

# REQUEST FOR PROPOSAL

**NO. 2023-109**

**NYS OASAS SUBSTANCE MISUSE PREVENTION PROGRAM FOR LEWIS COUNTY**

Date: September 28, 2023

To Whom It May Concern:

Lewis County Community Services is seeking proposals for the development of a "**Lewis County OASAS Substance Misuse Prevention Program**".

All proposals to be mailed to:

Brian Hanno, Purchasing Director  
County Courthouse, 1<sup>st</sup> Floor, Room 120  
7660 North State Street  
Lowville, New York 13367

or delivered in person between the hours of 8:30 A.M. and 4:30 P.M., Monday through Friday.

**All proposals must be received on or before 10:00 a.m. on October 27<sup>th</sup>, 2023**, at which time they will be publicly opened in the Board Chambers. Late proposals will not be considered.

Lewis County reserves the right to forego any formalities and reject any or all proposals. Lewis County is an Equal Opportunity Employer.

This RFP can be found on and downloaded from the Lewis County Website:

[www.lewiscountyny.gov](http://www.lewiscountyny.gov)

Sincerely,



Brian Hanno  
Lewis County Purchasing Director  
7660 North State Street  
Lowville, NY 13367

7660 North State Street • Lowville, NY 13367 • 315-377-2000 • [lewiscountyny.gov](http://lewiscountyny.gov)

## Introduction:

### 1.1 Purpose/Objective:

To implement a prevention program to reduce substance misuse including underage drinking, alcohol misuse, illegal drug use, medication misuse, and problem gambling, a Request for Proposal (RFP) is being issued by Lewis County.

Funding for these prevention services is strictly from the New York State Office of Addiction Services and Supports (“OASAS”) to the Lewis County Community Services Department. No additional funding from the County will be provided. The amount for 2024 will be \$275,000.

The Applicant will implement a continuum of prevention services that support OASAS Prevention Services’ main goals listed below:

- Reduce the prevalence of substance misuse and problem gambling in the NYS population across the lifespan.
- Delay the initiation of substance misuse and problem gambling behaviors among youth and young adults for as long as possible.
- Decrease the negative health, social, educational, and economic consequences and costs associated with substance misuse and problem gambling.
- Prevent the escalation of substance misuse and problem gambling behaviors to levels requiring treatment through early identification, brief intervention, and referral if needed.
- Reduce underage drinking, alcohol misuse, illegal drug use, medication misuse, and problem gambling within the framework prescribed by OASAS located at <https://oasas.ny.gov/Applicants/nys-prevention-framework>.

It is expected the submitted proposal will be based on the enclosed county information, and the [2022 OASAS Prevention Guidelines](#) to meet the identified needs of Lewis County.

The Applicant will adhere to all OASAS prevention guidelines.

More information is described in section 2.1.

The County intends to open the bid proposal responses to this RFP on Friday, October 27<sup>th</sup>, **2023, at 10:00 a.m.**, and to select a qualified firm, if any.

### 1.2 Inquiries:

Any inquiries or requests for explanation regarding this Request for Proposal must be received by 12:00 p.m. local time Friday, October 20, 2023. No oral interpretation or clarifications will be given. Prospective proposers desiring further information or interpretations must make requests in writing by letter, fax, or e-mail. All inquiries together with Lewis County’s response will be issued to all prospective proposers well in advance of the date for proposal submission.

Requests for information should be addressed to:

**Patricia Fralick**, Lewis County Community Services  
5274 Outer Stowe St.  
Lowville, NY 13367  
[patriciafralick@lewiscounty.ny.gov](mailto:patriciafralick@lewiscounty.ny.gov)  
Fax 315-377-3085

### 1.3 Minority, Women-Owned Enterprises, and Service-Disabled Veteran-Owned Businesses:

The County does not require MWBE certification for this bid proposal, but if the bidder is qualified in any capacity, the bidder is requested to set forth the information.

### 1.4 Taxes:

No charge will be allowed for federal, state, sales, and excise taxes from which the County is exempt. Exemption Certificates will be provided upon request.

### 1.5 Logistics:

The successful bidder will have access to office space located at 7714 Number Three Rd, Lowville, NY, pursuant to a ground lease with the County of Lewis. Said lease will provide for a nominal annual rental amount of \$15.00. In addition, the lease will provide for the successful bidder's (tenant) financial obligation for general operating costs of the building, including but not limited to utilities, minor repairs, ground maintenance and snow removal.

## General Description and Required Performance Outcomes:

### 2.1 Scope of Services:

The successful bidder will implement a continuum of prevention services necessary to reduce underage drinking, alcohol misuse, underage cannabis use, illegal substance use, medication misuse, and problem gambling within the framework prescribed by OASAS located at <https://oasas.ny.gov/providers/nys-prevention-framework>

Bidder will comply with the OASAS [2022 Prevention Guidelines](https://oasas.ny.gov/system/files/documents/2023/03/2022_prevention_guidelines.pdf) located at [https://oasas.ny.gov/system/files/documents/2023/03/2022\\_prevention\\_guidelines.pdf](https://oasas.ny.gov/system/files/documents/2023/03/2022_prevention_guidelines.pdf).

The bidder will identify high-risk populations and/or specific communities to be served by the program. Applicants are required to choose the most effective evidence-based programs and appropriate prevention activities. The list of evidenced-based programs can be located at <https://oasas.ny.gov/Applicants/evidence-based-prevention-programs>.

The applicant will complete a needs and capacity assessment using quantitative and qualitative data collected from the last 3 years, including data provided by OASAS in Attachments A and B. They will describe the community in terms of risk and protective factors associated with substance use disorders, substance use patterns, consequences/outcomes, and problem gambling. Using this data, the applicant will identify high risk populations and/or specific communities.

Applicants will utilize three-pronged environmental strategies (policy, enforcement, and media) referenced in the [2022 Prevention Guidelines](https://oasas.ny.gov/system/files/documents/2023/03/2022_prevention_guidelines.pdf) to further the goals of the prevention program.\*\*\*

The applicant will use a comprehensive approach to prevention services based on the socioecological model: individual, relationship, community and societal, and will cover the lifespan.

As per the 2022 Prevention Guidelines, prevention activities will include the National Institute of Medicine (IOM) categorized prevention populations (target populations) three (3) classifications: Universal, Selective, and Indicated. Prevention may be subsequently

categorized into those that are designed for each of the three population categories.

Provider will participate in local Prevention Coalition, where possible, in the counties they serve. The Applicant will describe how they will partner with other human services organizations including, but not limited to, their nearest Prevention Resource Center and Community Coalitions.

## Specific Requirements:

3.1 The Contractor agrees to provide services to the County as an independent contractor and not as an employee, as those terms are understood for New York and Federal law purposes. The Contractor agrees to provide for, secure, and/or be solely responsible for any and all required fees, permits, Workers Compensation coverage, Unemployment Insurance, Disability Insurance, Social Security contributions, income tax withholding, and any other insurance or taxes including but not limited to, Federal and New York taxes, for any persons performing services pursuant to a subsequent agreement, including the Contractor, and any employees of the selected Firm. The Contractor agrees to indemnify the County and hold the County harmless from any claims, suits, losses, or damages, including reasonable attorney's fees, resulting from any failure on the part of the Contractor to satisfy its obligations as stated herein.

3.2 The Contractor acknowledges and agrees to purchase, register, and insure any and all necessary equipment and vehicles to provide the scope of services identified. Automobile liability insurance must have a minimum limit for bodily injury and property damage of \$1,000,000 /\$2,000,000.

3.3 The Contractor acknowledges and agrees to purchase comprehensive general liability insurance with minimum liability limits of \$1,000,000 / \$2,000,000 for personal injury and property damage, and \$2,000,000 aggregate to protect against claims brought against the County, which may arise from the provision of services under a subsequent agreement. The Contractor agrees to name the County as an additional primary insured.

3.4 The Contractor agrees to indemnify the County and hold the County harmless from any claims (including but not limited to claims under Labor Law Section 240, if applicable), suits, losses, or damages resulting from or relating to any services provided by the Contractor and/or equipment or materials used by the Contractor, or any other person performing services pursuant to a subsequent agreement. The Contractor shall be liable to the County for any loss, damage, or destruction of any property, including hazardous contamination, materials, goods, documents, or other items, including reasonable attorney's fees, resulting from or related to the negligence, or other wrongful acts of the Contractor, the Contractor's employees, or any other person performing services pursuant to a subsequent agreement.

3.5 The Contractor may not assign, transfer, sublet or otherwise dispose of the Agreement without the prior written consent of the County.

3.6 The County reserves its right to require additional contractual provisions it deems appropriate to give effect to this Proposal.

3.7 This contract may be terminated or suspended by Lewis County if the Contractor abandons the work under this contract; is in violation of any conditions of this contract and permit; fails or refuses to conform with the requirements of this contract; or if at any time Lewis County is of the opinion that the Contractor is willfully violating any of the conditions

of the contract or executing same in bad faith; or that, the Contractor has failed to promote work in a diligent manner. Upon such default or termination, Lewis County shall have the right to proceed to enforce the bond posted by the Contractor in connection with this contract.

## Eligible Applicants:

4.1 The bidders should demonstrate the ability to provide services that are culturally sensitive and recognized as best practices.

## Proposal Format:

5.1 In order for the County to conduct a uniform review of all Proposals, Proposals must be submitted in the format set forth below. In addition to the non-collusion form, anti-sexual harassment form, corporate attestation form, and Iran Divestment Act set forth at the end of this RFP.

Failure to follow this format may be cause for rejection of a Proposal because adherence to this format is critical for the County's evaluation process.

### Section I:

**Title Page:** Include the Request for Proposal Title and Number, applicant name, address, telephone number, email address, organization website, and contact person.

### Section II: Statement of Need

**Question 1:** Describe Lewis County's need for OASAS substance use prevention services using data and County statistics. Describe how your proposal will address the identified needs.

**Question 2:** Identify existing community resources that can be leveraged and where resources are missing or desired and describe current or potential partnerships with these resources.

### Section III: Qualifications and Experience

**Question 1:** Describe the applicant's mission, list of current programming, and history including length of experience.

**Question 2:** Describe any current or previous experience with prevention, treatment, or recovery and/or OASAS programs.

**Question 3:** Describe applicant's current or previous experience with evidence-based substance misuse prevention services for high-risk populations.

**Question 4:** Describe applicant's current or previous experience with performing needs assessment and data collection.

**Question 5:** Describe applicant's experience with meeting performance outcomes and contract deliverables, including an example.

**Question 6:** Identify titles, minimum qualifications, and responsibilities of professional staff to be involved in the implementation of services. Include the supervision structure and how the program fits into the overall organizational structure.

**Question 7:** Identify two references, one preferably from an OASAS prevention agency

familiar with the applicant's work with data collection, performance outcome-based contracts and/or work in the prevention field. Include name, address, telephone number, and scope of work.

**Question 8:** Describe how your agency ensures programming and services are inclusive and meet the needs of a diverse community.

#### **Section IV: Work Plan**

**Question 1:** Describe start-up activities and the proposed timeline.

**Question 2:** Based upon information identified in Section 1, describe the potential targeted high-risk populations for services.

Examples of high-risk populations include:

Individuals with co-occurring mental health/medical needs

LGBTQ-identifying individuals

Underserved youth

Students struggling academically or socially in school

Community members

Significant others (children, siblings, family members) of those incarcerated or impacted by substance misuse

Older adults

Isolated individuals or communities

**Question 3:** Describe your approach to conducting a needs assessment across the lifespan occurring within the community and school-based setting for the proposed target population including data from Attachments B and C.

**Question 4:** Describe proposed program activities that will increase protective factors across the lifespan occurring within the community and school-based setting for the proposed target population.

**Question 5:** Describe proposed program activities that will reduce risk factors across the lifespan occurring within the community and school-based setting for the proposed target population.

**Question 6:** Describe your approach to conducting environmental strategies across the lifespan occurring within the community and school-based setting for the proposed target population.

**Question 7:** Describe proposed activities to address problem gambling across the lifespan occurring within the community and school-based setting for the proposed target population.

#### **Section V: Collaboration**

**Question 1:** Describe your experience and plans for working and communicating with local government unit, regulatory agencies, county government, legal systems, school districts, community-based organizations, and other stakeholders.

**Question 2:** Describe your experience working with community partners on a regional basis.

## **Section VI: Cost Proposal**

**Question 1:** Provide a narrative for the attached Budget (Attachment A).

*Include lines for training, curriculums, program supplies, and in-kind services*

### **Basis of Award:**

6.1 All proposals will be evaluated to determine if they meet the requirements of the Request for Proposal. The County may, as it deems necessary, conduct discussions with the bidders it deems reasonably suspected of being selected for award, for the purpose of clarification and responsiveness to requirements. The County may assign varying weight to criteria and reserves its right to make an award based upon said criteria, including “best value”, if applicable.

6.2 Information gathered by the County from the RFP, during any interviews, and any other information and factors deemed relevant by the County may be considered in a final award. Some additional information and criteria the County may consider include, but is not limited to, the bidder’s commitment to Lewis County, the reputation of the contractor, commitment to quality of services, and responsiveness.

6.3 The County reserves the right to accept or reject any and all Proposals.

6.4 The Award may be made to the most responsible bidder whose proposal is determined to be in the best interest of Lewis County and deemed to best serve the County’s needs and requirements, based on the evaluation of all relevant criteria and information provided including an interview with Contractor and the Award Committee.

6.5 The Award Committee will consist of the Lewis County Community Services Board Governance Committee, the Lewis County Manager, and the Director of Community Services. The County reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in the interest of the County. The Award Committee will make its recommendation to the Community Services Board for their approval. Contract award will be made by resolution of the Board of Legislators.

6.6 Contractors will be notified in writing of the successful award after formal acceptance by the Lewis County Legislature.

## Contract Period:

7.1 The intent of the County is to award this contract by November 21<sup>st</sup>, 2023.

Contract period will run from January 1, 2024, to December 31<sup>st</sup>, 2024, with the option of extending it until December 31, 2025.

## General Information:

### 8.1 Your proposal must include the following to be considered:

Name, Address, Contact Person.

Telephone Number/Fax Number/E-mail Address.

Essential information about the company providing the service including the correct and full legal name of the business and tax identification number.

### 8.2 Proposal Requirements:

Proposals must be accompanied by a signed Proposal Form, Signed Non-Collusion Statement, Signed Anti-Sexual Harassment statement, and signed Attestation of Good Standing if a corporate entity, and signed Iran Divestment Act. These forms can be found at the end of these specifications.

Bidder must submit their written proposal on the provided forms, plus any other forms they deem necessary.

One original and two (2) copies of the proposal must be provided.

Read all documents contained in the proposal package.

Proposals must be submitted to:  
Brian Hanno, Purchasing Director  
Lewis County Courthouse  
7660 North State Street  
Lowville, New York 13367

To be considered, the proposal must be received no later than 10:00 AM on Friday, October 27<sup>th</sup>, 2023. No proposals will be accepted after the designated time. Bid packages will be opened on said date and time in the Courthouse Building, Second Floor Chambers, 7660 North State Street, Lowville, NY 13367.

Bidders shall indicate on the outside of their sealed proposal the following information:

- Title of RFP and RFP Number if any
- Date and Time of Proposal Opening
- Company Name / Bidders Name

Failure to do so may result in the rejection of the proposal as being unresponsive.

### 8.3 Late Proposals:

Proposals received in the Purchasing Office after the date and time prescribed shall not be considered for contract award and shall be returned, unopened, to the Bidder.

**NOTE: Any delay due to traffic, weather, mail, or express delivery is not an exception to the deadline for receipt of proposals. Please plan accordingly.**

#### 8.4 Non-Collusion Statement; Sexual Harassment Policy Statement:

Non-Collusion Statement and Sexual harassment compliance statements shall be returned with your proposal.

#### 8.5 Proposal Content:

All information required by these specifications must accompany the proposal or provider may be disqualified.

#### 8.6 Addenda:

Addenda are written instruments issued by the County prior to the date for receipt of offers which modify or interpret the specification document by addition, deletion, clarification, or correction. Addenda will be e-mailed to all who are known by the County to have received a complete set of specification documents. Addenda will also be posted on the Lewis County website, [www.lewiscountyny.gov](http://www.lewiscountyny.gov). Copies of addenda will also be made available for inspection at Purchasing Director's Office located in the County Courthouse Building. No addendum will be issued later than forty-eight (48) hours prior to the date and time for the receipt of offers, except an addendum withdrawing the RFP, or addendum including postponement.

#### 8.7 Proposal Receipt By A Third Party:

Any Bidder submitting a proposal based on incomplete or inaccurate information resulting from documentation received from any third party shall not have cause for relief from award or completion of a contract in accordance with the official documents on file with the County of Lewis. It is STRONGLY suggested that all Bidders interested in participating in this proposal, contact the Lewis County Purchasing Department directly to assure they have received the most accurate and up to date material concerning this contract. The County does not offer or supply anyone the list of people that have obtained a copy of these RFP specifications for the project prior to the opening of the RFP. NO EXCEPTIONS ARE MADE TO THIS POLICY.

#### 8.8 Freedom of Information Law (FOIL):

All material submitted in response to this RFP becomes the property of the County, with same being considered public records after the award of the contract, subject to confidentiality and exemptions set forth in the Public Officers Law. Proposals will not be shared with any competing bidders during the selection phase of this procurement, however, after award of the contract to the successful bidder, proposals and/or lawful parts of proposals received in response to this RFP may be subject to disclosure under the Freedom of Information Act. Information in proposals that is clearly identified as proprietary will not be disclosed at any time. Blanket statements that all contents of the bid proposal are confidential and proprietary will not be honored by the County. The New York State Freedom of Information Law (FOIL), as set forth in Article 6 of the Public Officers Law mandates public access to certain government records. Generally, proposals submitted in response to this RFP may constitute government records subject to FOIL.

Proposals may contain, among other things, certain technical, financial, or other data and information that constitute trade secrets if publicly disclosed. To protect this information from disclosure under FOIL, Bidders should specifically identify the pages of the proposal that contain such information by properly marking the top of the applicable pages with " with the notation: "CONFIDENTIAL" and inserting the following statement in the front of its

proposal:

“The information or data on pages \_\_\_\_\_ of this proposal, identified on the top thereof as “CONFIDENTIAL”, contain financial, technical, or other information which constitute government records subject to FOIL.” Bidder should explain, among other things, certain technical, financial, or other data and information that constitute trade secrets, if publicly disclosed, that could cause substantial injury to the commercial enterprise’s competitive position, and request that the County use such information only for the evaluation of this proposal.

Bidder must understand that the County is required to comply with the provisions of the New York State Freedom of Information Law (FOIL), and that public disclosure of the information contained in this proposal whether or not marked as “CONFIDENTIAL” may be required. Bidder shall make no claim for any damages as a result of any such disclosure by the County pursuant to FOIL. In the event the County receives a FOIL request for disclosure of information marked as “CONFIDENTIAL”, the Proposer/Bidder shall be notified of the request and may expeditiously submit a detailed statement and explanation indicating the reasons it has for believing that the information requested is exempt from disclosure under the law. This detailed statement and explanation shall be used by the County in making its determination as to whether disclosure is required under the law.

**I. CONFLICTING TERMS:**

9.1 The requirements provided in the “specification” portion of these documents shall govern in any conflict with any other language provided in the general “Terms and Conditions” or any other boilerplate type information. Any conflict between the specification language and any boilerplate language will be resolved in favor of the specification language.

**J. EXECUTORY CLAUSE:**

10.1 Any contract offered in response to this RFP shall contain the following clause: “This Contract shall be deemed executory only to the extent of funds appropriated by the Lewis County Board of Legislators and available for the purposes of this Agreement; and no liability on account thereof shall be incurred by Lewis County beyond the amount of such funds.”

**L. PAYMENTS UNDER CONTRACT AWARD:**

11.1. In any case where a question of non-performance of the contract arises, payment may be withheld in whole or in part at the discretion of the County as compensation for any loss, damage, or cost incurred by the County as a result of said non-performance or contractual violation.

**M. CONFLICTS OF INTEREST:**

12.1 In executing and submitting this Bid, the Bidder represents and warrants that no person who is an elected official, officer, or employee of Lewis County, nor any person whose salary is payable, in whole or in part, by the County, or any corporation, partnership or association in which such official, officer or employee is directly interested, shall have a direct financial interest, in the contract to be awarded hereunder or in the proceeds thereof, unless such person completes and submits a Disclosure Form, on a form acceptable to the County, disclosing their interest or seeks a formal opinion from the Lewis County Ethics Board as to whether or not a conflict of interest exists. For a breach or

violation of such representations or warranties, the County shall have the right to annul this Agreement without liability entitling the County to recover all monies paid hereunder and Contractor shall not make claim for, or be entitled to recover, any sum or sums otherwise due under any contract awarded hereunder.

**N. IRANIAN ENERGY SECTOR DIVESTMENT:**

13.1 Contractor hereby represents that said Contractor is in compliance with New York State General Municipal Law Section 103-g entitled “Iranian Energy Sector Divestment”, in that said Contractor has not: a. Provided goods and services of \$20 Million or more in the energy sector of Iran including but not limited to the provision of oil or liquified natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquified natural gas for the energy sector of Iran; or b. Acted as a financial institution and extended \$20 Million or more in credit to another person for forty-five days or more, if that person’s intent was to use the credit to provide goods or services in the energy sector in Iran. Any Contractor who has undertaken any of the above and is identified on a list created pursuant to Section 165-a (3)(b) of the New York State Finance Law as a person engaging in investment activities in Iran, shall not be deemed a responsible Bidder pursuant to Section 103 of the New York State General Municipal Law. Except as otherwise specifically provided herein, every Contractor submitting a bid in response to this Request for Proposals must certify and affirm that it is not on the list created pursuant to NYS Finance Law Section 165-1 (3)(b), as set forth on one of the required forms located at the end of this RFP.

**YOU MUST RETURN THIS SHEET WITH YOUR PROPOSAL**

## Signature Page

REQUEST FOR PROPOSAL

No. 2023-109

NYS OASAS Substance Misuse Prevention Program for Lewis County

TO: Brian Hanno, Purchasing Director, County of Lewis

THE UNDERSIGNED PROPOSES TO PROVIDE THE GOODS AND SERVICES required as set forth in the referenced Request for Proposal. If successful, the Bidder hereby agrees to furnish the goods and services in accordance with all terms, conditions and specifications contained within referenced Request for Proposal, at prices submitted in referenced specifications. I certify that I am authorized to sign this proposal, myself or on behalf of the company or firm I represent, and to enter into a binding contract with Lewis County. This signed proposal will become part of a binding contract after award by the Lewis County Legislature to the successful bidder.

NOTE: By signing and submitting the proposal form for consideration by the Lewis County Legislature, the Bidder acknowledges they have read, understood, and agree to all aspects of the specifications as presented without reservation or alteration.

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Legal name of person/firm/corporation

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Authorized Signature/ Position

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Address

---

Typed Name

---

City/State/Zip

---

Title

---

Date

---

Telephone No.

---

Fax No.

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E-mail address

**YOU MUST RETURN THIS SHEET WITH YOUR PROPOSAL**

**Non-Collusion Form**

REQUEST FOR PROPOSAL

No. 2023-109

NYS OASAS Substance Misuse Prevention Program for Lewis County

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, as to its own organization, under penalty or perjury, that to the best of his or her knowledge and belief:

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.

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

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.

No person, broker, or selling agent has been employed or retained by the bidder to solicit or secure this award upon an agreement or upon an understanding for a commission, percentage, a brokerage fee, contingent fee, or any other compensation. The bidder further represents and warrants that no payment, gift or thing of value has been made, given, or promised to obtain this or any other agreement between the parties.

In compliance with this invitation for bids, and subject to the conditions thereof, the undersigned offers and agrees, if this bid is accepted within forty-five (45) days from the date of opening, to furnish any and all of the items upon which prices are submitted.

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Legal name of firm/corporation	Authorized Signature	
Address	Typed Name	
City/State/Zip	Title	
Date	Telephone No.	Fax No.

**YOU MUST RETURN THIS SHEET WITH YOUR PROPOSAL**

## Affirmation Statement on Sexual Harassment

REQUEST FOR PROPOSAL

No. 2023-109

NYS OASAS Substance Misuse Prevention Program for Lewis County

In compliance with State Finance Law § 139-l, the undersigned bidder hereby certifies and affirms under penalty of perjury:

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 training to all of its employees. Such policy shall, at a minimum, meet the requirements of NY Labor Law § 201-g.

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Legal name of firm/corporation

Authorized Signature

---

Address

Typed Name

---

City/State/Zip

Title

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Date

Telephone No.

Fax No.

Note: Pursuant to State Finance Law § 139-l 3, if the Bidder cannot make the foregoing certification, such bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore.

**YOU MUST RETURN THIS SHEET WITH YOUR BID**

## Corporate Applicant/Entity Attestation of Good Standing

REQUEST FOR PROPOSAL

No. 2023-109

NYS OASAS Prevention Program for Lewis County

As a duly authorized official of the Applicant Entity identified below, I certify and attest that the following conditions are true and accurate:

The applicant is not currently the subject of an enforcement action related to an investigation by a State or Federal agency.

The applicant corporate entity is in good standing and is in compliance with required corporate filings.

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Legal name of firm/corporation	Authorized Signature	
Address	Typed Name	
City/State/Zip	Title	
Date	Telephone No.	Fax No.

**YOU MUST RETURN THIS SHEET WITH YOUR BID**

## Certification Of Compliance with The Iran Divestment Act

REQUEST FOR PROPOSAL

No. 2023-109

NYS OASAS Substance Misuse Prevention Program for Lewis County

As a result of the Iran Divestment Act of 2012, the Office of General Service must develop a list of persons who are engaged in certain investment activities in Iran. Contracts cannot be awarded to persons or entities on that list, with some exceptions. All bidders are required to execute the following statement:

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 its knowledge and belief that each bidder is not on the list created pursuant to Paragraph (b) of Subdivision 3 of Section 165a of the State Finance Law.

\_\_\_\_\_  
Corporate or Company Name

BY: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

NOTE: If the bidder cannot make the above certification, it shall so state and furnish with the bid a signed statement which sets forth in detail the reason for that.

## Attachment A

**YOU MUST RETURN THIS SHEET WITH YOUR BID**

<b>EXPENSES</b>	<b>TOTAL</b>
Salaries	\$
Fringe	
Sub-Total salary and fringe	
<b>OTPS</b>	
Rent	
Electric	
Telephone and Internet	
Training	
Program supplies	
Equipment	
Miscellaneous	
Sub-Total OTPS	
Total Expenses	\$

## Receipt Of Addendum Acknowledgment

No. 2023-109

NYS OASAS Substance Misuse Prevention Program for Lewis County

ADDENDUM ACKNOWLEDGEMENT

ADDENDUM NO. \_\_\_\_\_

Please acknowledge the receipt of the above ADDENDUM issued by the County of Lewis, by signature and recording the date of receipt below.

Bidder: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*NOTE: This form must be included in your bid documents if any Addendum is issued**

## NON-BIDDER'S RESPONSE

For the purpose of maintaining accurate Bidder's lists and facilitating your firm's response to our invitation for bid, the County of Lewis is interested in ascertaining reasons for prospective Bidder's failure to respond to invitations for bids. If your firm is not responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and returning this form to the Lewis County Purchasing Director, 7660 North State Street, Lowville, New York 13367. This form may be returned by mail or fax. Faxes may be sent to 315-376-4917. Failure to submit either a bid proposal or return this form will result in removal of your firm's name from our Bidder's lists. Thank you for your cooperation.

We are not responding to this invitation for bid for the following reason(s)

Items or materials requested not manufactured by us or not available to our company.

Our items or materials do not meet specifications.

Specifications not clearly understood or applicable (too vague, too rigid, etc.)

Quantities too small.

Insufficient time allowed for preparation of bid.

Incorrect address used. Correct mailing address is:

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Our branch/division handles this type of bid.

Correct name and mailing address is:

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We are unable to bid but would like to continue to receive invitations for bids.

We are unable to bid and wish to be removed from the Bidder's list.

Name Of Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

BY: \_\_\_\_\_

Signature of Representative

DATE: \_\_\_\_\_

Document Number: \_\_\_\_\_

Document Name: \_\_\_\_\_

## Attachment B

	Lewis County	NYS incl. NYC	Rest of State
<b>DRUG &amp; ALCOHOL CONSEQUENCES</b>			
Youth Arrests – Drug Use/Possession/Sale	8.2		13.1
Young Adult Arrests – Drug Use/Possession/Sale	41.8	33.9	37.9
Young Adult Arrests – DWI	57.5	19.8	29.6
Overdose Deaths Involving Any Opioid	18.9	15.1	16.1
Hospital Discharges Involving Opioid Use	45.3	106	100.6
Naloxone Administration by EMS	1.6	5.6	5.4
Alcohol Related Motor Vehicle Injuries and Deaths	45.2	28.9	
<b>PROBLEM BEHAVIOR</b>			
Teen Pregnancy Rate	1.8	4.7	
Young Adult Arrests – Violent Crimes	15.7	42.7	21.8
Young Adult Arrests – Property Crimes	26.2	54.8	53.4
Youth Arrests – Property Crimes	0.0		20.4
Youth Arrests – Violent Crimes	0.0		9
<b>FAMILY DYSFUNCTION</b>			
Rate of Children Admitted to Foster Care	1.4	1.3	1.2
Children in Indicated Reports of Abuse/Maltreatment	21.1	14.6	16.1
% Student in Foster Care	0%	0%	
<b>CONSUMPTION</b>			
Binge Drinking During Past Month Among Adults	31.6%	17.5%	18.4%
Benzodiazepine Prescription Crude Rate	225.7	264.8	318.2
Opioid Analgesic Prescription Crude Rate	435.5	315.7	410.7
<b>AVAILABILITY OF ALCOHOL</b>			
# Of Stores Primarily Selling Alcohol	1.88	2.29	2.36
# Of Stores That Sell Alcohol w/Other Goods	8.66	7.99	7.84
<b>MENTAL HEALTH</b>			
% Of Adults Who Experienced 2+ ACEs	36.2%	35.6%	36.1%

% Of Adults Reporting Depressive Disorder	16.6%	15.1%	16.1%
% Of Adults w/Poor Mental Health Past 14+ Days	8.9%	11.0%	11.4%
<b>POVERTY</b>			
Median Household Income	\$56,192	\$71,117	
% Household Receiving SNAP	13.3%	14.30%	
% Households Receiving Public Assistance	2.2%	3.50%	
Unemployment Rate	5.2%	4.70%	
Children Receiving Free/Reduced-Price Lunch	52%		
Children & Youth Living Below Poverty	18.6%	18.2%	14.9%
% Economically Disadvantaged Students	52%	57%	
% Homeless Students	1%	4%	
<b>COMMUNITY DISORGANIZATION</b>			
% Households w/Severe Housing Problems	13%	23%	
Index Crime Rate	607.5	1723.2	
Vacant Housing Percentage	33.1%	11.3%	
<b>SCHOOL ENROLLMENT/ATTACHMENT</b>			
High School Dropout Rate	6%	4%	
High School Graduation Rate	88%	86%	
Student ELA Performance – Grade 3	45.6%	52.3%	49.3%
Student ELA Performance – Grade 4	45.9%	47.7%	44.7%
Student Math Performance – Grade 8	31.9%	33.2%	28.5%
% Black/African American Students	1%	16%	
% Hispanic/Latino Students	2%	28%	
% AI/AN Students	0%	1%	
% Asian/Native Hawaiian/PI Students	0%	10%	
% White Students	95%	41%	
% Multiracial Students	2%	3%	
% Migrant Students	0%	0%	
% Students w/Disabilities	18%	18%	

## Data Sources

1. **Youth Arrests (under 18) Drug Use/Possession/Sale (rate/10,000):** KWIC 2020 Rate [www.nyskwic.org](http://www.nyskwic.org)
2. **Young Adult Arrests (18-24) Drug Use/Possession/Sale (rate/10,000):** KWIC 2020 Rate [www.nyskwic.org](http://www.nyskwic.org)
3. **Young Adult Arrests (18-24) DWI (rate/10,000):** KWIC 2020 Rate [www.nyskwic.org](http://www.nyskwic.org)
4. **Overdose Deaths Involving Any Opioid (crude rate/100,000):** 2019 Vital Statistics Data as of November 2021; NYS Opioid Dashboard [Opioid-related Data in New York State \(ny.gov\)](http://www.nyskwic.org)
5. **Hospital Discharges Involving Opioid Use (crude rate per 100,000 population):** includes abuse, poisoning, dependence and unspecified use; 2019 SPARCS data as of November 2021; NYS Opioid Dashboard [Opioid-related Data in New York State \(ny.gov\)](http://www.nyskwic.org)
6. **Naloxone Administration by EMS (crude rate per 1,000 unique 911 EMS):** 2020 NYS EMS Data as of November 2021; NYS Opioid Dashboard [Opioid-related Data in New York State \(ny.gov\)](http://www.nyskwic.org)
7. **Alcohol Related Motor Vehicle Injuries and Deaths:** Rate per 100,000 (2017-2019). Source: NYS Department of Motor Vehicles data as of April 2021 via DOH NYS Community Health Indicator Reports (CHIRS) [New York State Community Health Indicator Reports \(CHIRS\) \(ny.gov\)](http://www.nyskwic.org)
8. **Teen Pregnancy Rate:** Rate per 1,000 females aged <18 years (2017-2019). Source: Vital Statistics data as of October 2021 via DOH NYS Community Health Indicator Reports (CHIRS) [New York State Community Health Indicator Reports \(CHIRS\) \(ny.gov\)](http://www.nyskwic.org)
9. **Young Adult Arrests (18-24) Violent Crimes (rate/10,000):** KWIC 2020 Rate [www.nyskwic.org](http://www.nyskwic.org)
10. **Young Adult Arrests (18-24) Property Crimes (rate/10,000):** KWIC 2020 Rate [www.nyskwic.org](http://www.nyskwic.org)
11. **Youth Arrests (under 18) Property Crimes (rate/10,000):** KWIC 2020 Rate [www.nyskwic.org](http://www.nyskwic.org)
12. **Youth Arrests (under 18) Violent Crimes (rate/10,000):** KWIC 2020 Rate [www.nyskwic.org](http://www.nyskwic.org)
13. **Rate of Children Admitted to Foster Care:** per 1,000 children 0-21 years, KWIC 2020 Rate [www.nyskwic.org](http://www.nyskwic.org)
14. **Children/Youth in Indicated Reports of Abuse/Maltreatment:** rate/1,000 children/youth ages 0-17 years (2020). Source: [www.nyskwic.org](http://www.nyskwic.org)
15. **% Students in Foster Care (K-12):** NYSED Enrollment Data 2020-2021 [Counties | NYSED Data Site](http://www.nyskwic.org)
16. **Binge Drinking During Past Month Among Adults:** [age adjusted %, DOH – NYS Prevention Agenda 2019 – 2024 Dashboard, 2018 data year Prevention Agenda 2019-2024: New York State's Health Improvement Plan \(ny.gov\)](http://www.nyskwic.org)
17. **Benzodiazepine Prescription:** crude rate per 1,000 population, 2020 NYS PMP Data as of June 2021; NYS Opioid Dashboard [Opioid-related Data in New York State \(ny.gov\)](http://www.nyskwic.org)
18. **Opioid Analgesic Prescription:** crude rate per 1,000 population, 2020 NYS PMP Data as of June 2021; NYS Opioid Dashboard [Opioid-related Data in New York State \(ny.gov\)](http://www.nyskwic.org)
19. **Number of Stores Primarily Selling Beer, Wine, and/or Liquor (e.g., liquor store, beer distributor) – per 10,000 population:** Source: New York State Liquor Authority Current List of Active Licenses (as of 5/19/2022); County Populations retrieved from U.S. Census County Population Totals: 2020 – 2021 (most recent data).  
Rate calculation:  $\frac{\# \text{ of stores}}{\text{population}} \times 10,000$
20. **Number of Stores That Sell Alcohol w/Other Goods (e.g., grocery store, pharmacy, convenience store) – per 10,000 population:** Source: New York State Liquor Authority Current List of Active Licenses (as of 4/19/2022); County Populations retrieved from U.S. Census County Population Totals: 2020 – 2021 (most recent data).  
Rate calculation:  $\frac{\# \text{ of licenses}}{\text{population}} \times 10,000$

21. **Percentage of Adults Who Have Experienced 2+ ACEs:** Percentage of adults who have experienced two or more adverse childhood experiences. Data year: 2016. Source: DOH Prevention Agenda 2019-2024 Tracking Indicators: County Most Recent Data. [Prevention Agenda 2019-2024 Tracking Indicators: County Most Recent Data | State of New York \(ny.gov\)](#)
22. **Percentage of Adults Reporting a Depressive Disorder:** 2018 data. Source: health.data.ny.gov Behavioral Risk Factor Surveillance System (BRFSS) Health Indicators by County and Region
23. **Percentage of Adults with Poor Mental Health for 14 of More Days in Past Month:** 2018 age-adjusted data. Source: health.data.ny.gov Behavioral Risk Factor Surveillance System (BRFSS) Health Indicators by County and Region
24. **Median Household Income:** 2020 American Community Survey 5-year estimates Data Profiles, Selected Economic Characteristics data.census.gov
25. **% Households Receiving SNAP:** 2020 American Community Survey 5-year estimates Data Profiles, Selected Economic Characteristics data.census.gov
26. **% Households Receiving Public Assistance:** 2020 American Community Survey 5-year estimates Data Profiles, Selected Economic Characteristics data.census.gov
27. **Unemployment Rate:** NYS Department of Labor, Rate of Unemployment by County of Residence, March 2022
28. **Children Receiving Free or Reduced-Price Lunch (K-12):** KWIC 2019-2020, [www.nyskwic.org](http://www.nyskwic.org)
29. **Children and Youth Living Below Poverty:** KWIC 2019
30. **% Economically Disadvantaged Students (K-12):** NYSED Enrollment Data 2020-2021 [Counties | NYSED Data Site](#)
31. **% Homeless Students (K-12):** NYSED Enrollment Data 2020-2021 [Counties | NYSED Data Site](#)
32. **Severe Housing Problems:** Percentage of household with at least 1 of 4 housing problems: overcrowding, high housing costs, lack of kitchen facilities, or lack of plumbing facilities. Source: U.S. Department of Housing and Urban Development Comprehensive Housing Affordability Strategy data via 2022 County Health Ranking (used data from 2014-2018) [Severe housing problems in New York | County Health Rankings & Roadmaps](#)
33. **Index Crime Rate:** Per 100,000. Index crime is defined as the violent crimes of murder, rape, robbery, and aggravated assault; and the property crimes of burglary, larceny and motor vehicle theft. These are crimes reported to the police, not arrests, and are reported to the DCJS by law enforcement agencies through New York State's crime reporting program. The FBI created these categories to allow for uniform crime reporting across all 50 states and counties. The data is compiled by the FBI and the Division of Criminal Justice Services. (Number of Crimes / Population) x 100,000 = Crime Rate per 100,000 people. Source: Office of Justice Research and Performance, data as of June 2021 via DOH NYS Community Health Indicator Reports (CHIRS) New York State Community Health Indicator Reports (CHIRS) (ny.gov)
34. **Vacant Housing:** percentage of all housing units; 2021 year; source: [www.nyskwic.org](http://www.nyskwic.org)
35. **High School Dropout Rate:** 2020-2021 school year as of August 2021, Source: data.nysed.gov
36. **High School Graduation Rate:** 2020-2021 school year as of August 2021, Source: data.nysed.gov
37. **Student ELA Performance – Grade 3:** Percentage at or above Level 3; 2018/2019 school year (2020 not collected due to COVID-19); source: [www.nyskwic.org](http://www.nyskwic.org)
38. **Student ELA Performance – Grade 4:** Percentage at or above Level 3; 2018/2019 school year (2020 not collected due to COVID-19); source: [www.nyskwic.org](http://www.nyskwic.org)
39. **Student Math Performance – Grade 8:** Percentage at or above Level 3; 2018/2019 school year (2020 not collected due to COVID-19); source: [www.nyskwic.org](http://www.nyskwic.org)
40. **% Black/African American Students (K-12):** NYSED Enrollment Data 2020-2021 [Counties | NYSED Data Site](#)

41. **% Hispanic/Latino Students (K-12):** NYSED Enrollment Data 2020-2021 [Counties | NYSED Data Site](#)
42. **% AI/AN Students (K-12):** NYSED Enrollment Data 2020-2021 [Counties | NYSED Data Site](#)
43. **% Asian/Native Hawaiian/PI Students (K-12):** NYSED Enrollment Data 2020-2021 [Counties | NYSED Data Site](#)
44. **% White Students (K-12):** NYSED Enrollment Data 2020-2021 [Counties | NYSED Data Site](#)
45. **% Multiracial Students (K-12):** NYSED Enrollment Data 2020-2021 [Counties | NYSED Data Site](#)
46. **% Migrant Students (K-12):** NYSED Enrollment Data 2020-2021 [Counties | NYSED Data Site](#)
47. **% Students with Disabilities (K – 12 Public Schools): % Economically Disadvantaged Students (K-12):** NYSED Enrollment Data 2020-2021 [Counties | NYSED Data Site](#)