



Department of Mental Health

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802-241-0090 phone | 802-241-0100 fax | 800-253-0191 tty
<https://mentalhealth.vermont.gov/>

SEALED BID
REQUEST FOR PROPOSAL
RFP102

**Project AWARE (Advancing Wellness and Resiliency in
Education) Program Evaluation**

ISSUE DATE	September 18, 2023
QUESTIONS DUE	September 29, 2023 – 4:30 PM (EST)
RFP RESPONSES DUE BY	October 20, 2023 – 4:30 PM (EST)

**PLEASE BE ADVISED THAT ALL NOTIFICATIONS, RELEASES, AND ADDENDUMS
ASSOCIATED WITH THIS RFP WILL BE POSTED AT:**

<http://www.bgs.state.vt.us/pca/bids/bids.php>

**THE STATE WILL MAKE NO ATTEMPT TO CONTACT INTERESTED PARTIES WITH
UPDATED INFORMATION. IT IS THE RESPONSIBILITY OF EACH BIDDER TO
PERIODICALLY CHECK THE ABOVE WEBPAGE FOR ANY AND ALL NOTIFICATIONS,
RELEASES AND ADDENDUMS ASSOCIATED WITH THIS RFP.**

STATE CONTACT:	Jennifer Rowell
TELEPHONE:	(802) 241-0090
E-MAIL:	AHS.DMHSubmissions@vermont.gov

1. OVERVIEW:

- 1.1. **SCOPE AND BACKGROUND:** Through this Request for Proposal (RFP) the Vermont Department of Mental Health (DMH, hereinafter the “State”) is seeking to establish a contract with an entity that can provide 2023 Project AWARE (Advancing Wellness and Resiliency in Education) Program Evaluation.

VT DMH received an award through the Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Mental Health Services (CMHS), for the federal fiscal year 2023 Project AWARE (Advancing Wellness and Resiliency in Education) program, for up to 5 years. The purpose of this program is to develop a sustainable infrastructure for school-based mental health programs and services. Vermont is expected to build collaborative partnerships with the State Education Agency (SEA), Local Education Agency (LEA), the State Mental Health Agency (SMHA), community-based providers of mental health care services, school personnel, community organizations, families, and school-aged youth. These partnerships will be leveraged to implement mental health related promotion, awareness, prevention, intervention, and resilience activities to ensure that school-aged youth have access and are connected to appropriate and effective behavioral health services. SAMHSA expects that this program will promote the healthy social and emotional development of school-aged youth and prevent youth violence in school settings.

This award continues the work that Vermont began under Project AWARE (2018-2023) and will leverage lessons learned from that prior project.

The goals of AWARE 2023 are to:

- Increase awareness of mental health, substance use, and co-occurring disorders among school-aged youth.
- Increase the mental health literacy of individuals who interact with school-aged youth to understand and detect the signs and symptoms of mental illness, substance use/misuse, and co-occurring disorders.
- Promote and foster resilience building and mental health well-being for all school-aged youth.
- Provide positive behavioral health supports; targeted services to those who need more support; and intensive services to those who need them.
- Connect school-aged youth who may have behavioral health issues, including serious emotional disturbance (SED) or serious mental illness (SMI), and their families to needed services.
- Increase and improve access to culturally relevant, developmentally appropriate, and trauma-informed school and community-based AWARE activities and services.

- 1.1.1. **RFP OBJECTIVE:** The purpose of the RFP is to solicit proposals from a company/organization for evaluation of the 2023 Project AWARE federal grant program and activities during the five-year grant period (2023-2028). The federal grant award period of performance begins September 30, 2023, and is anticipated to continue for up to 5 years, through September 29, 2028, as federal funding allows.

1.1.2. **DESCRIPTION OF ORGANIZATION:** The Vermont Agency of Human Services (AHS) strives to improve the health and well-being of Vermonters today and tomorrow and to protect those among us who are unable to protect themselves. The scope of AHS is profound. Through its six departments, twelve district offices, and a network of community partners and providers, it is responsible for the implementation and delivery of all human service programs within the state. Each department has a distinct area of focus and responsibility and contributes to the creation and sustenance of an entire system of human service supports.

The Department of Mental Health (DMH) resides under AHS and has the same critical mission in mind: to improve the conditions and well-being of Vermonters and protect those who cannot protect themselves. DMH continues to focus on its vision for self-determination, empowerment, recovery, and resiliency. This means being responsive to the needs of Vermonters and their families, as well as continuing to challenge ourselves to try to change society's culture, philosophy, and values, while working to fully embrace the concepts of recovery and resiliency. By improving our effectiveness and coordination of programs and services around the State, we will help Vermonters meet their needs.

- 1.2. **CONTRACT PERIOD:** Contracts arising from this RFP will be for a period of two years with an option to renew for up to two additional twelve-month periods. The State anticipates the start date for such contract(s) will be before 12/31/2023, dependent on negotiations.
- 1.3. **SINGLE POINT OF CONTACT:** All communications concerning this RFP are to be addressed in writing to the State Contact listed on the front page of this RFP. Actual or attempted contact with any other individual from the State concerning this RFP is strictly prohibited and may result in disqualification.
- 1.4. **BIDDERS' CONFERENCE:** A bidders' conference will *not* be held. Please submit questions as described below (1.5).
- 1.5. **QUESTION AND ANSWER PERIOD:** Any bidder requiring clarification of any section of this RFP or wishing to comment on any requirement of the RFP must submit specific questions in writing no later than the deadline for question submission indicated on the first page of this RFP. Questions may be e-mailed to the point of contact on the front page of this RFP. Questions or comments not raised in writing on or before the last day of the question period are thereafter waived. At the close of the question period a copy of all questions or comments and the State's responses will be posted on the State's web site <http://www.bgs.state.vt.us/pca/bids/bids.php>. Every effort will be made to post this information as soon as possible after the question period ends, contingent on the number and complexity of the questions.
- 1.6. **CHANGES TO THIS RFP:** Any modifications to this RFP will be made in writing by the State through the issuance of an Addendum to this RFP and posted online at <http://www.bgs.state.vt.us/pca/bids/bids.php>. Modifications from any other source are not to be considered.
- 1.7. **SOURCE OF FUNDS:** The Department anticipates using Federal funds for the resulting contract(s). The Department may choose to modify the source of funding contingent upon the availability of funds at the time of award. Any selected Vendor will be subject to the requirements in the Catalog of Federal Domestic Assistance (CFDA) # 93.243,

U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Mental Health Services (CMHS), 2023 Project AWARE (Advancing Wellness and Resiliency in Education).

Socioeconomic affirmative steps under 2 C.F.R. § 200.321: If using applicable federal funds Socioeconomic affirmative steps under [2 C.F.R. § 200.321](#) affirmative steps must include at least the following six steps:

1. Placing qualified small, historically marginalized group, and women’s business enterprises on solicitation lists;
2. Assuring that small, historically marginalized group, and women’s business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small, historically marginalized group, and women’s business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small, historically marginalized group, and women’s business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime/general contractor, if subcontracts are to be let, to take the same affirmative steps as listed in numbers 1 through 5.

If a bidder requires assistance in preparing their proposal or needs guidance on socioeconomic certifications, the bidder may contact the Procurement Technical Assistance Center (PTAC). PTAC specializes in helping small businesses navigate the documentation associated with State and Federal procurement. Their website is: <https://accd.vermont.gov/economic-development/programs/ptac>

2. DETAILED REQUIREMENTS/DESIRED OUTCOMES:

2.1. The State of Vermont is interested in obtaining bids to meet the following business need(s):

2.1.1. **Bidder Qualifications:** For a proposal to be considered, a bidder must demonstrate:

- 2.1.1.1. Knowledge and experience in developing data collection tools, with preference to experience related to school mental health.
- 2.1.1.2. Knowledge and experience in collecting and analyzing quantitative and qualitative data.
- 2.1.1.3. Experience in reporting data to various stakeholders, both orally and in writing.

- 2.1.1.4. Knowledge and experience in assessing the quality and success of a large federal grant project.
- 2.1.1.5. Knowledge and experience in providing evaluation reporting to fulfill federal grant reporting requirements, including use of required web-based reporting system.
- 2.1.1.6. The ability to develop and foster positive interpersonal relationships with interagency partners, training or technical assistance entities, families, and local school and mental health staff.
- 2.1.1.7. The ability to problem-solve, troubleshoot, and adapt approaches based on feedback and response rates.

2.1.2. Scope of Work:

2.1.2.1. DMH seeks proposals for evaluator to:

- 2.1.2.1.1. monitor the deliverables in Vermont’s approved project and measure the effectiveness of those efforts.
- 2.1.2.1.2. begin work during initial project implementation and through each phase of the federal grant-funded project.
- 2.1.2.1.3. support the local and state staff in data collection.
- 2.1.2.1.4. review and analyze multi-year data collected by local and state staff and measure the impact of grant activities on each LEA, community, and state-level.
- 2.1.2.1.5. work with local and state staff to identify areas for quality improvement in data collection.

2.1.2.2. Specific responsibilities include:

- 2.1.2.2.1. Meet with project leadership and advisory board to review and update the evaluation plan, data collection tools, data collection processes, and to determine format for the review of results and findings.
- 2.1.2.2.2. Support local and state staff to implement data collection tools and protocols.
- 2.1.2.2.3. Collect data for VT-specific and SAMHSA reporting requirements by various means including individual interviews, questionnaires, and/or community forums.
- 2.1.2.2.4. Data collection and reporting will be complete, accurate, and adhere to SAMHSA required timelines and processes, as initially outlined in the SAMHSA Notice of Funding Opportunity: <https://www.samhsa.gov/grants/grant-announcements/sm-23-001>.
- 2.1.2.2.5. Review and analyze data collected by local staff and identify any gaps in the data.
- 2.1.2.2.6. Evaluation reports will inform the State, SAMHSA, and participating LEAs and partners about progress toward project deliverables.
- 2.1.2.2.7. Evaluate each LEA’s development of infrastructure with school based and community based mental health systems.
- 2.1.2.2.8. Participate in events related to the initial roll-out of the AWARE project with the participating LEAs and designated agencies, periodic update meetings to provide feedback and share LEA level and program level data.
- 2.1.2.2.9. Participate in required and suggested training or meetings with SAMHSA.

- 2.1.2.2.10. Adhere to state and federal confidentiality standards and regulations related to protected health information and FERPA data, including secured data storage practices.
- 2.1.2.3. **The successful proposal will describe in detail what the bidder will do to:**
 - 2.1.2.3.1. Conduct Process evaluation, Outcome evaluation, and Performance Measurement for the project.
 - 2.1.2.3.2. Support the development of quality data collection tools with local and state staff.
 - 2.1.2.3.3. Develop a data analysis plan.
 - 2.1.2.3.4. Document trends and gaps in quarterly reports to the state staff.
 - 2.1.2.3.5. Work collaboratively with state and local staff to analyze trends from any/all data collection.
 - 2.1.2.3.6. Participate in grant-related meetings and training with LEAs, state level staff, and interagency/community partners as needed.
- 2.1.2.4. **Deliverables:**
 - 2.1.2.4.1. Develop data collection tools based on the needs of the project and regional LEA/DAs.
 - 2.1.2.4.2. Collect and analyze data from each supervisory union and designated agency based on the requirements of the grant.
 - 2.1.2.4.3. Identify gaps in data and strategize with local and state staff to identify areas for quality improvement in data collection.
 - 2.1.2.4.4. Complete (orally and in writing) quarterly updates to local and/or state level staff.
 - 2.1.2.4.5. Complete an annual report (each year of the federal grant) to include the progress towards the goals of the grant, successes and challenges of the project, as well as provide suggestions for improvement.

3. GENERAL REQUIREMENTS:

- 3.1. **PRICING:** Bidders must price the terms of this solicitation at their best pricing. Any and all costs that Bidder wishes the State to consider must be submitted for consideration.
 - 3.1.1. Prices and rates shall remain firm for the initial term of the contract. The pricing policy submitted by Bidder must (i) be clearly structured, accountable, and auditable and (ii) cover the full spectrum of materials and services required.
 - 3.1.2. **Cooperative Agreements.** Bidders that have been awarded similar contracts through a competitive bidding process with another state or cooperative are welcome to submit the pricing in response to this solicitation.
- 3.2. **STATEMENT OF RIGHTS:** The State shall have the authority to evaluate Responses and select the Bidder(s) as may be determined to be in the best interest of the State and consistent with the goals and performance requirements outlined in this RFP. The State of Vermont reserves the right to obtain clarification or additional information necessary to properly evaluate a proposal. Failure of bidder to respond to a request for additional information or clarification could result in rejection of that bidder's proposal. To secure a project that is deemed to be in the best interest of the State, the State reserves the right to accept or reject any and all bids, in whole or in part, with or without cause, and to

waive technicalities in submissions. The State also reserves the right to make purchases outside of the awarded contracts where it is deemed in the best interest of the State.

3.2.1. **Best and Final Offer (BAFO).** At any time after submission of Responses and prior to the final selection of Bidder(s) for Contract negotiation or execution, the State may invite Bidder(s) to provide a BAFO. The state reserves the right to request BAFOs from only those Bidders that meet the minimum qualification requirements and/or have not been eliminated from consideration during the evaluation process.

3.2.2. **Presentation.** An in-person or webinar presentation by the Bidder may be required by the State if it will help the State's evaluation process. The State will factor information presented during presentations into the evaluation. Bidders will be responsible for all costs associated with providing the presentation.

3.3. **WORKER CLASSIFICATION COMPLIANCE REQUIREMENTS:** In accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), Bidders must comply with the following provisions and requirements.

3.3.1. Self-Reporting: For bid amounts exceeding \$250,000.00, Bidder shall complete the appropriate section in the attached Certificate of Compliance for purposes of self-reporting information relating to past violations, convictions, suspensions, and any other information related to past performance relative to coding and classification of workers. The State is requiring information on any violations that occurred in the previous 12 months.

3.3.2. Subcontractor Reporting: For bid amounts exceeding \$250,000.00, Bidders are hereby notified that upon award of contract, and prior to contract execution, the State shall be provided with a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54). This requirement does not apply to subcontractors providing supplies only and no labor to the overall contract or project. This list MUST be updated and provided to the State as additional subcontractors are hired. A sample form is available online at <http://bgs.vermont.gov/purchasing-contracting/forms>. **The subcontractor reporting form is not required to be submitted with the bid response.**

3.4. **EXECUTIVE ORDER 05-16: CLIMATE CHANGE CONSIDERATIONS IN STATE PROCUREMENTS:**

For bid amounts exceeding \$25,000.00 Bidders are requested to complete the Climate Change Considerations in State Procurements Certification, which is included in the Certificate of Compliance for this RFP.

After consideration of all relevant factors, a bidder that demonstrates business practices that promote clean energy and address climate change as identified in the Certification, shall be given favorable consideration in the competitive bidding process. Such favorable consideration shall be consistent with and not supersede any preference given to resident bidders of the State or products raised or manufactured in the State, as explained in the Method of Award section. However, such favorable consideration shall not be employed if prohibited by law or other relevant authority or agreement.

3.5. METHOD OF AWARD: Awards will be made in the best interest of the State. The State may award one or more contracts and reserves the right to make additional awards to other compliant bidders at any time if such award is deemed to be in the best interest of the State. All other considerations being equal, preference will be given first to resident bidders of the state and to products raised or manufactured in the state, and then to bidders who have practices that promote clean energy and address climate change, as identified in the applicable Certificate of Compliance.

3.5.1. Evaluation Criteria: Consideration shall be given to the Bidder’s project approach and methodology, qualifications and experience, ability to provide the services within the defined timelines, cost, and success in completing similar projects, as applicable, and to the extent specified below. The State will use a scoring scale of 100 total points, with a maximum of 80 points awarded based on the Technical Proposal and a maximum of 20 points awarded based on the Cost Proposal. Points are divided into categories set forth below.

CRITERIA FOR SCORING	Total possible points	Applicant Score
1. Quality of Bidder’s Experience and Capacity to Perform	20	
<ul style="list-style-type: none"> A. Describe the bidder’s understanding, experience, and knowledge for the project. B. Describe the bidder’s experience with conducting similar projects. C. Describe licensures or accreditations of the individual or organization or other indicators of quality review that attest to the quality of the bidder or bidder programs 		
2. Responsiveness to Specifications	40	
<ul style="list-style-type: none"> A. Provide a description of how bidder will respond to program goals, activities and deliverables and how the bidder will report its performance and quality. B. Describe how the bidder will work with State program staff to ensure appropriate, timely and accurate completion of project activities and deliverables in compliance with federal requirements. C. Describe how the bidder ensures projects remain on track for proposed period. 		
3. Proposed timeline	10	
4. Historically marginalized group and women-owned business enterprises	5	
5. Climate change considerations	5	
6. Program Cost	20	
<ul style="list-style-type: none"> A. Budget detail addresses RFP requirements. B. In narrative form, the method for allocating administrative costs is briefly explained. C. Budget is within funding parameters specified. 		
OVERALL TOTAL SCORE	100	

3.6. **CONTRACT NEGOTIATION:** Upon completion of the evaluation process, the State may select one or more bidders with which to negotiate a contract, based on the evaluation findings and other criteria deemed relevant for ensuring that the decision made is in the best interest of the State. In the event State is not successful in negotiating a contract with a selected bidder, the State reserves the option of negotiating with another bidder, or to end the proposal process entirely.

3.7. **COST OF PREPARATION:** Bidder shall be solely responsible for all expenses incurred in the preparation of a response to this RFP and shall be responsible for all expenses associated with any presentations or demonstrations associated with this request and/or any proposals made.

3.8. **CONTRACT TERMS:** The selected bidder(s) will be expected to sign a contract with the State, including the Standard Contract Form and other standard attachments provided with this RFP for reference.

3.8.1. **Business Registration.** To be awarded a contract by the State of Vermont a bidder (except an individual doing business in his/her own name) must be registered with the Vermont Secretary of State's office <https://sos.vermont.gov/corporations/registration/> and must obtain a Contractor's Business Account Number issued by the Vermont Department of Taxes <http://tax.vermont.gov/>.

3.8.2. The contract will obligate the bidder to provide the services and products identified in its bid, at the prices listed.

4. **CONTENT AND FORMAT OF RESPONSES:** The content and format requirements listed below are the minimum requirements for State evaluation. These requirements are not intended to limit the content of a Bidder's proposal. Bidders may include additional information or offer alternative solutions for the State's consideration. However, the State discourages overly lengthy and costly proposals, and Bidders are advised to include only such information in their response as may be relevant to the requirements of this RFP.

4.1. The bid should include a Cover Letter, a Technical Response, and Price Schedule.

4.2. **COVER LETTER:**

4.2.1. **Confidentiality:** To the extent your bid contains information you consider to be proprietary and confidential, you must comply with the following requirements concerning the contents of your cover letter and the submission of a redacted copy of your bid (or affected portions thereof).

4.2.2. All responses to this RFP will become part of the contract file and will become a matter of public record under the State's Public Records Act, 1 V.S.A. § 315 et seq. (the "Public Records Act"). If your response must include material that you consider to be proprietary and confidential under the Public Records Act, your cover letter must clearly identify each page or section of your response that you consider proprietary and confidential. Your cover letter must also include a written explanation **for each marked section** explaining why such material should be considered exempt from public disclosure in the event of a public records request, pursuant to 1 V.S.A. § 317(c), including the prospective harm to the competitive position of the bidder if the identified material were to be released. Additionally, you must include a redacted copy of your response for portions that are

considered proprietary and confidential. Redactions must be limited so that the reviewer may understand the nature of the information being withheld. It is typically inappropriate to redact entire pages, or to redact the titles/captions of tables and figures. Under no circumstances may your entire response be marked confidential, and the State reserves the right to disqualify responses so marked.

4.2.3. **Exceptions to Contract Terms and Conditions:** If a Bidder wishes to propose an exception to any terms and conditions set forth in the Standard Contract Form and its attachments, such exceptions must be included in the cover letter to the RFP response. Failure to note exceptions when responding to the RFP will be deemed to be acceptance of the State contract terms and conditions. If exceptions are not noted in the response to this RFP but raised during contract negotiations, the State reserves the right to cancel the negotiation if deemed to be in the best interests of the State. Note that exceptions to contract terms may cause rejection of the proposal.

4.3. **TECHNICAL RESPONSE.** In response to this RFP, a Bidder shall:

4.3.1. Provide details concerning your form of business organization, company size and resources. No more than 2 pages total.

4.3.2. Describe your capabilities and particular experience relevant to the RFP requirements.

4.3.3. Provide names, titles, FTE, position description, and resume of key personnel to demonstrate qualifications to provide the required services.

4.3.4. Identify the names of all subcontractors you intend to use, the portions of the work the subcontractors will perform, and address the background and experience of the subcontractor(s), as per RFP section 4.3.2 above.

4.4. **REFERENCES.** If available, please provide the names, addresses, and phone numbers of at least three companies with whom you have transacted similar business in the last 12 months. Please include contact names who can talk knowledgeably about performance.

4.5. **REPORTING REQUIREMENTS:** Provide a sample of any reporting documentation that may be applicable to the Detailed Requirements of this RFP.

4.6. **BUDGET:** Bidders shall submit their budget information in the Budget Submittal Form attached to the RFP. The budget details must be accompanied by a budget narrative to explain how expenses were determined.

4.6.1. The maximum funds that can be allocated for these services is \$227,000 in FFY2024 and \$200,000 per year for subsequent years.

4.7. **CERTIFICATE OF COMPLIANCE:** This form **must** be completed and submitted as part of the response for the proposal to be considered valid.

5. SUBMISSION INSTRUCTIONS:

5.1. **CLOSING DATE:** Bids must be received by the State by the due date specified on the front page of this RFP. Late bids will not be considered.

5.1.1. The State may, for cause, issue an addendum to change the date and time when bids are due. If a change is made, the State will inform all bidders by posting at the webpage indicated on the front page of this RFP.

5.1.2. There will not be a public bid opening. However, the State will record the name, city and state for any and all bids received by the due date. This information will be posted as promptly as possible following the due date online at: <https://mentalhealth.vermont.gov/RFP>. Bidders are hereby notified to review the information posted after the bid opening deadline to confirm receipt of bid by the State. Any bidder that submitted a bid, and is not listed on the bid tabulation sheet, shall promptly notify the State Contact listed on the front page of this RFP. Should a bidder fail to notify the State Contact listed on the front page of this RFP within two weeks of posting the bid tabulation sheet, the State shall not be required to consider the bid.

5.2. STATE SECURITY PROCEDURES: Please be advised extra time will be needed when visiting or delivering information to State of Vermont offices. All individuals visiting State offices must present a valid government issued photo ID when entering the facility.

5.2.1. State office buildings may be locked or otherwise closed to the public. If this RFP permits hand delivery of bids, delivery instructions will be posted at the entrance to the State facility. **Any delay caused by State Security Procedures will be at the bidder's own risk.**

5.3. BID DELIVERY INSTRUCTIONS:

5.3.1. ELECTRONIC: Electronic bids **will** be accepted and are preferred.

5.3.1.1. E-MAIL BIDS. Emailed bids **will** be accepted. Bids will be accepted via email submission to AHS.DMHSubmissions@vermont.gov. Bids must consist of a single email with a single, digitally searchable PDF attachment containing all components of the bid. Multiple emails and/or multiple attachments will not be accepted. There is an attachment size limit of 40 MB. It is the Bidder's responsibility to compress the PDF file containing its bid, if necessary, in order to meet this size limitation.

5.3.1.2. FAX BIDS: Faxed bids **will not** be accepted.

5.4. U.S. MAIL OR EXPRESS DELIVERY OR HAND DELIVERY:

5.4.1. All paper format bids must be addressed to the State of Vermont, Department of Mental Health, **280 State Drive, NOB 2 North, Waterbury, VT 05671-2010**. BID ENVELOPES MUST BE CLEARLY MARKED 'SEALED BID' AND SHOW THE REQUISITION NUMBER AND/OR PROPOSAL TITLE, OPENING DATE AND NAME OF BIDDER.

5.4.2. **NUMBER OF COPIES:**

5.4.3. For bids submitted via mail, express, or in-hand, submit an unbound original (clearly marked as such) and three (3) paper copies and one digital copy in PDF. If large file transfer needed, bidder must request secure file transfer link.

5.4.4. Paper Format Delivery Methods:

5.4.4.1. U.S. MAIL: Bidders are cautioned that it is their responsibility to originate the mailing of bids in sufficient time to ensure bids are received and time stamped by the Department of Mental Health prior to the time of the bid opening.

5.4.4.2. EXPRESS DELIVERY: If bids are being sent via an express delivery service, be certain that the RFP designation is clearly shown on the outside of the delivery envelope or box. Express delivery packages will not be considered received by the State until the express delivery package has been received and time stamped by the Department of Mental Health.

5.4.4.3. HAND DELIVERY: Hand carried bids shall be delivered to a representative of the Department of Mental Health at the Waterbury State Office Complex prior to the bid opening. A Security Officer is at 280 State Drive until 4:30PM which is the normal hours. A bid submitted by Hand Delivery will not be accepted after 4:30 PM.

6. BID SUBMISSION CHECKLIST:

- ✓ W-9 Request for Taxpayer Certification
- ✓ Required Number of Copies
- ✓ Cover Letter
- ✓ Technical Response
- ✓ Redacted Technical Response, if applicable
- ✓ References
- ✓ Budget and budget narrative
- ✓ Signed Certificate of Compliance

7. ATTACHMENTS & LINKS:

7.1. Certificate of Compliance

7.2. Worker Classification Compliance Requirement; Subcontractor Reporting Form

7.3. [Standard State Contract](#) with its associated attachments, including but not limited to:

7.3.1. [Attachment C: Standard State Provisions for Contracts and Grants](#) (12/15/2017)

7.3.2. [Attachment F – AHS Customary Contract/Grant Provisions](#) (5/16/2018)

7.3.3. [State of Vermont – Federal Terms Supplement](#) (7/19/2023)

7.3.4. [State of Vermont – IRS Pub. 1075 Terms Supplement](#) (7/14/2022)

CERTIFICATE OF COMPLIANCE

For a bid to be considered valid, this form must be completed in its entirety, executed by a duly authorized representative of the bidder, and submitted as part of the response to the proposal.

- A. **NON-COLLUSION:** Bidder hereby certifies that the prices quoted have been arrived at without collusion and that no prior information concerning these prices has been received from or given to a competitive company. If there is sufficient evidence to warrant investigation of the bid/contract process by the Office of the Attorney General, bidder understands that this paragraph might be used as a basis for litigation.
- B. **CONTRACT TERMS:** Bidder hereby acknowledges that is has read, understands and agrees to the terms of this RFP, including Attachment C: Standard State Contract Provisions, and any other contract attachments included with this RFP.
- C. **WORKER CLASSIFICATION COMPLIANCE REQUIREMENT:** In accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), the following provisions and requirements apply to Bidder when the amount of its bid exceeds \$250,000.00.

Self-Reporting. Bidder hereby self-reports the following information relating to past violations, convictions, suspensions, and any other information related to past performance relative to coding and classification of workers, that occurred in the previous 12 months.

Summary of Detailed Information	Date of Notification	Outcome

Subcontractor Reporting. Bidder hereby acknowledges and agrees that if it is a successful bidder, prior to execution of any contract resulting from this RFP, Bidder will provide to the State a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), and Bidder will provide any update of such list to the State as additional subcontractors are hired. Bidder further acknowledges and agrees that the failure to submit subcontractor reporting in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54) will constitute non-compliance and may result in cancellation of contract and/or restriction from bidding on future state contracts.

D. Executive Order 05 – 16: Climate Change Considerations in State Procurements Certification

Bidder certifies to the following (Bidder may attach any desired explanation or substantiation. Please also note that Bidder may be asked to provide documentation for any applicable claims):

1. Bidder owns, leases or utilizes, for business purposes, space that has received:
- Energy Star® Certification
 - LEED®, Green Globes®, or Living Buildings ChallengeSM Certification
 - Other internationally recognized building certification:

-
2. Bidder has received incentives or rebates from an Energy Efficiency Utility or Energy Efficiency Program in the last five years for energy efficient improvements made at bidder's place of business. Please explain:

-
3. Please Check all that apply:
- Bidder can claim on-site renewable power or anaerobic-digester power ("cow-power"). Or bidder consumes renewable electricity through voluntary purchase or offset, provided no such claimed power can be double-claimed by another party.
 - Bidder uses renewable biomass or bio-fuel for the purposes of thermal (heat) energy at its place of business.
 - Bidder's heating system has modern, high-efficiency units (boilers, furnaces, stoves, etc.), having reduced emissions of particulate matter and other air pollutants.
 - Bidder tracks its energy consumption and harmful greenhouse gas emissions. What tool is used to do this? _____
 - Bidder promotes the use of plug-in electric vehicles by providing electric vehicle charging, electric fleet vehicles, preferred parking, designated parking, purchase or lease incentives, etc..
 - Bidder offers employees an option for a fossil fuel divestment retirement account.
 - Bidder offers products or services that reduce waste, conserve water, or promote energy efficiency and conservation. Please explain:

-
4. Please list any additional practices that promote clean energy and take action to address climate change:
-
-
-

E. Executive Order 02 – 22: Solidarity with the Ukrainian People

- By checking this box, Bidder certifies that none of the goods, products, or materials offered in response to this solicitation are Russian-sourced goods or produced by Russian entities. If Bidder is unable to check the box, it shall indicate in the table below which of the applicable offerings are Russian-sourced goods and/or which are produced by Russian entities. An additional column is provided for any note or comment that you may have.

Provided Equipment or Product	Note or Comment

Bidder Name: _____ Contact Name: _____

Address: _____ Fax Number: _____

_____ Telephone: _____

_____ E-Mail: _____

By: _____ Name: _____
Signature of Bidder (or Representative) (Type or Print)

END OF CERTIFICATE OF COMPLIANCE

BUDGET SUBMITTAL FORM

A. Budget for FFY2024

BUSINESS NAME:				
CONTACT NAME AND NUMBER:				
LINE #	BUDGET CATEGORY	ADDITIONAL DETAIL		TOTAL ANNUAL COST FFY24
DIRECT PROGRAM COSTS: POSITIONS		FTEs	Salary	
1	(position title)		\$	\$
2	(position title)		\$	\$
3	(position title)		\$	\$
4	(position title)		\$	\$
5	TOTAL SALARIES			\$
6	FRINGE BENEFITS		%	\$
7	TOTAL SALARIES			\$
DIRECT OPERATING:		DETAIL		
8	SUPPLIES			\$
9	TRAVEL			\$
10	OTHER (identify)			\$
11	OTHER (identify)			\$
12	TOTAL OPERATING			\$
13	TOTAL DIRECT COSTS			\$
INDIRECT ALLOCATIONS:				
14	ADMINISTRATION (% ALLOCATION)		%	\$
15	TOTAL INDIRECT			\$
16	TOTAL COSTS (DIRECT + INDIRECT)			\$

B. Budget for FFY2025

BUSINESS NAME:				
CONTACT NAME AND NUMBER:				
LINE #	BUDGET CATEGORY	ADDITIONAL DETAIL		TOTAL ANNUAL COST FFY25
DIRECT PROGRAM COSTS: POSITIONS		FTEs	Salary	
1	(position title)		\$	\$
2	(position title)		\$	\$
3	(position title)		\$	\$
4	(position title)		\$	\$
5	TOTAL SALARIES			\$
6	FRINGE BENEFITS		%	\$
7	TOTAL SALARIES			\$
DIRECT OPERATING:		DETAIL		

8	SUPPLIES		\$
9	TRAVEL		\$
10	OTHER (identify)		\$
11	OTHER (identify)		\$
12	TOTAL OPERATING		\$
13	TOTAL DIRECT COSTS		\$
INDIRECT ALLOCATIONS:			
14	ADMINISTRATION (% ALLOCATION)	%	\$
15	TOTAL INDIRECT		\$
16	TOTAL COSTS (DIRECT + INDIRECT)		\$

C. Budget Narrative

In narrative form, explain how figures for salary, benefits, and other expenses were determined. The narrative must include a description of the method for allocating administrative costs.

D. Future years

This contract can be extended up to two (2) additional 12-month periods with mutual agreement between both parties:

Optional FFY26: Not to Exceed \$200,000

Optional FFY27: Not to Exceed \$200,000

Name of Bidder: _____

Signature of Bidder: _____

Date: _____

SUBCONTRACTOR REPORTING FORM

This form must be completed in its entirety and submitted prior to contract execution and updated as necessary and provided to the State as additional subcontractors are hired.

The Department of Buildings and General Services in accordance with Act 54, Section 32 of the Acts of 2009 and for total project costs exceeding \$250,000.00 requires bidders to comply with the following provisions and requirements.

Contractor is required to provide a list of subcontractors on the job along with lists of subcontractor's subcontractors and by whom those subcontractors are insured for workers' compensation purposes. Include additional pages if necessary. This is not a requirement for subcontractor's providing supplies only and no labor to the overall contract or project.

Subcontractor	Insured By		Subcontractor's Sub	Insured By

Date: _____

Name of Company: _____

Contact Name: _____

Address: _____

Title: _____

Phone Number: _____

E-mail: _____

Fax Number: _____

By: _____

Name: _____

Failure to adhere to Act 54, Section 32 of the Acts of 2009 and submit Subcontractor Reporting: Worker Classification Compliance Requirement will constitute non-compliance and may result in cancellation of contract and/or forfeiture of future bidding privileges until resolved.

Send Completed Form to: Office of Purchasing & Contracting
133 State Street, 5th Floor
Montpelier, VT 05633-8000