



**ONEIDA COUNTY DEPARTMENT OF
MENTAL HEALTH**

REQUEST FOR PROPOSALS

FOR

**VETERAN SUICIDE PREVENTION
PROGRAM**

RFP #2022-324

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It is understood and agreed by the Offeror that:

1. This Request for Proposals (hereinafter “RFP”) does not commit the County of Oneida (hereinafter the “County”) to award any contracts, pay the costs incurred in the preparation of response to this RFP, or to procure or contract services. The County reserves the right to accept or reject any or all proposals that do not completely conform to the instructions given in the RFP.
2. The County reserves the right to amend, modify or withdraw this RFP, and to reject any proposals submitted, and may exercise such right at any time, without notice and without liability to any Offeror (hereinafter the “Applicant”) or other parties for their expenses incurred in the preparation of a proposal or otherwise. Proposals will be prepared at the sole cost and expense of the Applicant.
3. Submission of a proposal will be deemed to be the consent of the Applicant to any inquiry made by the County of third parties with regard to the Applicant's experience or other matters relevant to the proposal.
4. The awarded agreement may be terminated in whole or in part, by the County. Such termination shall not affect obligations incurred under the awarded agreement prior to the effective date of such termination.
5. Funds shall not be paid in advance and shall be used only for service as approved by the County. The County shall have no liability to anyone beyond funds appropriated and made available for the contract.
6. Any significant revision of the approved proposal shall be requested in writing by the Applicant prior to enactment of the change.
7. Necessary records and accounts, including financial and property controls, shall be maintained and made available to County for audit purposes.
8. All reports of investigations, studies, publications, etc., made as a result of this proposal, information concerning individuals served, and/or studies under the project, are confidential and such information shall not be disclosed to unauthorized persons. Applicants acknowledge that the County is subject to Article 6 of the Public Officers Law.

All references to time contained in this RFP are Eastern Standard Time. Applicants are encouraged to make their submissions in advance of the submission date, as the dates and times specified in this RFP may not be extended in the event Oneida County offices are closed for any reason, including, but not limited to, inclement weather.

Legal Name of Organization

Signature

Date

Printed Name

Title

SIGN AND RETURN WITH BID SHEET OR FULL PROPOSAL

I. OVERVIEW, INTRODUCTION AND INSTRUCTIONS

A. ABOUT: STAFF SERGEANT PARKER GORDON FOX SUICIDE PREVENTION GRANT PROGRAM (SSG Fox SPGP)

The Staff Sergeant Parker Gordon Fox Suicide Prevention Grant Program (SSG Fox SPGP) honors Veteran Parker Gordon Fox, who joined the Army in 2014 and was a sniper instructor at the U.S. Army Infantry School at Ft. Benning, GA. Known for a life of generosity and kindness to others in need, SSG Fox died by suicide on July 21, 2020, at the age of 25. The SSG Fox SPGP through the Office of Mental Health and Suicide Prevention (OMHSP) of the Veterans Health Administration (VHA) provides financial assistance through a 3-year community-based grant program to eligible entities to provide, or coordinate the provision of, suicide prevention services to eligible Veterans and their families. The goal of SSG Fox SPGP is to reduce Veteran suicide by reaching eligible Veterans at risk of suicide in their communities and connecting them to services. In alignment with the Department of Veterans Affairs' (VA) National Strategy for Preventing Veteran Suicide (2018) and the White House Strategy for Reducing Military and Veteran Suicide (2021), this grant program will assist in further implementing a public health approach that blends community-based prevention with evidence-based clinical strategies through community efforts. This grant program is part of the Commander John Scott Hannon Veterans Mental Health Care Improvement Act of 2019 (Publ. Law 116-171), enacted on October 17, 2020. Congress has authorized \$174 million for the SSG Fox SPGP. Information on the Staff Sergeant Parker Gordon Fox Suicide Prevention Grant and the VA's Strategy for Preventing Veteran Suicide can be found at <https://www.mentalhealth.va.gov/ssgfox-grants/>.

As the grantee of the SSG Fox SPGP, Oneida County through its Department of Mental Health (hereinafter "the County") has developed a Veteran Suicide Prevention Program which will oversee the identification of eligible Veterans at risk of suicide, and their families, and the connection of these individuals to suicide prevention services. The goal of this RFP is to develop a Veteran Suicide Prevention Program in Oneida County which will assist in further implementing a public health approach to veteran suicide prevention that blends community-based prevention with evidence-based strategies through community efforts. For the purposes of the SSP Fox Suicide Prevention Grant these suicide prevention services will include:

- i. Outreach to identify those at risk of suicide
- ii. Baseline mental health screening for risk
- iii. Education on suicide risk and prevention to families and communities
- iv. When necessary, provision of emergency treatment clinical services
- v. Case management services
- vi. Peer support services
- vii. VA benefits assistance for eligible individuals and their families
- viii. Assistance with obtaining and coordinating other benefits provided by the federal, state or local governments, or an eligible entity
- ix. Assistance with emergent needs relating to health care services, daily living services, personal financial planning and counseling, transportation services,

- temporary income support services, fiduciary and representative payee services, legal services to assist the eligible individual with issues that may contribute to the risk of suicide, and child care
- x. Other services necessary for improving the mental health status and well-being and reducing the suicide risk of eligible individuals and their families as VA determines appropriate

There are 14,879 veterans in Oneida County, 10,158 of which are not considered “unique” in that they have not received treatment at a VA Healthcare facility. The SSG Fox SPSP Grant emphasizes identifying eligible individuals who are not enrolled in VA health care.

The County is the recipient of an initial grant of \$750,000 and intends to apply for available grant renewals for each of the following two years (\$750,000 for each renewal year) for a total of \$2,250,000. It is important to note that there may be additional funding after these three (3) years as determined by the United States Department of Veterans Affairs. Over the course of the three years it is the goal of the County to identify and assess the eligible individuals who are not receiving VA health care services and attempt to connect those individuals at risk of suicide to suicide prevention services.

The County, as the Grantee, was required to submit a budget for the first year which has been approved by the VA SSG Fox SPGP team. Generally, the County budget approved by the VA team for the first year \$750,000 grant provided for 77.58% for Personnel (including \$11,184.68 set aside for Oneida County Department of Veteran’s Affairs personnel); 6.93% for Temporary Income Support Assistance, e.g., for transportation or child care in order to increase income after all other mainstream income supports and financial assistance have been exhausted (in accordance with developed guidelines); 15% for Other Non Personnel expenditures, e.g., materials, equipment, staff training and VA travel (including \$12,000 set aside for County, Applicant and subcontractor staff trainings and \$15,000 set aside for County, Applicant and subcontractor travel); and, 0.5% set aside for Administrative expenditures.

B. INTRODUCTION AND INSTRUCTION

1. RFP Certification: Pursuant to the provisions of New York State General Municipal Law, the Oneida County Purchasing Department certifies the services required are not subject to competitive bidding under the professional service exemption and Oneida County Purchasing Department rules require selection of services through a Request for Proposal process.
2. Schedule of Events: The schedule of events set out herein represents the County’s best estimate of the schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the RFP will be sent out as an official, written addendum prior to the closing date of this RFP. After the close of the RFP, the County reserves the right to adjust the remainder of the proposed dates, including the dates for evaluation, negotiations, contract award and the contract term on an as-needed basis with or without notice.

<u>Oneida County Veteran Suicide Prevention Program RFP</u>	<u>December 2, 2022</u>
<u>Completed Proposals Due</u>	<u>January 11, 2023</u> <u>4pm EST</u>
<u>Questions due</u>	<u>December 12, 2022</u>
<u>Questions answered</u>	<u>December 16, 2022</u>
<u>Oneida County Announces Award Recipient</u>	<u>January 18, 2022</u>

3. Submission of Proposals:

- a. Sealed Proposals, (one (1) original and one (1) electronic copy, shall be submitted to Ashlee Thompson at 800 Park Ave., 9th floor, Utica, NY 13501 and emailed to athompson@ocgov.net, no later than 4:00pm, January 11, 2023. Note: Packages not containing the required number of copies will be rejected.
- b. No proposal will be considered which is not accompanied by pricing as requested and signed by an authorized official of the firm.
- c. Proposals must be received on or before the time and date specified. Proposals received after the time specified will not be considered and will be returned unopened.
- d. Proposal information is restricted and not publicly available until after the award of the Contract.
- e. Responses to this RFP may require that Applicants include corporate information that is proprietary. All RFP materials are subject to Federal and State Freedom of Information Laws, unless marked in advance as proprietary. You may NOT protect the entire RFP response or the pricing pages as proprietary. Should a request be filed to view the RFP responses, all material marked proprietary will be redacted. Should additional justification be required to protect a section, it will be the Applicant's responsibility to qualify the section under the proprietary exemption. The County reserves the right to release sections which as a matter of law do not meet the standard to be exempted, regardless of how they were marked by the Applicant.

4. Modifications or Withdrawal of the Proposal: A proposal that is in the possession of the Oneida County Department of Mental Health (OCDMH) may be altered by a letter bearing the signature or name of the authorized person, provided it is received PRIOR to the date and time of the opening. Fax, telephone or verbal alterations will not be accepted. A proposal that is in the possession of OCDMH may be withdrawn by the Applicant up to the time of the opening.

5. Award and Contract Information:

- a. The County encourages its Applicants to make every good faith effort to promote and assist the participation of New York State Certified Minority and Women-owned Business Enterprises (M/WBE) as subcontractors and

suppliers. MWBE and EEO compliance and participation will be considered in evaluation responses to this RFP.

- b. The Applicant agrees that should its firm be awarded a Contract, Applicant will not discriminate against any person who performs work hereunder because of age, race, color, sex, creed, sexual orientation, national origin, of disability.
- c. The Applicant expressly warrants to the County that it has the ability and expertise to perform its responsibilities hereunder and shall use the highest standards of professional workmanship.
- d. The County reserves the right to reject any or all proposals, to waive any informality or technical defect in the proposals, or to award the contract in whole or in part, if deemed to be in the best interest of the County to do so.
- e. The successful Applicant will be required to enter into and sign a formal Contract with the County with reasonable adjustments acceptable to the County.
- f. The successful Applicant shall comply with the Americans With Disabilities Act.

C. PROPOSAL SUBMITTAL

1. Original Proposal: The complete proposal must be submitted in a sealed package with one (1) original and one (1) electronic copy, prior to the submission deadline. All proposals shall be marked Oneida County, Department of Mental Health Veteran Suicide Prevention Program RFP#2022-324. Applicants shall include all documents necessary to support their proposal in the sealed package. Applicants shall be responsible for the delivery of proposals during business hours to the address indicated in the cover letter. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time.
2. Proposal Format: Proposals must be typed or printed on 8 ½ x 11 inch paper (larger paper is permissible for charts, spreadsheets, etc.). Proposal narrative must be double spaced with 1” margins, pages numbered and with 12 point, Times New Roman font. Electronic copies should be in WORD or PDF formats; Excel is acceptable for spreadsheet type documents such as budgets. Pages must be sequentially numbered within major document sections, which are clearly defined below. The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.
 - a. Cover Page:
 - 1) Full proposal name and number
 - 2) Submission date and time
 - 3) Prime Applicant name (Oneida County/Applicant who is responsible)
 - 4) Collaborating Applicants
 - b. Table of Contents
 - 1) All items listed in Proposal Format in the sequence listed
 - c. Executive Summary
 - 1) Summarize understanding of the scope of the RFP (project).
 - 2) Explain how your solution or approach addresses the requirements provided in the RFP.

- 3) Provide a summary or overview of each proposed solution, for each corresponding component of Scope of Work offered in this proposal
 - 4) State exceptions and omissions to stated requirements.
 - 5) Summarize any assumptions (made by Applicant) in order to adequately respond to the requirements of this RFP.
 - 6) Summarize all resources, assumed or expected, to be provided by the County. This summary should clearly identify what the Applicant expects or anticipated by way of County personnel or resources. This is to be summarized by component.
- d. Compliance Statement
- 1) State agreement with all General Provisions, Special Provisions, Equipment, Standard of Performance and Reliability.
- e. Project Coordination and Scheduling
- 1) Provide a work plan with state date, duration and physical requirements to be provided for each component if proposed separately.
- f. Applicant Responsibilities
- 1) Proposal Certification, Verification, and Signature. Proposals not signed by authorized officer of the Applicant's organization will be eliminated.
 - 2) Execution by authorized officer of the Applicant of the Non-Collusion Certification, Sexual Harassment Prevention Certification, Recycling and Solid Waste Management Certification, Iran Divestment Act Compliance Certification and Purchase of tropical Hardwoods Prohibition Certification attached hereto as Exhibit A.
 - 3) It is the sole responsibility of the Applicant to assure that they have received the entire Request for Proposal. Proposal and any addenda may be secured by contacting the Oneida County Purchasing Department.

D. QUESTIONS

1. During the period between the earliest notice of the RFP to Applicants and the contract award, no County employee can accept oral, written, or electronic contact from Applicants regarding the procurement, except as authorized in Section D of the RFP. All proposals will remain sealed until after the submission deadline.
2. All questions regarding the RFP must be submitted in writing to: Ashlee Thompson, Commissioner of Oneida County Department of Mental Health, 800 Park Avenue, 9th floor, Utica, NY 13501.
3. Questions may also be directed by email to athompson@ocgov.net or mentalhealth@ocgov.net . All questions must be received by the date listed in Section I.B.2. above.

E. REIMBURSEMENT/GIFTS

1. Denial of Reimbursement: the County will not reimburse Applicants for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.
2. Gratuity Prohibition: Applicants shall not offer any gratuities, favors, or anything of monetary value to any official, employee or agent of the County for the purpose of influencing consideration of this proposal.

F. DEFINITIONS

1. **Applicant:** The Applicant is the primary agency applying for funding from the County and any subcontracted Community Partner. The Applicant is required to include at least one Community Partner in its application.
2. **Community Partner:** Community Partner is an agency, organization or other entity which will contract with Applicant to provide SSG Fox SPGP services.
3. **Eligible individual:** Eligible individual is defined by §201(q)(4) of the Commander John Scott Hannon Veterans Mental Health Care Improvement Act of 2019 as amended by Public Law 116-171, October 17, 2020.
4. **Family:** a parent, spouse, child, sibling, step-family member, extended family member, and any other individual who lives with the eligible individual.
5. **Participant:** An eligible individual or their family member who is receiving suicide prevention services for which they are eligible.
6. **Suicide prevention services:** See SSG Fox SPGP Program Guide, Department of Veterans Affairs, September 2022, Section VI, Suicide Prevention Services p. 20 *et seq.*

II. GENERAL PROVISIONS

A. DEFENSE, INDEMNIFICATION, AND HOLD HARMLESS

To the fullest extent permitted by law, Applicant agrees to indemnify, defend and hold harmless the County, and its agents and employees or any of them from and against suits, claims, actions, liabilities, damages, professional fees, including attorney's fees, costs, court costs, expenses, disbursements or claims of any kind or nature, including by reason of statute or operation of law, for injury to or death of any person or damage to any property (including loss of use thereof) arising out of or in connection with the performance of the Agreement and alleged to be caused in whole or in part by (i) the culpable acts or omissions of the Applicant, its subcontractors or suppliers, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, or (ii) the breakage or malfunctioning of any tools, supplies, scaffolding or other equipment used by or furnished to Applicant, its subcontractors or suppliers, anyone directly or indirectly employed by them or anyone for whose acts they may be liable.

B. INSURANCE

The chosen Applicant shall purchase and maintain insurance of the following types of coverage and limits of liability with an insurance carrier qualified and admitted to do business in the State of New York. The Insurance carrier must have at least an A- (excellent) rating by A. M. Best. Accepted proposals which do not require each of the following types of coverage, in the discretion of the County, may be permitted by the County to omit such type of coverage from the subsequent Agreement.

1. Commercial General Liability (CGL) coverage with limits of Insurance of not less than \$1,000,000 each occurrence and \$3,000,000 Annual Aggregate.
 - a. CGL coverage shall be written on ISO Occurrence form CG 00 01 1001 or a substitute form providing equivalent coverage and shall cover liability arising from premises, operations,

independent contracts, products-completed operations, and personal and advertising injury.

- b. Oneida County, and all other parties required of Oneida County, shall be included as additional insureds. Coverage for the additional insureds shall apply as Primary and Non-contributing Insurance before any other insurance or self-insurance, including any deductible or self-insured retention, maintained by, or provided to, the additional insureds. Coverage for these additional insureds shall include completed operations.
 - c. Abuse and Molestation coverage must be included.
2. Professional Liability coverage with limits of \$1,000,000 each occurrence and \$2,000,000 aggregate.
- a. Coverage for review of cases and resulting Professional assessment.
 - b. Coverage for Abuse and Molestation.
 - 1) Automobile Liability
 - 2) Business Auto Liability with limits of at least \$1,000,000 each accident.
 - 3) Business Auto coverage must include coverage for liability arising out of all owned, leased, hired and non-owned automobiles.
 - 4) Oneida County shall be included as an additional insured on the auto policy. Coverage for the additional insured shall apply as Primary and Non-contributing Insurance before any other insurance or self-insurance, including any deductible or self-insured retention, maintained by, or provided to, the additional insured.
3. Commercial Umbrella
- a. Umbrella limits must be at least \$5,000,000.
 - b. Umbrella coverage must include as additional insureds all entities that are additional insureds on the CGL.
 - c. Umbrella coverage for such additional insureds shall apply as primary and non-contributing before any other insurance or self-insurance, including any deductible or self-insured retention, maintained by, or provided to, the additional insured other than the CGL, Auto Liability and Employers Liability coverages maintained by the County of Oneida.

4. Workers' Compensation and Employers Liability.

C. CERTIFICATE OF INSURANCE

Prior to the start of any work the chosen Applicant shall provide a certificate of insurance to the County. Attached to each certificate of insurance shall be a copy of the Additional Insured Endorsement that is part of the chosen Applicant's Commercial General Liability Policy. These certificates and the insurance policies required above shall contain a provision that coverage afforded under the policies will not be canceled or allowed to expire until at least 30 days' prior written notice has been given to the County.

D. WAIVER OF SUBROGATION

Applicant waives all rights against the County and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by Commercial General Liability, Automobile, Professional Liability/Errors and Omissions, Umbrella Liability or Workers' Compensation and Disability Benefits insurance maintained per requirements stated above.

E. ASSIGNMENT

Applicant is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement, or Applicant's right, title, or interest in this agreement, or Applicant's power to execute this agreement, to any other person or entity without the previous consent in writing of the County.

F. INDEPENDENT CONTRACTOR

Applicant is an independent contractor. Neither Applicant, nor Applicant's officers, employees, agents, or servants shall hold themselves out as, or claim to be officers, employees, agents, or servants of the County.

G. CONFLICT OF INTEREST

At the time Applicant submits a response, or if no response is submitted, prior to performing any services under this agreement, Applicant shall affirm to County's Law Department, that Applicant has no interest and will not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of services to the County and shall further affirm that in rendering services to the County no persons having any such interest shall be employed by Applicant. Applicant assumes full responsibility for knowing whether Applicant's officers, employees, agents, or servants have any such interest and for certifying the absence of such conflict to the County.

During the course of performing services for the County, Applicant shall disclose immediately to the County every known or apparent conflict of interest and every ostensible or potential conflict of interest of Applicant, Applicant's officers, Applicant's employees, Applicant's agents, and Applicant's servants. The duty to disclose is a continuing duty. Such disclosure is a material obligation of this agreement and Applicant's failure to comply with these provisions affords the right to pursue any and all remedies for breach of agreement. In the event of an apparent or actual conflict of interest during the course of performance, Applicant shall suspend all work and services, and the County's payments to Applicant shall be suspended pending final approval by the County or the County's Board of Ethics. If

the conflict cannot be resolved to the satisfaction of the County, the County may terminate the agreement by written notice. Nothing herein shall be construed as limiting or waiving the County's right to pursue damages or other remedies.

A conflict of interest includes any circumstance which might influence or appear to influence the judgment of Applicant, and Applicant shall disclose the same. Applicant shall disclose further the acceptance of compensation, monetary or otherwise, from more than one (1) payor or party for services on the same project or related project. Applicant shall disclose further the direct or indirect solicitation or acceptance of financial or other consideration from parties other than the County for work on the project to which this agreement pertains. If applicable, Applicant shall disclose further the direct or indirect acquisition of any interest in the real estate which is the subject of the project, or in the immediate vicinity thereof. A conflict of interest of Applicant's officers, Applicant's employees, Applicant's agents, or Applicant's servants shall be deemed a conflict of interest of Applicant, giving rise to the duty to disclose.

Applicant shall not disclose any data, facts or information concerning services performed for the County or obtained while performing such services, except as authorized by the County in writing or as may be required by law.

H. ACCOUNT REPRESENTATIVE

Applicant shall appoint, by name, a company representative who shall be responsible for servicing this account. The representative shall be responsible to provide the services required to insure that the account would be administered in an organized systematic manner.

I. RESPONSIVENESS

Applicant is expected to examine specifications, schedules and instructions included in the package. Failure to do so will be at the Applicant's risk.

J. EFFECTIVE DATES OF THE PROPOSAL

All terms, conditions and costs quoted in the Applicant's response will be binding on the Applicant for 180 days from the last date to submit the proposal.

K. ADVERTISING AWARD

The Applicant must receive written approval from the County before advertising the award of the contract or the services to be provided under the contract. The Applicant agrees not to refer to awards in commercial advertising in such a manner as to state or imply that the firm or its services are endorsed or preferred by the County.

L. BEGINNING WORK

The Applicant will not commence work, which could be billed, until a valid contract has been executed between Applicant and the County.

M. STATEMENT OF ASSUMPTIONS

The Applicant will clearly describe any assumptions made (by them) in order to successfully complete the proposal. These assumptions include, but are not limited to, any assumptions that the County will provide space, people, materials and other resources, etc.

N. CONTRACT

The contract between the County and the Applicant shall include The Standard Oneida County Contract Clauses, a copy of which is available upon request.

O. EXTENSIONS AND AMENDMENTS

Contract will be for three (3) years provided that the County is successful in obtaining each available renewal of the SSG Fox SPSG. In performing the Contract, both parties agree to comply with all applicable state, federal, and local laws, rules and regulations.

P. AUDIT

The County or any of their duly authorized representatives shall have access to any books, documents, papers, and records of Applicant which are directly pertinent to the Contract for the purpose of making audit, examination, excerpts, and transactions.

Q. OWNERSHIP OF DOCUMENTS/WORK PRODUCT

It is agreed that all finished or unfinished documents, data, or reports, prepared by Applicant under the Contract shall be considered the property of the County, and upon completion of the services to be performed, or upon termination of the Contract for cause, or for the convenience of the County, will be turned over to the County.

R. PROPRIETARY INFORMATION

All RFP materials are subject to a Freedom of Information Request under the New York State Public Officers Law. If any request is received regarding this RFP, you will be afforded the opportunity to submit justification to exempt any section you have identified in your proposal as proprietary. The County will not accept any request by a potential Applicant to declare the whole RFP response as proprietary, or to declare any pricing pages as proprietary. The county reserves the right to determine whether the proposal will be released in whole or in part.

S. APPROPRIATIONS

This agreement is executory only to the extent of the monies appropriated and available for the purpose of this agreement and no liability on account thereof shall be incurred by County beyond monies appropriated and available for the purpose thereof.

T. FUNDING

The County warrants that the funds are available during the current fiscal period, and that the County shall use its best efforts to obtain funds to make payments in each subsequent fiscal period through the end of the contract term. If a funding request to the Legislative body for any part of the contract term is denied, the County may terminate the contract on the last day of the fiscal period for which funds have been appropriated.

U. GOVERNING LAW

The County warrants that the funds are available during the current fiscal period, and that the County shall use its best efforts to obtain funds to make payments in each subsequent fiscal period through the end of the contract term. If a funding request to the Legislative body for any part of the contract term is denied, the County may terminate the contract on the last day of the fiscal period for which funds have been appropriated.

V. PREPARATION OF THE PROPOSAL

No proposal will be considered which modifies, in any manner, any of the provisions, specifications or minimum requirements set forth in the Request for

Proposal. In case of error in the extension of prices in the proposal, unit prices will govern. Applicants are expected to examine special provisions, specifications, schedules and instructions included in this request. Failure to do so will be at the Applicant's risk.

III. SCOPE OF SERVICES

A. Introduction

OCDMH is requesting collaborative proposals for identifying veterans and their families eligible for suicide prevention services and providing and/or connecting those eligible individuals with available VA suicide prevention services or suicide prevention services provided by appropriate agencies. OCDMH is looking to identify and assess the veterans in Oneida County to connect SSG Fox SPGP eligible individuals to suicide prevention services. Initial focus should be on eligible veterans who are not receiving VA health care services. Since the County intends to apply to renew the Grant for each of the available two renewal years, it is the goal of the County to identify all of the eligible veterans in the County during the next three years and connect those individuals to suicide prevention services.

B. Applicant's Background and Technical Capabilities

1. **Applicants:** Identify the lead applicant and all community partners applying for this RFP. Please describe explanation of partnership history (if any).
2. **Agency Overviews:** Applicant and their community partners must provide a general overview of their agency's mission, organizational history, services provided (past and present), geographic areas served, type of programs (past and present), and areas of expertise. Note if your organization has gone through significant changes in leadership, size, mission, or practice. Please include a description of founding date, ownership, current officers and a copy of your most recent financial statement.
3. **Staffing:** Provide description of current staffing and the professional qualifications of key operations and program administration personnel. List the total number of full-time and contract employees.
4. **Infrastructure:** Describe Applicant's organizational infrastructure as it relates to its capacity to deliver the proposed services, including information on the expertise and experience of key executives, staff, and directors.
5. **Organizational Structures:** Applicant and their community partners must submit organizational structures with clear lines of reporting. Please attach to your proposal.
6. **Eligible Agencies:** If the Applicant or its community partner has conducted a Single Audit pursuant to 2 CFR Part 200, provide the most recent Single Audit package reported.
7. **Reports:** Describe the nature and frequency of management reports indicating service utilization, referrals, follow-up, and member satisfaction. Please provide samples of all available reports.
8. **Capability, Capacity, and Qualifications of the Applicant:** Applicant and their community partners must identify their experience in providing any suicide prevention initiatives or programs. In addition, please identify experience working with Veterans and their families. A list of relevant community-based

partnerships/relationships/collaborations must be provided, to include names of agencies, addresses and phone numbers.

9. **Experience:** Applicant and its community partners must provide certain suicide prevention services for participants and their families. Describe Applicant's and its community partners' experience (past or present) in providing the following suicide prevention services:
 - a. Outreach to identify those at risk of suicide
 - b. Baseline mental health screening for risk
 - c. Lethal Means training
 - d. Gatekeeper training
 - e. Education on suicide risk and prevention to families and communities and Training Other
 - f. Case management services
 - g. Coordinating VA benefits assistance for eligible individuals and their families
 - h. Coordinating Federal Government benefits Assistance
 - i. Emergency clinical suicide prevention services
10. **Experience:** Applicant and its community partners must connect participants to certain suicide prevention services. Describe Applicant's and its community partners' (past or present) experience in connecting to the suicide prevention services below:
 - a. Assistance with emergent needs relating to health care services, daily living services, personal financial planning and counseling, transportation services, temporary income support services, fiduciary and representative payee services, legal services to assist the eligible individual with issues that may contribute to the risk of suicide, and child care
 - b. Other services necessary for improving the mental health status and well-being and reducing the suicide risk of eligible individuals and their families as VA determines appropriate
 - c. Emergency clinical suicide prevention services

11. Established Linkages:

- a. Discuss established linkages (e.g., MOUs or letters of support) with the Federal government (including VA), State, local or tribal governmental agencies, or private entities for the purposes of providing additional services to participants. Applicant may also include a plan to establish such linkages for the purposes of providing additional services to participants.
- b. Provide evidence of the applicant's, and any identified community partners', current coordination, and outreach with federal VA healthcare facilities in the geographic area where services will be provided. If more than one VA healthcare facility, list name and location of all and provide evidence for each.

C. Description of Services To Be Provided

1. Describe how Applicant and community partner(s) with the assistance of OCDMH will provide the following services pursuant to SSG Fox SPGP rules, regulations and guidelines:
 - a. **Program Eligibility for Participants**

The Applicant will be responsible for verifying and documenting the eligibility of all participants prior to providing SSG Fox SPGP assistance. The Applicant, on behalf of the County of Oneida, may be found out of compliance with SSG Fox SPGP program regulations during VA monitoring if they exhibit insufficient case file documentation. It is important for programs to develop local policies and procedures to ensure appropriate documentation is obtained and included in SSG Fox SPGP participants' files.

There are three aspects to SSG Fox SPGP eligibility: 1) Veteran/military status 2) screening to verify some risk for suicide 3) and at minimum low risk score on the Columbia-Suicide Severity Rating Scale (C-SSRS).

- 1) **Veteran/Military Status:** The Applicant must develop policies and procedures that ensure appropriate documentation is obtained and included in participant's file. An eligible individual is a person at risk. See *Eligible Individual* definition in Commander John Scott Hannon Veterans Mental Health Care Improvement Act of 2019, Title II – Suicide Prevention, §201(q)(4). Public Law 116-171 – Oct. 17, 2020.
- 2) **Eligibility Suicide Screening and Evaluation.** Eligible individuals must be at risk for suicide defined as exposure to, or the existence of, any of the following factors, to any degree that increase the risk of suicidal ideations and/or behaviors:
 - a) Health risk factors, including mental health challenges, substance use disorder, serious or chronic health conditions or pain, and traumatic brain injury,
 - b) Environmental risk factors, including prolonged stress, stressful life events, unemployment, homelessness, recent loss, and legal or financial challenges; and
 - c) Historical risk factors, including previous suicide attempts, family history of suicide, and history of abuse, neglect, or trauma, including military sexual trauma.
- 3) **Columbia Suicide Severity Rating Scale Screener (C-SSRS) risk score.** An individual must screen at minimum as low risk to be eligible for the program.

It is VA's goal that SSG Fox SPGP providers can make an eligibility determination and enroll eligible individuals the same day they are screened. Additional information on these requirements for eligibility and programmatic process can be found in the SSG Fox SPGP Program Guide. In addition, further information can be found in the attached *Program Process Map*, Addendum A.

b. Outreach to Identify Those at Risk

Performing outreach is a critical component of the Suicide Prevention Program. Outreach services must be customized to the target populations being served by the Program. Applicant must use its best efforts to ensure that eligible individuals, including those at high risk of suicide or who are not receiving health care or other services furnished by the VA,

and their families are identified, engaged and offered suicide prevention services. The Applicant will be required to enter data on outreach within the data management tool provided by the VA. As part of providing outreach, the Program should:

- 1) Develop relationships with local social services and public benefit agencies, and faith-based and community-based organizations which serve at-risk individuals.
- 2) Develop relationships with local VA facilities, including Vet Centers and Veterans Benefit Administration (VBA) offices;
- 3) Host local informational events; and
- 4) Participate in local SP coalition events, community health fairs or similar events

The Applicant will be expected to leverage the following sources to identify eligible individuals in the area:

- 1) Local VA facilities, including Veteran Benefits Administration (VBA). Regional Offices and Vet Centers.
- 2) DoD Resources (e.g., Transition Assistance Program);
- 3) VA Medical Center Post 9/11 Military 2 VA (M2VA) Case Management Programs
- 4) State agencies
- 5) Organizations engaged with local or state SP Coalitions
- 6) Local government; and
- 7) Community agencies or groups including but not limited to:
 - a) Mental health and social service agencies
 - b) Churches and other places of worship
 - c) Legal aid organizations
 - d) Food/clothing shelters; hot meals programs
 - e) Community social action groups such as Veteran/military interest groups
 - f) Welfare offices

c. Baseline Mental Health Assessment:

The Applicant will be required to provide or coordinate the provision of a baseline mental health screening to all participants. This baseline mental health screening ensures that participants' mental health needs can be properly determined, and that suicide prevention services can be further tailored to meet the individual's needs. Such screening tools have been identified by the VA and are all brief, simple, publicly available and well-validated instruments. Further details and programmatic process information can be found in the SSG Fox SPGP Program Guide. Screening tools to be used are:

- 1) Socio-Economic Status (SES): This instrument will be used by the VA to determine whether there was change financial stress, annual income, level of education and employment status over the enrollment period in program, the assessment will be administered at the beginning of the program enrollment and at exit.
- 2) Patient Health Questionnaire (PHQ-9): This instrument will be used by the VA to determine whether there is a change in mood related symptoms over the

enrollment period in program, the assessment will be administered at the beginning of the program enrollment and at exit.

3) Short Warwick Edinburgh Mental Wellbeing Scale (SWEMWS): This instrument will be used by the VA to determine whether there was overall well-being of participant over the enrollment period in program, the assessment will be administered at the beginning of the program enrollment and at exit.

4) Generalized Self-Efficacy Scale: This instrument will be used by the VA to determine whether there was change in Self Efficacy over the enrollment period in program, the assessment will be administered at the beginning of the program enrollment and at exit.

5) Interpersonal Support Evaluation List (ISEL-12): This instrument will be used by the VA to determine whether there was change in social supports over the enrollment period in program, the assessment will be administered at the beginning of the program enrollment and at exit.

d. Lethal Means and Gatekeeper Training

Gatekeeper training generally refers to programs that seek to develop individuals' knowledge, attitudes, and skills to prevent suicide. Gatekeeper training is an educational course designed to teach clinical and non-clinical professionals or gatekeepers the warning signs of a suicide crisis and how to respond and refer individuals for care.

e. Education and Training Other

The Applicant will be required to educate communities, veterans and families on how to identify those at risk of suicide, how and when to make referrals for care and the types of suicide prevention resources available within the area. Education can include gatekeeper training, lethal means safety training, or specific education programs that assist with identification, assessment, or prevention of suicide. Education is important because learning the signs of suicide risk, how to reduce access to lethal means and to connect those at risk of suicide to care can improve understanding of suicide and has the potential to reduce suicide. The County of Oneida (as the grantee) will be required to train annually in VA S.A.V.E., a Suicide Prevention training from the VA. The Applicant may also be encouraged by the County of Oneida to attend this training, but this is to be determined (TBD).

f. Clinical Emergency Services

The SSG Fox SPGP reimburses for provision of clinical services for emergency treatment as they are defined in the Program Guide only.

g. Case Management

The Applicant will be required to provide, or coordinate for, the provision of case management services that include, at minimum:

- 1) Performing a careful assessment of participants and developing and monitoring case plans in coordination with a formal assessment of suicide prevention services needed, including necessary follow-up activities, to ensure that the participant's needs are adequately addressed.
- 2) Establishing linkages with appropriate agencies and service providers in the area, especially VA providers, to help participants obtain needed suicide prevention services.
- 3) Providing referrals to participants and related activities (such as scheduling appointments for participants) to help participants obtain needed suicide

prevention services, such as medical, social, and educational assistance or other suicide prevention services to address participants' identified needs and goals;

- 4) Deciding how resources and services are allocated to participants on the basis of need.
- 5) Educating participants on issues, including, but not limited to, suicide prevention services availability and participant rights; and,

Other activities, as approved by VA, to serve the comprehensive needs of participants for the purpose of reducing suicide risk.

2. Describe how Applicant and community partner(s) with the assistance of OCDMH will connect participants to the following services pursuant to SSG Fox SPGP rules, regulations and guidelines:

- a. **Peer Support Specialist**

The Applicant will be required to provide, or coordinate, for the provision of peer support services to help participants understand what resources and supports are available in their area for suicide prevention. Peer support specialists serve as role models and a resource to assist participants with their mental health recovery. Peer support specialists function as interdisciplinary team members, assisting physicians and other professional and non-professional personnel in a rehabilitation treatment program. Peer support services must be provided by Veterans trained in peer support with similar lived experiences related to suicide or mental health. Veterans providing such peer services to participants must meet the requirements of 38 U.S.C. 7402(b)(13). Specific information on qualified Peer Specialists and related requirements can be found in the SSG Fox SPGP Program Guide.

- b. **Assistance in Obtaining VA Benefits**

As part of participant intake, the Applicant should determine whether the eligible individual is already receiving services from VA. If the eligible individual is already receiving services, the grantee's assessment should focus on what additional services the participant may need, want and be eligible for, and refer the participant to the appropriate VA office for assistance. If the participant is not already receiving services from VA, the Program should make the participant aware of the services for which s/he may be eligible and offer to refer the participant to the nearest VA facility. Programs should develop relationships with local VA facilities, State Veterans Affairs Offices and Veterans Service Organizations (VSOs). Additional information regarding this requirement may be found in the SSG Fox SPGP Program Guide. Potential VA benefits and services may include, but are not limited to:

1. Vocational and rehabilitation counseling;
2. Employment and training service;
3. Educational assistance;
4. Housing assistance; and
5. Health care services, including mental health

- c. **Assistance in Obtaining and Coordinating Other Public Benefits and Assistance with Emergent Needs**

Applicant will be expected to assist participants in accessing both public benefits and mainstream community resources. These terms are defined broadly to include healthcare

(medical, mental health, and substance abuse services) and daily living services, affordable housing, employment and vocational services, income support, legal services, transportation, personal financial planning and credit counseling, VA fiduciary and representative payee services, and childcare. Programs should strive to strengthen each participant's ties to external resources to the extent that they will be maintained long after SSG Fox SPGP is available to the participant. However, it is important to remember that all referrals are voluntary. Further explanation of each service is listed below.

- 1) *Connection to healthcare and daily living services:* SSG Fox SPGP eligible individuals should be supported to access healthcare and daily living services from their local VA Medical Center and other healthcare providers. This includes primary care, mental health treatment, substance abuse services, daily living services (also known as home care), and other specialty health care that an individual participant needs and chooses to utilize. Programs must cultivate strong relationships with their points of contacts at local VA Medical Centers and/or VA community-based outpatient clinic and utilize those relationships to make and monitor referrals. Some individuals may be ineligible for or decline VA healthcare. Accordingly, Programs must also identify non-VA healthcare resources. Programs must also be able to assist participants in applying for Medicaid and/or subsidized insurance through local healthcare exchanges created by the Affordable Care Act (ACA).
- 2) *Connections to legal services:* Applicant is strongly encouraged to connect participants to legal services to assist an eligible individual with issues that may contribute to the risk of suicide, including issues that interfere with the eligible individual's ability to obtain or retain permanent housing, cover basic needs such as food, transportation, medical care, and issues that affect the eligible individual's employability and financial security (such as debt, credit problems, and the lack of a driver's license). Authorized legal services do not include legal assistance with criminal matters nor matters in which the eligible individual is taking or has taken any adversarial legal action against the United States (that is, the Federal government). Authorized legal services also do not include legal assistance with matters in which the United States (that is, the Federal government) is prosecuting an eligible individual. Additional information on legal service models can be found in the SSG Fox SPGP Program Guide.
- 3) *Connections to transportation:* SSG Fox SPGP participants should be supported to connect with transportation on an as-needed basis, for stability purposes when the participant lacks access to a car or public transportation. Where available, Applicants should help participants take advantage of subsidized transportation and free bus passes in their jurisdiction. These are typically offered for low-income people who have disabilities or are elderly. Participants should also be connected to local shuttle services to VA Medical Centers which typically leave from Veteran Service Organization sites. Further information on transportation can be found in the SSG Fox SPGP Program Guide.
- 4) *Connections to personal financial planning and credit counseling services:* Where appropriate and desired, SSG Fox SPGP participants should be supported to connect with services that improve their day-to-day finances and help achieve long-term budgeting and financial goals. These services may include individualized counseling or workshops that teach critical skills such as budgeting, setting up bank accounts,

managing money in the long term, accessing a free credit report, and repairing credit. Applicants should seek services for participants who need and want to resolve poor credit to reduce the negative influence such histories have on tenant selection and employment decisions. Community action agencies, adult education community centers, and non-profit workforce development organizations often provide financial education services and that may be helpful.

- 5) *Connections to employment and vocational services*: Where appropriate, SSG Fox SPGP participants should be supported to connect with services that foster workforce participation, job readiness, and job opportunities with the aim of maximizing income and thereby increasing financial stability and overall well-being. Further information can be found in the SSG Fox SPGP Program Guide.
- 6) *Connections to VA fiduciary and representative payee services*: SSG Fox SPGP participants should be supported with the option of enlisting a VA fiduciary or representative payee arrangement on an as need basis. These arrangements may help participants who cannot manage their own financial affairs due to injury, disability, or age. Instead, a participant may choose to designate a VA fiduciary or representative payee to manage their Veteran Benefits Administration benefits, Social Security Disability Insurance, Supplementary Security Income, or other income on their behalf. The designated party then uses the individual's income to consistently pay for current and foreseeable needs. Applicants should help participants who may need and want to explore the availability of this option.
- 7) *Connections to childcare services*: SSG Fox SPGP participants should be supported to access childcare when needed to support efforts to reduce suicide risk factors (e.g. employment, healthcare, education, etc). Childcare may be especially useful to participants engaged in a busy schedule, job interviews or in the initial weeks of new employment that has yet to yield sufficient savings to pay for childcare. To meet this need, Applicants should research the availability of subsidized or free childcare for low-income households in their area. Ideally, Applicants will find emergency childcare services that could bridge participants through a period of instability until more long-term, affordable arrangements can be secured.
- 8) *Eligible temporary income support assistance (TISA)*: Applicants may choose to provide TISA to eligible individuals to assist with increasing their income. Funds should be distributed from the Applicant to a third-party vendor, not directly to the eligible individual. TISA should only be used as direct financial assistance when all other resources are accessed. SSG Fox SPGP financial and non-financial assistance should be delivered in a progressive assistance approach. Applicant should focus on the most critical threats to the participant's stability in providing the "minimum necessary" level of assistance, keeping in mind that SSG Fox SPGP funds for TISA are limited. Providing TISA to one participant will limit the total number of participants Applicant will be able to serve. All participants should be referred to mainstream income supports and financial assistance sources for which they may qualify. By leveraging and utilizing public sources of emergency and ongoing financial assistance, Applicants can minimize the TISA payments made with SSG Fox SPGP funds. Wherever possible, Applicants should attempt to connect participants to community resources, to obtain comparable assistance. Applicants should develop internal guidelines for the payment of TISA and ensure that

participants receiving TISA as part of an individualized services plan are informed of such guidelines. For suicide prevention, eligible forms of temporary income support assistance are:

- a) Transportation (public transportation or car repair)
- b) General Suicide Prevention funds
- c) Childcare
- d) Other (requires approval from a SSG Fox SPGP Grants Manager)

D. PROGRAM OPERATIONS

Describe how the Applicant will develop program operations pursuant to 38 CFR Part 78 and 2 CFR Part 200. Please include a discussion of the following:

1. Participant Agreements:

Prior to providing SSG Fox SPGP assistance to a participant, Applicant will enter into a written agreement between it and/or its community partner and each participant. This agreement describes the SSG Fox SPGP and any conditions or restrictions on the receipt of suicide prevention services by the participant. Agreements should not require sobriety, income limits, participation in suicide prevention services or other unnecessary requirements as a condition of assistance. Participant agreements and conditions should be fully disclosed to potential participants and acknowledged in writing by both parties. Program agreements are to be developed by the Applicant, in collaboration with the County of Oneida.

2. Participant Fees:

Applicants may not charge a fee to participants for providing suicide prevention services that are funded using funds from SSG Fox SPGP. Note: this prohibition does not prevent Applicants from requiring participants to cost share, with Applicant, any expenses for which temporary income support assistance is provided.

3. Participant Safety and Critical Incident Reports:

A critical goal of the SSG Fox SPGP is to ensure the safety of all participant and Applicant and community partner staff. Applicants will be required to develop a comprehensive plan to maintain the safety of participants and staff and the confidentiality of the program's participants and their records. In developing a plan, VA recommends that Applicants:

- a. Establish goals and objectives that reduce and eliminate accidents, injuries, and illnesses related to administering suicide prevention services to participants.
- b. Develop plans and procedures for evaluating the safety program's effectiveness, both at the grantee service location office and in the field.
- c. Develop priorities for remedying the identified factors which cause accidents, injuries and illnesses.
- d. Ensure that participant records are secured with all such information password protected.

- e. Ensure that all staff, students, and volunteers receive initial and annual training on how to respond to critical incidents; and
- f. Develop a clear written procedure for following-up on any incidents that may occur to ensure that the program evaluates how they responded and to ensure any party involved was connected to any services needed.

If Applicant becomes aware of a death, crime, or health or safety issue related to the participant, the must report the issue to the appropriate authorities, as well as the County. Applicants are expected to comply with all applicable laws. If a participant's actions pose a health or safety risk to that participant or another person, the Applicant must notify the police or another appropriate authority. The SSG Fox SPGP team requires Applicant to only submit the most serious of critical incidents, such as suicides, homicides, allegations of criminal activity by agency and subcontractor staff, and all incidents that receive media attention. Applicant should notify the VA SSG Fox SPGP team about any reportable critical incident as soon as possible, but within a timeframe not to exceed 48 hours after the grantee has been made aware of the situation. The SSG Fox SPGP critical incident process is used for the purpose of reporting serious incidents to VA leadership. If Applicant is uncertain as to whether the critical incident requires SSG Fox SPGP team notification, they should contact the SSG Fox SPGP Grants Manager.

4. Notification to Participants:

Before providing SSG FOX SPGP assistance to a participant, Applicant must notify the participant that the suicide prevention services and assistance offered will be paid for, in whole or in part, by VA, through a federal grant award. Applicant must review the range of suicide prevention services available to the participant through the program and any conditions or restriction of receipt of suicide prevention services by the participant. To ensure that participants receiving suicide prevention services under the SSG Fox SPGP are receiving quality services, the Applicant must give a VA-designated satisfaction survey to each participant within 30 days of the participant's pending exit from the grantee's program.

5. Conflict of Interest:

Applicant and its subcontractors will be required to get signed conflict of interest statements from their respective Board members. Please review the SSG Fox SPGP Program Guide for information.

6. Confidentiality:

Applicant are required to maintain confidentiality of records kept on participants. The County and the Applicant must comply with all applicable federal and local laws to assure the confidentiality and security of participants' physical and electronic records. Furthermore, Applicant must ensure the security of records such that computer systems are equipped with technologies to prevent unauthorized use (such as encryption, strong passwords, and biometrics). Applicant must keep participant information private and it is required to obtain signed releases of information for any third-party that the Applicant speaks to on the client's behalf when discussing personal information such as name and other details. The Applicant will be required to develop a policy and procedure for

protecting client information which will be reviewed annually by the SSG Fox SPGP Team. Under no circumstances should participants' personally identifiable information (such as names, social security numbers, dates of birth) be sent to anyone else over unencrypted email. For further information, please review the SSG Fox SPGP Program Guide.

7. Case File Documentation:

Grantees are responsible for maintaining case files for each participant. This information must also be reflected in the VA Data Collection Tool. Applicant will be required to provide the County with the information required for the VA Data Collection Tool.

8. Releasing Participants from Program:

The Applicant will work with the County to develop reasonable requirements and a procedure for participant dismissals or termination due to serious program rule infractions on the part of the participant or family. Please review the SSG Fox SPGP Program Guide for information.

9. Grievance and Appeals Policy and Procedures:

Applicant is required to establish an internal policy for processing and reviewing participant grievances and complaints. This policy should be presented to the participant upon enrollment for services. Applicant is also required to establish a policy that allows for participant appeals to a rejection for services. The appeals policy requires the agency to provide the participant with the reason for rejection and the right to appeal it to agency supervisory staff. The policy must also include a review process and a timeframe established for such review. The appeals policy should be presented to the participant at the initial intake appointment.

10. Community Partners and Applicant Management

The County will assess Applicant performance at least quarterly and conduct an on site monitoring review at least annually. Each Applicant must maintain their own policies and procedures.

E. REPORTING REQUIREMENTS

Describe how the Applicant will support and work with the County to meet the Reporting Requirements of the Grant pursuant to 38 CFR 78.145 and the goal for outcome data. Describe how data will be collected and reported in the following areas:

1. **Grant Management System:** The SSG Fox SPGP team utilizes an online grants management solution, (GMS), that allows for a streamlined and standardized process for managing all SSG Fox SPGP grant data, from application receipt, review, award, grant oversight, and grant completion. In an effort to automate paper-driven tasks, to improve methods for tracking grantee compliance with guidelines and regulatory expectations, and to allow grantees more time applying their expertise to service provision, all grantees are required to utilize the GMS solution for submitting grant requirements. Furthermore, grantees can track the history of submissions to the SSG Fox SPGP. The majority of SSG Fox SPGP

grantee reporting requirements and grant administration procedures, such as maintenance of points of contacts, are conducted within GMS. Applicant will be required to communicate with and provide information to the County for entry to the GMS.

2. **Data Collection Tool:** The Applicant will use the Behavioral Health Lab (BHL) Touch and Onboarding application to capture information required for reporting on outreach activities, for verifying eligibility which includes the psycho-social risk factors screening and the C-SSRS, capturing the demographics and other data required as part of the intake process, administering the five mental health assessments, reporting regular service attendance at the participant level and reporting any updates of a participant's status or disposition in the program. The Applicant will also use the Onboarding application to retrieve a unique identifier for each applicant or participant that is engaged in the program. No social security numbers, participant names, birth dates or other Personally Identifiable Information (PII) with the exception of an email and phone number will be asked for by the data collection tool. These two pieces of information will be stored completely separately from any sensitive mental health data. OCDMH or the Applicant will identify at least one user (the same user) for the BHL Touch and Onboarding application. This user (i.e., primary user) will also have access to the dashboards that will provide visualizations and ongoing progress for that grantee in the program. A backup person (secondary user) is also recommended in the event that the primary user is unable to complete these data collection and reporting activities, as well as monitoring responsibilities. Both the primary user and secondary user will be required to participate in all training related to the BHL Touch, Onboarding application and dashboards.
3. **Program Exits:** The Applicant can utilize the SSG Fox SPGP Exit Checklist within the data collection tool to ensure the appropriate exit steps have been carried out once it is determined a participant is going to be exited. For participants who may be discharged for reasons other than program completion (e.g., incarceration, relocation, etc.), the Applicant should develop internal policies and procedures for exiting participants. In particular, the program should utilize the SSG Fox SPGP Program Exit Checklist or similar checklist and have clear expectations that staff will make numerous attempts, via various methods, to contact a person who has stopped responding to program requests to meet with the grantee.
4. **Participant Satisfaction Surveys:** Pursuant to 38 CFR 78.95, grantees must provide each SSG Fox SPGP participant with a satisfaction survey that can be submitted by the participant via the BHL Touch, within 30 days prior to such participant's pending exit date from the Applicant's program. Survey distribution is required according to the SSG Fox SPGP Final Rule and essential to assess Veteran perceptions of services received, to help determine potential actions to increase Veteran satisfaction and to reduce operational burden, where possible. It is important that Applicant review the results with its teams and make any necessary adjustments to their program based on the feedback. The Applicant will

electronically distribute the SSG Fox SPGP satisfaction survey to participants using the customized web link. The Applicant is required to provide evidence of survey registration. It is recommended that a copy of the registration online confirmation page be maintained in the case files as evidence of Veteran completion of the survey. In situations where the Applicant is actively assisting a participant in transitioning to another location or program, Applicant should provide the participant with a satisfaction survey as close to exit as possible. In situations where a participant exits the program unexpectedly, Applicant should attempt a follow-up contact with the participant to provide them with the survey. Ideally, Veterans will complete this anonymous survey using smart phones, tablets, or computers. Please note that if the Veteran participant does not have an email address, the SSG Fox SPGP team strongly encourages the Applicant to work with the Veteran to establish an email account.

F. AUDITING

The County as Grantee of the SSG Fox SPSG is subject to the Single Audit provisions of 2 CFR Part 200. Describe how the Applicant will assist the County with any audits conducted pursuant to 38 CFR Part 78 and/or 2 CFR Part 200. Applicant should state on its own behalf and on behalf of its collaborators its ability to support the County in the event of an audit is conducted. If the Applicant has conducted a Single Audit pursuant 2 CFR Part 200, provide the most recent Single Audit package reported.

Describe how Applicant and its collaborators will develop in collaboration with the County a formal process for auditing, reporting and data collection which will provide access to case files and the following forms:

1. Intake Screening
2. Mental Health Screenings (Electronic Record)
3. Release(s) of Information
4. Grievance Procedures with Participant Signature
5. Case Notes
6. Program Agreement
7. Critical Incident Report
8. Participant Satisfaction Survey (Electronic Record)

IV. SCORING & EVALUATION

The Oneida County Department of Mental Health, Oneida County Veterans Service Department, and the Community Services Board have reviewed and approved the **Scoring & Evaluation Rubric** listed below (**EXHIBIT D**). Please carefully review all criteria for details on scoring and evaluation of submissions.

A. EVALUATION OF FULL PROPOSALS

All full proposals will be reviewed and scored by a Technical Review Committee made up of members from the Oneida County Department of Mental Health, Oneida County Veterans Service Department, and the Community Services Board. Proposals will be judged based on the

Applicant’s ability to meet criteria identified in the Scoring & Evaluation Rubric (**EXHIBIT D**). Oneida County reserves the right to make such investigations as it deems necessary to determine the ability of the Applicant to provide services meeting a satisfactory level of performance in accordance with Oneida County's requirements. Points will be assigned based on the Applicant’s clear demonstration of their abilities to complete the proposed work, apply appropriate methods to complete the work, create innovative/improvement solutions, sustain program beyond demonstration period, and a host of other relevant criteria (listed below). Applicants may be required to submit additional written information to the Technical Review Committee to clarify statements made in their proposal so that the Technical Review Committee is able to better understand and compare the Applicants' capabilities.

Proposals will be reviewed, rated and ranked in order of highest score based on the following point system:

Scoring Criteria:		
Measure	Numerical Score	Criteria
Technical Capability: Proposal includes description of organizational history, program leadership, staff experience, etc. (Applicant and their community partners must describe their past and/or present experiences in providing services to, or coordinating for, suicide prevention services for veterans and their families as well as other appropriate services that would pertain to the RFP)	9	<ul style="list-style-type: none"> • Provides a clear description of Capability, Capacity, and Qualifications of Applicant, background on Applicant’s history, mission, core values, goals, areas served, and target demographic. • Provides all relevant staff resumes/core values and thoroughly describes qualifications and experience of key staff who will be involved in this program. • Describes in detail Applicant’s organizational infrastructure as it relates to its capacity to deliver the proposed services, including information on the expertise and experience of key executives, staff, and directors.
	6	<ul style="list-style-type: none"> • Provides a description of Capability, Capacity, and Qualifications of Applicant, background on Applicant’s history, mission, core values, goals, areas served, and target demographic. □ Provides most relevant staff resumes/core values and describes qualifications and experience of key staff who will be involved in this program. • Describes Applicant’s organizational infrastructure as it relates to its capacity to deliver the proposed services, including information on the expertise and experience of key executives, staff, and directors.

	3	<ul style="list-style-type: none"> • Provides an unclear description of Capability, Capacity, and Qualifications of Applicant, unclear background on Applicant's history, mission, core values, goals, areas served, and target demographic. • Provides some or no relevant staff resumes/core values and describes qualifications and experience of key staff who will be involved in this program. • Inadequately describes Applicant's organizational infrastructure as it relates to its capacity to deliver the proposed services, including information on the expertise and experience of key executives, staff, and directors.
	0	<input type="checkbox"/> Does not address Technical Capability. <input type="checkbox"/> Did not include in RFP response.

<p>Program Description and Activities: Proposal provides a description of the proposed program, goal, and major activities associated with the program.</p>	6	<ul style="list-style-type: none"> • Provides a clear description of the proposed program. • Proposed activities are sensible and thoroughly explained. • Activities will clearly address the identified need(s). • Provides stated goal of the program.
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	4	<ul style="list-style-type: none"> Provides a description of the proposed program. Proposed activities are sensible but vaguely explained. It is unclear if the activities will address and/or correlate to the identified need(s). Provides stated goal of the program.
	2	<ul style="list-style-type: none"> Provides an unclear description of the proposed program. Proposed activities are poorly explained and unrelated to the identified need. Provides stated goal of the program.
	0	<ul style="list-style-type: none"> Does not state goal of program. Did not include in RFP response.
<p>Priority area: Suicide prevention initiatives or programs for veterans</p> <p>- Outreach, mental health screening, education, case management peer support, VA benefits assistance, etc</p>	3	<input type="checkbox"/> Proposal is specifically for a targeted priority area / population (Veterans Mental Health, Suicide Prevention, etc).
	1	<input type="checkbox"/> Proposal includes, but not solely dedicated to priority target priority area/population.
	0	<input type="checkbox"/> Proposal is not for a targeted priority area.
<p>Sustainability: How will the program be sustained beyond the funding period?</p>	9	<p>The Proposed Program:</p> <input type="checkbox"/> Will be sustained after the end of the funding period. Applicant provides a thorough explanation/plan of how.
	6	<p>The Proposed Program:</p> <input type="checkbox"/> Will potentially be sustained after the end of the funding period but the applicant explanation/plan of how leaves concern about the certainty that the program will be sustained.
	3	<p>The Proposed Program:</p> <input type="checkbox"/> Is unlikely to be sustained beyond the funding period. Does not have a well thought out plan for sustainability.
	0	<input type="checkbox"/> Lead applicant fails to provide information about potential funding post award.

<p>Collaboration: Explanation of how the program will foster cross-sector collaboration.</p>	9	<ul style="list-style-type: none"> • Proposal lists a variety (4+) of community partners representing different business sectors/organizations. • Proposal includes direct program collaboration with at least one Community Based Organization. • Proposal provides a well-thought explanation of how all partners will work together in a community manner to achieve the program’s stated goal(s).
	6	<ul style="list-style-type: none"> • Proposal lists a few (2) community partners representing different business sectors/organizations. • Weak/loose explanation of how the partners will work together in a community manner to achieve the program’s stated goal(s). • Proposal provides more of a hub and spoke model of collaboration (the main entity works separately with each partnering organization).
	3	<ul style="list-style-type: none"> • Proposal lists one community partner representing different business sectors. • Poorly reasoned explanation of how the partners will work together to achieve the program’s stated goal(s).
	0	<p>Lead Applicant:</p> <ul style="list-style-type: none"> • Proposal does not list any community partners. • Did not include in RFP response.
<p>Outcomes & Impact: Identify, track and monitor anticipated outcome measures of demonstration program.</p>	6	<p>Lead Applicant:</p> <ul style="list-style-type: none"> • Has identified outcome measures the demonstration program will track and monitor. Identified outcomes include VA referrals, case management census and outreach completed. • Has identified a plan for how to implement the tracking and monitoring of outcomes within an electronic system. • Has a plan/system to conduct quality improvement initiatives to ensure program has designated impact.

	4	Lead Applicant: <ul style="list-style-type: none"> • Has vague description/plan of outcome measures the demonstration program will track and monitor. • Has identified how the organization will track and monitor outcomes within an electronic system. • Will create a plan to conduct quality improvement initiatives to ensure program has designated impact.
	2	Lead Applicant: <ul style="list-style-type: none"> • Will create plan for identifying, capturing, and monitoring performance and outcome data. • Does not have quality improvement initiatives currently within the organization.
	0	Lead Applicant: <ul style="list-style-type: none"> <input type="checkbox"/> Did not include in RFP response.
Data Sharing: Data and program information can be shared between partner organizations.	6	<ul style="list-style-type: none"> • Process for sharing information between all partner organizations is clearly outlined and delineated. • Partner provides a clear strategy of data sharing process. • This sharing of information will allow for evaluation of the program’s success.
	4	<ul style="list-style-type: none"> • Process for sharing information between all partner organizations is loosely outlined and delineated. • Partner describes a tentative strategy for sharing data. • It is unclear if data can actually be shared and ultimately show the program’s success.
	2	<ul style="list-style-type: none"> • Data sharing mechanisms are missing from the proposal. • Partner will determine how to share data if the program were funded. • There is currently no way to evaluate the program’s success in achieving its goals.
	0	<input type="checkbox"/> Did not include in RFP response.

<p>Budget: Resources required for program are in line with proposed description and OCDMH requirements.</p>	6	<ul style="list-style-type: none"> • Applicant used budget template, and completed it thoroughly. • All budgeted staffing positions are directly related to services provided within the proposal. • Delineates contribution or match toward the program. • Provides appropriate and thorough justification. • Description of co-funding sources, program period, and amount of other funding are specified and very clear, with letters of commitment from other funders attached (if applicable)
	4	<ul style="list-style-type: none"> • Applicant used budget template, and completed it. • All budgeted staffing positions are directly related to services provided within the proposal. • Delineates contribution or match towards the program. • Description of co-funding sources, program period, and amount of other funding are specified, with letters of commitment from other funders attached (if applicable)
	2	<ul style="list-style-type: none"> • Applicant may or may not have used budget template, and may or may not have completed it. • Staff positions are not directly related to services provided within the proposal.
	0	<ul style="list-style-type: none"> <input type="checkbox"/> Budget includes non-direct staffing positions (i.e. Grant Manager, Program Manager). <input type="checkbox"/> Does not delineate contribution or match toward the program. <input type="checkbox"/> Provides inadequate justification. <input type="checkbox"/> Description of co-funding sources, program period, and amount of other funding are not specified, with some or no letters of commitment from other funders attached (if applicable)

		<input type="checkbox"/> Did not include budget template or justification.
Total Possible Score	54	

EXHIBIT A
Non-Collusion Certification
(GML § 103-d)

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

I further certify that I have not, nor has my organization, been disqualified to contract with any municipality and I am, and/or my organization is, in a position to accept any contract subject to the provision of Section 103-d of the General Municipal Law.

The word "bid" shall be construed as if it read "proposal" and the word "bidder" shall be construed as if it read "Applicant", whenever the sense of this certification so requires.

Legal name of organization

Signature

Date

Printed Name

Title

SIGN AND RETURN WITH BID SHEET OR PROPOSAL

Sexual Harassment Prevention Certification

(Lab. Law § 201-g)

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has, and has implemented, a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of his/her/its employees. Such policy, at a minimum, meets the requirements of Section 201-g of the Labor Law.

The word "bid" shall be construed as if it read "proposal" and the word "bidder" shall be construed as if it read "Applicant", whenever the sense of this certification so requires.

Legal name of organization

Signature

Date

Printed Name

Title

SIGN AND RETURN WITH BID SHEET OR PROPOSAL

Recycling and Solid Waste Management Certification

(Res. No. 249 of 1999)

The Oneida County Board of Legislators at its May 26, 1999 meeting passed Resolution No. 249 dealing with the inclusion of recycling and solid waste management provision in Oneida County contracts. All waste and recyclables generated by the contracting party shall be delivered to the facilities of the Oneida-Herkimer Solid Waste Authority.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, that the bidder agrees to:

1. Comply with all applicable Federal, State and Local Statutes, rules and regulations, as may be amended, relating to the generation and disposition of recyclables and solid waste; and
2. Deliver exclusively to the facilities of the Oneida-Herkimer Solid Waste Authority (hereinafter the "Authority"), all wastes and recyclables generated within the Authority's service area by performance of this contract by the bidder and any subcontractors. Upon awarding of this contract, and before work commences, the bidder will be required to provide Oneida County with proof that Resolution No. 249 of 1999 has been complied with, and that all wastes and recyclables in the Oneida-Herkimer Solid Waste Authority's service area that are generated by the bidder and any subcontractors in performance of this contract will be delivered exclusively to Oneida-Herkimer Solid Waste Authority facilities.

I certify that I understand and agree to comply with the terms and conditions of the Oneida County Recycling and Solid Waste Management Program (R-249). I further agree to provide Oneida County proof of such compliance.

The word "bid" shall be construed as if it read "proposal" and the word "bidder" shall be construed as if it read "Applicant", whenever the sense of this certification so requires.

Legal name of organization

Signature

Date

Printed Name

Title

SIGN AND RETURN WITH BID SHEET OR PROPOSAL

Iran Divestment Act Compliance Certification
(GML § 103-g)

By submitting a bid in response to this solicitation or by assuming the responsibility of a contract awarded hereunder, each bidder, any person signing on behalf of any bidder and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that to the best of his/her/its knowledge and belief, that each bidder and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to State Finance Law § 165-a (3) (b).

Additionally, the bidder is advised that any bidder seeking to renew, extend or assume a contract award in response to this solicitation, must certify at the time the contract is renewed, extended or assigned, that it is not included on the Prohibited Entities List.

During the term of the Contract, should the County receive information that a bidder is in violation of the above-referenced certification, the County will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment that is in violation of the Act within ninety (90) days after the determination of such violation, then the County shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the bidder in default.

The County reserves the right to reject any bid from, or request for assignment for, a bidder that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any bidder that is awarded a contract and subsequently appears on the Prohibited Entities List.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief, she/he/it is not identified on the Prohibited Entities List.

The word "bid" shall be construed as if it read "proposal" and the word "bidder" shall be construed as if it read "Applicant", whenever the sense of this certification so requires.

Legal name of organization

Signature

Date

Printed Name

Title

SIGN AND RETURN WITH BID SHEET OR PROPOSAL

Purchase of Tropical Hardwoods Prohibition Certification
(SFL § 165)

Pursuant to Section 165 of the State Finance Law, any bid, proposal or other response to a solicitation for bid or proposal that proposes or calls for the use of any tropical hardwood or wood product as defined by Section 165 of the State Finance Law in performance of the contract shall be deemed non-responsive.

This prohibition shall not apply to:

1. To bid packages advertised and made available to the public or any competitive and sealed bids received or entered into prior to August twenty-fifth, nineteen hundred ninety-one; or
2. To any amendment, modification or renewal of a contract, which contract was entered into prior to August twenty-fifth, nineteen hundred ninety-one, where such application would delay timely completion of a project or involve an increase in the total monies to be paid under that contract; or
3. Where the contracting officer finds that:
 - a. No person or entity doing business in the state is capable of performing the contract using acceptable non-tropical hardwood species; or
 - b. The inclusion or application of such provisions will violate or be inconsistent with the terms or conditions of a grant, subvention or contract with an agency of the United States or the instructions of an authorized representative of any such agency with respect to any such grant, subvention or contract; or
 - c. The use of tropical woods is deemed necessary for purposes of historical restoration and there exists no available acceptable non-tropical wood species.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief, she/he/it is not submitting a bid which would be deemed non-responsive.

The word "bid" shall be construed as if it read "proposal" and the word "bidder" shall be construed as if it read "Applicant", whenever the sense of this certification so requires.

Legal name of organization

Signature

Date

Printed Name

Title

SIGN AND RETURN WITH BID SHEET OR PROPOSAL

ADDENDUM A: PROCESS MAP OF ENROLLING IN SERVICES

I. SSG FOX SPGP ELIGIBILITY VERIFICATION

Note: it is the VA's expectation that the SSG Fox SPGP program makes an eligibility determination and enroll eligible individuals on the same day that they are screened.

- a. Applicant must obtain at least ONE of the following to prove Veteran/Military status:
 - i. SQUARES 2.0 Printout
 - ii. Veteran Health Administration (VHA) Veteran's Identity card
 - iii. VA Veterans Choice Card
 - iv. VA Photo ID Card
 - v. Veterans Benefits Administration (VBA) Statement of Service (SOS)
 - vi. VBA award letter of service-connected disability payment or non-service-connected pension
 - vii. NA Form 13038
 - viii. DD Form 214 Certificate of Release Discharge from Active Duty
 1. *If a Veteran is not in possession of his or her DD Form 214, the Program shall assist the Veteran in submitting an SF-180, Request Pertaining to Military Records, to confirm the individual's status.*
 - ix. Current Military, Retiree, or Dependent ID Card
 - x. Service members Civil Relief Act (SCRA) Website
- b. Eligibility Suicide Screening and Evaluation. SSG Fox SPGP program must quickly screen, assess, and assist the individual as they may be in crisis. Eligible individuals must be at risk for suicide defined as exposure to, or the existence of, any of the following factors, to any degree that increase the risk of suicidal ideations and/or behaviors:
 - i. Health risk factors, including mental health challenges, substance use disorder, serious or chronic health conditions or pain, and traumatic brain injury,
 - ii. Environmental risk factors, including prolonged stress, stressful life events, unemployment, homelessness, recent loss, and legal or financial challenges; and
 - iii. Historical risk factors, including previous suicide attempts, family history of suicide, and history of abuse, neglect, or trauma, including military sexual trauma.
- c. Once an Applicant has determined the participant has identified suicide risk factors, the SSG fox SPGP program must screen the individual's degree of risk through the administration of the Columbia Suicide Severity Rating Scale Screener (C-SSRS). An individual must screen at minimum as low risk to be eligible for the program. **Regardless of current C-SSRS results, grantees must always alert SPCs to former service members (not family members) who have had a suicidal behavior within the past 90 days or are suspected to have died by suicide (any timeframe).**
 - i. Low Risk C-SSRS Screen:
 1. Facilitate VHA Registration and Mental Health Assessment
 - a. Scheduled appointment or walk-in options
 2. Ensure local ER and Veterans Crisis Line info provided (or National Suicide Lifeline if family member is at risk)

3. If VHA care refused or if this is a family member, Applicant must facilitate or provide clinically appropriate alternative.
- ii. Moderate Risk C-SSRS Screen:
 1. Facilitate VHA Registration and Mental Health Assessment
 - a. Encourage same day walk-in option and provide close follow up to ensure soon appointment.
 2. Ensure local ER and Veterans Crisis Line info provided (or National Suicide Lifeline if family member is at risk)
 3. If VHA care refused or if this is a family member, grantee must facilitate or provide clinically appropriate alternative.
 4. Consult with a mental health provider/supervisor.
- iii. High-Risk C-SSRS Screen:
 1. Facilitate immediate evaluation
 - a. Local VHA or non-VHA ER
 - b. Same day VHA MH walk-in clinic may be appropriate
 - c. Call ahead/provide direct report; also ensure follow up
 - d. May involve transportation
 - e. Some grantees are approved to provide clinical emergency services for treatment so further suicide assessment and intervention may be appropriate at grantee site
 - f. Call VCL or 911 if individual is unable to maintain safety
 2. SPCs are not available 24/7. An email or voicemail to an SPC *does not* replace appropriate crisis intervention which is the grantee's responsibility to facilitate and confirm.
 3. Consider involving trusted support/family member in getting to clinic/ER and/or lethal means safety.
- d. If the Applicant encounters an individual who does not meet eligibility requirements of the SSG Fox SPGP program, it should make efforts to refer such individuals to another program that will provide them with the assistance and services they require. The Applicant is required to inform the individual as to the reasons they were found ineligible, recommend alternative services to meet the individual's needs and notify any applicable referral source an individual elects to contact.
- e. Notification to Participant
 - i. Before providing SSG FOX SPGP assistance to a participant, Applicant must notify the participant that the suicide prevention services and assistance offered will be paid for, in whole or in part, by VA, through a federal grant award. Applicant must review the range of suicide prevention services available to the participant through the SSG Fox SPGP program and any conditions or restriction of receipt of suicide prevention services by the participant. To ensure that participants receiving suicide prevention services under the SSG Fox SPGP program are receiving quality services, the Applicant must give a VA-designated satisfaction survey to each participant within 30 days of the participant's pending exit from the SSG Fox SPGP program.
- f. Participant Agreement
 - i. Prior to providing SSG Fox SPGP assistance to a participant, Applicant will enter into a written agreement between its agency and each participant. This agreement describes the Applicant's SSG Fox SPGP

program and any conditions or restrictions on the receipt of suicide prevention services by the participant. Agreements should not require sobriety, income limits, participation in suicide prevention services or other unnecessary requirements as a condition of assistance. Participant agreements and conditions should be fully disclosed to potential participants and acknowledged in writing by both parties.