



ORANGE COUNTY, NEW YORK

Department of General Services
PO Box 218, 22 Wells Farm Road
Goshen, New York 10924

Page 1

Orange County Mental Health Training and Professional Development

RFP-OCDMH-TRAINING-17

ORANGE COUNTY DEPARTMENT OF MENTAL HEALTH

TRAINING AND PROFESSIONAL DEVELOPMENT

REQUEST FOR PROPOSALS

	ORANGE COUNTY, NEW YORK Department of General Services PO Box 218, 22 Wells Farm Road Goshen, New York 10924	Page 2
Orange County Mental Health Training and Professional Development		RFP-OCDMH-TRAINING-17

TABLE OF CONTENTS

NOTICE TO OFFERORS 4

INSTRUCTIONS TO OFFERORS 4

INSURANCE REQUIREMENTS 6

BONDING REQUIREMENTS 7

SCOPE 7

SPECIFICATIONS 7

TERM 12

PRICING 12

PAYMENT 13

SUBMISSION OF PROPOSALS 13

ADDITIONAL INFORMATION, INTERVIEWS & SITE VISITS 14

BASIS OF AWARD 15

PROPOSAL FORM 17

QUESTIONS 18

NON-COLLUSION CERTIFICATION 19

IRAN DIVESTMENT ACT CERTIFICATION 20

DISCLOSURE OF NON-RESPONSIBILITY DETERMINATIONS 22

INFORMATION SHEET 23

NON-OFFEROR'S RESPONSE 24

APPENDIX

CONTRACT AGENCY AGREEMENT

SUPPLIER FORMS

PAY-TO-PLAY FORMS

APPENDIX A Agency Transmittal Form

APPENDIX B Budget Form

APPENDIX B-1 Budget Narrative

	ORANGE COUNTY, NEW YORK Department of General Services PO Box 218, 22 Wells Farm Road Goshen, New York 10924	Page 3
Orange County Mental Health Training and Professional Development		RFP-OCDMH-TRAINING-17

NOTICE TO OFFERORS

Proposals for the County of Orange **RFP-OCDMH-TRAINING-17 Orange County Mental Health Training and Professional Development** by the undersigned Commissioner of the Department of General Services, in his office at 22 Wells Farm Road, Goshen NY 10924, **up to and including Friday, August 25, 2017 at 4:00 P.M.**, prevailing time.

Copies of the Request for Proposals may be obtained beginning **Wednesday, July 26, 2017** at the above address between the hours of 9:00 A.M. and 4:45 P.M., Monday through Friday (with the exception of County-observed holidays), as well as through **www.orangecountygov.com/generalservices** under "Current Bids and Proposals".

July 26, 2017

James P. Burpoe, Commissioner
 Department of General Services

 ORANGE COUNTY, NEW YORK Department of General Services PO Box 218, 22 Wells Farm Road Goshen, New York 10924	Page 4
Orange County Mental Health Training and Professional Development	RFP-OCDMH-TRAINING-17

INSTRUCTIONS TO OFFERORS

Unless a Request for Proposal (RFP) is solicited directly by another County department, the only official distribution source for this RFP is through the Department of General Services. Additionally, most RFP documents issued by the Department of General Services are distributed through BidNet which can be accessed through www.orangecountygov.com/general-services under "Current Bids and Proposals". If you have obtained this RFP from a different source, you are encouraged to contact the Department of General Services to receive an official copy. You may not receive addenda or important information regarding this RFP if you are not registered with the Department of General Services as having obtained a copy of this RFP through the Department or through BidNet.

By submitting a Proposal, you are asking the County to accept your offer for the sale of goods and/or services. It is important that you READ and UNDERSTAND all terms and conditions in this RFP, as well as understand the laws that govern Public Contracts in New York State. **If you do not agree with the terms and conditions contained in this RFP you should not submit a Proposal.**

Your Proposal will be considered by the County if the following conditions are met:

1. Pursuant to State Finance Law §139-j and §139-k, this solicitation includes and imposes certain restrictions on communications between the County and an Offeror during the procurement process. An Offeror is restricted from contacting other than designated staff from the earliest notice of intent to solicit offers through final award and approval of the Procurement Contract by the County Executive ("Restricted Period") unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). County employees are required to obtain certain information when contacted during the Restricted Period. The designated staff contact is the Commissioner of General Services or his representative, telephone (845) 291-2792. Offerors responding to this RFP must familiarize themselves with these State Finance Law requirements and will be expected to affirm that they understand and agree to comply on the Proposal Form.

2. Applicable Not Applicable

A pre-proposal conference and site visit will be held at [location] on [date] at [time], prevailing time. Attendance is strongly recommended. The County shall not be liable for, nor shall it review proposed change orders, contract amendments, etc. for inadequate pricing, labor, materials, time or similar issues in Vendor/Consultant's contract with the County resulting from Vendor/Consultant's failure to attend and obtain information provided at the pre-proposal conference, site visit and/or any addenda issued afterward.

3. Offerors are responsible for reporting in writing any errors, omissions or ambiguities found in this RFP. All such reports, requests for information, questions, etc. shall be either faxed to the Department of General on the Questions Form found in this at (845) 360-7206 or emailed to GeneralServices@orangecountygov.com with questions typed in the body of the email, and the subject line "RFP Questions". **No questions will be entertained by any other means. All questions must be submitted by Tuesday, August 8, 2017 at 4:00 P.M.**, prevailing time. **Questions received after this time may not be addressed. Please be patient, questions will be answered in an Addendum/Addenda to be shared with all interested Offerors. Questions will not be responded to individually.**

4. Unless otherwise specified herein, all Proposals shall be made upon forms furnished in this RFP, if any, and as may be modified by addenda, contained in sealed envelopes clearly marked on the outside packaging with **RFP-OCDMH-TRAINING-17 Orange County Mental Health Training and Professional Development** addressed to James Burpoe, Commissioner, Department of General Services, PO Box 218, 22 Wells Farm Road, Goshen, NY

 ORANGE COUNTY, NEW YORK Department of General Services PO Box 218, 22 Wells Farm Road Goshen, New York 10924	Page 5
Orange County Mental Health Training and Professional Development	RFP-OCDMH-TRAINING-17

10924 and received up to and including **Friday, August 25, 2017 at 4:00 P.M.**, prevailing time. If NOT sending your Proposal via U.S. Mail, (i.e., using FedEx, UPS, hand delivery, etc.) please use the following address: Orange County Department of General Services, 22 Wells Farm Road, Goshen NY 10924. **It is the Offeror's responsibility to clearly mark the outside of their mailing package with the RFP title and number. Faxed / E-mailed Proposals are not permitted.**

5. **Three (3)** sets of all Proposals shall be submitted, **ONE SET OF WHICH MUST CONTAIN ORIGINAL SIGNATURES** including completed copies of any forms or certifications required in this RFP. Forms, if any, included in this RFP shall be completely filled in, in ink or by typing, on the original form. Failure to respond to this RFP on any official form(s) included in this RFP, may result in disqualification of a Proposal as non-responsive. No Proposal Form will be accepted which contains any modification to the template, additional information not specifically requested, omissions or erasures. Each Proposal Form shall be signed by a duly authorized individual on behalf of the Offeror. Illegible and unsigned Proposals will be rejected as non-responsive.

6. Permission will not be given to modify or explain any Proposal after it has been opened, unless clearly specified in this document (e.g. interviews). Permission to withdraw a Proposal prior to opening will be at the discretion of the County and no replacement Proposal may be submitted without authorization from the Commissioner of General Services. Opened Proposals which required a deposit for plans and specifications may not be withdrawn until forty-five (45) days after opening.

7. **Basis of Award provisions vary with each RFP, please read that section carefully.** Some RFPs may be awarded to more than one entity. The County reserves the right to waive any informality, reject any and all Proposals, or, if noted in the Basis of Award section of this RFP, accept any Proposal in whole or in part, if deemed to be in the best interest of the County.

8. Any award shall be subject to the execution of a contract (and, if applicable, license or other agreements) between the Offeror and the County. The County's contract obligation is contingent upon execution of the contract between the County and selected Vendor/Consultant, provision of required Pay-to-Play forms, insurance certificates and bonds, as applicable, by the Vendor/Consultant, and the availability of appropriated funds for the contract. No legal liability on the part of the County for payment of any money shall arise unless and until a contract is executed by both parties, funds are appropriated and made available in each year of the term of the contract, and all performance requirements for each payment are met. The County shall have no responsibility or liability for any of Offeror's costs related to preparation of Proposals, attendance at interviews, etc.; all such costs are solely at Offeror's risk and expense.

9. Offeror(s) awarded a contract agree to execute the contract in the same form as the template enclosed in this RFP in the timeframe, if any, indicated in this RFP. Any supplemental agreement(s) (e.g. licensing or maintenance agreements) requested by an Offeror must be included in the Proposal and are subject to the discretionary approval of the County Attorney and the County Executive. For any software required in the scope of services, include any proposed license or maintenance agreement(s) with your Proposal. Failure to reach agreement on contract terms and conditions may result in rejection of a Proposal, rescission of an award and/or retention of Bid Security by the County.

10. The County maintains a unilateral right to cancel or extend the contract in accordance with the terms of any contract resulting from this RFP. If a Vendor/Consultant fails to perform or otherwise breaches the contract, in

 ORANGE COUNTY, NEW YORK Department of General Services PO Box 218, 22 Wells Farm Road Goshen, New York 10924	Page 6
Orange County Mental Health Training and Professional Development	RFP-OCDMH-TRAINING-17

addition to any other rights and remedies the County may have, the Vendor/Consultant may be listed as non-responsible and may be ineligible for future contract awards.

11. If Bid Security is required by this RFP; it must be included in the Proposal. If Performance and/or Payment Bonds are required by this RFP, Proposals must include a letter from the Offeror's bank or surety stating that the required letter of credit or bond(s) will be provided in the event of a contract. The letter of credit or bond(s) shall be provided for each year or relevant portion of the contract, as may be applicable.

12. Offerors should be properly registered to do business in the State of New York and furnish applicable certificates of authority/incorporation/partnership/dba, etc. with their Proposal.

13. The County encourages submission of Proposals by certified Minority- and/or Women-Owned Business Enterprises (MWBE) and/or Disadvantaged Business Enterprises (DBE).

14. A Disclosure of Non-Responsibility Determination is included in this RFP. Offerors must complete and submit a signed original of and the applicable number of copies with their Proposal.

15. Supplier Forms are provided with this RFP. Offerors that have not received a purchase order in the last twelve (12) months from the County must submit completed and signed Supplier Forms prior to execution of a contract by the County.

16. Please be advised that this solicitation is subject to Orange County Local Law No. 13 of 2013, as amended, known as the "Pay-to-Play Law". Pay-to-Play Forms will be made available with this RFP. All Pay-to-Play Forms should be submitted with your Proposal and will be required if you are awarded a contract. The Pay-to-Play Forms are required from the Vendor/Consultant (unless exempted by the law) prior to execution of a contract by the County.

17. Pursuant to New York's Freedom of Information Law ("FOIL") (Public Officers Law, Article 6, Sections 84-90) all government records are presumptively open for public inspection unless specifically exempted from disclosure under FOIL. Offerors who have a good faith belief that information contained in their Proposal is exempt from disclosure under FOIL must, at the time of their submission, request the exemption in writing, setting forth the basis for the claimed exemption. In addition, the Offeror must mark each page of its submission claimed to be exempt from disclosure under FOIL with the following legend: **"THE OFFEROR BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE NEW YORK STATE FREEDOM OF INFORMATION LAW."** Neither the Offeror's classification of materials as exempt under FOIL, nor the County's acceptance of Offeror's Proposal with the claimed exemption(s), should be considered a final determination as to whether the designated materials are exempt from disclosure under FOIL. Any and all determinations as to the propriety of claimed exemptions will be made by the County and/or a court of law in accordance with applicable law.

INSURANCE REQUIREMENTS

During the term of the contract, or longer if required, Vendor/Consultant shall maintain, at its expense, Worker's Compensation, Disability and liability insurance policies of the types and minimum coverages specified in the enclosed contract template (e.g., Agreement for Vendor Services), as applicable. Certificates of insurance evidencing Vendor's/Consultant's compliance with these requirements shall be required prior to execution of the

 ORANGE COUNTY, NEW YORK Department of General Services PO Box 218, 22 Wells Farm Road Goshen, New York 10924	Page 7
Orange County Mental Health Training and Professional Development	RFP-OCDMH-TRAINING-17

contract by the County. Award is conditional upon submission of insurance documents within the time specified in the Notice of Award. Failure to do so may result in disqualification of the Offeror as non-responsive and/or the County's retention of any Bid Security.

BONDING REQUIREMENTS

There are no Bonds required for this contract.

SCOPE

The Orange County Department of Mental Health (OCDMH) announces this Request for Proposal (RFP) for the development and operation of the following:

Orange County Training and Professional Development

SPECIFICATIONS

1) Introduction and Background

The Orange County Department of Mental Health (OCDMH) exists to ensure that all the people of Orange County have access to quality Mental Health, Developmental Disabilities and Chemical Dependency services, that such services are delivered in a cost effective, timely and culturally sensitive manner under the jurisdiction of the Mental Hygiene Law of New York State and provided within the rules, regulations, policies and procedures of the licensing authority of appropriate State Offices. The OCDMH is committed to investment in the professional development of the workforce and educational opportunities for individuals, families and the general public. These opportunities will increase the efficacy of services for individuals, families and community members impacted by mental illness, chemical dependency and/or development disabilities. OCDMH believes that ongoing training and professional development is necessary to provide positive outcomes, reduce stigma and ensure cultural and linguistic competency. The training and professional development program(s) funded through this RFP must be based on service sector needs and best practices prioritized in collaboration with the OCDMH. The proposed trainings must also be dynamic and responsive to emerging needs throughout funding period.

Orange County developed, with our partner agencies, a Comprehensive, Continuous, Integrated System of Care (CCISC) model known as WELCOME Orange. “The Comprehensive Continuous Integrated System of Care (CCISC) process (Minkoff & Cline, 2004, 2005) is a vision-driven system “transformation” process for redesigning behavioral health and other related service delivery systems to be organized at every level (policy, program, procedure, and practice)—within whatever resources are available—to be more about the needs of the individuals and families needing services, and values that reflect welcoming, empowered, helpful partnerships throughout the system. The ultimate goal of CCISC is to help develop a system of care that is welcoming, recovery-oriented, integrated, trauma-informed, and culturally competent in order to most effectively meet the needs of individuals and families with multiple co-occurring conditions of all types (mental health, substance abuse, medical, cognitive, housing, legal, parenting, etc.) and help them to make progress to achieve the happiest, most hopeful, and productive lives they possibly can.” More information

 <p>ORANGE COUNTY, NEW YORK Department of General Services PO Box 218, 22 Wells Farm Road Goshen, New York 10924</p>	Page 8
Orange County Mental Health Training and Professional Development	RFP-OCDMH-TRAINING-17

about the model can be found at:

<http://www.ziapartners.com/resources/comprehensive-continuous-integrated-system-of-care-ccisc/>.

All requests for proposals will be required to reflect WELCOME Orange values and principles. More information on WELCOME Orange can be found at:

<http://www.orangecountygov.com/content/124/1348/24066.aspx>.

2) Scope of Work

a) Introduction

Services developed through this RFP will be designated for professional development, community awareness and education of those who live, work, and receive services in Orange County. These services will enhance knowledge, increase understanding and improve quality of care and system development, enhancement and improvement for those with behavioral health needs including individuals with mental illness, chemical dependency and developmental disabilities. Topics will focus on children, adults and families and may include but **not be limited to** the following: trauma, eating disorders, addiction, co-occurring disorders (MH/CD; MH/DD; MH/CD/DD), strategies for reducing problem behaviors, access to care for all disability areas, evidence-based practices/best practices, disaster mental health, workforce development (including but not limited to professionals, paraprofessionals, direct support professionals, managers and peer specialists), suicide prevention and specific disorders. For agencies that do not have a source of funding to support sending staff for outside training e.g., national conferences, a portion of this funding may be used to offset the costs where it can be demonstrated that the training can benefit the Orange County service delivery system. Due to the limited availability of funds, individuals requesting funding to offset costs for these conferences must obtain approval from the Commissioner of the Department of Mental Health prior to using the funding for these purposes.

The following outlines the minimum expected in the RFP response. Applicants should address each item listed in a narrative format in sufficient detail within the proposal to explain how each will be structured and accomplished. OCDMH encourages applicants to consider applying for the total funding amount in a proposal that would include the planning and coordination of all training needs in collaboration with OCDMH. However, applicants may apply to provide all or part of the requested services and may collaborate with other agencies/partners where appropriate.

- WELCOME Orange philosophy/practice; and
- Topic area(s) that will be focused on; and
- If applying for greater than 50% of the total funding, development of an advisory committee, in partnership with OCDMH, to guide decisions inclusive of representatives from community agencies (mental health, chemical dependency, developmental disabilities and children’s services), service recipients, peers and Orange County Department of Mental Health is required; and
- Development of guidelines to assist with decisions and practice; and
- Description of how events will be organized, facilitated, and marketed; and
- Development of a process for registration, payment, satisfaction survey for participants, and production of certificates of attendance or continuing education if applicable.

	ORANGE COUNTY, NEW YORK Department of General Services PO Box 218, 22 Wells Farm Road Goshen, New York 10924	Page 9
Orange County Mental Health Training and Professional Development		RFP-OCDMH-TRAINING-17

b) Collaborative Interactions

Agencies that are awarded funds will be required to work collaboratively with other agencies within the community to prevent duplication and to ensure professional development and training opportunities are effective and meet identified needs for Orange County. For applicants applying in partnership with other providers, Orange County requires memorandums of understanding (MOU) between co-applicants.

c) Reporting Requirements

Agencies that receive an allocation of funding resources under this RFP will be required to maintain accurate and timely reporting of performance measures, demographic measures and OMH required funding measures as well as any requirements OMH and OCDMH may subsequently develop to ensure compliance. The selected applicant shall be required to document performance using the Clear Impact Scorecard (formerly Results ScorecardTM). Clear Impact, also known as outcome-based accountability, is defined as a management tool that can facilitate collaboration among human service agencies, as a method of decentralizing services, and as an innovative regulatory process. Clear Impact is a disciplined way of thinking and taking action which communities can use to improve the lives of children, families and the community as a whole. Clear Impact can also be used by agencies to improve the performance of their programs. The County will provide the selected applicant with one license to the web based application. The selected applicant shall use the Clear Impact Scorecard to report quantitative and qualitative data on a monthly basis. Failure to achieve targets may result in withholding of state or federal funding or determinations of non-responsibility or ineligibility for future funding.

Measure	Definition
# Total events funded	Total number of events funded
# of attendees	Total number of attendees at all trainings provided during the reporting period. (this is not an unduplicated number)
# of trainings on evidenced-based practices	Total number of trainings based on evidenced based programs or practices as defined by SAMHSA National Registry of Evidence-based Programs and Practices or National Standards Project, Phase 2 and/or endorsed by the US Surgeon General during the reporting period.
# of trainings addressing co-occurring disorders	The total number of trainings targeting co-occurring disorder treatment and/or populations (Co-occurring may be MH/CD; MH/DD; MH/CD/DD) during the reporting period.
# of surveys completed	Total number of surveys completed during the review period for all trainings provided during the reporting period.
# of people reporting satisfaction on survey	Of the surveys completed during the reporting period, the total number reporting satisfaction with training.
# of people who report new knowledge and/or ability to utilize in practice	Of the surveys completed during the reporting period, the total number reporting new knowledge and/or the ability to utilize in practice.
# of individuals funded to attend conferences	Individuals who attended a conference using funding approved by the Commissioner of Orange County Department of Mental Health.

	ORANGE COUNTY, NEW YORK Department of General Services PO Box 218, 22 Wells Farm Road Goshen, New York 10924	Page 10
Orange County Mental Health Training and Professional Development		RFP-OCDMH-TRAINING-17

OCDMH will require a separate monthly fiscal report for each training provided including but not limited to the following information.

Training / Professional Development Provided
Target Audience
Presenter(s)
Continuing Education Units (CEUs) Offered
of attendees
Event Fees
Cost of meals, travel, accommodations for presenter(s)
Cost of materials
Other Costs, define
Agency Administration Costs
Revenues Received

3) Proposal Narrative

When submitting proposals for funding under Exhibit 1 of this RFP, the narrative must incorporate WELCOME Orange language and address all of the components listed below, in the following order:

i. Audience

- Who is the target audience for the proposed training/professional development programs or activities?
- How will the proposed training/professional development programs or activities benefit its participants, service delivery system and or the community?

ii. Implementation

- Describe how your agency currently exemplifies, or is working towards, the WELCOME Orange philosophy/practice.
- How will you create guidelines to assist with decision making and practice?
- How will proposed training/professional development programs or activities be organized, facilitated and coordinated to avoid duplication and/or scheduling conflicts?
- How will you market proposed training/professional development programs or activities to the appropriate audience(s)?
- List and describe each training area you intend to provide and the funding requested for each.
- How will you promote ongoing use of training information/skills post event?
- Describe how you will use technology to enhance your planning, training event, and/or process (taping, web-conferencing, online booking etc.)? Applicants who intend to expand existing online training accounts and subscriptions must open these trainings to the service delivery system and the training topics must exceed current regulatory requirements.
- What will the process be for registration, payment, satisfaction surveys for participants, production of certificates of attendance and/or continuing education credits if applicable?
- If scholarships will be available for local training events, what will the eligibility criteria for scholarships be and how will you decide who receives scholarships?

 ORANGE COUNTY, NEW YORK Department of General Services PO Box 218, 22 Wells Farm Road Goshen, New York 10924	Page 11
Orange County Mental Health Training and Professional Development	RFP-OCDMH-TRAINING-17

- If you intend to provide food at proposed training/professional development program or activity will individuals be charged and how will this be managed?
- If applying for greater than 50% of the total funding offered through this RFP, part of your agency administration fee must be used to develop an advisory committee in partnership with the LGU to guide decisions. The advisory committee representation must include service recipients (children, adults and families) from the mental health, chemical dependency and developmental disabilities systems, peer specialists and the local government unit. Describe how this committee will be formed, organized and maintained. How will training recommendations be submitted to OCDMH for approval?

4) Agency Performance

- a) Describe the agency’s experience and approach in providing training/professional development programs or activities.
- b) What is your agency’s experience in the topic areas for which you intend to provide the training directly? How will you identify, collaborate with other agencies and/or recruit trainers with appropriate experience to provide trainings that you will not provide directly?
- c) In an effort to ensure the success, Orange County will assess and monitor all components of the involved services at minimum on a monthly basis. Describe how your agency currently collects and utilizes data to enhance your training/professional development programs or activities. Describe how required data elements will be collected, reported and monitored by your agency.
- d) If subcontracting, OCDMH reserves the right to require additional reporting to monitor the effectiveness of these supports/enhancements.

5) Financial Assessment

- a) Highlight other sources of funding, if any. Describe how your agency manages its operating budget.
- b) Attach an operational budget. Include start-up costs in Year 1 of the budget and assume a full year of operating funds (see Appendix B). The start-up should include the amount needed for the establishment of or continuation of the program, including cost of staffing and other expenses. Show sources of income including other sources of funding. Applicants should list staff by position, full-time equivalence (FTE), and salary if applicable.
- c) Applicants must complete a Budget Narrative which should include the following:
 - detailed expense components that make up the total operating expenses;
 - the calculation or logic that supports the budgeted value of each category;
 - If applicable, description of how salaries are adequate to attract and retain qualified employees; and

Use the Operating Budget (Appendix B) and the Budget Narrative (Appendix B1) to submit with your proposal. The Operating Budget (Appendix B) is a separate document on the RFP section of the OCDMH website and can be downloaded in PDF format. Do not substitute your own budget format. Failure to complete the Operating Budget using the correct form may be cause to reject your proposal for non-responsiveness.

ALTERNATE PROPOSALS

Orange County reserves the right to consider alternatives submitted by applicants that provide enhancements beyond the RFP requirements. Proposal alternatives may be considered if deemed to be in the best interest of

 ORANGE COUNTY, NEW YORK Department of General Services PO Box 218, 22 Wells Farm Road Goshen, New York 10924	Page 12
Orange County Mental Health Training and Professional Development	RFP-OCDMH-TRAINING-17

Orange County. Applicants shall clearly identify and explain in detail where such alternatives deviate from or qualify the terms of the proposal and specifications as issued.

COMPLIANCE WITH LAWS, LICENSES AND PERMITS

The applicant(s) agree that they will fully comply with all applicable Federal, State and County policies, procedures, standards and laws, rules and regulations.

PERSONNEL IDENTIFICATION

All personnel must carry on their person photo identification (e.g. employee identification badge, valid driver’s license, etc.).

TERM

The County anticipates that the term of this contract will be for one (1) year. The County reserves the right to extend the contract for up to four (4) additional one (1) year period(s), at the sole option of the County and under the terms and conditions of the original RFP, unless alternate terms are specified in this RFP and/or the contract for renewals/extensions.

Upon expiration of the original term or any renewal thereof, if authorized by the County as above, this contract may be extended unilaterally by the County for an additional period of up to two months upon notice to the Vendor/Consultant with the same terms and conditions as the original contract including, but not limited to, quantities (prorated for such extension), prices, and delivery requirements. With the concurrence of the Vendor/Consultant, the extension may be for a period of up to three months in lieu of the up to two month period.

PRICING

1. The proposed scope and specifications are not a guarantee, were developed based on past or anticipated needs, and are as accurate as the County can ascertain at the time of issuance of this RFP. When an anticipated volume or other quantities of goods or services are listed, the County has listed these either based upon a history of usage over a previous period or anticipated need. The County in no way guarantees that the actual volume or quantities listed will be necessary or ordered. When volume or quantities are listed, the Offeror should understand that the actual volume or quantities may be more or less, depending on the actual needs of the County. The Offeror shall hold the County harmless against any damages because of estimated volume or quantities. In the event quantities exceed the estimate, the County shall receive the price as listed in the contract or, if a better price is available at that time, that price shall be passed on to the County.

2. The prices submitted shall be exclusive of federal and state sales taxes (or other taxes inapplicable to government entities) and must not include any tax for which the Offeror may claim exemption because of doing business with the County. Unless otherwise indicated in this RFP, prices shall be net, including any applicable transportation and delivery charges fully prepaid by the successful Vendor/Consultant to the destination(s) indicated in the contract. Prices are to be listed as FOB Delivered: ORANGE COUNTY, NY. No freight and/or handling and/or fuel surcharges will be accepted, unless otherwise agreed to in the contract.

	ORANGE COUNTY, NEW YORK Department of General Services PO Box 218, 22 Wells Farm Road Goshen, New York 10924	Page 13
Orange County Mental Health Training and Professional Development		RFP-OCDMH-TRAINING-17

3. Total available funding for Training and Professional Development is \$95,205.00 in both New York State Office of Mental Health (OMH) and County Dollars.

PAYMENT

Payment shall be made in accordance with the payment/compensation provisions of the contract template provided with this RFP.

SUBMISSION OF PROPOSALS

Unless otherwise noted below, one (1) signed original (as applicable to the document type) and the number of copies specified in Item #5 of the Instructions to Offerors, of each of the following items should be submitted in your Proposal package. **It is NOT necessary to include a copy of the entire RFP in your Proposal package only the items required below. Proposals must include:**

- 1) Completed and signed Proposal Form
- 2) Proposal Narrative: The Proposal Narrative should be concise. The Operating Budget and Budget Narrative (Appendix B and B1) are separate documents that appear in the RFP section of the OCDMH website and can be downloaded in fillable PDF format. Offeror's must not substitute their own budget format. Failure to use the provided Operating Budget and Budget Narrative formats may result in disqualification for non-responsiveness.
- 3) Completed Agency Transmittal Form (Appendix A)
- 4) Budget Form (Appendix B)
- 5) Budget Narrative (Appendix B1)
- 6) Pricing: on the Proposal Form
- 7) Non-Collusion Certification
- 8) Iran Divestment Act Certification
- 9) Disclosure of Non-Responsibility Determination (copy of instruction page not required)
- 10) Certificate of Authority/Incorporation/Partnership/dba, etc., as applicable to your business entity
- 11) Sample(s), if requested in the Specifications
- 12) Supplier Forms (if not already a current Orange County awarded vendor)

 ORANGE COUNTY, NEW YORK Department of General Services PO Box 218, 22 Wells Farm Road Goshen, New York 10924	Page 14
Orange County Mental Health Training and Professional Development	RFP-OCMH-TRAINING-17

- 13) Pay-to-Play Forms (Due to an exemption in the Pay-to-Play Law, Government Entities and School Districts do not need to complete Pay-to-Play forms.)
- 14) Information or other materials to be included, only as requested in the Specifications
- 15) Any supplemental agreements (e.g. a licensing agreement) requested by an Offeror must be included in the Proposal and are subject to the discretionary approval of the County Attorney and the County Executive. For any software required in the Specifications, include any proposed license or maintenance agreements with your Proposal. Offeror awarded a contract agree to execute the contract in the same form as the template enclosed in this RFP and in the timeframe, if any, indicated in this RFP. Failure to reach agreement on contract terms and conditions may result in rejection of a Proposal, rescission of an award and/or retention of Bid Security by the County.

ALL SUBMISSIONS MUST BE CLEARLY MARKED ON THE OUTSIDE PACKAGING WITH THE RFP TITLE AND NUMBER.

INSURANCE: While not required in the Proposal package, Offerors are reminded that Certificates of Insurance evidencing Vendor's/Consultant's compliance with the Insurance requirements of this RFP must be provided prior to execution of the contract by the County. The number of days for submission may vary but it may be less than one business week, please be prepared. **FAILURE TO SUBMIT INSURANCE DOCUMENTS MAY RESULT IN DISQUALIFICATION OF THE VENDOR/CONSULTANT AS NON-RESPONSIVE AND/OR THE COUNTY'S RETENTION OF BID SECURITY.**

ADDITIONAL INFORMATION, INTERVIEWS & SITE VISITS

The County may require any or all Offerors to present additional evidence of experience, ability and financial standing as well as a statement as to the materials, equipment or personnel which the Offeror will have available for the performance of this contract. The County reserves the right to interview, any or all Offerors and/or visit any or all Offeror's sites during the evaluation of Proposals. If applicable, the County shall contact Offerors to arrange an interview (which County may require to be held at the Department of Mental Health and/or a site visit of Offeror's facilities at any time during the evaluation process. Offerors are reminded to include their best technical and price terms in their initial offer and not to automatically assume that they will have an opportunity to participate in interviews, site visits or be asked to submit a best and final offer. The County may award the contract without interviews and/or site visits for any or all Offerors, if deemed to be within the best interests of the County.

BASIS OF AWARD

1. Offerors are advised that the selection of a proposal for contract award is to be made after careful evaluation of the proposals received by the Evaluation Committee. The Evaluation Committee will consist of representatives from Orange County Dept. of Mental Health and / or Orange County Dept. of Mental Health Community Services Board and / or representatives from other County departments as deemed appropriate. Award(s) may be made to the highest scoring Offeror(s) resulting from the evaluation procedure described below. Award may be in whole, or in part.

2. Proposals will be scored and weighted by an evaluator or evaluation team in accordance with evaluation criteria listed below. A score of 1 means the proposal does not meet requirements/expectations, 3 means the proposal meets requirements/expectations, and 5 means the proposal exceeds requirements/expectations. Total points may not equal 100 based on the number of criteria listed (i.e. total points available may be 25, if only five criteria are listed).

Summary	1-5
Project Narrative: WELCOME Orange philosophy, vision, mission, values, and principles	1-5
Project Narrative: Population to be Served/Statement of Need	1-5
Project Narrative: Proposed Program/Approach	1-5
Project Narrative: Organization and Staffing	1-5
Project Narrative: Implementation	1-5
Internal Reviews / Interviews:	1-5
Financial Assessment	1-5
Total	8-40

If the evaluator or evaluation team determines, at his/her/its sole discretion, that interviews are in the best interest of the County, responsive proposals will be reviewed and scored as described above in a preliminary round to aid in determining whether all Offerors, or just those with top scoring proposals, will be interviewed. If interviews are held, the same review and scoring process described above will be repeated for those Offerors interviewed, and any award(s) made will be based on that secondary scoring round.

3. The submission of a Proposal implies the Offeror's acceptance of the evaluation criteria and acknowledgment that subjective judgments must be made by the evaluation committee. Award of any contract(s) shall be made to the responsible Offeror(s), whose Proposal(s) is(are) determined to be in the best interest of the County.

4. The County reserves the right to: accept other than the lowest priced offer, waive any informality, or reject any or all Proposals, with or without advertising for new Proposals, if in the best interest of the County.

	ORANGE COUNTY, NEW YORK Department of General Services PO Box 218, 22 Wells Farm Road Goshen, New York 10924	Page 16
Orange County Mental Health Training and Professional Development		RFP-OCDMH-TRAINING-17

ANTICIPATED RFP TIMELINE

All dates except for the Proposals Due date are approximate and subject to change, unless otherwise noted. Any change in the Proposals Due date will be made by an Addendum to the RFP issued by the County.

Publication of RFP	7/26/17
Questions Due	8/8/17
Addendum(s) issued	on or about 8/14/17
Proposals Due	8/25/17



ORANGE COUNTY, NEW YORK

Department of General Services
PO Box 218, 22 Wells Farm Road
Goshen, New York 10924

Page 17

Orange County Mental Health Training and Professional Development

RFP-OCDMH-TRAINING-17

PROPOSAL FORM

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

NAME, TITLE, TELEPHONE, FAX AND EMAIL OF CONTACT PERSON: _____

Does this business have a minority, women's, disadvantaged, or small business certification? Yes No

If yes, please list the designation(s) and the certifying entity(ties) _____

The undersigned proposes to furnish and deliver the services described in **RFP-OCDMH-TRAINING-17 Orange County Mental Health Training and Professional Development** and its responding Proposal to the County of Orange, at the prices stated in the Proposal submitted. The individual submitting this Proposal on behalf of the business entity noted above, certifies by his or her signature below that:

- he or she understands and has complied with the requirements of State Finance Law Sections 139-j and 139-k and will continue to do so throughout the Restricted Period;
- he or she has read and understood the full Request for Proposal cited above; and
- he or she is duly authorized to submit this Proposal on behalf of the business entity noted above.

By: _____

Date: _____

Name

Federal Tax ID Number

Title

DUNS Number, if applicable

ADDENDA CONFIRMATION (Offerors should only complete this section if any addenda were issued for this RFP.)

Addendum # ____ - Received _____, 20__ Initialed by person signing above _____

Addendum # ____ - Received _____, 20__ Initialed by person signing above _____

Addendum # ____ - Received _____, 20__ Initialed by person signing above _____

 ORANGE COUNTY, NEW YORK Department of General Services PO Box 218, 22 Wells Farm Road Goshen, New York 10924	Page 19
Orange County Mental Health Training and Professional Development	RFP-OCDMH-TRAINING-17

NON-COLLUSION CERTIFICATION

- (a) "By submission of this Bid, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint Bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
- (1) The prices in this Bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor.
 - (2) Unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and
 - (3) No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a Bid for the purpose of restricting competition."
- (b) A Bid shall not be considered for award nor shall any award be made where the provisions of (a)(1)(2) and (3) above have not been complied with; provided however, that if in any case the Bidder cannot make the foregoing certification, the Bidder shall so state and shall furnish with the Bid a signed statement which sets forth in detail the reasons therefore. Where (a)(1)(2) and (3) above have not been complied with, the Bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the Bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that an Bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being proposed, does not constitute, without more, a disclosure within the meaning of subparagraph (a)(1) of this certification.

Any Bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by an Bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such Bid contains the certification referred to in subparagraph (a)(1) of this certification, shall be deemed to have been authorized by the board of directors of the Bidder, and such authorization shall be deemed to include the signing and submission of the Bid and the this Non-Collusion Certification as the act and deed of the corporation or other business entity submitting the Bid.

DATE

SIGNATURE

NAME

TITLE

BUSINESS NAME

 ORANGE COUNTY, NEW YORK Department of General Services PO Box 218, 22 Wells Farm Road Goshen, New York 10924	Page 20
Orange County Mental Health Training and Professional Development	RFP-OCMH-TRAINING-17

IRAN DIVESTMENT ACT CERTIFICATION

The Iran Divestment Act of 2012 (“Act”), Chapter 1 of the 2012 Laws of New York, added State Finance Law (SFL), §165-a and General Municipal Law §103-g, effective April 12, 2012. Under the Act, the Commissioner of the New York State Office of General Services (“OGS”) developed a list (“Prohibited Entities List”) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). In accordance with SFL § 165-a(3), the Prohibited Entities List may be found on the OGS website at <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf>.

Pursuant to General Municipal Law §103-g, by signing below, Bidder certifies as true under the penalties of perjury that: By submission of this proposal each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the State Finance Law.

A proposal shall not be considered for award nor shall any award be made where the certification has not been made, provided, however, that if in any case the Bidder cannot make the certification, the Bidder shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefor. The County may award a contract to a Bidder who cannot make the required certification on a case-by-case basis if:

1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the person has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
2. The County makes a determination that the goods and services are necessary for the County to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

During the term of the Contract, should the County receive information that a person is in violation of the above-referenced certifications, the County will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the County shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the contractor in default.

The County reserves the right to reject any Bid, Proposal, contract or request for assignment for an entity that appears on the Prohibited Entities List prior to the award or execution of a contract or any renewal thereof, as applicable, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities List after contract award.

DATE

SIGNATURE

BUSINESS NAME

NAME

TITLE

	ORANGE COUNTY, NEW YORK Department of General Services PO Box 218, 22 Wells Farm Road Goshen, New York 10924	Page 21
Orange County Mental Health Training and Professional Development		RFP-OCDMH-TRAINING-17

INSTRUCTIONS FOR COMPLETING THE DISCLOSURE OF PRIOR NON-RESPONSIBILITY DETERMINATIONS

Background:

New York State Finance Law §139-k(2) obligates a Governmental Entity to obtain specific information regarding prior non-responsibility determinations with respect to State Finance Law §139-j. In accordance with State Finance Law §139-k, an Offeror must be asked to disclose whether there has been a finding of non-responsibility made within the previous four (4) years by any Governmental Entity due to: (a) a violation of State Finance Law §139-j or (b) the intentional provision of false or incomplete information to a Governmental Entity. The terms “Offerer” and “Governmental Entity” are defined in State Finance Law § 139-k(1). State Finance Law §139-j sets forth detailed requirements about the restrictions on Contacts during the procurement process. A violation of State Finance Law §139-j includes, but is not limited to, an impermissible Contact during the restricted period (for example, contacting a person or entity other than the designated contact person, when such contact does not fall within one of the exemptions).

As part of its responsibility determination, State Finance Law §139-k(3) mandates consideration of whether an Offeror fails to timely disclose accurate or complete information regarding the above non-responsibility determination. In accordance with law, no Procurement Contract shall be awarded to any Offeror that fails to timely disclose accurate or complete information under this section, unless a finding is made that the award of the Procurement Contract to the Offeror is necessary to protect public property or public health safety, and that the Offeror is the only source capable of supplying the required Article of Procurement within the necessary timeframe. *See State Finance Law §§139-j (10)(b) and 139-k(3).*

Instructions:

The County of Orange includes the following disclosure request regarding prior non-responsibility determinations in accordance with State Finance Law §139-k in its solicitation of Proposals or Bid documents or specifications or contract documents, as applicable, for Procurement Contracts. The attached form is to be completed and submitted by the individual or entity seeking to enter into a Procurement Contract, Supplement or Change Order. It shall be submitted to with your Bid or Proposal to the County agency conducting the Governmental Procurement.

The following disclosure form must accompany each Bid Form, Letter of Interest, or Proposal submitted by all Offerors.

	ORANGE COUNTY, NEW YORK Department of General Services PO Box 218, 22 Wells Farm Road Goshen, New York 10924	Page 22
Orange County Mental Health Training and Professional Development		RFP-OCDMH-TRAINING-17

DISCLOSURE OF PRIOR NON-RESPONSIBILITY DETERMINATIONS

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

Address:

Name and Title of Person Submitting this Form:

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle): No Yes

If Yes, please answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j (Please circle):
 No Yes

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please circle): No Yes

4. If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below and attach additional pages as necessary.

Governmental Entity:

Date of Finding of Non-Responsibility:

Basis of Finding of Non-Responsibility:

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle): No Yes

6. If yes, please provide details below and attach additional pages as necessary.

Governmental Entity:

Date of Termination or Withholding of Contract:

Basis of Termination or Withholding:

Offerer certifies that all information provided to the Governmental Entity with respect to State Finance Law §139-k is complete, true and accurate.

By: _____

Signature

Date: _____

	ORANGE COUNTY, NEW YORK Department of General Services PO Box 218, 22 Wells Farm Road Goshen, New York 10924	Page 23
Orange County Mental Health Training and Professional Development		RFP-OCDMH-TRAINING-17

INFORMATION SHEET

The questions asked on this Information Sheet are voluntary. It is not necessary to complete this Information Sheet. Filling out this sheet does not change your chances of a contract award in any respect. By completing this form, you will be helping the County track trends that we believe to be of importance. The information collected will NOT be used to compile mailing lists and will not be used to contact you. It will also not be sold. The information collected may be used to generate reports showing historical data with regard to the County's purchasing process.

Business Name: _____

Address: _____

In what county are the primary operations of this business conducted? _____

Business type (Sole Proprietorship, Corporation, LLC, etc.) _____

Does this business have a minority, women's, disadvantaged, or small business status? Yes No

If yes, please list the designation(s) and the certifying entity(ties) _____

How many individuals does this business employ? _____

Have you conducted business with the County before? Yes No

How did you discover this Proposal opportunity? _____

Do you use the Empire State Municipal Purchasing Group Website (BidNet)? Yes No

If Yes, do you find it useful (explain) or if No, why?

Please list any other comments or suggestions pertaining to doing business with Orange County.

	ORANGE COUNTY, NEW YORK Department of General Services PO Box 218, 22 Wells Farm Road Goshen, New York 10924	Page 24
Orange County Mental Health Training and Professional Development		RFP-OCDMH-TRAINING-17

NON-OFFEROR'S RESPONSE

BUSINESS NAME: _____

For the purpose of facilitating your firm's response to our Request for Proposals, the County of Orange is interested in ascertaining reasons for prospective Offerors' failure to respond to Requests for Proposals. If your firm is not responding to this Proposal, please indicate the reason(s) by checking any appropriate item(s) below and faxing it to the Department of General Services at (845)360-7206 or mailing it to the above address.

We are **not** responding to this RFP for the following reason(s):

- We do not offer this product or service.
- We are unable to meet specifications.
- Specifications not clearly understood or applicable (please note in "Other reason(s)" below if too vague, too rigid, etc.).
- We are unable to meet your bond requirements.
- Insufficient time allowed for preparation of Proposal.
- Incorrect address used or our branch/division does not handle this type of Proposal. Correct name and mailing address is:

Other reason(s): _____
