

LOI # 1047 Infant Mental health Basics Course

Title: LOI # 1047 Infant Mental Health Basics Course

Agency: Children & Family Services, NYS Office of Bureau of Contract Management

Contract Number: TBD

Contract Term: 7/1/2020 – 12/31/2022

Date of Issue: May 14, 2020

Due Date/Time: June 5, 2020 by 4:00 PM Eastern Time

Location: Statewide

Counties: All Counties

Background

The New York State Office of Children & Family Services (OCFS) announces an opportunity for qualified entities to provide infant and early childhood mental health training to the early care and education community. Letters of Interest (LOI) are being solicited from eligible entities that are NYS organizations/agencies/businesses which can:

- Demonstrate their established relationships with early childhood mental health organizations in New York State;
- Demonstrate membership or affiliation with at least one of the following organizations:
 - Zero to Three (trainers approved by Zero to Three to conduct their approved trainings)
 - the World Association of Infant Mental Health membership, or
 - the Alliance for the Advancement of Infant Mental Health membership; and
- Provide trainers with credentials that reflect infant mental health competency, who must have the NYS Association of Infant Mental Health Endorsement.

This advertisement is public notice that OCFS is seeking to contract with one organization who will facilitate in-person, two-day infant and early childhood mental health basics training, in each of the ten regional economic development regions of the state (Capital District, North Country, Mid-Hudson, Mohawk Valley, Central NY, Southern Tier, Finger Lakes, Western NY, NYC & Long Island) for a total of ten statewide trainings per year (Please refer to **Attachment 6 – Regional Map**).

Annual trainings must be for a minimum of fifty (50) individuals, not to exceed one hundred (100) Individuals, per training and developed in relationship with the Alliance for the Advancement of Infant Mental Health and/or the World Association of Infant Mental Health. Such trainings must cover the following:

- a. Infant Early Childhood Mental Health (IECMH): What it is, contexts in which it is relevant, its history, and potential future.
- b. The baby's brain, and cognitive, social-emotional, and physical development – prenatal through the first five years. The impact of physical, emotional, and social environments – positive and negative.
- c. Early interactions and attachment between a caregiver and a child are critical to development – even life-saving – and set the stage for relationships throughout life.

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- d. How does IECMH-informed practice connect to me? Self-awareness; vicarious trauma; conscious use of our relationships; reflective practice.
- e. Professional development: The landscape of IECMH Best Practices and the NYS Association of Infant Mental Health (NYS-AIMH) Endorsement
- f. The potential impact of IECMH-informed principles and practice: on children and families, on providers' sense of effectiveness, and the structure and dynamics of practices and programs, and on our communities.

The purpose of this opportunity is to invite any eligible and interested entities that believe they can satisfy this program's needs to inform OCFS by a Letter of Interest (LOI). To be considered responsive, your organization's LOI must be received no later than the deadline specified on the first page of this announcement. OCFS intends to use the results of this announcement to determine if this opportunity will be competitively bid. Please see the **How to Apply** section for additional information and submission requirements.

To be considered responsive to this opportunity, the respondent's LOI submission must include:

1. A completed **Attachment 1 – Letter of Interest** that identifies established relationships with early childhood mental health organization(s) in New York State, describes the applicant's affiliation and collaboration with them, and demonstrates your organization's willingness and ability to provide regional Infant Mental Health trainings meeting the criteria outlined above in the **Background** section of this announcement.
2. An Organizational Chart – A diagram that shows the structure of your organization and the relationships between the positions/jobs within your organization, your organizational relationship to early childhood mental health organizations statewide. The org chart should denote the experience of staff who will be working on this project and identify those on staff who possess the infant mental health endorsement.
3. Documentation of membership affiliation with one or more of the following organizations
 - a. Zero to Three (trainers approved by Zero to Three to conduct their approved trainings)
 - b. the World Association of Infant Mental Health membership, or
 - c. the Alliance for the Advancement of Infant Mental Health membership

Note: Acceptable documentation may include, but is not limited to, a letter from the affiliate indicating proof of membership; an email receipt of membership dues; a snapshot of an online web system that shows active membership; or a pre-existing partnership agreement.
4. Documentation from the NYS Association for Infant Mental Health (NYS-AIMH) certifying that trainers on staff, who will be providing the infant mental health basics trainings, have NYS-AIMH Endorsement. Acceptable documentation may include, but is not limited to, a letter or email from the NYS AIMH certifying endorsement or an online snapshot of a web system that shows active endorsement.
5. Three (3) or more professional references, all of which must be from projects active within the past twelve (12) months using **Attachment 3 – References**.
6. Projected timeline of Infant Mental Health Basics Courses to encompass the 3-year project deliverables proposed using **Attachment 4 – Project Deliverables Timeline**.
7. Budget overview and narrative including justification for spending in the following categories – salary, fringe, indirect, equipment, supplies, travel, subcontracts and other; please include in the narrative, the general cost per participant to attend the trainings – it is reasonable to suspect that there may be regional differences in the cost per person to attend. The budget should use the **Attachment 6 – Budget Template** and include costs for pre and post training preparation, as well as costs associated with training materials and handouts. The proposed budget should cover the entire contract term identified in the **Term of Contract** section below.

Funding Details

Funding for this project is contingent upon the availability of funds in the state and/or federal budgets. In making awards, OCFS will only consider LOI that cover all geographic regions listed above.

Funding for this opportunity is supported by the Preschool Development Birth Through Five grant through the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Child Care. This three-year, \$13.4 million grant is awarded to the New York State Office of Children and Family Services' Council on Children and Families (CCF).

Term of Contract

This opportunity will award a maximum of **\$120,000 annually**, with subsequent years contingent on available federal funding. The anticipated start date is **July 1, 2020** and the anticipated end date is **December 30, 2022**. Funding is anticipated to be available for the first year of the contract. The award of a contract does not guarantee that funding will be available for subsequent years. Contractors may not begin providing services before the contract start date; OCFS has no obligation to pay for services rendered before the New York State Office of the State Comptroller and the Office of the Attorney General approve the contract.

How to Apply

To be considered responsive, interested parties must complete and submit all required documents to this solicitation conforming with the format and content requirements as explained. A response that does not provide all the information requested may be subject to rejection. The response should contain sufficient information to assure OCFS of its accuracy. The information provided should, wherever possible, verify that your organization meets the requirements in the **Background** section of this announcement.

Each applicant is **required** to complete and provide the following documents:

- **Attachment 1 – Letter of Interest** (up to 4 pages)
- **Organizational Chart** (up to 2 pages)
- **Documentation of Membership Affiliation(s)** (up to 3 pages)
- **Documentation of NYS-AIMH Endorsement of Trainers** (1 page per trainer, up to 10)
- **Attachment 3 – References** (1 page)
- **Attachment 4 – Project Deliverables Timeline** (2 pages)
- **Attachment 5 – Budget** (12 pages)

Refer to the **Background** section of this announcement for detailed information regarding how to complete these required documents. **Omissions in the information provided in response to any of the requirements will not be resolved in the proposer's favor.**

Applicants must submit these documents via email to RFP@ocfs.ny.gov no later than the deadline specified on the first page of this announcement.

Please enter "**LOI # 1047 Infant Mental Health Basics Course**" in the subject line of the email submission of your application and identify the name of the applicant in the body of the email and in the filenames of attached documents to ensure your submission is processed efficiently. **Early submissions are encouraged as late responses may be subject to rejection.**

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Please limit your Letter of Interest to a recommended maximum of **34** page(s), Arial 12-point font, single line spacing and one-inch margins. Please see the **Attachment 1 – Sample Letter of Interest** provided for your reference. If applicable, Letters of Interest should attempt to conform to the guidance outlined in **Attachment 2 – Guidelines for Preparing Letters of Interest**.

Questions

Questions must be submitted via e-mail to RFP@ocfs.ny.gov before the due date and time of this announcement. Please submit your question with adequate time for response; OCFS recommends allowing at least five business days. Be sure to put “**LOI # 1047 Infant Mental Health Basics Course**” in the subject line. **Late questions may not be addressed.**

Under the requirement of the Procurement Lobbying Act all communications regarding advertised projects are to be channeled only through the primary contact identified herein.

Evaluation Process

An internal review by OCFS will evaluate LOIs submitted in response to this announcement. This announcement is not a guarantee or promise of funding. OCFS may require additional information from an organization before deciding whether the interested organization is responsive and can supply the requested commodities or services. If OCFS requests additional information, it must be provided within five business days from request. OCFS intends to use the results of this announcement to determine if this opportunity will be competitively bid.

OCFS Reserved Rights

OCFS reserves the right to withdraw, amend or postpone this announcement, without notice, and without liability, to any applicant, or other party, and may exercise these rights at any time. In addition, OCFS reserves the right to:

- place a monetary cap on the funding amount made in each contract award;
- change any of the schedule dates stated in the LOI;
- make an award under the LOI in whole or in part;
- disqualify any applicant whose conduct and/or response fails to conform to the requirements of the LOI;
- reject any LOI if, in the sole discretion of OCFS, it determines the applicant is not a responsible vendor;
- request all bidders who submitted proposals to present supplemental information clarifying their proposals either in writing or by formal presentation;
- direct all organizations who submitted LOIs to prepare modifications addressing announcement amendments;
- make funding decisions that maximize compliance with and address the outcomes identified in this announcement;
- fund only one portion, or selected activities, of the selected applicant’s response and/or adopt all or part of the selected applicant’s response based on federal and state requirements;
- eliminate any LOI requirements unmet by all applicants, upon notice to all parties that submitted LOIs;
- waive procedural technicalities, or modify minor irregularities, in proposals received, after notification to the applicant involved;
- correct any arithmetic errors in any proposal, or make typographical corrections to proposals, with the concurrence of the applicant;
- negotiate with the eligible applicant(s) prior to contract award;

- require that all proposals be held valid for a minimum of 180 days from the closing date for receipt of applications, unless otherwise expressly provided for in writing;
- fund any or all of the proposals received in response to this announcement. However, issuance of this announcement does not commit OCFS to fund any proposals. OCFS can reject any proposals submitted;
- use the LOI submitted in response to this announcement as part of an approved contract. At the time of contract development, awardees may be asked to provide additional budget and program information for the final contract;
- make inquiries of third parties, including but not limited to applicant's references, regarding the applicant's experience or other matters deemed relevant by OCFS. By submitting an LOI in response to this announcement, the applicant gives its consent to any inquiry made by OCFS;
- where applicable, require contractors to participate in a formal evaluation of the program to be developed by OCFS. Contractors may be required to collect data for these purposes. The evaluation design will maintain participants' confidentiality and recognize practical constraints of collecting this kind of information;
- when applicable consider statewide distribution and regional distribution within New York City, including borough distribution methodology, in evaluating proposals; and
- reject any extraneous terms, alternate activities/work to be performed, added conditions, or exceptions stated by applicants within their response. This includes, but is not limited to, proposed changes to the standard terms and conditions of the resulting contract(s).

Contract Documents

The applicant must review the contract terms and conditions of the contract template provided below.

If applying, your organization must read, understand, and accept all provisions of Appendix A – Standard Clauses for NYS Contracts. Appendix A contains important information related to the contract to be entered into as a result of this LOI and will be incorporated, without change or amendment, into the contract entered into between OCFS and the selected organization(s). By submitting a response to the LOI, your organization agrees to comply with all the provisions of Appendix A. Please review the sample non-grant contract template, which includes Appendix A, available at:

<https://ocfs.ny.gov/main/contracts/docs/Non-Grant-Contract-Template.pdf>.

In addition, the following documents will be required prior to contracting:

- [Vendor Responsibility Questionnaire](#) (if applicable)
- [Proof of Workers Compensation Insurance](#) (if applicable)
- [Proof of Disability Benefits Coverage](#) (if applicable)
- [ST-220-TD, Contractor Certification](#) (if applicable, for reference only)
- [ST-220-CA, Contractor Certification to Covered Agency](#) (if applicable)
- [Attachment A-2, Federal Assurance and Certifications](#) (if applicable)
- [OCFS-4822, Procurement Lobbying Act – Offerer Certification Form](#) (if applicable)
- [OCFS-4631, MWBE Utilization Plan Form](#) (if applicable)
- [OCFS-4629, Project Staffing Plan Form](#)
- [OCFS-3460, Equal Employment Opportunity \(EEO\) Policy Statement](#)
- [OCFS-2647, EO 177 Certification](#)
- [OCFS-4821, CMS User Authorization](#)

State Finance Law §139-I; Statement on Sexual Harassment in Bids

New York State Finance Law §139-I, effective January 1, 2019, requires, in relevant part, that “[e]very bid . . . made to the state or any public department or agency thereof, where competitive bidding is required by statute, rule or regulation, for work or services performed or to be performed or goods sold or to be sold, shall contain [a] statement subscribed by the bidder and affirmed by such bidder as true under the penalty of perjury. . . [that] ‘[b]y submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.’” The Contractor must provide the foregoing certification before any award being made by OCFS. For additional guidance on drafting an appropriate sexual harassment policy and developing appropriate training please refer to State Finance Law §139-I and <https://www.ny.gov/combating-sexual-harassment-workplace/employers#top>

Other Contracting Requirements

1. If applicable, not-for-profit organizations must be registered in the NYS Grants Gateway and complete the Vendor Prequalification process before contract execution per [New York State Division of Budget Bulletin H-1032 Revised](#), dated July 16, 2014.
2. Executive Order 177, signed on February 3, 2018, by Governor Andrew M. Cuomo, directs New York State agencies and authorities not to enter into any contracts with entities that 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 basis. The Contractor must provide the [EO 177 certification statement](#) before any award being made by OCFS.
3. Sections 57 and 220 of the Workers’ Compensation Law (WCL) and section 142 of the State Finance Law require that businesses contracting with New York State have and maintain and [provide evidence of appropriate workers’ compensation and disability benefits insurance coverage](#). If an award is made from this announcement, updated proof of coverage must be provided during contract development. Failure to submit the proof will delay the contract development process and may result in the award being rescinded. Municipalities are not required to show proof of coverage.
4. Section 163(9)(f) of the NY State Finance Law requires that a state agency determine that a bidder is responsible before awarding that bidder a state contract. Vendor responsibility will be determined based on the information provided by the bidder, on-line, through the [New York State VendRep System Questionnaire](#) or through a paper copy of the [Vendor Responsibility Questionnaire](#). OCFS will review the information provided before making an award.
5. By submitting an LOI in response to this solicitation or by assuming the responsibility of a contract awarded hereunder, bidder/contractor (or any assignee) certifies that it is not on the “Prohibited Entities List,” as defined by the *Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012* (the Act), which is posted on the OGS website at <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such contract any subcontractor that is identified on the “Prohibited Entities List.” Bidder/contractor is advised that should it seek to renew or extend a contract awarded in response to the solicitation, it must provide the same certification

at the time the contract is renewed or extended.

6. All offerers and their employees must be aware of and comply with the requirements of the New York State Public Officers Law, and all other appropriate provisions of New York State law and all resultant codes, rules and regulations from state laws establishing the standards for business and professional activities of state employees and governing the conduct of employees of firms, associations and corporations in business with the state. In signing the proposal, each offerer guarantees knowledge and full compliance with those provisions for any dealings, transactions, sales, contracts, services, offers, relationships, etc. involving the state and/or state employees. Failure to comply with those provisions may result in disqualification from the bidding process and in other civil or criminal proceedings as required by law: <https://www.nysenate.gov/legislation/laws/PBO>
7. 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, OCFS 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 OCFS contracts. If applicable, a contractor on any contract resulting from this procurement 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 opportunity, the respondent agrees that OCFS may withhold payment pursuant to any contract awarded as a result of this announcement pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>. OCFS will request any necessary completed MWBE documents from the contractor during the contract development process.
8. If applicable, not-for-profit vendors must be registered with the New York State Office of the Attorney General as a charitable organization, and the registration must be up-to-date at the time of contracting. Vendors must be sure all their documents are up-to-date and comply with the vendor responsibility requirements as outlined below. To determine the status of your charity's registration information, contact: https://www.charitiesnys.com/RegistrySearch/search_charities.jsp

Contact Information

Primary contact:

Director of Contracts
Office of Children & Family Services
52 Washington Street
Room 202S – Procurement Unit
Rensselaer, NY 12144
RFP@ocfs.ny.gov

Submit to contact:

Director of Contracts
Office of Children & Family Services
52 Washington Street
Room 202S – Procurement Unit
Rensselaer, NY 12144
RFP@ocfs.ny.gov

Attachments

Please see the following attachments to this announcement, which are available on the NYS Contract Reporter website at <https://www.nyscr.ny.gov> or the OCFS website at <https://ocfs.ny.gov/main/contracts/funding/>.

Attachment 1 – Sample Letter of Interest*

Attachment 2 – Guidelines for Preparing Letters of Interest (for reference only)

Attachment 3 – References*

Attachment 4 – Project Deliverables Timeline*

Attachment 5 – Budget Template*

Attachment 6 – Regional Map (for reference only)

* Attachments marked with an asterisk **must** be completed and included with your bid proposal.