

NEW YORK STATE OFFICE OF ADDICTION SERVICES AND SUPPORTS

REQUEST FOR APPLICATIONS (RFA) SETT-23015

Non-Medical Transportation

EXPECTED TIMETABLE FOR KEY EVENTS:

	DATE	TIME
RFA Release Date	7/14/2023	
Deadline for Submission of Applicant's Inquiries	7/21/23	5:00 PM EST
Anticipated Release of Inquiries & Answers, on or about by OASAS	7/27/23	
Application Submission Due Date and Time	8/22/23	5:00 PM EST
Anticipated Notification of Award	9/12/23	

ALL INQUIRIES TO:

Grants@oasas.ny.gov

Subject: **RFA SETT – 23015**

EMAIL SUBMISSION OF APPLICATIONS TO:

Grants@oasas.ny.gov

Subject: **RFA - OASAS SETT-23015, "Provider Name"**

Table of Contents

1	INTRODUCTION.....	4
1.1	Purpose.....	4
1.2	Funding Available.....	4
1.3	Funding Restrictions and Core Objectives.....	5
1.4	Eligible Applicants.....	6
1.5	Funding Method.....	6
1.6	Glossary of Terms.....	6
1.6	Inquiries and Clarifications.....	7
1.7	Addenda and Amendments to the RFA.....	7
2	OASAS PRIORITIES: INTEGRATION OF MENTAL HEALTH AND SUBSTANCE USE DISORDER AND DIVERSITY.....	7
2.1	Integration of Mental Health and Substance Use Disorder Treatments.....	7
2.2	Equity and Diversity.....	8
3	SCOPE OF WORK/DELIVERABLES.....	8
4	APPLICATION REQUIREMENTS AND SUBMISSION.....	10
4.1	Administrative/Fiscal Application:.....	10
4.2	Application Narrative.....	12
5	EVALUATION OF APPLICATIONS AND SELECTION.....	14
5.1	Completeness Review/Non-Responsive Applications.....	14
5.2	Evaluation Process.....	14
6	ADMINISTRATIVE INFORMATION.....	15
6.1	OASAS Reserved Rights.....	15
6.2	Prequalification Requirements for Not-For-Profit Bidders.....	16
6.3	Compliance Requirements.....	18
6.4	Reporting Requirements.....	18
7	CLAUSES AND REQUIREMENTS.....	19
7.1	MWBE and EEO Requirements.....	19
7.2	New York State Certified Service-Disabled Veterans.....	20

7.3	NYS Vendor Responsibility	20
7.4	Ethics Compliance	21
7.5	Indemnification	22
7.6	Worker’s Compensation and Disability Benefits Certifications	22
7.7	Public Officers Law	24
7.8	Conflict of Interest.....	24
7.9	Executive Order 177	24
7.10	Executive Order 16.....	24
7.11	State Finance Law Section 139-I, Statement on Sexual Harassment.....	25
8	REQUIRED ATTACHMENTS AT BID SUBMITTAL.....	26
8.1	Attachment 3: Budget	27
8.2	Attachment 4: Vendor Assurance of No Conflict of Interest or Detrimental Effect	30
8.3	Attachment 8: EO 177 Certification.....	32
8.4	Attachment 9: Statement on Sexual Harassment Certification	33
8.5	Attachment 10: Executive Order 16	34
8.6	Attachment 11: Integration of Mental Health and Substance Use Disorder Response	35
8.7	Attachment 12: Equity and Diversity Response	36
9	REQUIRED ATTACHMENTS BEFORE CONTRACT EXECUTION	37
10	APPENDIXES	37

1 INTRODUCTION

1.1 Purpose

The New York State Office of Addiction Services and Supports (OASAS) is seeking applications for the development of a transportation program for individuals who are enrolled in or are seeking treatment, prevention, recovery, or harm reduction services for a substance use disorder. This initiative will assist individuals by providing them transportation to and from a variety of destinations that support their individualized recovery efforts and goals. Examples of non-medical transportation include but are not limited to assisting in transportation to visit with children, job interviews, attendance at mutual aid meetings, and assistance in getting back and forth to work. Non-medical transportation can be provided through ride share programs, use of bus passes, and through providers using their own fleet vehicles with peers as drivers and/or accompanying drivers. These are examples and not meant to be an exhaustive list.

In addition, this initiative will assist the individual in developing their own transportation plan to promote long-term transportation independence.

1.2 Funding Available

Approximately \$6.3 million of Opioid Settlement Funding is available to serve up to 13 applicants at \$240,000 each per year per network for two years based on funding availability.

There will be up to one award per State Opioid Response (SOR) regional network for 13 awards.

SOR Region	SOR Regional Network	Counties Covered
1	Brooklyn	Kings
2	Capital	Albany, Schenectady, Rensselaer, Saratoga, Columbia, Greene, Warren, Washington
3	Central	Cayuga, Oneida, Onondaga, Oswego
4	Citywide	New York, Bronx
5	Coordinated Behavioral Health	Ulster, Dutchess, Sullivan, Orange, Putnam, Rockland, Westchester
6	Finger Lakes	Ontario, Schuyler, Seneca, Wayne, Yates
7	Long Island	Nassau, Suffolk
8	Mohawk Valley	Tompkins, Cortland, Broome, Chenango, Madison, Herkimer, Fulton, Montgomery, Schoharie, Delaware, Otsego

SOR Region	SOR Regional Network	Counties Covered
9	North Country	Clinton, Essex, Franklin, Jefferson, Lewis, St. Lawrence, Hamilton
10	Staten Island	Richmond
11	Value Network (Western)	Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming
12	Upstate New York Integrated Care Network	Monroe, Livingston, Steuben, Chemung, Tioga
13	Queens	Queens

1.3 Funding Restrictions and Core Objectives

Funding Restrictions

- Award dollars cannot be used to supplant existing funded services or staff. Dollars can only be used for new services, enhance existing services, or continue services for which funding is about to expire.
- Agency administration costs may not exceed 20% of the total Personal Services, Fringe Benefits, and Other Than Personal Services costs.
- Applicants wishing to purchase a vehicle(s) through this opportunity will be reimbursed up to \$75,000 for the purchase of vehicle(s) at start up. The cost of the vehicle(s) will come from the total award of \$240,000. Applicants will be expected to provide an estimate as to the cost of the vehicle(s) along with the make and model of the potential purchase. At the time of purchase applicants will be expected to supply OASAS with three bids for the purchase and OASAS reserves the right to approve the purchase.
- Reporting on the use of the vehicle(s) for the intended purchase use will continue past the contract date of this funding opportunity. Failure to use the vehicle(s) for this purpose can result in a loss of the vehicle(s).

Core Objectives

- To provide non-medical transportation services to individuals who are enrolled in and/or who are seeking prevention, treatment, recovery, or harm reduction services for substance use disorder.
- Transportation services to and from a variety of locations that are supportive of individual recovery goals.
 - For example, but not limited to, employment interviews, visitation with children, social services, grocery shopping, or food banks.
- Peers should assist in providing transportation as appropriate.

1.4 Eligible Applicants

Eligible applicants are SOR Regional Networks:

- a. SOR regional networks can apply through a participating agency of the network and/or through a fiscal fiduciary which manages the network.
 - i. SOR regional networks can only allow one entity to act as their participating agency and/or a fiscal fiduciary to apply.
- b. All applicants applying under this category must be a Not for Profit or LGU.

1.5 Funding Method

Awarded applicants may receive up to 100% of the Column A Total and 25% of the Column B Total found in Attachment 3: Budget, as an advance. Subsequent reimbursements are contingent upon successful submittal and approval of expense reports.

1.6 Glossary of Terms

For purposes of this solicitation, the following definitions may apply:

OASAS-Certified: Pursuant to Article 32 of the New York State Mental Hygiene Law, possession of operating certificate(s) issued by the OASAS commissioner to engage in the provision of Outpatient and Opioid Treatment Services as defined in 14 NYCRR Part 822.

Local Governmental Unit: As defined in New York State Mental Hygiene Law, section 41.03 paragraph 5, local governmental unit “means the unit of local government given authority in accordance with this chapter by local government to provide local services.”

New York State Mental Hygiene Law, section 41.03 paragraph 1

“Local government” means a county, except a county within the city of New York, and the city of New York.”

New York State Mental Hygiene Law, section 41.03 paragraph 5

“Local governmental unit” means the unit of local government given authority in accordance with this chapter by local government to provide local services.

Voluntary Agencies: As defined in New York State Mental Hygiene Law, section 41.03 paragraph 11, a voluntary agency means a corporation organized or existing pursuant to the not-for-profit law for the purpose of providing local services.

In Good Standing: All of a provider’s operating certificates which are subject to a compliance rating must have a current compliance rating of partial (2 years) or substantial (3 years) compliance.

“Bidder” and “Applicant”: The entity responding to this solicitation. These terms may be used interchangeably in this document.

“Bid”, “Application” and “Proposal”: The documentation submitted by an entity in response to this solicitation. These terms may be used interchangeably in this document.

“Solicitation” and “Request for Application”: The procurement vehicle used to solicit applicants. These terms may be used interchangeably in this document. This procurement is not subject to Section 163 of the State Finance Law and Section 142 of the Economic Development Law. These terms may be used interchangeably in this document.

Currently Operate: Having an operational program at the time of application submittal.

1.6 Inquiries and Clarifications

Any inquiries or requests for clarification about this RFA must be received in writing by the “Deadline for Submission of Applicant’s Inquiries” due date and time found on the cover page of this document, and must be submitted by email to Grants@oasas.ny.gov, and should have the subject line “RFA SETT-23015”.

Responses to Applicant Inquiries and Clarifications will be posted to the OASAS Procurement web page on or around the “Anticipated Release of Inquiries & Answers by OASAS” date found on the cover page of this document.

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

1.7 Addenda and Amendments to the RFA

If it becomes necessary to revise any part of the Request for Applications, an addendum or an amendment will be posted on the OASAS website.

2 OASAS PRIORITIES: INTEGRATION OF MENTAL HEALTH AND SUBSTANCE USE DISORDER AND DIVERSITY

2.1 Integration of Mental Health and Substance Use Disorder Treatments

Applicant should have the ability to provide a full range of evidence-based practices that integrate treatments for both addictions and mental health conditions. Care should be organized around the individual’s presenting problem and goals. Individuals should expect and receive competent screening, assessment, and comprehensive care for addictions and mental health conditions regardless of where they access care.

Individuals who present to addiction treatment programs often present with goals that are driven by their addiction and with mental health conditions that cannot be separated from and treated independently of the addiction. Both must be addressed simultaneously for the presenting problem to resolve and patient goals to be reached. Rather than considering severity or primacy of diagnoses, treatment is organized around the patient’s presenting problem, assessment and planning includes the presenting problem and all addictions or

mental health conditions. Integrated care activities that should be considered include (list is not comprehensive):

- Evidence-based prevention that addresses a range of mental health, physical health, and addiction across the lifespan;
- Harm reduction strategies to reduce the harm of substance use, chronic health conditions, and behaviors associated with mental health disorders;
- A recovery orientation where all individuals are expected to thrive in their community;
- Screening for mental health and addiction conditions;
- Comprehensive Assessment including Psychosocial Evaluations in treatment settings;
- Evaluation for and management of medications to treat mental health conditions and addiction in treatment settings;
- Individual, group, and family Psychotherapy/Counseling, including the use of evidence-based treatments;
- Peer involvement;
- Skills-building group or individual counseling to manage symptoms of all presenting concerns;
- Trauma-informed care including assessment of trauma;
- Treatment of trauma including skills-building; and,
- Coordination of services.

2.2 Equity and Diversity

Applicants are expected to affirmatively address and advance justice and equity and to create and enhance diversity and inclusive practices. Decades of disinvestment coupled with historical and current inequities in access for communities of color, especially Black, Indigenous and Latinx communities, rural communities, LGBTQI+ and other underserved communities require establishing practices that: demonstrate the entity's commitment to equity, identify efforts to reduce disparities in access to services and address opportunities to recruit and retain a diverse workforce. Since bias plagues systems and flourishes in unexpected and unanticipated ways, progress toward equity requires a multi-faceted approach.

3 SCOPE OF WORK/DELIVERABLES

General Program Objective

Transportation services/programs are essential to support the recovery process of individuals who use substances or are recovering from a substance use disorder. This initiative will address this barrier to treatment and recovery for individuals who use substances or are in recovery from a substance use disorder, who lack stable and reliable transportation or the skills and resources to navigate available transportation options.

Transportation services may be provided by the applicant, contracted provider, or a ride share company.

A successful applicant will be able to address the following:

Service Recipients:

- Assess transportation needs of each service recipient upon outreach, intake, or initial point of contact. A successful applicant will be able to provide transportation services within 48 hours of the request.
- Utilize transportation for the purposes of treatment, prevention, recovery, and harm reduction services as well as medical, mental health, social, and/or recovery supports that align with the individual recipient's goals.
- Work with the service recipient to develop a plan for long-term transportation independence, that may include but not be limited to assisting them in gaining a New York State Driver's License or learning how to access other modes of transportation.
- Each service recipient's transportation plan should have a clear rationale documented for the need for the non-medical transportation and a safety plan developed for recipients that are identified as high or acute risk.

Staff:

- When clinically necessary, assure that service recipients are accompanied with a clinical staff member or peer during transportation.
- Assure that all drivers and staff employed by the provider to directly provide transportation, or who are accompanying the service recipient during travel, are trained in crisis intervention, overdose prevention and Naloxone administration within 30 days of operation, and within 90 days of operation, basic First Aid, Mental Health First Aid and motivational interviewing.
- Assure that staff transporting service recipients hold a valid New York State Driver's License with no restrictions. Assure that all staff providing transportation or accompanying the service recipient have a background check prior to providing services.

Equipment:

- Identify any equipment needed to carry out this project.
- Assure that all vehicles used to transport service recipients and staff are serviced and maintained on a regular basis.
- Develop a backup plan to provide transportation to service recipients if there are vehicle issues or breakdowns.

Policies and Protocols:

- Assure that policies and or protocols are developed for the following:
 - Assess for service recipient need and develop an approval process for rides;
 - Safety of unaccompanied minors under the age of 18;
 - A process for Incident Reporting, investigation and management of incidents;
 - Safe travel for service recipients and staff;
 - Crisis management during travel;
 - Vehicle maintenance and upkeep;

- Cancellations and no shows;
- Addressing grievances and complaints;
- Staff and driver background checks and driver history;
- Long-term transportation planning;
- Clinical documentation of services;
- Staff and driver trainings;
- Transportation Quality Improvement;
- Data collection and tracking, including but not limited to mileage logs.

Systems:

Develop a scheduling system in which potential service recipients can access, schedule, or cancel trips.

4 APPLICATION REQUIREMENTS AND SUBMISSION

Applications should be emailed to Grants@oasas.ny.gov. The subject of the email should read: **SETT-23015, “Provider Name.”**

Complete applications must be received by NYS OASAS by the “Application Submission Due Date and Time” found on the cover page of this RFA.

APPLICATION FORMAT AND CONTENT

4.1 Administrative/Fiscal Application:

Each Bidder must submit an Administrative/Fiscal Application. The Administrative/Fiscal Application must include all the following.

- 1. Proposal Cover Letter** – A cover letter will transmit the application to OASAS. It should:
 - Be completed, signed, and dated by an authorized representative of the Applicant
 - Include the Applicant’s designated contact name, phone number, e-mail and physical address
 - Identify the organization applying, and
 - SOR Regional Network represented;
 - whether applicant is funded Regional Network lead agency or a fiscal fiduciary of a SOR Regional Network
- 2. Notification of Intent to Local Governmental Unit** – (*See below)
 - Required for Non-LGU (County) applicants only
- 3. Lead Agency/ Fiscal Fiduciary Letter** – For Applicants who are designated as a lead agency and/or a fiscal fiduciary of a SOR Regional Network, they must include a letter from the SOR regional network lead agency identifying them as the lead agency/Fiscal Fiduciary for applying for this RFA.
- 4. ATTACHMENT 3** – Budget and budget narrative (See Below)
 - Column A should only include up to \$75,000 for vehicle purchase(s)
 - Total amounts of Column A and B should not exceed \$240,000

5. **ATTACHMENT 4** – Vendor Assurance of No Conflict of Interest or Detrimental Effect Form
6. **ATTACHMENT 8** – Executive Order 177 Certification
7. **ATTACHMENT 9** – §139-I Statement on Sexual Harassment
8. **ATTACHMENT 10** – Executive Order 16
9. **ATTACHMENT 11** – Integration of Mental Health and Substance Use Disorder Response
10. **ATTACHMENT 12** – Equity and Diversity Response

Budget and Budget Narrative

Total annualized funding is up to \$240,000 per year, for one year. The budget and budget narrative should be reasonable and include all costs associated with the completion of the project. If the applicant is purchasing a vehicle(s), it should be noted that the cost will come directly out of the annual operating budget.

Applications must include:

1. A detailed budget using Attachment 3 is required. The Attachment 3 Budget should include fully annualized operating costs to satisfy the scope of work detailed in the RFA.
2. The Budget Narrative attached to the Attachment 3 Budget should include:
 - a. Budget notes that detail and explain the proposed budget methodology and estimates and assumptions made for expenses and the calculations/computations to support the proposed budget. The State's proposal reviewers need to fully understand the applicant's budget projections from the information presented in its proposal. Failure to provide adequate information could result in lower ranking of the proposal.
 - b. For applicants proposing to purchase a vehicle(s) please provide an estimated cost of the vehicle(s) along with 3 bids or other approved method of vehicle purchase.
 - c. For all proposed personnel, identify the staff position titles being allocated, and total hours per work week. Provide a breakout of FICA and Fringe for your organization.

***Notification of Intent to Local Governmental Unit**

The applicant must demonstrate proof that at least one designated Local Governmental Unit (LGU/County) has been notified of the applicant's intent to deliver the proposed services. This notification should be addressed to the Director of Community Services for the LGU(s) in the proposed service area(s) and can take the form of written letter(s) or email(s).

The notification should contain the following:

- A description of the services to be provided.
- The location(s) of the services.
- Any data used to determine the need for services in the area.
- The number of people estimated to be served annually.
- The applicant's contact information and an invitation to meet to discuss the proposal.

As proof of the notification the applicant should attach a copy of the letter or email as well as:

- proof of delivery receipt (if a written letter); or
- a copy of the sent email with headers indicating the date sent and the to/from email addresses

Contact information for LGUs and Directors of Community Services can be found at: https://www.clmhd.org/contact_local_mental_hygiene_departments/.

Applicants who intend to serve more than one county should notify all counties in the planned service area, and provide the supporting documentation described above to each individual county.

4.2 Application Narrative

The Application Narrative should be no more than 10 pages typed, double-spaced, single sided on 8 ½ x 11-inch paper. Pages should be paginated. Font should be 12-point Times New Roman, and all margins should be .5 inch wide. Letters of support, budget forms, figures or tables will not count towards the 10-page limit. If an Application Narrative exceeds the page limit above, OASAS will limit its review to information provided within the page limit.

The purpose of the Application Narrative is to demonstrate an understanding of the objectives and the services to be provided, how the organization's objectives will be operationalized and evaluated, and responsiveness to the goal of the initiative by way of the proposed activities. The Application Narrative should address all the following sections, in order:

Agency/Organization History and Relevant Experience:

Provide a brief and concise summary of the applicant's background and experience that demonstrates the applicant's ability to fulfill the obligations of the RFA. The written narrative shall:

1. Briefly describe your organization's history in serving this geographic region, including any experience implementing and providing transportation or similar services.
2. Summarize the applicant's administrative and organizational capacity to establish and implement sound administrative practices and successfully carry out the proposed program.

Program Description:

In this section, the applicant will provide an overview of how transportation services detailed in the scope of work will be implemented. Applicants will provide an overview of the need for a transportation service in their region and community. The written narrative shall address the following categories:

1. Provide a needs assessment for transportation in their region for individuals with or in recovery from a substance use disorder.
2. Provide a rationale for using one or more of the following to provide transportation to service recipients: agency vehicles, public transportation, contracted provider or rideshare companies.

3. Identify how the applicant will adapt current program(s) or service(s) to meet the transportation needs of their service recipients.

Service Recipients:

Applicants will provide an overview of how they plan to implement and provide transportation services to service recipients in their region or county. The applicant shall:

1. Describe the process the applicant will use to assess the transportation needs of the service recipient.
2. Describe the process of reviewing, approving, and providing transportation to the services recipient within the timeframe outlined in the Scope of Work.
3. Describe how the applicant will advertise its transportation services to the community and how it plans to make such services accessible.
4. Describe the process that you will implement to assure that transportation services and destinations align with the service recipient's recovery goals and needs.
5. Describe how the applicant will work with the service recipient to develop a long-term plan of transportation.

Staff:

Applicants should determine staffing structure to satisfy the requirements for this initiative. Applicants will provide an overview of how they plan to prepare staff, drivers, contracted providers, or ride share companies to provide transportation services for this population. The applicant shall:

1. Describe the applicant's process and reasoning for having a clinical or peer staff member accompany a service recipient during transport.
2. Describe how the applicant will train staff and/or drivers in crisis intervention, motivational interviewing, overdose prevention, Narcan administration and first aid.
3. Describe how the applicant will conduct criminal background checks of all employees as well as guarantee that the driver or transporter holds a valid NYS driver's license and is in good standing with New York State Department of Motor Vehicles.
4. Describe how the applicant reviews complaints and grievances made against staff.

Policies and Protocols:

Applicants will provide a brief overview of their plans to develop policies and protocols that address the following areas:

- Safe travel for service recipients and staff.
- Ensuring the safety of unaccompanied minors under the age of 18.
- Crisis management during travel.
- Cancelations and no shows.
- Addressing grievances and complaints.
- Long-term transportation planning.
- Clinical documentation of services.
- Staff and driver trainings.
- Transportation Quality Improvement.
- Data collection and tracking.

Facilities, Logistics and Equipment:

Applicant will provide an overview of how equipment including vehicles, computers, software and other necessary materials will be utilized, serviced, and maintained. The applicant shall:

1. Describe the applicant's process for servicing and maintaining vehicles.
2. Describe the vehicle(s) to be purchased, if any, including the make and model of any such vehicle and any warranty, either factory based or purchased, that is associated with the vehicle(s).
3. Describe the existing vehicle(s) that will be used to provide transportation service, to include make, model, mileage, and any factory based or purchased warranties associated with the vehicle(s).
4. Describe the applicant's scheduling system, including the management of services delivered out of multiple locations and plans for ensuring that transportation can be continued if a vehicle is out of service. Please describe how the service recipients will access the scheduling system.
5. Describe the way tangible assets such as computers, phones, other special service equipment, software etc., will be acquired and allocated.
6. Describe the applicant's American with Disabilities Act (ADA) accessibility to its facilities and/or offices for individuals with disabilities.
7. Describe the applicant's language access program for its facilities and/or offices.

5 EVALUATION OF APPLICATIONS AND SELECTION

5.1 Completeness Review/Non-Responsive Applications

Applications submitted in response to this RFA shall first undergo a completeness review. Those determined to be responsive and complete shall continue in the evaluation process. Conversely, those submissions deemed as incomplete and non-responsive shall be removed from further consideration.

To pass the completeness review, an application must meet the mandatory requirements as follows:

- A. The application was received by OASAS by the submission deadline date as set forth in the RFA.
- B. The applicant is eligible to apply as set forth in "Eligible Applicants" section of this RFA.
- C. The applicant was prequalified in Grants Gateway on the submission deadline date as set forth in the RFA.
- D. The applicant included an Administrative/Fiscal Application, and all required sections as defined in the "Administrative/Fiscal Application" section of this opportunity.
- E. The applicant included an Application Narrative.

5.2 Evaluation Process

Applications passing the Completeness Review will be sorted by SOR region and evaluated and ranked in order of highest score based on an evaluation of each applicant's submission. One award may be given per region.

Applications that score below a 70 may be eliminated from consideration and not be eligible for award.

Scoring:

Application scoring will be as follows:

1. Application Narrative – Agency Organizational History and Relevant Experience (10 points)
2. Application Narrative - Program Description (30 Points)
 - a. Service Recipients
 - b. Staff
 - c. Policies and Protocols
3. Application Narrative - Facilities, Logistics, Equipment (20 points)
 - a. Systems
 - b. Vehicles
 - c. Other Equipment
4. Budget Narrative (20 points)
5. Attachment 11 - Integration of Mental Health and SUD Response (10 points)
6. Attachment 12 - Equity and Diversity Response (10 points)

TOTAL: 100 Points

If two or more Applications have the same highest overall final score the following tie breaker criteria will be applied to determine which Application will be ranked highest:

- A. The Application(s) with the highest Budget Narrative will be ranked highest.
- B. If the above scores are tied, the Application(s) with the highest Program Description will be ranked highest.
- C. If the above scores are tied, the Application(s) with the highest total Facilities, Logistics, Equipment score will be ranked highest.
- D. If the above scores are tied, the Application(s) with the highest Attachment 12 - Equity and Diversity Response score will be ranked highest.

All provisions of this RFA and the resulting contract award are contingent upon the availability of NYS funds.

6 ADMINISTRATIVE INFORMATION

6.1 OASAS Reserved Rights

OASAS reserves the right to:

- A. Reject any or all applications received in response to this RFA.
- B. 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.
- C. 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.
- D. Withdraw the RFA at any time, at OASAS's sole discretion.
- E. Make an award under this RFA in whole or in part.
- F. Make awards based on geographical or regional consideration to serve the best interests of the State.
- G. 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.
- H. Negotiate with the successful applicant within the scope of the RFA in the best interests of the State.
- I. Disqualify any applicant whose conduct and/or application fails to conform to the requirements of this RFA.
- J. Seek clarifications and revisions of applications.
- K. 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.
- L. Amend the RFA to correct errors or oversights, or to supply additional information as it becomes available.
- M. Direct applicants to submit application modifications addressing subsequent RFA amendments.
- N. Make additional awards in excess of the posted amount if additional funding is made available.
- O. Change any of the scheduled dates.
- P. Eliminate any mandatory, non-material specification that cannot be met by all of the prospective applicants.
- Q. Waive any requirement that is not material and/or be accurately assessed.
- R. Conduct contract negotiations with the next successful applicant, should the OASAS be unsuccessful in negotiating with the selected applicant.
- S. Utilize any and all ideas submitted in the applications received.
- T. 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.
- U. 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.
- V. To work with a SOR regional network to determine their primary Lead Agency/Fiscal Fiduciary if two applicants apply under the same SOR regional network.

6.2 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 grantsgateway@its.ny.gov.

6.3 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.

6.4 Reporting Requirements

Applicants will be required to report a series of data elements that will enable OASAS to determine the impact of the program on opioid use, and opioid-related morbidity and mortality. Applicants will be required to report client-level data on elements including but not limited to: diagnoses, demographic characteristics, substance use, services received, types of medication-assisted treatment received; length of stay in treatment; employment status, criminal justice involvement, and housing. Additional data elements will be provided after award. Applicants are required to ensure all data reported are accurate.

7 CLAUSES AND REQUIREMENTS

7.1 MWBE and EEO Requirements

Business Participation Opportunities for NYS Certified Minority-and Women-Owned Business Enterprises and Equal Employment Opportunities for Minority Group Members and Women Requirements and Procedures

NEW YORK STATE LAW

Pursuant to New York State Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules and Regulations, the New York State Office of Addiction Services and Supports (NYS OASAS) is required to promote opportunities for the maximum feasible participation of New York State-certified Minority and Women-owned Business Enterprises (“MWBEs”) and the employment of minority group members and women in the performance of NYS OASAS contracts.

Business Participation Opportunities for MWBEs

For purposes of this solicitation, NYS OASAS conducted a comprehensive search and determined that the Contract does not offer sufficient opportunities to set specific goals for participation by MWBEs as subcontractors, service providers, and suppliers to Contractor. Nevertheless, Bidder/Contractor is strongly encouraged and expected to consider MWBEs in the fulfillment of the requirements of the Contract. Such participation may be as subcontractors or suppliers, as protégés, or in other partnering or supporting roles. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>.

Equal Employment Opportunity Requirements

By submission of a bid or Application in response to this solicitation, the respondent agrees with all of the terms and conditions of Appendix A – Standard Clauses for All New York State Contracts including Clause 12 - Equal Employment Opportunities for Minorities and Women <https://ogs.ny.gov/system/files/documents/2023/06/appendix-a-june-2023.pdf> OR Authority equivalent to Appendix A. The respondent is required to ensure that it and any subcontractors awarded a subcontract over \$25,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the respondent, shall undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

Further, pursuant to Article 15 of the Executive Law (the “Human Rights Law”), all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status,

age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

7.2 New York State Certified Service-Disabled Veterans

PARTICIPATION OPPORTUNITIES FOR NEW YORK STATE CERTIFIED SERVICE-DISABLED VETERAN-OWNED BUSINESSES

Article 17-B of the New York State Executive Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Businesses (“SDVOBs”), thereby further integrating such businesses into New York State’s economy. NYS OASAS recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of NYS OASAS contracts.

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

For purposes of this procurement, NYS OASAS conducted a comprehensive search and determined that the Contract does not offer sufficient opportunities to set specific goals for participation by SDVOBs as subcontractors, service providers, and suppliers to Contractor. Nevertheless, Bidder/Contractor is encouraged to make good faith efforts to promote and assist in the participation of SDVOBs on the Contract for the provision of services and materials. The directory of New York State Certified SDVOBs can be viewed at: <https://ogs.ny.gov/veterans/>

Bidder/Contractor is encouraged to contact the Office of General Services’ Division of Service-Disabled Veteran’s Business Development at 518-474-2015 or VeteransDevelopment@ogs.ny.gov to discuss methods of maximizing participation by SDVOBs on the Contract.

7.3 NYS Vendor Responsibility

The OSC has issued Vendor Responsibility Standards, Procedures and Documentation requirements, which are intended to provide reasonable assurance that a proposed contractor is a responsible vendor. Consistent with these requirements, a Vendor Responsibility Questionnaire must be completed prior to the execution of a contract.

NYS Agencies are required to undertake an affirmative review of the responsibility of any Contractor to whom they propose to make a contract award. Such review is designed to provide reasonable assurances that the proposed Contractor is responsible. A responsibility

determination will involve a review of the following four major categories: legal authority, integrity, financial and organizational capacity, and previous contract performance.

NYS OASAS recommends that Contractors file the required Vendor Responsibility Questionnaire online via the NYS VendRep System. To enroll in and use the NYS VendRep System, see the VendRep System Instructions available at https://www.osc.state.ny.us/vendrep/info_vrsystem.htm or go directly to the VendRep System online at <https://onlineservices.osc.state.ny.us/Enrollment/login?0>

Contractors must provide their NYS 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 by email at: itservicedesk@osc.ny.gov.

Contractors opting to file a paper questionnaire can obtain the appropriate questionnaire from the VendRep website http://www.osc.state.ny.us/vendrep/forms_vendor.htm or may contact NYS OASAS or OSC's Help Desk for a copy of the paper form.

If paper format is chosen, the printed Vendor Responsibility Questionnaire should be signed and returned with this Bid. The online format may be submitted electronically through the VendRep System. Regardless of which format is chosen, the questionnaire will be used by NYS OASAS to make a responsibility determination for the purposes of this Bid.

The Successful Bidder agrees that if it is found by the State that the Bidder's responses to the Questionnaire were intentionally false or intentionally incomplete, on such finding, NYS OASAS may terminate the Contract. In no case, shall such termination of the Contract by the State be deemed a breach thereof, nor shall the State be liable for any damages for lost profits or otherwise, which may be sustained by the Successful Bidder as a result of such termination.

7.4 Ethics Compliance

The Successful Bidder and its Subcontractor(s) and their employees must comply with the requirements of §§73 and 74 of the Public Officers Law, other state codes, rules, regulations, and executive orders establishing ethical standards for the conduct of business with New York State. In signing the Contract, the Successful Bidder certifies full compliance with those provisions for any present or future dealings, transactions, sales, contracts, services, offers, relations, etc., involving New York State and/or its employees. Failure to comply with those provisions may result in disqualification from the bidding process, termination of contract, and/or other civil or criminal proceedings as required by law.

The Successful Bidder and its Subcontractor(s) shall not engage any person who is, or has been at any time, in the employ of the State to perform services in violation of the provisions

of the New York Public Officers Law, other laws applicable to the service of State employees, and the rules, regulations, opinions, guidelines or policies promulgated or issued by the New York State Joint Commission on Public Ethics, or its predecessors (collectively, the “Ethics Requirements”). The Successful Bidder certifies that all of its employees and those of its subcontractor(s) who are former employees of the State and who are assigned to perform services under the Contract shall be assigned in accordance with all Ethics Requirements. During the term of the Contract, no person who is employed by the Successful Bidder or its subcontractor(s) and who is disqualified from providing services under the Contract pursuant to any Ethics Requirements may share in any net revenues of the Successful Bidder or its Subcontractor(s) derived from the Contract.

The Successful Bidder shall identify and provide the State with notice of those employees of the Successful Bidder and its subcontractor(s) who are former employees of the State that will be assigned to perform services under the Contract, and make sure that such employees comply with all applicable laws and prohibitions. The State may request that the Successful Bidder provide it with whatever information the State deems appropriate about each such person’s engagement, work cooperatively with the State to solicit advice from the New York State Joint Commission on Public Ethics, and, if deemed appropriate by the State, instruct any such person to seek the opinion of the New York State Joint Commission on Public Ethics. The State shall have the right to withdraw or withhold approval of any subcontractor if utilizing such subcontractor for any work performed hereunder would be in conflict with any of the Ethics Requirements. The State shall have the right to terminate the Contract at any time if any work performed hereunder is in conflict with any of the Ethics Requirements.

7.5 Indemnification

The Successful Bidder shall assume all risks of liability for its performance, or that of any of its officers, employees, or agents, of any contract resulting from this solicitation and shall be solely responsible and liable for all liabilities, losses, damages, costs or expenses, including attorney’s fees, arising from any claim, action or proceeding relating to or in any way connected with the performance of any contract resulting from this solicitation and covenants and agrees to indemnify and hold harmless the State of New York, its agents, officers and employees, from any and all claims, suits, causes of action and losses of whatever kind and nature, arising out of or in connection with its performance of any contract resulting from this solicitation, including negligence, active or passive or improper conduct of the Successful Bidder, its officers, agents, or employees, or the failure by the Successful Bidder, its officers, agents, or employees to perform any obligations or commitments to the State or third parties arising out of or resulting from any contract resulting from this solicitation. Such indemnity shall not be limited to any insurance coverage prescribed in any contract resulting from this solicitation.

7.6 Worker’s Compensation and Disability Benefits Certifications

Section 57 and 220 of the New York State Workers Compensation Law (WCL) provide that NYS OASAS shall not enter into any contract unless proof of workers' compensation and disability benefits insurance coverage is produced. Prior to entering into a contract with NYS OASAS, Successful Bidder will be required to verify for NYS OASAS, on forms authorized by the New York State Workers' Compensation Board, the fact that they are properly insured or are otherwise in compliance with the insurance provisions of the WCL. The forms to be used to show compliance with the WCL are listed below. The Successful Bidder must submit the following documentation before a contract may take effect.

ONE of the following forms as Workers Compensation documentation:

Proof of Workers' Compensation Coverage:

- **C-105.2 – Certificate of Workers' Compensation Insurance;** contractors insured through the New York State Insurance Fund should send form **U-26.3**.
- **SI-12 – Certificate of Workers Compensation Self-Insurance;** or
- **GSI-105.2 – Certificate of Participation in Workers' Compensation Group Self-Insurance;** or
- **CE-200– Certificate of Attestation for New York Entities With No Employees and Certain Out of State Entities.**

ONE of the following forms as Disability Insurance documentation:

A. Proof of Disability Insurance Coverage:

- **DB-120.1 – Certificate of Disability Benefits Insurance;**
- **DB-120.2 – Certificate of Participation in Disability Benefits Group Self Insurance;** or
- **DB-155 – Certificate of Disability Benefits Self Insurance;**
- **CE-200 – Certificate of Attestation for New York Entities With No Employees and Certain Out of State Entities.**

7.7 Public Officers Law

Contractors, consultants, vendors, and subcontractors may hire former State Agency or Authority employees. However, as a general rule and in accordance with New York Public Officers Law, former employees of the State Agency or Authority may neither appear nor practice before the State Agency or Authority, nor receive compensation for services rendered on a matter before the State Agency or Authority, for a period of two years following their separation from State Agency or Authority service. In addition, former State Agency or Authority employees are subject to a “lifetime bar” from appearing before the State Agency or Authority or receiving compensation for services regarding any transaction in which they personally participated, or which was under their active consideration during their tenure with the State Agency or Authority. Any questions about the appropriateness of employing or utilizing a former State Agency or Authority employee should be resolved by obtaining an advisory opinion from the NYS Commission on Ethics and Lobbying in Government which can be contacted at <https://ethics.ny.gov/contact-us>

7.8 Conflict of Interest

The Bidder shall submit, as part of the bid, a completed **Vendor Assurance of No Conflict of Interest or Detrimental Effect Form (Attachment 4)** signed by an authorized representative providing an attestation that its performance of the services outlined in this RFA does not and will not create a conflict of interest with nor position the Bidder to breach any other contract currently in force with the State of New York. Furthermore, the Bidder shall attest that it will not act in any manner that is determinantal to any State project on which the Bidder is rendering services.

7.9 Executive Order 177

In accordance with Executive Order (EO) No. 177, the Bidder shall certify that it does not have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, creed, color, national origin, sex, sexual orientation, gender identity, disability, marital status, military status, or other protected status under the Human Rights Law. Such certification shall be made utilizing **Attachment 8**.

Executive Order No. 177 does not affect institutional policies or practices that are protected by existing law, including but not limited to the First Amendment of the United States Constitution, Article 1, Section 3 of the New York State Constitution, and Section 296(11) of the New York State Human Rights Law.

7.10 Executive Order 16

In accordance with Executive Order No. 16, State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia. On March 24, 2022, the United States, in coordination with the European Union and the Group of Seven (G-7), imposed sanctions on an additional 400

Russian individuals and entities. The federal sanctions include efforts to block moves by Russian entities and individuals to evade the sanctions imposed or to use international reserves. While the federal sanctions seek to target specific entities and individuals within Russia, Executive Order No. 16 is intended to ensure that New York State is not entering into contracts with entities conducting business in Russia and thereby indirectly supporting Russia's unjustified war against the Ukrainian people. In order to comply with Executive Order No. 16, State Entities must obtain a certification from applicants as part of a solicitation for a new contract or extension of an existing contract. Such Applicant certification shall be made utilizing **Attachment 10**.

7.11 State Finance Law Section 139-I, Statement on Sexual Harassment

In accordance with New York Consolidated Laws, State Finance Law Section 139-I, Statement on Sexual Harassment, Bidder shall certify that it has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law. Such certification shall be made utilizing **Attachment 9**.

A bid shall not be considered for award nor shall any award be made to a bidder who has not complied with subdivision one of §139-I; provided, however, that if the bidder cannot make the foregoing certification, such bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor.

Any bid hereafter made to the state or any public department, agency or official thereof, by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where such bid contains the statement required by subdivision one of this section, shall be deemed to have been authorized by the board of directors of such bidder, and such authorization shall be deemed to include the signing and submission of such bid and the inclusion therein of such statement as the act and deed of the corporation.

8 REQUIRED ATTACHMENTS AT BID SUBMITTAL

All attachments in this section will be required to be completed and submitted with all bid proposals. All attachments in this section will have a fillable version of these forms available on the OASAS website under this opportunity.

Missing or skipped numbered attachments indicate that a particular attachment will not be required by this particular procurement and was therefore omitted.

8.1 Attachment 3: Budget

A separate fillable version of this form is available under this opportunity
REQUEST FOR APPLICATION OASAS PROJECT SETT-23015

Attachment 3 - PROGRAM BUDGET/INITIATIVE FUNDING REQUEST (IFR) FORM (Startup and Annual Operating Budgets)

PART I – PROVIDER INFORMATION		
1. Printed Legal Name of Applicant Entity:		
2. Applicant's OASAS Provider Number:		
3. Applicant's Street Address/P.O. Box:		
4. Applicant's City/Town/Village:	5. Postal Zip Code:	6. Date Prepared:
7. Printed Name of Applicant Contact Person:	8. Contact Telephone #:	
9. Printed Title of Contact:	10. Contact Email:	

PART II – OPERATIONAL FUNDING REQUEST		
REQUESTED OPERATING BUDGET FOR APPLICATION	(Column A) PROPOSED START-UP OPERATING BUDGET	(Column B) PROPOSED ANNUAL OPERATING BUDGET
1. Gross Expense Budget (see instructions for details): Round amounts to the nearest \$1 (no cents)		
Personal Services		
Fringe Benefits		
Non-Personal Services		
Equipment		
Property/Space		
Agency Administration *Cannot exceed 20% of PS, Fringe and NPS (Value will turn red if maximum exceeded)		
TOTAL GROSS EXPENSE BUDGET	\$ -	\$ -
2. Revenue Budget (see instructions for details): Round amounts to the nearest \$1 (no cents)		
Patient Fees		
SSI and SSA		
Public Assistance (Safety Net & TANF)		
Medicaid		
Medicare		
Third Party Insurance/Private Pay		
Food Stamps		
Closely Allied Entity Contributions		
Donations		
Other: Specify:		
Specify:		
Specify:		
TOTAL REVENUE BUDGET		
3. NET OPERATING COST	\$ -	\$ -
4. OASAS State Aid Funding Requested	\$ -	\$ -
5. Full-Time Equivalent (FTE) Staff Requested:	Total year 1 start-up and Operational Budget \$ -	
Applicant Official Information:		
Printed Name:	Printed Title:	
Signature:	Date:	

Attachment 3: Budget Instructions

Instructions for Completing the Initiative Funding Request Form (IFR)(Start-up and Annual Operating Budgets)

PROVIDER INFORMATION

1. **Printed Legal Name of Bidder Entity** – Print the incorporated or legal name of the agency submitting the Initiative Funding Request on the IFR and on any additional pages that are attached. **Do not enter the common name or acronym.**
2. **Bidder's 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 (CFR) documents.
- 3-5. **Bidder Address** – Enter the mailing address, including zip code, where the administrative office of the bidder entity is located.
6. **Date Prepared** – Enter the date the IFR was prepared.
- 7-10. **Bidder Contact Person** – Enter the printed name and title, the telephone number (including area code), and email address of the person who can answer questions concerning the information provided on the IFR.

PART II – OPERATIONAL FUNDING REQUEST

Anticipated Operating Budget for Proposals

Requested operating budget amounts must represent:

Column A – **PROPOSED START-UP OPERATING BUDGET**: The start-up or part year costs, net deficit and OASAS State aid funding requested for one-time costs necessary to start the program effort. Start-up costs are one-time expenses only and must be reasonable and necessary for program implementation. The start-up budget is limited to a vehicle(s). Agency administration is not an allowable expense for start-up. For this RFA the only allowable costs are for Vehicles and can only be up to \$75,000.

Column B – **ANNUAL OPERATING BUDGET**: The 12-month, full annual costs, net deficit and OASAS State aid funding requested. Awards to the selected bidders will be prorated for the first fiscal period based on the initiative start date identified above.

ALL AMOUNTS REQUESTED FOR INITIATIVE FUNDING MUST BE ROUNDED TO THE NEAREST DOLLAR (\$1.00)

1. **Gross Expense Budget** – Bidders should refer to the Consolidated Fiscal Reporting (CFR) Manual for a more detailed general description of the following expense items which should be entered in Columns A and B:
 - Personal Services
 - Fringe Benefits
 - Non-Personal Services (i.e. Other than Personal Services (OTPS))
 - Equipment
 - Property/Space
 - Agency Administration (**not allowable for start-up budget**)
 - Agency administration costs may not exceed 20% of the total Personal Services, Fringe Benefits, and Other Than Personal Services costs.
2. **Revenue Budget** – Not Applicable
3. **Net Operating Cost** – Start-Up Enter the amount obtained by adding items in Column A. Operating enter the amount obtained by adding items in Column B.
4. **OASAS State Aid Funding Requested** – Enter the amount of OASAS State aid Start-Up funding being requested for the initiative in Column A. This amount **should equal** the Start-Up **Net Operating Cost**. Enter the amount of OASAS State Aid Operating funding being requested for the initiative in Column B. This amount **should equal** the Operating **Net Operating Cost**.
5. **Number of Direct Service Full-Time Equivalent (FTE) Staff** – Enter the total number of direct service FTE staff. A direct service FTE is defined as: a minimum of 35 hours depending on your agency's established work week.
6. **Total year 1 start-up and Operational Budget**- Enter the amount of Column A plus Column B. This total cannot be greater than \$240,000.

Bidder Official – Enter the printed name and title of the bidder agency representatives submitting the IFR application.

Signature and Date – The IFR should be signed and dated by the bidder agency representative.

8.2 Attachment 4: Vendor Assurance of No Conflict of Interest or Detrimental Effect

[A separate fillable version of this form is available under this opportunity](#)

The Bidder offering to provide services pursuant to this RFA, as a contractor, joint venture contractor, subcontractor, or consultant, attests that its performance of the services outlined in this RFA does not and will not create a conflict of interest with nor position the Bidder to breach any other contract currently in force with the State of New York.

As such, the Bidder will disclose any existing or contemplated relationship with any other person or entity, including relationships with any member, shareholders of 5% or more, parent, subsidiary, or affiliated Contractor, which would constitute an actual or potential conflict of interest or appearance of impropriety, relating to other clients/customers of the Bidder or former officers and employees of the Bidder or their Affiliates, in connection with your rendering services pursuant to this RFA.

If a conflict does or might exist, describe how the Bidder would eliminate or prevent it.

Indicate what procedures will be followed to detect, notify OASAS of, and resolve any such conflicts.

In addition, the Bidder must disclose whether it, or any of its members, shareholders of 5% or more, parents, affiliates, or subsidiaries, have been the subject of any investigation or disciplinary action by the New York State Commission on Public Integrity or its predecessor State entities (collectively, "Commission"), and if so, a brief description must be included indicating how any matter before the Commission was resolved or whether it remains unresolved.

Furthermore, the Bidder attests that it will not act in any manner that is detrimental to any State project on which the Bidder is rendering services. Specifically, the Bidder attests that:

The fulfillment of obligations by the Bidder, as proposed in the response, does not violate any existing contracts or agreements between the Bidder and the State;

1. The fulfillment of obligations by the Bidder, as proposed in the response, does not and will not create any conflict of interest, or perception thereof, with any current role or responsibility that the Bidder has with regard to any existing contracts or agreements between the Bidder and the State;

2. The fulfillment of obligations by the Bidder, as proposed in the response, does not and will not compromise the Bidder's ability to carry out its obligations under any existing contracts between the Bidder and the State;
3. The fulfillment of any other contractual obligations that the Bidder has with the State will not affect or influence its ability to perform under any contract with the State resulting from this RFA;
4. During the negotiation and execution of any contract resulting from this RFA, the Bidder will not knowingly take any action or make any decision which creates a potential for conflict of interest or might cause a detrimental impact to the State as a whole including, but not limited to, any action or decision to divert resources from one State project to another;
5. In fulfilling obligations under each of its State contracts, including any contract which results from this RFA, the Bidder will act in accordance with the terms of each of its State contracts and will not knowingly take any action or make any decision which might cause a detrimental impact to the State as a whole including, but not limited to, any action or decision to divert resources from one State project to another;
6. No former officer or employee of the State who is now employed by the Bidder, nor any former officer or employee of the Bidder who is now employed by the State, has played a role with regard to the administration of this contract procurement in a manner that may violate section 73(8)(a) of the State Ethics Law; and
7. The Bidder has not and shall not offer to any employee, member or director of the State any gift, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence said employee, member or director, or could reasonably be expected to influence said employee, member or director, in the performance of the official duty of said employee, member or director or was intended as a reward for any official action on the part of said employee, member or director.

Bidders responding to this RFA should note that the State recognizes that conflicts may occur in the future because a Bidder may have existing or new relationships. The State will review the nature of any such new relationship and reserves the right to terminate the contract for cause if, in its judgment, a real or potential conflict of interest cannot be cured.

Name _____, Title: _____

Signature: _____, Date: _____

This form must be signed by an authorized executive or legal representative.

8.3 Attachment 8: EO 177 Certification

[A separate fillable version of this form is available under this opportunity](#)

The New York State Human Rights Law, Article 15 of the Executive Law, prohibits discrimination and harassment based on age, race, creed, color, national origin, sex, pregnancy or pregnancy-related conditions, sexual orientation, gender identity, disability, marital status, familial status, domestic violence victim status, prior arrest or conviction record, military status or predisposing genetic characteristics.

The Human Rights Law may also require reasonable accommodation for persons with disabilities and pregnancy-related conditions. A reasonable accommodation is an adjustment to a job or work environment that enables a person with a disability to perform the essential functions of a job in a reasonable manner. The Human Rights Law may also require reasonable accommodation in employment on the basis of Sabbath observance or religious practices.

Generally, the Human Rights Law applies to:

- all employers of four or more people, employment agencies, labor organizations and apprenticeship training programs in all instances of discrimination or harassment;
- employers with fewer than four employees in all cases involving sexual harassment; and,
- any employer of domestic workers in cases involving sexual harassment or harassment based on gender, race, religion or national origin.

In accordance with Executive Order No. 177, the Bidder hereby certifies that it does not have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, creed, color, national origin, sex, sexual orientation, gender identity, disability, marital status, military status, or other protected status under the Human Rights Law.

Executive Order No. 177 and this certification do not affect institutional policies or practices that are protected by existing law, including but not limited to the First Amendment of the United States Constitution, Article 1, Section 3 of the New York State Constitution, and Section 296(11) of the New York State Human Rights Law.

Contractor: _____

Signature: _____

Name: _____

Title: _____

Date: _____, 20__

8.4 Attachment 9: Statement on Sexual Harassment Certification
(New York Consolidate Laws, State Finance Law §139-I)

[A separate fillable version of this form is available under this opportunity](#)

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.

Any bid hereafter made to the state or any public department, agency or official thereof, by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where such bid contains the statement required by §139-I, shall be deemed to have been authorized by the board of directors of such bidder, and such authorization shall be deemed to include the signing and submission of such bid and the inclusion therein of such statement as the act and deed of the corporation.

Contractor: _____
Signature: _____
Name: _____
Title: _____
Date: _____, 20__

If the bidder cannot make the foregoing certification, such bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor.

8.5 Attachment 10: Executive Order 16

[A separate fillable version of this form is available under this opportunity](#)

Certification Under Executive Order No. 16 Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia

Executive Order No. 16 provides that “all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia.” The complete text of Executive Order No. 16 can be found [here](#).

The Executive Order remains in effect while sanctions imposed by the federal government are in effect. Accordingly, vendors who may be excluded from award because of current business operations in Russia are nevertheless encouraged to respond to solicitations to preserve their contracting opportunities in case the sanctions are lifted during a solicitation or even after award in the case of some solicitations.

As defined in Executive Order No. 16, an “entity conducting business operations in Russia” means an institution or company, wherever located, conducting any commercial activity in Russia or transacting business with the Russian Government or with commercial entities headquartered in Russia or with their principal place of business in Russia in the form of contracting, sales, purchasing, investment, or any business partnership.

Is Vendor an entity conducting business operations in Russia, as defined above? Please answer by checking one of the following boxes:

1. No, Vendor does not conduct business operations in Russia within the meaning of Executive Order No. 16.

2.a. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but has taken steps to wind down business operations in Russia or is in the process of winding down business operations in Russia. (Please provide a detailed description of the wind down process and a schedule for completion.)

2.b. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but only to the extent necessary to provide vital health and safety services within Russia or to comply with federal law, regulations, executive orders, or directives. (Please provide a detailed description of the services being provided or the relevant laws, regulations, etc.)

3. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16.

The undersigned certifies under penalties of perjury that they are knowledgeable about the Vendor’s business and operations and that the answer provided herein is true to the best of their knowledge and belief.

Vendor Name:
(legal entity) _____

By:
(signature) _____

Name: _____

Title: _____

Initiative Name – Non-Medical Transportation

Date: _____

8.6 Attachment 11: Integration of Mental Health and Substance Use Disorder Response

RFA SETT – 23015

**A separate fillable version of this form is available under this opportunity
If additional space is required write “see attached” and attach additional documents.**

1. Describe how your program incorporates the principles of harm reduction into mental health and substance use disorder services as detailed in Section 2.1 of this RFA. Identify the care that the program provides to patients to utilize harm reduction approaches, incorporate peers and recovery principles, screen, assess, directly provide or coordinate care for individuals.
2. Describe how program ensures comprehensive services to address the holistic needs of persons served.
3. Describe how program provides a full continuum of services for addiction, mental health or physical health needs of persons served either directly or through coordination with other providers.
4. Describe training on assessment of co-occurring conditions and referral to care.

8.7 Attachment 12: Equity and Diversity Response

RFA SETT – 23015

[A separate fillable version of this form is available under this opportunity](#)

1. Describe the population in the catchment area served by this initiative including the demographic composition of the population (race, ethnicity, gender and gender identity, sexual orientation, language, disability, etc.).
2. Describe how your agency meets the cultural and linguistic needs of the population(s) to be served by your agency as part of this initiative.
3. Describe any efforts your agency has taken to reduce disparities in access to services for marginalized and/or underserved individuals/communities.
4. Does your agency mission statement, vision statement and/or values statement reflect a commitment to serving marginalized or underserved communities and/or regions? Provide the statement(s).
5. Identify the staff person responsible for addressing justice, equity, diversity and inclusion within your agency, including their name, title, background/education and contact information.
6. Describe any committees or workgroups developed within your agency to address justice, equity, diversity and inclusion, as well as the staff and/or patients/clients who participate in those committees, including how often they meet and impact on the agency. A general description of the participants is satisfactory, do not name patients or clients participating any specific committees or workgroups.
7. Provide information on any external committees or workgroups related to justice, equity, diversity and inclusion that your staff participate in. Provide the name of the committee or workgroup, including a general description of the focus, attendees and how often the group meets.
8. Supporting diversity in the workforce:
 - a. Describe agency efforts to recruit, hire and retain staff representative of, or experienced in working with, the dominant cultural groups of the individuals served by your agency and the community in which your agency is located.
 - b. Describe the leadership structure of your agency and how leadership are representative of, or experienced in working with, the dominant cultural groups of the individuals served by your agency and the community in which your agency is located.
9. Describe staff training requirements related to justice, equity, diversity and inclusion.

9 REQUIRED ATTACHMENTS BEFORE CONTRACT EXECUTION

All Attachments in this section will be required to be completed by successful applicants only. They may be included as part of the application submission or applicants may choose to submit them only after receiving an award and before contract execution.

Missing or skipped roman numerals indicate that a particular attachment will not be required by this particular procurement/contract.

N/A

10 APPENDIXES

All Appendixes are informational and do not have to be completed by the applicant.

Missing or skipped letters indicate that a particular appendix is not relevant to this particular procurement/contract.

N/A

End of RFA SETT-23015