

New York State Office of Mental Health (OMH)

Request for Proposals (RFP)

**Delivery of 14 - CARAT Curriculum Training
(Collaborative Action Research and Treatment)**

May 17, 2010

14 CARAT Training RFP

I. Purpose

The New York State Office of Mental Health (OMH) announces the availability of funds through a Request for Proposal (RFP) for the delivery of training on the 14-CARAT (Collaborative Action, Research and Treatment) curriculum, an OMH copyrighted curriculum designed for specific categories of workers who work with seriously emotionally disturbed children in the home and community settings. The curriculum is used to provide mandatory training to Home and Community Based Services (HCBS) Waiver Intensive In-Home Services and Crisis Response Services workers and to Individualized Care Coordinators, as well as to staff providing Home Based Crisis Intervention services (HBCI). The 14-CARAT curriculum is intended to build and reinforce the skills needed to perform these services.

These funds will support a three-day curriculum training in all of the five OMH regions of the state. (See attached OMH Chart of Regions.) OMH intends to award one contract for one year, with four annual one year renewals. The annual award may not exceed \$44,668. The anticipated start date for the contract is January 1, 2011. It is anticipated that approximately seven (7), three-day 14-CARAT trainings will be required annually, although the exact number and location of the trainings will depend upon staff turn-over within these community based service areas, program expansion should it occur, and program demand. Contract adjustments will be made dependent upon actual number of training sessions provided each year.

The 14- CARAT training class size is generally limited to 20 people and two trainers. However, OMH staff and other approved NYS agency representatives may audit the training in addition to the 20 participant limit and select additional participants may attend with agreement from the training provider. OMH Field Office staff will provide final approval of who will be designated to attend each training in their respective region. The training schedule is developed in collaboration with the OMH Central and field offices.

II. Program Background and Scope of Services

1. Eligible Applicants for this Request

Eligible applicants are all HCBS Waiver providers and not-for-profit agencies with 501 (c) (3) incorporation that are currently licensed to operate a children's mental health program and/or children's residential program. Eligible applicants must dedicate a minimum of two staff with experience delivering training for rendering each of the 14 CARAT trainings. Any eligible provider must be fiscally viable and must be in good standing with their local government unit and OMH. Organization character and competence will be assessed. Previous OMH actions including, but not limited to fines, revocations of operating certificates, limitations on operating certificates, and/or repeat citations impacting client care will be reviewed in scoring organization character and competence. Agencies with programs currently in Tier 3 status are not eligible.

2. Target Audience for Training

Providers of the OMH 14 - CARAT curriculum must agree to provide the training to staff working in both the HCBS Waiver and the HCBI programs. Staff providing Individualized Care Coordination, Intensive In-Home Services and Crisis Response Services for the HCBS Waiver and HCBI staff are mandated to successfully complete this training as a requirement of their job. The HCBS Waiver program is a Medicaid 1915c Waiver program (See on-line [HCBS Waiver Guidance Document](#)). The programs' goals are to: *to serve children with complex and significant mental health needs in their homes and communities, to decrease the need for placements in psychiatric inpatient levels of care, including Residential Treatment Facilities, to increase the array of Medicaid reimbursable community-based services available to children and adolescents with serious emotional disturbance and their families, to use a culturally sensitive, family and youth driven, individualized, strength-based approach to build resiliency, assist in the achievement of age related developmental tasks and promote emotional well-being, to provide the services and supports that are specifically needed by each unique family to develop the ability to care for the child in their home in a supportive environment, to offer children and families a choice of providers, when possible; to provide services that promote better outcomes that are also cost-effective, and to demonstrate an integrated model of partnership with the family, treatment provider, core waiver services and other natural supports that are involved with the child and family.* The Home Based Crisis Intervention (HBCI) program provides in-home crisis services to families where a child is at imminent risk of psychiatric hospitalization. The goals of HBCI are to provide intensive in-home intervention for 4 to 6 weeks to enhance admission diversion, teach problem solving skills to the family and link the child and family with community-based resources and supports.

These HCBS and HBCI workers are required to have either a Bachelor's Degree or a Master's Degree in a human services field and a specified number of years of experience working with children. It is understood that these workers are generally self-directed, flexible, have a great deal of personal initiative and function both independently and as a member of a collaborative team.

3. Description of the 14-CARAT Curriculum

The 14-CARAT curriculum was developed specifically for workers, working in the aforementioned programs, who are required to meet with children and families in the home and community environments. The curriculum is not new information on how to work with seriously emotionally disturbed children, but rather it requires a new way of thinking. The 14-CARAT curriculum contains 14 different modules offered over three consecutive full days. The 14 modules address: Engaging the Family, Therapeutic Relationships, Change Readiness, Mandated Reporter Requirements and Confidentiality, Establishing Partnerships HBCI workers/Service Plan Development for all others, Developmental Issues, Understanding Mental Health, Behavioral Interventions, Anger Management, Worker Awareness and Safety, Adult Learning Models, Problem Solving and Creativity, Dealing with Crises and Developing Safety Alert Plans, and Connecting to Resources.

[Request an electronic copy of the 14-CARAT curriculum.](#)

4. Reporting Requirements

The provider(s) will be required to issue certificates of completion to trainees and to maintain attendance records of successful completion. These records, along with attendance records, training evaluation copies, and regular reports, must be submitted to the OMH Division of Children and Families.

III. Operation Funds

The selected contractor will be paid in quarterly advance installments for delivery of the trainings. Using the Consolidated Budget Reporting System (CBR), contractors download the necessary software (CFR Software) and complete an annual budget. Reconciliation of the budget is done at the close of the contract annually. The software and the guidelines for completion of the CBR are available online via the [OMH website](#).

IV. Submission of Proposals

Application Deadline

All agencies interested in responding to this RFP must submit a proposal to the OMH - Division of Children and Families by 4:00 P.M. on Friday, June 11, 2010.

V. Proposal Components

Proposals submitted for funding under this RFP should be brief (no more than 10 pages) and each must contain all the elements in the following order:

1. Performance: Experience, Character, and Competency

- a) Describe the agency's experience in organizing and providing training; specify the number and kinds of training sessions (topics) conducted over past year for mental health staff working with seriously emotionally disturbed children and adolescents and their families;
- b) Clearly state the agency's historical and current staff competencies and financial condition;
- c) Clearly state how the agency has supported Child and Adolescent Service System Program (CASSP) principles in programming: individualized, family and youth driven, child centered, community-based, culturally competent and least restrictive;
- d) For training provided in the past year, what amount was the agency under or over budget proposed? Indicate reasons;
- e) Describe the agency's experience with other service providers (mental health and child-serving); include resumes on the staff that would be providing the 14-CARAT training and a statement from each that they agree to provide the training in full.

2. Budget

Using the Attachment A Forms, please develop a full annual budget for the 14-CARAT training. Please do not substitute any other budget forms. You may use additional sheets if needed, using the format in Attachment A. The budget should reflect all costs associated with the provision of **one** three-day 14 CARAT training (with 20 participants) in each of the four (4) NYS-OMH regions and three trainings in NYC (for a total of 7). In calculating costs, be sure to include the total cost for lodging, meals, training fees, travel, etc. based on average costs for that region. State facilities will be utilized so no cost should be budgeted for site rental. The OMH

regions are: Western NY, Central NY, Lower Hudson Valley, and Long Island. (See attached OMH map of regions.)

[Attachment A](#) Budget Part I: The Budget line items and associated costs

[Attachment A](#) Budget Part II: Narrative Explanation of listed items and costs

3. Letters of Support

It is Mandatory to submit a minimum of 3 and a maximum of 10 letters from consumer-run organizations, advocacy agencies, and/or other collaborating mental health providers describing your relationship with them and commenting on your performance as a training facilitator. Agencies who fail to include the mandatory letters of support will not be considered for the award.

VI. Selection Criteria

The NYS OMH, Division of Children and Families will review and rate each proposal based upon the following criteria:

6.1 Performance: Experience, Character and Competency (70 Points)

- 6.1.1 Successful record of organizing training. (max. 10 points)
- 6.1.2 Successful record of delivering training. (max. 15 points)
- 6.1.3 Demonstrated successful record of delivering training to persons working with seriously emotionally disturbed (SED) children. (max. 15 points)
- 6.1.4 Demonstration of how the agency has supported Child and Adolescent Service System Program (CASSP) principles in programming: family focused, child centered, community-based, culturally competent and least restrictive. (max. 10 points)
- 6.1.5 Fiscal stability of the agency. (max. 10 points)
- 6.1.6 Demonstrated ability to work with a broad cross-section of child caring agencies. (max. 10 points)

6.2 Budget (30 Points)

- All budgets will be rated separately from the Performance, Character and Competency Rating. Each proposal's budget will be rated using the weighted formula below:

Lowest bid of all the proposals received (The total costs for all seven 3 day trainings (1 in each of 4 regions as indicated on Attachment A plus 3 in NYC) will be added together to come up with a total bid) **Amount of bid for the proposal being scored X 30 points = the points earned for the cost section.**

**(Attachment A Budget Part I: The Budget line items and costs associated;
Attachment A Budget Part II: Narrative Explanation of listed items and costs)**

6.3 Letters of Support

- **Mandatory** Inclusion of three to ten letters of support and applicability of comments.

VII. Review of Proposals

OMH will review and evaluate all completed proposals using the attached Rating Sheet. Proposals will be rated and ranked by designated staff and given a score. All scores will then be pooled for each proposal and an average score for each determined. The

applicant with the highest score will be awarded the contract, pending approval of the Office of the State Comptroller. Upon execution of the State contract, the awarded agency must be prepared to deliver the 14-CARAT curriculum training within 30 days of receipt of the contract and be prepared to respond to the OMH's 14-CARAT training schedule.

VIII. OMH'S Reserved Rights With Regard to this RFP

The Office of Mental Health reserves the right to:

- Reject any or all proposals received in response to the RFP;
- Withdraw the RFP at any time, at the agency's sole discretion;
- Make an award under this RFP in whole or in part;
- Seek clarifications and revisions of proposals;
- Prior to the bid opening, amend the RFP specifications to correct errors or oversights, or to supply additional information, as it becomes available;
- Prior to the bid opening, direct bidders to submit proposal modifications addressing subsequent RFP amendments;
- Change any of the scheduled dates;
- Negotiate with the successful bidder within the scope of the RFP in the best interests of the State;
- Conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder;
- Utilize any and all ideas submitted in the proposals received;
- Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offerer's proposal and/or to determine an offerer's compliance with the requirements of the solicitation.

IX. Directions for submission of Training Proposal

Submit four (4) signed copies by mail or hand-delivered of the full proposal by 4:00 PM on Friday, June 11, 2010; each copy must include a Provider Information Form. These four copies are to be sent to:

[Gary Hook](#)
HCBS Waiver Coordinator
Division of Children and Families
NYS OMH
44 Holland Avenue
Albany, New York 12229
ATTN: 14 CARAT RFP

Questions concerning the 14- CARAT training RFP should be directed in writing/e-mail to Gary Hook at the above address. Written answers will be posted on the [OMH website](#) by Wednesday, June 2, 2010. No telephone calls will be accepted.

Schedule of RFP events:

RFP Release Date:	May 17, 2010
Questions Due Date:	May 26, 2010
Questions and Answers Posted on Web:	June 2, 2010
Proposals Due to OMH:	June 11, 2010
Anticipated Award Date:	Mid August 2010

[Attachment A](#)