



Request for Applications (RFA)

1. METHADONE FOR OPIOID USE DISORDER TREATMENT ACCESS

NYS OASAS Project No. STEW - 24032

| Key Events/Timeline | Date | Time |
|---|-----------|--------------|
| RFA Release Date | 3/26/2025 | |
| Applicant Conference | 4/10/2025 | 12:00 PM EST |
| Deadline for Submission of Written Inquiries | 4/16/2025 | 4:00 PM EST |
| Anticipated Release of Questions & Answers by NYS OASAS | 4/23/2025 | |
| Application Submission Due Date and Time | 5/30/2025 | 4:00 PM EST |
| Anticipated Notification of Award | 7/15/2025 | |
| Anticipated Start Date of Contract | 1/1/2026 | |

All Inquiries to:

OASAS.sm.Grants@oasas.ny.gov

Designated contact and Submission of Application to:

Wendy L. Fioravanti – CMS2
NYS Office Of Addiction Services and Supports
Bureau Of Financial Administration - Contracts & Procurements
1450 Western Avenue, 5th Floor
Albany, NY 12203

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2. INTRODUCTION

2.1 Purpose

The New York State Office of Addiction Services and Supports (NYS OASAS) is seeking applications to ensure opioid use disorder (OUD) treatment, specifically methadone treatment for OUD, is available throughout New York State (NYS) via innovative and creative models of service delivery while adhering to all federal and state regulations. This RFA seeks applications to establish access to methadone treatment for OUD at any of the twenty-four (24) counties listed in Appendix C via any one of the following two (2) different innovative and creative models of service delivery:

- A. Comprehensive Outpatient Treatment Program (COP): Developing a Comprehensive Outpatient Treatment Program, which can be achieved by one of the following options:
 - i. Developing a new NYS OASAS Part 822 COP with both new NYS OASAS Part 822 Opioid Treatment Program (OTP) and Part 822 Outpatient Program, OR
 - ii. Developing a Part 822 OTP to be added to an existing NYS OASAS Part 822 outpatient program.
- B. Opioid Treatment Program Additional Location (OTP-AL): Establishing an OTP Additional Location. OTP-ALs can be sited at an independent location or integrated within the location of a different partner agency such as a hospital, Federally Qualified Health Center (FQHC), community-based Article 28 clinic, or Article 31 mental health clinic.

2.2 Information About NYS OASAS

Mission - The mission of NYS OASAS is to provide, support, and oversee a data-driven continuum of addiction services delivered with equity, dignity, compassion, and respect.

Vision - NYS OASAS envisions that people in New York impacted by addiction will thrive and lead healthy lives.

Overview – NYS OASAS oversees one of the nation’s largest substance use disorder (SUD) systems of care with approximately 1,700 prevention, treatment, harm reduction, and recovery programs serving over 731,000 individuals per year.

NYS OASAS:

- i. Provides accessible, cost-effective quality services;
- ii. Strengthens communities, schools, and families through prevention;
- iii. Helps individuals improve their lives through linkage to services needed and treatment, if desired;
- iv. Meets individuals’ needs through specialized services;
- v. Fosters partnerships for improved services;

- vi. Links programs with research to improve results;
- vii. Plans for the future, and aims to improve and strengthen harm reduction, prevention, treatment, and recovery services;
- viii. Promotes a productive, well-trained workforce; and provides hope for happier, healthier lives.

NYS OASAS plans, develops, and regulates the State’s system of SUD and gambling treatment agencies. This includes the direct operation of 12 Addiction Treatment Centers (ATCs) where our doctors, nurses, and clinical staff provide inpatient and residential services to approximately 8,000 individuals per year. NYS OASAS inspects and monitors over 900 addiction treatment programs to guarantee quality of care and to ensure compliance with state and national standards.

NYS OASAS also monitors gambling and substance use trends in the State; provides a comprehensive education and prevention program through approximately 160 school and community-based providers; promotes public awareness and citizen involvement through community action groups; pursues State, Federal and private sources of funding for services; links clients served by other agencies and within the criminal justice system to addiction services; provides education and training for persons working with clients; and administers the credentialing of alcoholism and substance abuse counselors (CASACs) as well as prevention practitioners and prevention specialists.

NYS OASAS is the single designated State agency responsible for the coordination of State-Federal relations in the area of addiction services.

2.3 Funding Available

\$18,240,000 of funding is available for 24 applicants to develop COP or OTP-AL with a \$760,000 total spending cap. Funding will be made available for two (2) distinct models, with a priority given to the COP model. The two (2) models of service are as follows:

1. **COP** - funding is available to develop COPs for each of the 24 counties listed (see Appendix C). The funds can be used to cover any or all of the following:
 - a. One calendar quarter payroll and fringe benefits for any or all of the following: physician, nurse practitioner or physician’s assistant, program director/clinical director, admissions coordinator, a nurse, clinician, and peers
 - b. Payroll for administrative staff managing the startup of the project
 - c. Construction and renovation (*Organizations should plan to spend less than \$200,000 on construction and renovation costs*)
 - d. Recruitment
 - e. Security system/equipment purchase or updates
 - f. Purchasing equipment for the dispensing area
 - g. Part 822 Outpatient program and/or Part 822 OTP, and other consultant fees to include but not limited to community consultants, billing consultants and programmatic consultants
 - h. Medical equipment
 - i. Other program equipment
 - j. Furniture

- k. Electronics
- l. Medical supplies
- m. Supplies
- n. EHR purchase/updates
- o. Initial stock of medication for opioid use disorder (MOUD)
- p. Certification fees
- q. First year Central Registry fees
- r. Staff training to support integrated COP services
- s. Telehealth equipment
- t. Lock boxes
- u. Marketing materials
- v. Equipment Leasing fees
- w. Patient educational materials, and
- x. Agency administration (see restrictions in Attachment 3 instructions)

2. OTP-AL - funding is available to develop OTP-ALs for each of the 24 counties listed (see Appendix C). The funds can be used to cover any or all of the following:

- a. One calendar quarter payroll and fringe benefits for any or all of the following: physician, nurse practitioner or physician's assistant, program director/clinical director, admissions coordinator, nurse, clinician, and peers
- b. Payroll for administrative staff managing the startup of the project
- c. Construction and renovation (*Organizations should plan to spend less than \$200,000 on construction and renovation costs*)
- d. Recruitment
- e. Security system/equipment updates
- f. Purchasing equipment for the dispensing area
- g. Consultant fees to include but not limited to community consultants, billing consultants and programmatic consultants
- h. Medical equipment
- i. Other program equipment
- j. Furniture
- k. Electronics
- l. Medical supplies
- m. Supplies
- n. EHR purchase/updates
- o. Initial stock of medication for opioid use disorder (MOUD)
- p. Certification fees
- q. First year Central Registry fees
- r. Staff training
- s. Telehealth equipment
- t. Lock boxes
- u. Marketing materials
- v. Equipment Leasing fees
- w. Patient educational materials
- x. Agency administration (see restrictions in Attachment 3 instructions), and
- y. Vehicle with the approval from NYS OASAS

For both service models, funding is anticipated to be one-time-only for a maximum contract period of 24 months. It is expected that all staff will be onboarded and operations and service delivery will be fully functioning by month 21 of the 24-month term. All provisions of this RFA and the resulting contract award are contingent upon the availability of New York State funds.

2.4 Eligible Applicants

Eligible Applicants consist of local governmental units (LGUs), or not-for-profit organization that:

For applicants choosing to apply as a COP, applicants must be at least one of the following:

- A. NYS OASAS-Certified organizations, or
- B. Federally Qualified Health Centers (FQHC), or
- C. Certified Community Behavioral Health Centers (CCBHC)

For applicants choosing to apply as an OTP-AL, applicants must meet the following criteria:

- A. Applicants must currently operate an existing or have a pre-operational OASAS Part 822 COP, comprehensive CCBHC, or OASAS Part 822 OTP.

The OTP-AL will be associated with the existing or pre-operational OASAS Part 822 COP, comprehensive CCBHC, or OASAS Part 822 OTP.

Applicants who have received funding under SAPT Supplemental RFA SUPP1009 to develop an OTP-AL are not eligible for this RFA. This restriction applies to the specific Program Reporting Unit (PRU) and not to all agency programs. Further funding is allowable if the application is for a new project.

Applicants may apply for multiple locations by submitting separate applications.

All non-profit organizations must submit a Letter of Support from the county where the site will be located at the time of application submission.

2.5 Glossary of Terms

The following definitions apply throughout this solicitation:

“PWUD” - People who use drugs

“In Good Standing” - All the 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.

“NYS OASAS-Certified” - Pursuant to Article 32 of the New York State Mental Hygiene Law, possession of operating certificate(s) issued by the NYS 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 1 and 5.

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 corporation law for the purpose of providing local services.”

“Bidder” and “Applicant” - Terms that may be used interchangeably meaning the entity responding to this solicitation.

“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.

“Currently Operate” - Having an operational program at the time of application submission.

“Rest of State” - Includes all areas of New York State, except Bronx, Brooklyn, Manhattan, Queens, and Staten Island.

“Pre-Operational” - Have a program with pre-operational status on the NYS OASAS Certification system at the time of application submittal.

“Comprehensive Outpatient Treatment Program” - A COP is an NYS OASAS-Certified outpatient program that provides outpatient substance use disorder (SUD) services including methadone for opioid use disorder. A federally certified and accredited OTP is a component of the COP.

“Opioid Treatment Program Additional Location” - An OTP-AL is a component of an OTP that is geographically separated from the OTP. It is a brick-and-mortar site that can but does not need to provide all the services of an OTP, except for medication dispensing. It must be associated with an OTP and any services not provided at the OTP-AL must be provided at the OTP. OTP-AL are registered and certified at the federal and state levels.

“Limited Resource Counties” - These counties do have OTP service, but at an inadequate level, which forces people in these counties to travel outside of their county to receive services.

2.6 Payments and Reporting

Awarded applicants may receive up to a 25% advance of the contract value with subsequent reimbursements contingent upon successful submittal and approval of expense reports.

2.7 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. The subject line should indicate “**RFA STEW - 24032**”

Responses to Inquiries and Clarifications will be posted to the NYS OASAS Procurement web page on or around the “Anticipated Release of Inquiries & Answers by NYS 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 NYS OASAS website.

NYS OASAS will not accept or respond to telephone inquiries.

2.8 Applicant Conference

There will be a virtual non-mandatory applicant conference on April 10th, 2025, at 12:00 PM. Additional information and a meeting link will be posted on the NYS OASAS website at least 24 hours prior to the conference.

Official responses to questions asked during the applicant conference will be posted at the same time and location as all other Questions and Answers.

2.9 Availability of the Request for Applications

The RFA will be available on the NYS OASAS website, posted in the NYS Contract Reporter and advertised on the SFS website. An announcement regarding the RFA will also be e-mailed to the most current address on record of all known eligible organizations.

2.10 Addenda and Amendments to the Solicitation

If it becomes necessary to revise any part of this solicitation, an addendum or an amendment will be posted on the NYS OASAS website.

However, responsibility for staying abreast of any changes is the sole responsibility of the applicant.

2.11 Designated Contact for Bidder Communication

NYS OASAS has assigned a Designated Contact for this RFA pursuant to State Finance Law §139-j and §139-k. The Designated Contact or “designee” shall be the sole point of contact regarding the RFA, commencing with the public advertising and dissemination of this solicitation through the date that the resulting purchase order or contract is approved by the NYS Office of the State Comptroller (OSC). To avoid violating State Finance Law or being deemed non-responsive, a Bidder is restricted from contacting any personnel of NYS OASAS other than the Designated Contact regarding this RFA. Findings of non-responsibility can result in rejection of a contract award. The Designated Contact for this RFA is:

Wendy L. Fioravanti, Contract Management Specialist 2

E-mail: OASAS.sm.Grants@oasas.ny.gov

The following are permissible contacts by an applicant:

- A. The submission of written Applications in response to this RFA.
- B. The submission of written questions via email to OASAS.sm.Grants@oasas.ny.gov as per the Key Events
- C. Complaints filed by a Bidder stating the Designated Contact has failed to respond to written inquiries in a timely manner.
- D. Negotiations after the Application due date between the Successful Bidder(s) and NYS OASAS for the purpose of generating a contract or purchase order.
- E. Contacts by Bidder after the Application due date to request the review of a contract award.
- F. Contacts by Bidder in protests, appeals, or other review proceedings before NYS OASAS seeking a final administrative determination, or in a subsequent judicial proceeding; or complaints of alleged improper conduct in a procurement to the Attorney General, Inspector General, District Attorney or court of competent jurisdiction; or written protests, appeals or complaints to OSC during the contract approval process, and where such communications and responses thereto are made in writing and shall be entered in the procurement record; or complaints of alleged improper conduct in this procurement conducted by a municipal agency or local legislative body to OSC; provided, however, that nothing in the subdivision shall be construed as recognizing or creating any new rights, duties or responsibilities or abrogating existing rights, duties or responsibilities of any governmental entity as it pertains to implementation and enforcement of Article 11 of the State Finance Law or any other provision of law dealing with the governmental procurement process.

3. SCOPE OF WORK/DELIVERABLES

NYS has a goal to expand the availability and accessibility of methadone treatment for OUD and ensure comprehensive services are available throughout the state. While methadone treatment for OUD can only be provided via an OTP, several models can be established for this service provision. This funding encourages innovation and creativity while adhering to all relevant federal and state regulations to make methadone treatment for OUD geographically available throughout NYS.

Applicants can apply and be awarded to establish any one of the two models of service delivery to make methadone treatment for OUD available in at least one of the listed 24 counties (See Appendix C).

Applicants can develop strategic partnerships with other organizations to site the service location inside an existing space while meeting the requirements of this funding opportunity and all applicable federal and state regulations. To name a few examples, OTP-ALs can be sited within a

Federally Qualified Health Center (FQHC), community-based Article 28 clinic, or Article 31 mental health clinic.

3.1 Program Objectives/Target Population

Applicants must establish methadone treatment services for OUD using one of the following models of service delivery:

- A. COP: establish a Part 822 COP by one of the following methods:
 - i. Developing a new NYS OASAS Part 822 COP with both new NYS OASAS Part 822 Opioid Treatment Program (OTP) and Part 822 Outpatient Program, OR
 - ii. Developing a Part 822 OTP to be added to an existing NYS OASAS Part 822 outpatient program
- B. OTP-AL: establish an additional location geographically separated from an existing Part 822 COP, comprehensive CCBHC, or Part 822 OTP.

Note – Awarded applicants who relocate from the address they specified in their application must obtain written consent from NYS OASAS before doing so. NYS OASAS has the right to rescind any awarded/contracts if the new location does not meet the needs of NYS OASAS. Location changes inside the original county will be considered or to another county listed in Appendix C at the discretion of NYS OASAS, and location changes to counties which already have methadone service will be rejected.

3.2 Program Expectations and Deliverables

The following is expected across ALL models of service delivery.

- B. Approvals and Applications
 - i. The Provider must obtain full approval from NYS OASAS, the United States Drug Enforcement Administration (DEA), and the Federal Substance Abuse and Mental Health Services Administration (SAMHSA) to apply for and operate an OTP or OTP-AL.
 - ii. The NYS OASAS Application for a new Part 822 COP or OTP-AL must be started no later than four (4) months after contract execution. This includes any additional ancillary applications that are part of establishing a Part 822 COP or OTP-AL such as but not limited to the 1A application, Comprehensive Outpatient Programs application, OTP-AL pre-application, and lift capacity application.
 - iii. The Provider must receive State Opioid Treatment Authority (SOTA) office and Certification approval before beginning services. This should occur concurrently to the other application processes.
 - iv. The Provider must notify all Local Governmental Units (LGU) where services will be established and occur.
- C. Regulation Adherence

The established COP or OTP-AL must adhere to all NYS OASAS, DEA, and SAMHSA regulations and guidance at all times.

D. Program Location

- i. The Provider identifies a specific location in one of the twenty-four (24) counties listed to establish the COP or OTP-AL.
- ii. The Provider has a plan with a clear timeline to notify all applicable counties and local community stakeholders of the proposed program.

E. Program Operations

- i. The Provider identifies their program operations with respect to the weekly opening days, planned hours for services, planned hours for dispensing. The opening hours should meet the need of the community and may increase as census increases.
- ii. The Provider has plan for scheduled dosing and how it will be implemented. Programs should be open for dosing at a minimum of four (4) hours per day. It is expected that dosing hours will increase as the census increases. Programs should ensure that the planned program operating hours meet all state and federal regulatory requirements.
- iii. The program provides medication dispensing services. At a minimum, both methadone and buprenorphine dispensing are available. All other MAT should be available via prescription or dispensing. This also includes the provision and training of naloxone use for patients, wherever applicable.
- iv. The program provides admission assessments and medication induction aligned with the updated 42 CFR Part 8 regulations.
- v. The program provides toxicology tests.
- vi. The program provides all services in adherence with the updated 42 CFR Part 8 regulations.
- vii. The Provider ensures that the COP or OTP-AL meets all ADA requirements.
- viii. The Provider ensures that the dispensing area is separate from the remainder of the program and other services that may be provided at the location.
- ix. The Provider ensures that access to the dispensing area would be limited to only patients who are being dispensed medication for addiction treatment (MAT).

F. Security

- i. The program dispensing area security requirements are compliant to requirements set forth in 21 CFR 1301.71-1301.77.
- ii. The dispensing area has a safe compliant to requirements set forth in 21 CFR 1301.72.

- iii. The program has an alarm system that is compliant to requirements set forth in 21 CFR 1301.71-1301.77.
- iv. The dispensing/medication area shall be accessible only to medical staff. When it is necessary for employee maintenance personnel, nonemployee maintenance personnel, business guests, or visitors to be present in or pass through the controlled substances storage areas, the OTP shall provide for adequate observation of the area by an employee specifically authorized in writing.
- v. The storage area is physically separated by a solid door or other entryway from patients.

G. Timeline

Follow the timeline for opening the program as specified in the applicant's application. Notify NYS OASAS of any significant deviations.

H. Staffing

The COP or OTP-AL is adequately staffed to provide the services necessary and meets all regulatory requirements.

I. Policies and Protocols

- i. Policies and protocols must be established when seeking NYS OASAS, DEA, and SAMHSA approval, which should include but is not limited to:
 - a. Dispensing process
 - b. Crowd management
 - c. Scheduled services
 - d. Diversion control plan
 - e. Recordkeeping
 - f. Emergency management protocols

ii. NYS Central Registry

The program must be in compliance with all Part 822 regulations related to the NYS Central Registry, as with any OTP services.

iii. Sustainability Plan

- a. The Provider has an outreach plan to market the program and admit new patients.
- b. The Provider has a sustainability plan to ensure the COP or OTP-AL is self-sustainable beyond this funding opportunity.

iv. Philosophy and Strategies

- a. The Provider adopts strategies to address stigma related to OTP services and MOUD amongst staff, the provider's organization, and local community.
- b. The Provider ensures the full continuum of services for addiction, mental health, or physical health needs of persons served are met either directly or through coordination with other providers.
- c. The Provider incorporates principles of harm reduction into services provided in their COP and OTP-AL.
- d. The Provider adopts strategies to serve individuals with co-occurring mental health and substance use disorders.

v. Notification and Communications

- a. The program informs and maintains communication with the SOTA of any changes in treatment service operations and plans.
- b. The program informs and maintains communications with NYS OASAS Regional Offices, and SOTA office of any changes in leadership at the organization.

vi. MOUD/Evidence Based Training

- a. The program ensures that evidence-based trainings are made available to staff to provide effective services to all populations served. This should be done prior to beginning services and on a regular basis.
- b. The program ensures that evidence-based trainings to address co-occurring mental health disorders, and justice, equity, diversity, and inclusion are made available to staff prior to beginning services and on a regular basis.

3.3 Model-specific Program Expectations and Deliverables Requirements

The following is expected for each respective model of service delivery.

3.3.1 Comprehensive Outpatient Treatment Program (COP)

A. Staff Integration

- i. The Provider ensures that the Part 822 COP maintains staffing standards as outlined in the NYS OASAS Part 822 Regulations, which at a minimum must include the following:
 - a. Nurses, of which at least one must be a Registered Nurse
 - b. Medical Director
 - c. Physicians or appropriate mid-level practitioners
 - d. CASAC/Social Workers/LMHC/QHP

- e. Peers
- f. Program Director
- g. Security staff
- ii. In addition to meeting the NYS OASAS Part 822 regulations, the Provider ensures that the program is staffed with sufficient Certified Recovery Peer Advocates (CRPA) to meet the patient census.
- iii. The Provider ensures that at least seven (7) employees are dedicated to providing COP services.
- iv. The COP ensures that staffing is integrated to ensure services are streamlined and not duplicated.
- v. Job descriptions of each staff member specific to their role in the COP are established.

B. Integration of Services

- i. The COP ensures that all services are integrated and available to all patients, which should include:
 - a. Single point of access intake
 - b. Assessments
 - c. Counseling
 - d. Groups
 - e. Peer supports
 - f. Telehealth
 - g. Care coordination
 - h. MAT services other than methadone
 - i. Mental health services including addressing co-occurring mental health and substance use disorders
 - j. Medical services
 - k. Orientation to COP services for patients
 - l. Overdose education and harm reduction strategies
 - m. Other services (not listed above but currently provided by the Provider)

- ii. The COP ensures that all services are available to all eligible individuals except dispensing services, which would only be available to individuals enrolled in OTP services.
- iii. The integration of services and staffing is addressed within the COP's integrated policies and protocols.

3.3.2 Opioid Treatment Program Additional Location (OTP-AL)

A. Staffing

- i. The Provider ensures that the OTP-AL is staffed at minimum with the following staff:
 - a. Two (2) FTE nurses, of which at least one (1) must be a Registered Nurse.
 - b. One (1) physician or appropriate mid-level practitioner, in-person.
 - c. One (1) counselor, in-person, telehealth, or hybrid. Hybrid means services provided partly in-person, and partly via telehealth.
 - d. One (1) Certified Recovery Peer Advocate (CRPA), in-person.
- ii. The Provider ensures that at least five (5) employees are dedicated to providing OTP-AL services.
- iii. Job descriptions of each staff member specific to their role in the OTP-AL are established.

B. Continued Services

The OTP-AL must provide continued services for a minimum of two (2) years from the day of operation. The OTP-AL that ceases services must submit a Termination Plan to the NYS State Opioid Treatment Authority (SOTA), and NYS OASAS Regional Office, which includes plans to transfer or place active OTP-AL patients at other OTPs to ensure treatment continuity.

C. Partnerships

The OTP-AL establishes partnerships with any partner organization where the OTP-AL is proposed to be sited. This is especially important for OTP-ALs that are co-located inside another organization.

3.4 Performance Measurements/Milestones

- A. Receives community and LGU acknowledgment of intent to establish program at identified location(s).
- B. Completes all necessary applications required at the state and federal level to establish a COP or OTP-AL.
- C. Completes all necessary renovations/build-out of the COP or OTP-AL.

- D. Obtains all necessary equipment to operate a COP or OTP-AL.
- E. Hires all necessary staff to operate a COP or OTP-AL.
- F. Establishes a COP or OTP-AL that provides all required services in at least one of the 24 listed counties (See Appendix C).

3.5 Reporting Requirements

Reporting is mandatory for the awardee throughout the term of the resulting contract. Detailed reporting instructions will be negotiated with NYS OASAS as part of contract development.

4. APPLICATION REQUIREMENTS AND SUBMISSION

The Administrative, Fiscal, and Technical Proposals should be sealed in envelopes/boxes and delivered to NYS OASAS at the address listed below.

Wendy L. Fioravanti – CMS2
NYS Office Of Addiction Services and Supports
Bureau Of Financial Administration - Contracts & Procurements
1450 Western Avenue, 5th Floor
Albany, NY 12203

Proposals must be received at NYS OASAS by the date and time listed in the Key Events / Timeline.

Proposals must be submitted via U.S. mail, courier, delivery service or in person, in a sealed package to the address listed above.

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 the date and time listed in the Key Events / Timeline.

APPLICATION FORMAT AND CONTENT

4.1 Administrative and Fiscal Application:

Each applicant should submit **one (1) original** complete Administrative and Fiscal Application. The Administrative Application must include all of the following except Attachment 2 - “Checklist of

Submission Requirements.” Attachment 2 is an optional attachment that NYS OASAS strongly encourages applicants to complete.

1. **Proposal Cover Letter** – A cover letter will transmit the application to NYS OASAS and should:
 - A. Be completed, signed, and dated by an authorized representative of the applicant organization
 - B. Include the applicant’s designated contact name, phone number, e-mail, and physical address
 - C. Indicate the NYS OASAS RFA Name and Project Number
 - D. Indicate if applicant is a Non-Profit Voluntary Agency or LGU
 - E. Indicate if the applicant is applying to establish a COP or OTP-AL
 - F. Indicate the county where the applicant will site the COP or OTP-AL
 - G. For applicants applying to establish an OTP-AL, indicate the PRU of the existing Part 822 COP, comprehensive CCBHC, or Part 822 OTP that the new OTP-AL will be associated with

By signing the above-described cover letter, the authorized representative of the applicant organization attests that all information is true and accurate.

2. **ATTACHMENT 2** - Checklist of Submission Requirements (Optional)
3. **ATTACHMENT 3** - Program Budget/Initiative Funding Request (IFR) Form. This form should incorporate all of the applicants’ expenses associated with providing and completing all of the Scope of Work outlined in this RFA.
4. **ATTACHMENT 4** - Vendor Assurance of No Conflict of Interest or Detrimental Effect Form
5. **ATTACHMENT 7** - Diversity Practices Questionnaire
6. **ATTACHMENT 8** - Executive Order 177 Certification
7. **ATTACHMENT 9** - §139-I Statement on Sexual Harassment Certification
8. **ATTACHMENT 10** - Executive Order 16 Certification
9. **Letter of Support** (required for NFP only) - Must include letter(s) of support from the County where the COP or OTP-AL will be sited

Note: applications that do not have letters of support from the LGUs will be disqualified.

4.2 Technical Application

Each Bidder should submit **one (1) original** complete Technical Application. No financial information should be included in the Technical Application. The Technical Application should be packaged separately from the Administrative/Fiscal Application.

The purpose of the Technical Application is to demonstrate the experience, qualifications, competence, and capacity to perform the services described in the Scope of Work.

The information requested should be provided in the prescribed format, and should be typed, double-spaced, single-sided on 8 ½ x 11-inch white paper. Pages should be paginated, and the font should be 12-point Arial, and all margins should be one inch wide. Technical Applications should be limited to **15** pages. The page limit excludes the title page, table of contents, exhibits, policies and tables.

The following outlines the requested information to be provided (in the following order and in the prescribed format) by the applicant. The Application, including appendices, should contain enough information for NYS OASAS to ensure accuracy, as all responses may be subject to verification. Failure to respond as instructed may result in disqualification. The format is as follows:

4.2.1 Title Page

Submit a Title Page providing the NYS OASAS RFA Name and Project Number, the Bidder's Name and address, telephone number, and email address of the contact person, and the date of the application. Additionally:

- Indicate if the applicant is applying to establish a COP or OTP-AL.
- Indicate the county where the applicant will site the COP or OTP-AL.
- For applicants applying to establish an OTP-AL, indicate the PRU of the existing Part 822 COP, comprehensive CCBHC, or Part 822 OTP that the new OTP-AL will be associated with.

4.2.2 Table of Contents

The Table of Contents should clearly identify all material by section and page number.

4.2.3 Technical Narrative

The Technical Narrative should answer all appropriate questions below.

All applicants should address all the following sections except for section 4.2.3.4 Model-Specific Narrative where applications should respond to section A or B depending upon their model.

4.2.3.1 Program Location, Community Notification and Needs Assessment

A. Provide the location(s) by street address where the COP or OTP-AL will be in operation and include the county and town of proposed operations. Identify the county as listed in Appendix C.

If a location is not known at the time of application, indicate a proposed location or area.

B. The proposed location must be in the same county as the applicant is applying for. If the proposed location is planned to be strategically located to address the need of multiple

counties listed in Appendix C and develop a regional approach, provide the proposed approach to meet this need.

- C. If the proposed location will be co-located with another organization, provide details of the proposed or existing partnership. Include any documentation as attachments that demonstrate this partnership. Provide details, summary, and proof of all community notification effort that has been conducted at the proposed location(s), this should include efforts for notifying the LGU and any other local community stakeholders AND/OR
- D. Provide a plan for community notification efforts that will be conducted at the proposed location(s) if the notification has not occurred. This plan should include a clear timeline starting as soon as an award has been made.
- E. Assess the need for establishing opioid treatment services at the proposed location(s) with special emphasis on the following:
 - i. Describe the regional availability of OTP and outpatient services with respect to distance.
 - ii. Identify the presence of an OTP waiting list or a longer than two (2) weeks wait-time for an admissions assessment within the region where the program intends to operate. If the wait-time is more than 2 weeks, provide the wait-time.
 - iii. Identify the average travel distance by patients from the proposed county of operation to OTPs in the region.
 - iv. Describe the population demographics, non-fatal opioid overdose and substance use disorder burden in the proposed location.
 - v. Describe any existing partnerships with other SUD or mental health providers, healthcare providers, social services organizations, correctional facilities, long-term care facilities, other grassroots organizations that drove the decision to develop services at the proposed location. These partnerships can assist with referrals for the proposed COP or OTP-AL once established.

4.2.3.2 Program Operations

- A. Describe the program operations with respect to number of days of operation per week and planned hours of operation. Provide specific hours of operation for dispensing services.
- B. Describe how the program will be open for dosing at a minimum of four (4) hours per day. It is expected that dosing hours will increase as the census increases. Programs should ensure that the planned program operating hours meet all state and federal regulatory requirements.
- C. Describe how scheduled dosing will be implemented. Scheduled dosing is a specific time or range of time provided to a patient to receive dispensed medication.
- D. List and provide detailed information on the OTP specific services and any additional services that the program will provide. At a minimum, the following services must be provided:

- i. Medication administration and observation: the face-to-face administration or dispensing of medication, including Schedule II-V controlled substances. Note that at a minimum, both methadone and buprenorphine should be available as part of the dispensing services and all MAT should be made available through prescription or dispensing.
 - ii. Admission assessments and medication induction
 - iii. Toxicology tests
 - iv. Additional Services (optional): Note additional services not mentioned above. If no additional services are being delivered, this should be noted.
- E. Provide details on security plans including but not limited to security staff, alarm system, type of safe used, and location of safe as per minimum requirements set by the DEA.
- F. Provide a description summary of the physical plan of the proposed program.
- G. Provide a description of the physical plan of the dispensing area of the proposed program.
- H. Describe how the physical plan of the proposed program and dispensing area meets all ADA requirements.
- I. Explain how the dispensing area will be separate from other services provided by the program and how access will be limited to only patients who are prescribed medication for addiction treatment (MAT).
- J. Provide a timeline for opening the program with emphasis on the following milestones:
 - i. Construction or build-out
 - ii. Application submissions (NYS OASAS, SAMHSA, DEA)
 - iii. Equipment acquisition
 - iv. Staff hiring
 - v. Estimated opening date
- K. Describe the organization's staff and leadership composition and how it is representative of or experienced in working with the dominant cultural groups of individuals served by the organization.
- L. Describe the staffing plan for the selected program including employee type, number of employees, roles and responsibilities. Refer to the NYS OASAS Part 822 Regulations to ensure the proposed staffing plan meets all regulatory requirements.
- M. Describe the organization's efforts to recruit, hire, and retain staff representative of, or experienced in working with the dominant cultural groups of the individuals served by the organization.

N. Provide the projected number of patients the program will serve in total (monthly patient census) and a plan for how the COP or OTP-AL will be sustainable beyond this funding opportunity.

O. Provide a description of outreach plans in admitting new patients to the program.

4.2.3.3 Organization Culture and Trainings

- A. MOUD philosophy and strategies: provide details on how the program will address stigma related to OTP services and MOUD within the community of the proposed location and the organization. Provide details on how the program will address stigma among staff.
- B. Care coordination: include how the program will ensure the full continuum of services for addiction, mental health, or physical health needs of persons served are met either directly or through coordination with other providers. Provide details on how the program will address the person as a whole and provide holistic services.
- C. Harm reduction philosophy: provide details on how the program incorporates the principles of harm reduction in mental health and substance use disorder services.
- D. Co-occurring mental health and substance use disorders: provide the program's strategies to serve individuals with co-occurring mental health and substance use disorders with emphasis on staff training, services provided, and partnerships with other mental health or substance use disorders providers.
- E. Provide a summary of evidence-based trainings and training(s) on MOUD that will be made available to staff to provide effective services to all populations served.
- F. Provide a summary of evidence-based trainings on co-occurring mental health and substance use disorders, evidenced-based overdose response and harm reduction strategies that will be made available to staff to provide effective services to all populations served.
- G. Provide a summary of justice, equity, diversity, and inclusion trainings that will be made available to staff in addition to the annual cultural competency training(s).

4.2.3.4 Model-Specific Narrative

A. Comprehensive Outpatient Treatment Program:

The following sections must be addressed by all applicants applying to establish a **COP**:

- i. NYS OASAS Part 822 COP or OTP experience
 - a. Describe your organization's experience and history in providing NYS OASAS Part 822 COP or OTP services.
 - b. If your organization does not have experience or history in providing NYS OASAS Part 822 COP or OTP services, describe a plan in engaging with other organizations or consultants with experience in doing this work. Note that the organizations or consultants must be familiar with COP or OTP services.

ii. Staff Integration

Provide details on how staffing would be integrated to ensure services are streamlined and not duplicated.

iii. Integration of Services

Provide a summary of how services will be developed and integrated with an emphasis on the following:

- a. Single point of access intake
- b. Assessments
- c. Counseling
- d. Groups
- e. Peer Supports
- f. Care Coordination
- g. Telehealth
- h. MAT other than methadone
- i. Mental health services including addressing co-occurring mental health and substance use disorders
- j. Medical services
- k. Orientation to comprehensive outpatient services for patients
- l. Overdose education and harm reduction strategies
- m. Other services

B. Opioid Treatment Program Additional Location:

The following sections must be addressed by all applicants applying to establish an **OTP-AL**:

i. Staff Integration

- a. Provide details on how staffing between the COP or OTP (“parent” program) and OTP-AL will be interacting, communicating, and working in a coordinated manner when providing services.
- b. If the OTP-AL will not be staffed with a physician or appropriate mid-level practitioner each day that the OTP-AL is operational, provide details on how prescribing staff will be shared to ensure there is no delay in admissions into the OTP-AL.

ii. Coordination with COP/OTP (“parent” program)

Explain how the coordination of services will be provided to ensure that patients receive all required and requested services at either the COP/OTP (“parent” program) or the OTP-AL.

iii. Partnerships

- a. If the OTP-AL will be sited at a partner organization, provide details of the partnership and include any attachments to demonstrate this partnership.
- b. If the OTP-AL will not be sited at a partner organization, provide details of the selected site.

4.3 NYS SFS Prequalification Requirements

Pursuant to the NYS Division of the Budget Bulletin H-1032 Revised, dated December 9, 2023, NYS has instituted key reform initiatives to the grant contract process, which require that **not-for-profits must register in the NYS Statewide Financial System (SFS) and must be prequalified prior to proposal submission.**

- Applicants must be pre-qualified in the NYS SFS when submitting their application. In addition, any award is contingent on the Applicant(s) being pre-qualified at the time of contract execution.

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. Additionally, the Grantee Documents web page under Grants Management provides additional information and can be found here.

<https://grantsmanagement.ny.gov/grantee-documents>.

1. Register for SFS

- To register an organization, send a complete [Grants Management Registration Form for Statewide Financial System \(SFS\) Vendors](#) and accompanying documentation where required by email to grantsreform@its.ny.gov. You will be provided with a Username and Password allowing you to access SFS.

Note: New York State Grants Management reserves 5-10 business days from the receipt of complete materials to process a registration request. Due to the length of time this process could take to complete, it is advised that new registrants send in their registration form as soon as possible. Failure to register early enough may prevent potential applicants from being able to complete a grant application on time.

If you have previously registered and do not know your Username, please contact the SFS Help Desk at (855) 233-8363 or at Helpdesk@sfs.ny.gov. If you do not know your Password, please click the [SFS Vendor Forgot Password](#) link from the main log in page and follow the prompts.

2. Prequalifying in SFS

- Log into the SFS Vendor Portal. 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 on the Grants Management tile.
- Click on the Prequalification Application tile. The Prequalification Welcome Page is displayed. Review the instructions and basic information provided onscreen.

Note: If either of the above referenced tiles are not viewable, you may be experiencing a role issue. Contact your organization's Delegated Administrator and request the Prequalification Processor role.

- Select the Initiate a Prequalification Application radio button and click the Next button to begin the process. Starting with Organization Information, move through the steps listed on the left side of the screen to upload Required Documents, provide Contacts and Submit your Prequalification Application.

Note: If the Initiate a Prequalification Application radio button is not available, your organization may have already started a prequalification application and could even be prequalified. Click on the Version History Link to review your organization's prequalification status. If you are not currently prequalified, or your prequalification expires prior to the due date of this RFA, you will need to choose Collaborate on or update your application.

- System generated email notifications will be sent to the contact(s) listed in the Contacts section when the prequalification application is Submitted, Approved, or returned by the State for more information. If additional information is requested, be certain to respond timely and resubmit your application accordingly.

3. On Demand Grantee Training Material

A recorded session with information about the transition to SFS is available for Grantees on the Grants Management website - <https://grantsmanagement.ny.gov/> and in SFS Coach.

The following training material focused on grants management functionality is currently available in SFS Coach:

- An SFS Vendor Portal Reference Guide (https://upk.sfs.ny.gov/UPK/VEN101/FILES/SFS_Vendor_Portal_Access_Reference_Guide.pdf) to help Grantees understand which Grants Management roles they need in the SFS Vendor Portal based on the work they are currently involved in.
- A Grantee Handbook (https://upk.sfs.ny.gov/UPK/VEN101/FILES/Grantee_User_Manual.pdf), which provides screenshots and step-by-step guidance on how to complete Grants Management-related tasks in SFS.

- On-demand recorded training videos focused on each aspect of the Grants Management business process.

Agencies can view vendor training material in SFS Coach by selecting SFS Training for Vendors from the Topic drop-down list.

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 Management website or contact grantsreform@its.ny.gov

4.4 Disclaimers

1. NYS OASAS shall not be bound by any oral or written information released prior to the issuance of this RFA.
2. NYS OASAS shall not be bound by any oral or written representations, statements, or explanations other than those made in this RFA, in NYS OASAS written responses to inquiries, or in a formal written addendum to this RFA.
3. NYS OASAS shall not be liable for any costs incurred by Bidder in the preparation and production of a bid or for any work performed prior to the execution of a formal contract.
4. Modified Applications
 - A Bidder may submit a modified Application up until the Application due date and time.
 - Only the last timely version of the Application will be considered.
5. Confidential/Proprietary Information: Bidders shall specifically identify those portions of their Application deemed to be confidential, proprietary information, or trade secrets, and provide any justifications why such material, upon request, should not be disclosed by NYS OASAS. Such information deemed by the Bidder to be confidential/proprietary shall be easily separable from the non-confidential/non-proprietary sections of the Application. All pages that are “Confidential/Proprietary” must be marked accordingly in the header, footer, or margin of the pages.

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. Responsive and complete applications shall continue in the evaluation process. Conversely, non-responsive and/or incomplete applications 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 NYS 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 SFS 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 a “Technical Application” and all required sections, as defined in the “Technical Application” section of this opportunity.
- F. The applicant/application meets all mandatory requirements as defined in this RFA.

5.2 Evaluation Process

All applications that pass the completeness review and are deemed responsive to the application’s criteria, shall be ranked based on a “Best Value” concept. For purposes of this RFA, “Best Value” means that the proposal that best optimizes quality, cost and efficiency among responsive and responsible Bidders, shall be selected for award(s). (State Finance Law, Article 11, §163(1)(j)). The method consists of three components: Technical, Fiscal and Diversity Practice. The applicant(s) with the highest composite score will be selected.

Applications passing the Completeness Review will be separated by the counties defined in Appendix C. Each County will have its COP applications evaluated first. The COP application with the highest composite score will be awarded, unless their composite score is less than 70. If the COP highest composite score in a county is less than 70 or if there are no COP applications in the county, then the OTP-AL applications in that county will be evaluated. The highest composite OTP-AL application in that county will be awarded. If no application in either COP or OTP-AL has a composite score above or equal to 70 then no award will be made in that county.

If no awards will be made in a county NYS OASAS can at its sole discretion award multiple contracts in another county. This will be done either to address a high need county or to award an applicant whose location is geographically advantageous to an adjacent county.

If a provider submitted multiple applications and has the highest score in more than one location, NYS OASAS may award the additional location(s) to the next highest bidder(s). NYS OASAS reserves the right to determine which location is awarded in this instance based upon the best interest of the state. This approach would only be used if it increased the total number of different providers awarded.

Scoring:

Funding will be awarded based on determination that an applicant is eligible for an award; and has the highest score among applicants. NYS OASAS anticipates that the top application in each county will receive an award but reserves the right to increase or decrease this amount based upon the quality and quantity of the applications. Scoring will be as follows:

A. Technical (78 Points)

1. Technical Narrative - Program Location, Community Notification, and Needs Assessment (18 points)
2. Technical Narrative – Program Operations (38 points)
3. Technical Narrative – Organization Culture and Training (10 points)
4. Technical Narrative – Model-Specific Narrative (12 points)

B. Fiscal (20 Points)

20 points will be awarded to the responsive applicants within each service model and county with the lowest Net Operating Cost on Attachment 3. Each subsequent application for that service model and county will receive a proportionate number of points using the following formula: Lowest Net Operating Cost /Application being evaluated X Category Weight (20 points)

C. Diversity Practice (2 Points)

As stated in the Diversity Practice section of this RFA, NYS OASAS has determined that it is practical, feasible, and appropriate to assess the applicant’s diversity practices. Complete the **NYS OASAS Diversity Practices Questionnaire (Attachment 7)**, with supporting documentation. Diversity Practices will be evaluated based upon the questionnaire.

TOTAL: 100 Points

5.3 Tie Break Process

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. If the above scores are tied, application(s) with the highest Fiscal score will be ranked highest.
- B. If the above scores are tied, application(s) with the highest “Technical Narrative – Program Operations” score will be ranked highest.
- C. If the above scores are tied, application(s) with the highest total “Technical Narrative - Program Location, Community Notification, and Needs Assessment” score will be ranked highest.

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

5.4 Notification of Award

The Successful Bidder will be advised of selection by NYS OASAS through the issuance of a Notification of Award Letter.

6. ADMINISTRATIVE INFORMATION

6.1 NYS OASAS Reserved Rights

NYS OASAS reserves the right to:

1. Prior to the bid application opening, amend or modify the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available.
2. Change any of the scheduled due dates.
3. Prior to the bid application opening, direct applicants to submit bid modifications addressing subsequent RFA amendments.
4. Withdraw the RFA at any time, at NYS OASAS's sole discretion.
5. Make an award under the RFA in whole or in part.
6. Eliminate any mandatory, non-material specification that cannot be met by all of the prospective applicants.
7. Seek clarifications and revisions of bid Applications.
8. Reject all bid Applications received in response to this procurement.
9. Make inquiries, at NYS OASAS's discretion and by any means it may choose, into an applicant's background or statements made in the application to determine the truth and accuracy of statements made by an applicant.
10. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an Applicant's bid and/or to determine an Applicant's compliance with the requirements of the solicitation.
11. Request any additional information pertaining to the applicant's ability, qualifications, and procedures used to accomplish all work under the contract as it deems necessary to ensure safe and satisfactory work.
12. Disqualify the awardee if it is determined that false or inaccurate information has been submitted, and at NYS OASAS' sole discretion, award the contract to one of the other original Applicants, based on the applicants' best value scores.
13. Disqualify any applicant whose conduct and/or application fails to conform to the requirements of this RFA.
14. Disqualify an applicant from receiving the award if such applicant, or anyone in the applicant's employment, has previously failed to perform satisfactorily in connection with public bidding or contracts.
15. Negotiate with the successful applicant within the scope of the RFA in the best interests of the State.
16. Conduct contract negotiations with the next successful applicant, should the NYS OASAS be unsuccessful in negotiating with the selected applicant.

17. Waive any requirement that is not material and/or unable to be accurately assessed.
18. Waive minor irregularities and/or omissions in a or all Applicant (s) bids, if in the best interest of the State.
19. Utilize all ideas submitted in the Applications received, except those that are specifically identified by an Applicant as "trade secrets".
20. 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 NYS OASAS's request for clarifying information in the course of evaluation and/or selection under the RFA.
21. Cancel or modify contracts due to the insufficiency of appropriations.
22. Accept Applications after the due date for submission for good cause if, in the sole discretion of NYS OASAS, good cause has been established.
23. Have unlimited rights to disclose or duplicate, for any purpose whatsoever, all information or other work product developed, derived, documented, or furnished by the Applicant under any agreement resulting from this RFA.
24. Make additional awards more than the posted amount if additional funding is made available.
25. Not make an award to any applicant who is not "In Good Standing" as defined in this RFA or who proposes to subcontract with an entity that is not "In Good Standing" at the time a contract is awarded.
26. Make awards based on geographical or regional consideration to best serve the interests of the State.
27. Make multiple awards within a geographic area.
28. Make awards based on the needs of underserved populations as determined necessary and appropriate in the sole discretion of NYS OASAS to best serve the interests of the State.

6.2 Funding Availability and Awards

NYS OASAS will select each successful Bidder, in its sole discretion, based on consideration of a few factors, including but not necessarily limited to the amount of available State appropriation authority.

If an award is made pursuant to this RFA, only the acceptance in writing by the NYS OASAS Associate Commissioner, Division of Fiscal Administration, or a designated duly authorized representative, with the approval of the Office of the Attorney General and the Office of the State Comptroller, shall constitute a contract between a successful Bidder and the State of New York.

Neither NYS OASAS nor the State of New York is liable for any expenditure incurred or made by a Bidder until a contract is signed and approved.

NYS OASAS will provide written notification to each Successful Bidder and all Bidders not selected to receive funding under the RFA.

All awards and subsequent renewals are subject to funding availability and appropriations.

The successful applicant should be able to begin program implementation by the anticipated start date of the contract or upon receiving an executed contract, whichever is later. If they are not able to meet this requirement, NYS OASAS will reserve the right to select another qualified Bidder.

6.3 Debriefing

A debriefing is available to any applicant that applied in response to this RFA (*Applicant*). Applicant will be accorded fair and equal treatment with respect to its opportunity for debriefing. A debriefing must be requested in writing by the unsuccessful applicant within fifteen (15) business days of NYS OASAS notifying the unsuccessful applicant that they were not selected for award.

An unsuccessful applicant must make a written request for a debriefing to the designated contact agent referenced above by electronic mail, or first-class mail. The debriefing will be limited to only the evaluation results as they apply to the application of the applicant receiving the debriefing. The debriefing may be in writing, by telephone, by videoconference or in person, at the sole discretion of NYS OASAS.

6.4 Public Announcements/Press Releases

The Successful Bidder agrees that no brochure, news/media/press release, public announcement, memorandum, or other information of any kind regarding this proposal or Contract shall be disseminated in any way to the public, nor shall any presentation be given regarding this proposal or Contract without the prior written approval of NYS OASAS, which written approval shall not be unreasonably withheld or delayed provided, however, that the Successful Bidder shall be authorized to provide copies of the Contract and answer any questions relating thereto to any State or federal regulators or, in connection with its financial activities, to financial institutions for any private or public offering.

6.5 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.

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, the NYS OASAS hereby establishes an overall goal of 30% for MWBE participation, 10% for New York State-certified Minority-owned Business Enterprise (“MBE”) participation and 20% for New York State-certified Women-owned Business Enterprise (“WBE”) participation (based on the current availability of MBEs and WBEs). A contractor (“Contractor”) on any contract resulting from this procurement (“Contract”) must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors and suppliers in the performance of the Contract. To that end, by submitting a response to this RFA, the respondent agrees that the NYS OASAS may withhold payment pursuant to any Contract awarded as a result of this RFA pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>. For guidance on how NYS OASAS will evaluate a Contractor’s “good faith efforts,” refer to 5 NYCRR § 142.8.

The Successful Bidder understands that only sums paid to MWBEs for the performance of a commercially useful function, as that term is defined in 5 NYCRR § 140.1, may be applied towards the achievement of the applicable MWBE participation goal. **[FOR CONSTRUCTION CONTRACTS** – The portion of a contract with an MWBE serving as a supplier that shall be deemed to represent the commercially useful function performed by the MWBE shall be 60% of the total value of the contract. The portion of a contract with an MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be the monetary value for fees, or the markup percentage, charged by the MWBE]. **[FOR ALL OTHER CONTRACTS** - The portion of a contract with an MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be 25% of the total value of the contract]

In accordance with 5 NYCRR § 142.13, the respondent further acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in a Contract resulting from this RFA, such finding constitutes a breach of contract and NYS OASAS may withhold payment as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals; and (2) all sums actually paid to MWBEs for work performed or materials supplied under the Contract.

In the event a determination has been made which requires the payment of liquidated damages and such identified sums have not been withheld by NYS OASAS, the Contractor shall pay such liquidated damages to NYS OASAS within sixty (60) days after they are assessed. Provided, however, that if the Contractor has filed a complaint with the Director of the Division of Minority

and Women's Business Development pursuant to 5 NYCRR §142.12, liquidated damages shall be payable only in the event of a determination adverse to the Contractor following the complaint process.

By submitting a bid or Application, a respondent agrees to demonstrate its good faith efforts to achieve the applicable MWBE participation goals by submitting evidence thereof through the New York State Contract System ("NYSCS"), which can be viewed at <https://ny.newnycontracts.com>, provided, however, that a respondent may arrange to provide such evidence via a non-electronic method by contacting the NYS OASAS Designated Contact identified in this RFA.

Additionally, a respondent will be required to submit the following documents and information as evidence of compliance with the foregoing:

1. An MWBE Utilization Plan, (Attachment I -Form #1) and/or Request for Waiver (Attachment I -Form #2), with their bid, Application, or proposed negotiated contract or within a reasonable time thereafter, but prior to contract award. Any modifications or changes to an accepted MWBE Utilization Plan after the Contract award and during the term of the Contract must be reported on a revised MWBE Utilization Plan and submitted to the NYS OASAS for review and approval.

The NYS OASAS will review the submitted MWBE Utilization Plan and advise the respondent of the NYS OASAS acceptance or issue a notice of deficiency within 30 days of receipt.

2. If a notice of deficiency is issued, the respondent will be required to respond to the notice of deficiency within seven (7) business days of receipt by submitting to the NYS OASAS Opportunity Programs Unit at: OpportunityPrograms@oasas.ny.gov, a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by the NYS OASAS to be inadequate, the NYS OASAS shall notify the respondent and direct the respondent to submit, within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or Application.

The NYS OASAS may disqualify a respondent as being non-responsive under the following circumstances:

- a) If a respondent fails to submit an MWBE Utilization Plan;
- b) If a respondent fails to submit a written remedy to a notice of deficiency;
- c) If a respondent fails to submit a request for waiver; or
- d) If the NYS OASAS determines that the respondent has failed to document good faith efforts.

The successful respondent will be required to attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the Contract. Requests for a partial or total waiver (Request for Waiver- MWBE Attachment I - Form #2) of established goal requirements made subsequent to Contract Award may be made at any time during the term of

the Contract to the NYS OASAS but must be made no later than prior to the submission of a request for final payment on the Contract.

The successful respondent will be required to submit a quarterly M/WBE Contractor Compliance & Payment Report (Attachment I -Form #3) to the NYS OASAS, by the 10th day following each end of quarter over the term of the Contract documenting the progress made toward achievement of the MWBE goals of the Contract.

Respondents should consult the New York State M/WBE Directory in order to identify potential firms to partner with to meet their M/WBE goals. The directory may be reached with the following link: <https://ny.newnycontracts.com>. NYS OASAS's Opportunity Programs Unit is readily available to provide technical assistance in identifying potential partners.

Questions regarding the certification process or the New York State M/WBE program in general should be addressed to the Empire State Development Corporation at (518) 292-5250.

Questions regarding the NYS OASAS M/WBE program or requests for technical assistance should be addressed to the Opportunity Programs Unit at OpportunityPrograms@oasas.ny.gov.

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>). 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.

The respondent will be required to submit a Minority and Women-owned Business Enterprise and Equal Employment Opportunity Policy Statement, (Attachment I – Form #6) to the NYS OASAS with their bid, Application, or proposed negotiated contract or within a reasonable time thereafter, but prior to contract award.

The respondent is required to submit an Equal Opportunity Staffing Plan, Form #4 (Attachment I) with their bid, Application, or proposed negotiated contract or within a reasonable time thereafter, but prior to contract award, identifying the anticipated work force to be utilized on the Contract.

If awarded a Contract, respondent shall submit a Workforce Utilization Report and shall require each of its Subcontractors to submit a Workforce Utilization Report, Form #5 (Attachment I), in such format as shall be required by the NYS OASAS on a quarterly basis during the term of the contract.

Pursuant to Executive Order #162, contractors and subcontractors will also be required to report the gross wages paid to each of their employees for the work performed by such employees on the contract utilizing the Workforce Utilization Report on a quarterly basis.

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 subcontractors 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 Diversity Practices

Pursuant to Section 313-a of the Executive Law and Section 142.3 of Title 5 of the New York Codes, Rules, and Regulations, all agencies and authorities must evaluate the diversity practices of Offerors to best value procurements expected to exceed \$250,000, whenever practical, feasible, and appropriate. Evaluating the diversity practices of Offerors as part of the procurement process provides contractors with an incentive to develop mutually beneficial relationships with NYS-certified MWBEs outside of the context of state contracting. These relationships help to build the capacity of MWBEs and enhance their ability to perform ever increasing roles in state contracting.

Diversity practices are the efforts of contractors to include New York State-certified Minority and Women-owned Business Enterprises (“MWBEs”) in their business practices. Diversity practices may include past, present, or future actions and policies, and include activities of contractors on contracts with private entities and governmental units other than the State of New York. Assessing the diversity practices of contractors enables contractors to engage in meaningful, capacity-building collaborations with MWBEs.

NYS OASAS has determined, pursuant to New York State Executive Law Article 15-A, that the assessment of the diversity practices of Offerors to this RFA is practical, feasible, and appropriate. Accordingly, Offerors shall be required to complete and include as part of their proposal, the NYS OASAS Diversity Practices Questionnaire (**Attachment 7**).

Diversity Practices will be evaluated based upon the questionnaire. Some questions request supporting documentation to support certain answers. Scoring Information for Diversity Practices can be found in Section 5.2 – Evaluation Process.

7.4 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: ciohelpdesk@osc.state.ny.us.

Contractors opting to file a paper questionnaire can obtain the appropriate questionnaire from the VendRep website https://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 must 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.

7.5 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 Commission on Ethics and Lobbying in Government, 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 Commission on Ethics and Lobbying in Government, and, if deemed appropriate by the State, instruct any such person to seek the opinion of the New York State Commission on Ethics and Lobbying in Government. 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.

7.6 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 this contract 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 the insurance coverage herein prescribed.

7.7 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:

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.**

7.8 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 Advisory Council on Procurement Lobbying which can be contacted at <https://ogs.ny.gov/ACPL/>.

7.9 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.

7.10 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.

7.11 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**.

7.12 State Finance Law, Article 9- §139-I Statement on Sexual Harassment

In accordance with New York Consolidated Laws, State Finance Law, Article 9- §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 § 201-g of the labor law. Such certification shall be made utilizing **Attachment 9**.

A bid shall not be considered for an 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 APPLICATION SUBMITTAL

All attachments in this section, with the exception of ATTACHMENT 2, 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 NYS OASAS website under this opportunity. Missing or skipped numbered attachments indicate that a particular attachment will not be required by this procurement and was therefore omitted.

| Attachment | Attachment Title |
|------------|---|
| 1 | Reserved |
| 2 | Checklist of Submission Requirements |
| 3 | Initiative Funding Request (IFR) |
| 4 | Vendor Assurance of No Conflict of Interest or Detrimental Effect |
| 5 | Reserved |
| 6 | Reserved |
| 7 | Diversity Practices Questionnaire |

| Attachment | Attachment Title |
|-------------------|--|
| 8 | Executive Order 177 Certification |
| 9 | 139-I Statement on Sexual Harassment Certification |
| 10 | Executive Order 16 Certification |

9. APPENDIXES

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

| Letter | Appendix Title |
|---------------|--|
| A | Appendix A - Standard Clauses for New York State Contracts |
| B | Contract for Grants Standard Terms and Conditions |
| C | List of Counties and Map and Data |
| D | Reserved |

10. 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.

| Attachment | Attachment Title |
|-------------------|---------------------------|
| III | MWBE Language & Forms 1-6 |
| VIII | Reserved |