

Title: Letter of Interest (LOI) # 1048
Dialectical Behavior Therapy for DJJOY Facilities

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

Contract Number: TBD

Contract term: 8/1/2021 – 7/31/2024

Date of issue: 7/29/2020

Due date/time: 8/19/2020 by 4:00 PM Eastern Time

Location: Statewide

Counties: All NYS Counties

Background

The New York State Office of Children & Family Services (OCFS) announces an opportunity for qualified entities that can provide the necessary Dialectical Behavior Therapy (DBT) services that are required within our Division of Juvenile Justice and Opportunities for Youth (DJJOY). DBT provides our youth with new skills to manage painful emotions and decrease conflict in relationships. DBT specifically focuses on providing therapeutic skills in four key areas. First, ***mindfulness*** focuses on improving an individual's ability to accept and be present in the current moment. Second, ***distress tolerance*** is geared toward increasing a person's tolerance of negative emotion, rather than trying to escape from it. Third, ***emotion regulation*** covers strategies to manage and change intense emotions that are causing problems in a person's life. Fourth, ***interpersonal effectiveness*** consists of techniques that allow a person to communicate with others in a way that is assertive, maintains self-respect, and strengthens relationships. DBT is an integral part of the New York Model (NYM). The NYM is the behavioral treatment program that is used to serve the needs of our court adjudicated youth. The NYM is utilized throughout a youth's placement, from their facility stay through their reintroduction to their communities through our Community Multi Services offices (CMSO). Qualified entities must be able to provide DBT consultant services to OCFS staff, DBT training and development to our DJJOY staff with the intention of DJJOY training their own staff by the conclusion of the contract. Consultant services would include both direct consultation and training. Qualified entities must have experience working with the juvenile justice system. This requirement is important because NYS, OCFS, and DJJOY are hopeful that after the youth's time with our agency they may return to society as responsible individuals.

Secure Residential Facilities: This is the most controlled and restrictive of the residential programs operated by OCFS, where intensive programming is provided for youth who require this type of environment. Secure facilities are located in non-urban areas with virtually all program services provided on-grounds. Access to and from secure facilities is strictly controlled. The facility is either a single building or a small cluster of buildings

surrounded by security fencing and individual resident rooms are locked at night.

The majority of youth admitted to secure facilities are sentenced as juvenile offenders or juvenile offender/youthful offenders by the adult courts. Certain youth may be placed in secure facilities as Adolescent Offenders per raise the Age guidelines and juvenile delinquents, where the Family Court has authorized secure placement within 60 days of custody admission or when the youth has been “fettered” from a limited-secure facility for violent behavior. Services provided include education, employment training, recreation, counseling, medical and mental health services.

Limited Secure Residential Facilities: This is the most restrictive service setting for youth adjudicated as juvenile delinquents. Limited secure facilities may also be used for youth previously placed in secure facilities as a first step in their transition back to the community. Most limited secure facilities are located in rural areas, and virtually all services are provided on-grounds. Services provided include education, employment training, recreation, counseling, medical and mental health services.

Non-Secure Residential Facilities: provide a non-secure level of placement for youth adjudicated as juvenile delinquents and consists of a variety of urban and rural residential centers. Youth in non-secure residential centers require removal from the community but do not require the more restrictive setting nor restraining hardware of a limited secure facility. Services provided include education, employment training, recreation, counseling, medical and mental health services.

Community Multi-Services Offices (CMSOs) are located statewide and include Community case managers, community clinicians, intake workers, court liaisons, youth division aides, and other service providers who work closely with the youth’s multi-disciplinary support team. The focus is to provide services to the youth and their family from the first day of a youth’s placement with OCFS until the youth returns to community supervision. The CMSO provides case management, supervision and counseling programs for all youth placed with OCFS. The community case manager, in collaboration with the facility support team members, is responsible for development of the Community Re-entry Plan (CRP) for each youth. The CRP builds on the individual treatment goals the youth achieves in placement and aligns them to community strategies that targets identified areas of high risk through a cadre of primary and secondary community support services in the following domains: individual, family, school, peer group/ community, and vocation/employment. Through the utilization of the Electronic Monitoring (EM) program, the CMSO is able to maintain a high level of youth supervision and support as youth make their transition to their communities from residential placement.

The locations where these services are expected to be provided are as follows:

NON-SECURE FACILITIES	
Red Hook Residential Center	531 Turkey Hill Road Red Hook, NY 12571
Brentwood Residential Center	1230 Commack Road Dix Hills, NY 11746-8215

LIMITED SECURE FACILITIES	
Finger Lakes Resident Center	250 Auburn Road Lansing, NY 14882
Harriet Tubman Residential Center	6706 Pine Ridge Road Auburn, NY 13021
Highland Residential Center	629 North Chodikee Lake Road Highland, NY 12528
Industry Residential Center	375 Rush- Scottsville Road Rush, NY 14543
Taberg Residential Center for Girls	10011 Taberg-Florence Road Taberg, NY 13471
SECURE FACILITIES	
Brookwood Secure Center	419 Spook Rock Road P.O. Box 265 Claverack, NY 12513
Columbia Girls Secure Center	419 Spook Rock Road P.O. Box 265 Claverack, NY 12513
Goshen Secure Center	97 Cross Road Goshen, NY 10924
MacCormick Secure Center	300 South Road Brooktondale, NY 14817
Community Multi-Services Offices	
Binghamton	State Office Building, Room 604 44 Hawley Street Binghamton, NY 13901
Brooklyn	55 Hanson Place, Room 750 Brooklyn, NY 11217
Buffalo	Ellicott Square Building 295 Main Street Suite 545 Buffalo, NY 14203
Albany	1 Park Place Suite 210, 2nd Floor Albany, NY 12205
Long Island- Hauppauge	250 Veteran's Memorial Highway, Ste 2A-20 Hauppauge, NY 11788
Long Island- Hempstead (Satellite)	50 Clinton Street, Suite 210 Hempstead, NY 11550
Manhattan	Adam Clayton Powell State Office Bldg. 163 W. 125th Street, Room 1315 New York, NY 10027
Mid- Hudson Community	103 Executive Drive, 2nd Floor New Windsor, NY 12553
Queens	168-25 Jamaica Avenue, Suite 210 Jamaica, NY 11432

Rochester	259 Monroe Avenue, Room 309 Rochester, NY 14607
Staten Island	599 Port Richmond Avenue Staten Island, NY 10302
Syracuse	The Atrium 100 S. Salina St., Suite 105 Syracuse, NY 13202
Utica	207 Genesee Street, Room 409 Utica, NY 13501
Watertown (Satellite)	State Office Building, 4th Floor 317 Washington Street Watertown, NY 13601
OCFS Main Office	52 Washington Street Rensselaer, NY 12144

This advertisement is public notice that OCFS is seeking to contract with one (1) organization to provide DBT services to our DJJOY youth and staff. Please note that funding available for this project is limited, and prospective applicants are encouraged to keep their proposed costs as low as possible so as to remain competitive during the evaluation process. Additionally, there is a maximum daily cost rate of \$2,700 for the services being requested by this LOI. Neither the consultant services nor training services may individually exceed \$2,700. Responses with bids that exceed the maximum daily rate will not be considered. Responders of this solicitation are expected to describe program delivery of DBT services via the following categories and sub-topics listed below:

- Consultation (22 days annually @ 8 hours each =176 hours annually):
 - Geared towards provision of DBT services and advice at facility or office either directly or remotely. Delivery method will be at OCFS discretion.
 - On-site and phone
 - Topics for discussion to include
 - Egregious Behavior Protocol (EBP)
 - Skill Development
 - Consultation team support
 - Specific youth consultation
 - Administrative support
- Training (69 days annually @ 8 hours each = 552 hours annually):
 - Geared towards support of DJJOY DBT providers in facility and office
 - Consultation team training
 - Train the Trainer training
 - Clinical training

Consultation should be considered as direct recommendations and support to facility/office staff and youth, that will help them to further understand and implement the DBT principles. Training should be considered teaching to a specific group of staff on a

specific topic with DBT. It is also mutually understood that all clinical, policy, and administrative decisions involving clinical care, including how DBT is implemented within OCFS/DJJOY, are the exclusive responsibility of OCFS/DJJOY personnel and not the contracted organization.

Furthermore, the organization is expected to propose an approach to DBT training and implementation, where the fundamental DBT principles are preserved, yet tailored specifically to youth in a juvenile justice setting.

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 must include:

1. A completed **Attachment 1 – Letter of Interest** that:
 - Indicates they are eligible to provide services in New York State.
 - Indicates they are willing and able to provide the necessary Dialectical Behavior Therapy (DBT) services that are required within the OCFS DJJOY facilities specified above in the Background section of this announcement.
 - Includes a narrative identifying the organization's experience in providing DBT implementation, consultation, and training in juvenile justice facilities for court-adjudicated youth for a minimum of five (5) years.
 - Includes a narrative evidencing knowledge of current evidence-based juvenile justice programs, mental health research, and programming.
2. Resumes for at least (4) four consultants who all have completed adherent DBT training to include DBT intensives and advance training in DBT with a minimum of three (3) years follow-up training.
3. Resumes for at least two (2) consultants identifying a minimum of one (1) year of experience working directly with juvenile justice line staff/direct care staff.
4. **Attachment 3 – References** – that provides contact information for at least two (2) previous or current customers located in a juvenile justice setting that your organization has conducted DBT consulting and/or training within the past 3 years.
5. **Attachment 4 – Cost Proposal** - Provide fully completed cost proposal form that indicates your bid price for DBT consultation and training.

Funding Details

Funding for this project is contingent upon the availability of funds in the state and/or federal budgets.

Bids submitted on the Attachment 4 – Cost Proposal form must be proposed on a daily cost rate basis. Please note that funding available for this project is limited, and prospective applicants are encouraged to keep their proposed costs as low as possible so as to remain competitive during the evaluation process. Additionally, there is a maximum daily rate of \$2,700 for the services being requested by this LOI. Neither the consultant services nor training services may individually exceed \$2,700. Responses with bids that exceed the maximum daily rate will not be considered.

OCFS is projecting a total of 728 hours per year (552 hours for consulting and 176 for training), These hours will be divided into 8-hour sessions to be scheduled at the various DJJOY facilities, CMSOs and Home Office. As a result, we anticipate we will require 69 days (8 hours each) annually for DBT consulting services, and 22 days (8 hours each) annually for DBT training services.

Statewide travel is required, and travel expenses must be included in the cost proposal. A maximum of \$100,000 per year will be allocated for these costs. Travel expenses will be reimbursed according to current New York State rates.

A summary report and timesheet will be required after each consultation or training payment. Documentation of travel expenses will also be required.

Hours are not guaranteed and will be based on population need.

Term of Contract

Contract(s) awarded in response to this announcement will be for **three (3) years** anticipated start date is **8/1/2021**, and the anticipated end date is **7/31/2024**. 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**
- **Attachment 3 – References**
- **Resumes for at least four (4) consultant staff, each of whom must have at least three (3) years of experience with DBT training activities**
- **Resumes for at least two (2) consultant staff, each of whom must have at least one (1) year of experience training in a juvenile justice setting**
- **Attachment 4 – Cost Proposal**

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 # 1048 Dialectical Behavior Therapy**” 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.**

Please limit your Letter of Interest to a maximum of **10** 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 # 1048 Dialectical Behavior Therapy**” 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, online, 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 (MWBE) 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 MWBE 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 MWBE 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
NYS 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 New York State Contract Reporter (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 – Cost Proposal*

Attachment 5 – DJJOY Facilities Map (for reference only)

Attachment 6 - DJJOY CMSO Map (for reference only)

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