

# **RFP # 150 Motivational Interviewing Training Services for New York State Drug Treatment Courts**

## ***Questions and Responses***

The New York State Unified Court System (UCS) thanks the vendors that submitted the questions below concerning the Motivational Interviewing ("MI") Training Services for New York State Drug Treatment Courts Request for Proposal (RFP) issued on January 4, 2024.

Below are responses to the questions UCS received in connection with this RFP. Note that some questions have been edited for clarity.

### **Vendor # 1**

#### **Question:**

We'd like to sync several of the requested project services with known Motivational Interviewing research regarding knowledge transfer and skill-acquisition. Our question is: Can we change the delivery of requested services within and/or across budget periods?

#### **UCS Response:**

No, you cannot change the delivery of requested services within and/or across budget periods.

#### **Question:**

Can we increase the scope of our 25 on-demand (asynchronous) Motivational Interviewing web courses, and the 25 companion books for skill-building, to reach more NY treatment court staff?

#### **UCS Response:**

No, the MI training is specifically set for certain groups of professionals as outlined in the RFP.

#### **Question:**

Can we add onsite Motivational Interviewing "booster sessions" to several target groups in the final two budget periods?

#### **UCS Response:**

Yes, booster trainings can be an option post completion of the original trainings.

**Question:**

Can we add Motivational Interviewing train-the-trainer sessions to increase in-house implementation and sustainability capacity?

**UCS Response:**

Yes, if there are sufficient funds within your budget to cover these costs. Please note: there is no additional funding to pay for services delivered above and beyond those described in the RFP.

**Question:**

Can we add a one hour webinar to your on-demand video resources for the title: "Motivational Interviewing for Post Traumatic Stress Disorder?"

**UCS Response:**

Yes. You can add a one-hour webinar to your on-demand video if the Motivational Interviewer trainer/program provides this specific training. MI does work with Post Traumatic Stress Disorder but does not work with all mental health personality disorders. Please note: there is no additional funding to pay for services delivered above and beyond those described in the RFP.

**Vendor # 2**

**Question:**

Is it necessary to follow to your direction for how courses are delivered? We have other methods for delivery that are evidence informed and based on 10 years of experience to suggest that we find increase the success of MI skill acquisition.

**UCS Response:**

The course should cover best practices for MI; however, we will consider various delivery methods in our proposal review.

**Question:**

Will subject matter experts be available to help create case studies and examples of court scenarios to help tailor our materials to your team?

**UCS Response:**

MI trainers should have many examples and scenarios to help you understand and deliver the materials.

**Question:**

What do you mean by “MI competency training”? Do you mean a train the trainer approach?

**UCS Response:**

MI competency training is a learning model where students must demonstrate the required level of knowledge and skill (competency) on a task prior to advancing to the next task. Trainees must show that they are competent to move to the next level.

**Question:**

MI is a skill that is demonstrated and acquired via practice. Typically, the skill set is observed in real time so tests and answer keys are less helpful as indicators of skill adoption (though they can serve as knowledge checks). Additionally, practice guides or peer practice activities might be more valuable as a learning activity with a trained trainer present. Are you open to other approaches for demonstrating skills?

**UCS Response:**

Yes, UCS will consider other approaches to demonstrating skills. For example, if you have someone who has gone through the training, they can supervise when the trainer is administering the MI training in real time. You can also set up a time over videoconference with the MI instructor to watch the session.

**Question:**

Do the continuing education credits need to be certified by a third-party organization? If so, by what organization(s) and for what roles?

**UCS Response:**

No. Professional Practice Credit certification will be obtained by UCS.

**Question:**

Will we be hosting the online course or are you hoping it be hosted by your agency?

**UCS Response:**

The online course will be hosted by the applicant.

### Vendor # 3

#### **Question:**

Could you identify the Continuing Education credits that would be needed for all training participants?

#### **UCS Response:**

CERPA, Social Work/LMHC, CASAC and CLE credits would be needed for training participants.

#### **Question:**

What is the definition of a "peer" and "recovery coach?" Would this be a CRPA, CARC, MH Peer Specialist, or CJSR?

#### **UCS Response:**

A Peer is a Certified Recovery Peer Advocate (CRPA). More information can be obtained at <https://oasas.ny.gov/recovery/become-certified-recovery-peer-advocate> or <https://nypscb.org>

A Recovery Coach is a Certified Addiction Recovery Coach. More information can be obtained at: <https://addictionrecoverytraining.org/certification/>

A Mental Health Peer Specialist is someone who has attended a mental health peer specialist training program. An example program would be <https://www.laguardia.edu/ce/career-skills-training/mental-health-peer-specialist-training-program/>

CJSR refers to Criminal Justice and Social Research. Additional information can be obtained at <https://www.clemson.edu/cbshs/departments/sacj/research/justice.html>

#### **Question:**

Where would the onsite training location(s) be?

#### **UCS Response:**

The onsite training location will be regionally throughout NYS.

**Question:**

Regarding subcontracting, we are interested in subcontracting for administrative support for this contract. What is required for subcontracting and what is the process for prior approval, if this is necessary?

**UCS Response:**

Agreements of any value that pass on deliverables to sub-vendors are governed by UCS Agreement Terms regarding subcontracting and require express UCS approval and may include additional reporting requirements.

Pages 15–16 of the RFP provides the following regarding subcontracting:

*Subcontracting, and any other transfer of any duties or obligations to be performed hereunder, will be permitted only with the prior written consent of UCS to the proposed subcontractors. In the event that bidder proposes to use one or more subcontractors, the specific subcontractors and the services proposed to be performed by such subcontractors, must be listed in bidder's proposal. If a bidder that proposes to use one or more subcontractors is awarded the contract, the award will constitute the prior written approval of UCS to the subcontractors named in the bidder's proposal.*

*The awarded contractor will be the prime contractor and will be responsible for all services required by this RFP. The UCS will communicate only with awarded contractor, and the awarded contractor shall remain wholly liable for the performance by, and payment to, any such subcontractors, their employees, agents, consultants or representatives. UCS may require subcontractors to provide evidence of insurance, as applicable, prior to UCS approval.*

**Question:**

Would the MINT Trainer be an acceptable subcontractor or does the applicant need to be a MINT Trainer? The subcontractor would listed in the original proposal.

**UCS Response:**

UCS has issued Amendment # 1 to the RFP to clarify that UCS will accept proposals from applicants that either: (i) are members of the Motivational Interviewing Network of Trainers (MINT) and provide proof of such membership in their proposal; or (ii) include with their proposal a written commitment to supply one or more MINT members to deliver the trainings. Accordingly, the applicant does not need to be a MINT member; however, if the applicant is not a MINT member, the applicant must commit to supply one or more MINT trainers to conduct the trainings.

**Question:**

Is delivery of this proposal acceptable by mail prior to the 2/2/24 date with specified labeling on proposal?

**UCS Response:**

Yes. Please note that Amendment # 1 to RFP # DPCS 150 changed the deadline for submitting proposals. Accordingly, the delivery of the proposal by mail prior to the due date of February 9, 2024 is acceptable. Proposals must be labeled with the information set forth in Article IX of the RFP (as amended by Amendment # 1).

Vendor # 4

**Question:**

We are a New York firm interested in submitting a proposal for RFP # DPCS 150 Motivational Interviewing Training Services for NYS Drug Treatment Courts. One of your RFP requirements states "Applicants must be a Motivational Interviewing Network of Trainers (MINT) member, and proof of membership must be submitted to be considered for an award." Our firm is not a MINT member, but several of our consultants are MINT members, and they would be the ones assigned to this project. Are we still eligible to apply?

**UCS Response:**

UCS has issued Amendment # 1 to the RFP to clarify that UCS will accept proposals from applicants that either: (i) are MINT members and provide proof of such membership in their proposal; or (ii) include with their proposal a written commitment to supply one or more MINT members to deliver the trainings. Accordingly, the applicant does not need to be a MINT member; however, if the applicant is not a MINT member, the applicant must commit to supply one or more MINT trainers to conduct the trainings.

Vendor # 5

**Question:**

Are you wanting us to respond to this RFP, we applied last time it was out and it was awarded to a MINT member that had a JD and seemed to work with you all in the past. We are willing to submit the application again if the field is open?

**UCS Response:**

The issued RFP is a new open, competitive opportunity for the bidder field. UCS has issued Amendment # 1 to the RFP to clarify that UCS will accept proposals from applicants that either: (i) are MINT members and provide proof of such membership in their proposal; or (ii) include with their proposal a written commitment to supply one or more MINT members to deliver the trainings. Accordingly, the applicant does not need

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