of each item(s) to be purchased, including its purpose and how it relates to enhancement of prevention service delivery.