



**Department of Mental Health**

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<https://mentalhealth.vermont.gov/>

**SEALED BID  
REQUEST FOR PROPOSAL**

**2023 Project AWARE (Advancing Wellness and  
Resiliency in Education) Technical Assistance  
RFP103**

<b>ISSUE DATE</b>	<b>October 10, 2023</b>
<b>QUESTIONS DUE</b>	<b>October 16, 2023 – 4:30 PM (EST)</b>
<b>RFP RESPONSES DUE BY</b>	<b>November 6, 2023 – 4:30 PM (EST)</b>

**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.**

<b>STATE CONTACT:</b>	<b>Jennifer Rowell</b>
<b>TELEPHONE:</b>	<b>(802) 241-0090</b>
<b>E-MAIL:</b>	<b><a href="mailto:AHS.DMHSubmissions@vermont.gov">AHS.DMHSubmissions@vermont.gov</a></b>

## 1. OVERVIEW:

1.1. **SCOPE AND BACKGROUND:** Through this Request for Proposal (RFP) the Department of Mental Health (DMH, hereinafter the “State”) is seeking to establish a contract with an entity that can provide technical assistance to the state and three communities as part of the 2023 Project AWARE (Advancing Wellness and Resiliency in Education). The technical assistance (TA) entity will provide coaching, training, and support on the implementation of tools and concepts to further integrate the Interconnected Systems Framework (ISF) within the Vermont Multi-Tiered Systems of Support (VTmtss). The TA entity will collaborate with the State to support local education agencies to achieve the goals of the project.

**There is a separate RFP for Project AWARE evaluation services. A single vendor cannot be awarded a contract for both components of evaluation and technical assistance support.**

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), 3 Local Education Agencies (LEAs), the State Mental Health Agency (SMHA), 3 Designated mental health Agencies, 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.

Additional information about the federal project requirements can be found in the SAMHSA Notice of Funding Opportunity: <https://www.samhsa.gov/grants/grant-announcements/sm-23-001>.

The Vermont proposal narrative is [here](#). The abstract is on the SAMHSA website [here](#).

1.1.1. **RFP OBJECTIVE:** The purpose of the RFP is to solicit proposals from a company/organization to provide technical assistance for the 2023 Project AWARE five-year federal grant period (2023-2028). The technical assistance (TA) entity will provide coaching, training, and support on the implementation of tools and concepts to further integrate the Interconnected Systems Framework (ISF) within the Vermont Multi-Tiered Systems of Support (VTmtss) framework. The TA entity will collaborate with the State to support local education agencies to achieve the goals of the project. 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.

1.1.1.1. The technical assistance will be provided to the State entities of the Vermont Department of Mental Health and Agency of Education; and to the Lead Education Agencies (LEA) and Designated Mental Health Agency (DA) in three local regions:

1.1.1.1.1. Washington County: Barre Unified Union School District (BUUSD); Washington County Mental Health (WCMH)

1.1.1.1.2. Bennington County: Southwest VT Supervisory Union (SVSU); United Counseling Services (UCS)

1.1.1.1.3. Caledonia County: Caledonia Central Supervisory Union (CCSU); Northeast Kingdom Human Services (NKHS)

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:** Contract(s) arising from this RFP is intended to cover the first two years of the project, with a delayed start due to compliance with the State procurement

process, thus the initial contract period will be less than 24 months. The State anticipates the start date for such contract(s) will be before 12/31/2023, dependent on negotiations. There is an option to renew for additional 1-yr periods as funding allows. If continued, the contract cycle will follow the federal project fiscal year cycle of 9/30 – 9/29.

- 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).
- 1.8. **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, registering with SAM.gov, or needs guidance on socioeconomic certifications, the bidder may contact the Agency of Commerce and Community Development (ACCD), Department of Economic Development (DED), APEX Accelerator (formerly the Procurement Technical Assistance Center [PTAC]). The Vermont APEX Accelerator specializes in helping small businesses navigate the documentation associated with State and Federal procurement. There is no cost to the Contractor for assistance provided by APEX Accelerator. 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. Expertise with the Interconnected Systems Framework and Positive Behavior Intervention and Supports (PBIS).
- 2.1.1.2. Expertise preferred, at minimum familiarity with, Vermont's comprehensive Multi-Tiered System of Support (VTmtss) framework.
- 2.1.1.3. Expertise and experience in evidence based social, emotional, and behavioral practices in screening, prevention, and intervention for challenging behaviors and emotional needs.
- 2.1.1.4. Expertise and experience with principles of implementation science and improvement science and selecting the most effective approach for professional learning and technical assistance/coaching services.
- 2.1.1.5. Expertise with large-scale project coordination and implementation with public school systems and State entities.
- 2.1.1.6. There is a separate RFP for Project AWARE evaluation services. A single vendor cannot be awarded a contract for both components of evaluation and technical assistance support.

2.1.2. **Scope of Work:**

2.1.2.1. **DMH seeks proposals for Technical Assistance to:**

- 2.1.2.1.1. Work with State (DMH and Agency of Education) to develop the plan for technical assistance, coaching, and training for the State and local

teams to strengthen their multi-tiered systems of supports to understand and respond to the social, emotional, behavioral, mental health and wellness (SE/MH) needs of students.

- 2.1.2.1.2. Provide consultation to build the internal capacity of the State team to integrate the concepts and relevant tools from the Interconnected Systems Framework (ISF) within the Vermont Multi-Tiered Systems of Support (VTmtss) framework for a more comprehensive single framework for addressing the universal, targeted, and intensive academic and SE/MH needs of students, to support statewide application and sustainability.
  - 2.1.2.1.2.1. Consultation to the State team as they shift their way of working with the LEAs to incorporate these tools and concepts. This will likely include intentional determination of when the work is based on an implementation science model and/or an improvement science approach.
  - 2.1.2.1.2.2. Consultation to the State team as needed on updating guidance, resources, and other tools to reflect these enhancements to the VTmtss framework.
  - 2.1.2.1.2.3. Consultation to the State team to develop the sustainability plan for the enhanced (integration of mental health) VTmtss framework, including clarification of roles for statewide implementation, training, and oversight.
- 2.1.2.1.3. Assist State team in developing communication materials for local teams to understand the purpose and goals of the project, their respective roles and responsibilities, and how it relates to their existing strategic plan and Continuous Improvement Plans.
- 2.1.2.1.4. Assist State team in planning for the Project kick-off communication and meetings with the local regions (Lead Education Agencies (LEAs) and designated mental health agencies (DAs)).
- 2.1.2.1.5. Assist State team in designing the structure and process for the local needs assessment and development of the implementation plan.
- 2.1.2.1.6. Coordinate with State and any other relevant entity(ies) identified by the State to provide coaching and technical assistance to 3 AWARE LEA teams throughout the project on:
  - 2.1.2.1.6.1. helping leadership of each LEA and DA team identify and communicate the reasons for why they committed to invest in this project and create a shared vision for their work;
  - 2.1.2.1.6.2. the membership, roles, responsibilities, goals, focus and on-going maintenance of their District and Community Leadership Team (DCLT);
  - 2.1.2.1.6.3. the development and key elements of an MOU between the LEA and local DA to define their joint work toward the goals of the project;

- 2.1.2.1.6.4. the process to conduct a local needs assessment and development of an implementation plan, including the use of VTmtss tools for data collection, resource and asset mapping;
  - 2.1.2.1.6.5. the best practices for the implementation of a universal social, emotional screening tool;
  - 2.1.2.1.6.6. the alignment of the local needs assessment and implementation plan with the LEAs existing strategic plan and continuous quality improvement plan to ground the Project AWARE activities in current local context;
  - 2.1.2.1.6.7. how to leverage their DCLT to enhance their district-level multi-tiered systems of support, using concepts of ISF within VTmtss
  - 2.1.2.1.6.8. the on-going implementation of their plan, including the process for continuous review of data, programming across the tiers of support, and teaming to inform adjustments to the implementation plan.
- 2.1.2.2. **Deliverables:**
- 2.1.2.2.1. Deliver a draft project plan that includes the type of support and TA actions and target audience, dates, person(s) responsible within 14 days of contract execution.
  - 2.1.2.2.2. Identify coaches, trainers, and technical assistance providers as needed.
  - 2.1.2.2.3. Meet with the State team at minimum monthly, more frequently in early phase of project.
  - 2.1.2.2.4. Meet with LEA project coordinators and others as needed on recurring basis to support local TA needs.
  - 2.1.2.2.5. Collaborate with State to prepare agenda and materials for project meetings with sites and partners.
  - 2.1.2.2.6. Project progress reports for activities conducted within identified time period, to inform overall project planning and federal reporting.
  - 2.1.2.2.7. Ensure applicable materials, surveys, handouts, and communications meet accessibility requirements of Section 504 Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (508 Compliance) and are formatted according to the State of Vermont Brand Standards <https://cmo.vermont.gov/brand-standards>.

### 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 timeline, 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.

<b>CRITERIA FOR SCORING</b>	<b>Total possible points</b>	<b>Applicant Score</b>
<b>1. Quality of Bidder’s Experience and Capacity to Perform</b>	20	
<ul style="list-style-type: none"> <li>A. Describe the bidder’s understanding, experience, and knowledge for the project.</li> <li>B. Describe the bidder’s experience with conducting similar projects.</li> <li>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</li> </ul>		
<b>2. Responsiveness to Specifications</b>	40	
<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>C. Describe how the bidder ensures projects remain on track for proposed period.</li> </ul>		

<b>3. Proposed timeline</b>	10	
<b>4. Historically marginalized group and women-owned business enterprises</b>	5	
<b>5. Climate change considerations</b>	5	
<b>6. Program Cost</b>	20	
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.		
<b>OVERALL TOTAL SCORE</b>	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 Budget.

**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 provide clear and concise responses to the following:
- 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 \$120,000 in FFY2024 and \$40,000 for FFY2025.
- 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.DMHSsubmissions@vermont.gov](mailto:AHS.DMHSsubmissions@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:**

- ✓ Required Number of Copies
- ✓ Cover Letter

- ✓ Technical Response
- ✓ Redacted Technical Response, if applicable
- ✓ References
- ✓ Budget and Budget Narrative
- ✓ Signed W-9 Tax Identification Form (signed non-electronically within the past 12 months)
- ✓ 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 Challenge<sup>SM</sup> 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**

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

**B. Budget for FFY2025**

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

8	SUPPLIES		\$
9	TRAVEL		\$
10	OTHER (identify)		\$
11	OTHER (identify)		\$
12	TOTAL OPERATING		\$
13	TOTAL DIRECT COSTS		\$
<b>INDIRECT ALLOCATIONS:</b>			
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 \$34,000

Optional FFY27: Not to Exceed \$28,000

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.

<b>Subcontractor</b>	<b>Insured By</b>		<b>Subcontractor's Sub</b>	<b>Insured By</b>

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, 5<sup>th</sup> Floor  
Montpelier, VT 05633-8000