

Amendment # 1 to Request for Proposals # OCA-DGCP-044: New York State Multi-Site Mental Health Screening and Assessment Tool

The New York State Unified Court System (“UCS”), Office of Court Administration (“OCA”) is issuing this Amendment # 1 to the above-referenced request for proposals (“RFP”) to add clarifying information and requirements into the RFP, include a follow-up question period, and extend the due date.

The following Articles and Exhibits of the RFP text have been modified:

- **Article I: Project Information (page 2)**
- **Article II: Background Information – Key Bid Dates (page 3)**
- **Article III: Award, Term of Award (page 3)**
- **Article IV: Minimum Qualifications and Requirements (pages 4-5)**
- **Article V: Project Services and Deliverables (pages 5-6)**
- **Article VII: Required Documents (c) Narrative Description – Project Services (pages 8-10), (d) Line-Item Budget Proposal (page 11), and (f) Additional Documents (page 11).**
- **Article VIII: Submission of Proposal (a) Proposal Delivery (page 12) and (b) Submission Deadline (page 12)**
- **Article IX: Questions (b) Final Period to Ask Questions (page 13)**
- **Exhibit 1 Document Enclosure Checklist (page 21)**
- **Exhibit 2 Proposal Cover Sheet (page 23)**
- **Exhibit 5 Proposal Rating Tool (page 32-33)**
- **Exhibit 6 Appendix B Terms and Conditions Applicable to Materials Produced Under the Agreements (page 35)**

The RFP specifications are amended as follows (amended terms appear in **red** and additions appear as underlined text):

Article I: Project Information (page 2)

UCS anticipates the Awarded Contractor will begin to perform the Project Services (as set forth in Article V below) on or about **August 1, 2025**.

Article II: Background Information (page 3, Key Bid Dates chart)

EVENT	DATE
Bid Issue Date	May 13, 2025
Initial Question Due Date	May 27, 2025 at 2:00PM Eastern
Follow Up Question Due Date	June 27, 2025 at 2:00PM Eastern
Bid Submission Deadline Date	July 11, 2025 at 2:00PM Eastern
Estimated Contract Start Date	August 1, 2025

Article III: Award

Term of Award (page 3)

A single contract (“Contract”) will be awarded to a single successful bidder (“Awarded Contractor”) for an Initial Term of thirty-six (36) months (“Initial Term”). The Contract is expected to commence on or about August 1, 2025 and terminate on or about July 31, 2028 (“Contract Term”). The initial budget period of the Contract will be for eight (8) months, from August 1, 2025 through March 31, 2026.

Article IV: Minimum Qualifications and Requirements (pages 4-5)

Mandatory Requirements

The screening tool developed under this RFP will be the sole property of the New York State Unified Court System (NYS UCS), which will retain all rights, title, and interest in the tool, including but not limited to any content and documentation. The awarded contractor will not retain any ownership or licensing rights to the UCS tool and may not reproduce, distribute, or otherwise use the tool for any other purpose without the express written consent of NYS UCS.

Article V: Project Services and Deliverables (pages 5-6)

#2: Develop (or adapt an existing tool [that is customizable by UCS and complies with the licensing requirements of Exhibit 6 \(Appendix B\)](#)) a mental health screening and assessment tool for use in Mental Health Courts (MHCs), to identify and address the comprehensive needs of justice-involved adults living with mental illness. These needs may include trauma, postpartum conditions, risk of violence, history of exposure to violence, and co-occurring substance use disorders. The tool must include mental health screening with a Risk Needs Responsivity plus Risk of Violence (RNR/V) - based assessment and risk-responsive case management protocol, embedded into the daily practice of diverse MHCs an RNR/V assessment tool for statewide MHC implementation (digital and manual) to assess mental health conditions, criminogenic risks, and violence exposure among justice-involved individuals living with mental illness. The tool will integrate structured assessments based on DSM-5 criteria and criminogenic risk models, ensuring accurate identification of behavioral health needs. The tool will include static and dynamic factors including criminal history, mental health symptomology, criminogenic factors, and exposure to trauma and violence. The final product will be known as the New York State Mental Health Screening and Assessment Tool (M-SAT).

5: Adapt M-SAT to be compatible for integration into the existing data collection system used by NYS MHCs, the Universal Case Management System, Treatment Services Module (UCMS-TSM). This includes integrating the M-SAT with the NYS Problem Solving Screener in UCMS-TSM and collaborating with OCA's Division of Technology and Court Research (DoTCR) programmers to incorporate the M-SAT into the UCMS-TSM. Once these steps are complete, OCA DoTCR will integrate the M-SAT into the pilot MHC sites UCMS-TSM platform. The technical design, user interface adaptation, development, and implementation of the M-SAT into the UCMS-TMS will be fully handled by OCA's Division of Technology and Court Research; the awardee will provide the set of assessment questions, answers, and any logic requirements.

Article VII: Required Documents

(c) Narrative Description – Project Services (pages 8-10)

#3: Describe how the proposer will develop a mental health screening and assessment tool for use in Mental Health Courts (MHCs) or adapt an **existing tool from the public domain, that is customizable by UCS and complies with the licensing requirements of Exhibit 6 (Appendix B)** to identify and address the comprehensive needs of justice-involved adults living with mental illness. These needs may include trauma, postpartum conditions, risk of violence, history of exposure to violence, and co-occurring substance use disorders.

#4: If proposing to use an existing tool, please describe how the tool is **customizable for the Project Services both now and in by UCS future, meets the criteria in Exhibit 6,** and does not infringe on the intellectual property rights of any third-party.

8: Provide a detailed description of the proposer's plan to work collaboratively with OCA's Division of Technology and Court Research (DoTCR) to ensure the M-SAT is integrated into the existing data collection system used by NYS MHCs, the Universal Case Management System, Treatment Services Module (UCMS-TSM) without compromising performance or functionality. The technical design, user interface adaptation, development, and implementation of the M-SAT into the UCMS-TMS will be fully handled by OCA's Division of Technology and Court Research; the awardee will provide the set of assessment questions, answers, and any logic requirements.

(d) Line-Item Budget Proposal (page 11)

The Budget Periods are as follows:

1. **August 1, 2025 – March 31, 2026 (8 months)**
2. April 1, 2026 – March 31, 2027 (12 months)
3. April 1, 2027 – March 31, 2028 (12 months)
4. April 1, 2028 – **July 31, 2028 (4 months)**

The maximum budget for the Contract Term (**August 1, 2025 – July 31, 2028**) is \$900,000.

(f) Additional Documents (page 11)

Provide a time-task plan outlining the proposed activities, including a timeline for implementation, key milestones, and responsible parties for each task. The plan should demonstrate how the applicant will effectively manage and complete the proposed services within the project period.

Article VIII: Submission of Proposal (a) Proposal Delivery (page 12)

a. Proposal Delivery

Applicants shall deliver ONE signed, hard copy original of its application, with all required documents, to:

NYS Unified Court System
Division of Grants, Contracts & Procurement
2500 Pond View, Suite 104
Castleton-on-Hudson, New York 12033
ATTN: Kathleen Roberts

All proposals must also be labeled with the following information on two sides:

“Deliver immediately to Kathleen Roberts”

“Sealed Application - Do not open”

“RFP # OCA-DGCP-044 NYS Multi-Site Mental Health Screening and Assessment Tool – Due **July 11, 2025 at 2PM Eastern”**

Proposals will not be accepted electronically or by fax.

b. Submission Deadline

Applications must arrive at the address above by no later than **Friday, July 11, 2025**, at 2PM Eastern Time (Eastern).

Article IX: Questions (page 13) b) Final Period to Ask Questions (page 13)

b. Final Period to Ask Questions

Upon release of the Initial Q&A compilation, the UCS will accept follow-up questions from applicants to be submitted to the designated contact in the manner described above. The deadline to submit follow-up questions (also referred to herein as the “Follow-up Question Due Date”) is Friday, June 27, 2025, at 2:00PM Eastern. A Final Q&A will be posted shortly thereafter. No further questions will be entertained after the Final Q&A is posted.

Exhibit 1 Document Enclosure Checklist (page 21)

DOCUMENT ENCLOSURE CHECKLIST

The documents listed below must be submitted together with applicant's proposal. Failure to do so as required may disqualify applicant's response.

Documents requiring signature must be duly signed where indicated. The listed documents may not be modified, retyped or amended in any manner.

A complete set of RFP documents must be submitted. Failure to provide all documents in the manner required may result in disqualification of an applicant's proposal.

- ___ Proposal Cover Sheet (Exhibit 2)
- ___ Vendor Assurance and Conflict-of-Interest Disclosure (Exhibit 3)
- ___ Narrative Description – Organizational Capacity (Article VIII (a))
- ___ Copy or sample of a final report (Article VIII (a))
- ___ Organizational chart (Article VIII (a))
- ___ Project staff resumes (Article VIII (b))
- ___ Narrative Description - Project Services (Article VIII (c))
- ___ Line-Item Budgets Proposal/Budget Narratives (Article VIII (d) and Article VIII (e))
- ___ Time Task Plan (Article VIII (f))
- ___ Certificates of NYS Worker's Compensation and NYS Disability Benefits Insurance, or Certificate of Attestation of Exemption. (See Exhibit 4 "Insurance Requirements" for a list of accepted forms).
- ___ Copies of applicant's certificate(s) of insurance or other adequate proof evidencing the insurance coverages required by the bid specifications (See Exhibit 4 "Insurance Requirements" for a list of accepted forms).
- ___ Attachment I - Standard Request for Bid Clauses & Forms
 - p.3 - Non-Collusive Bidding Certificate
 - p.4 - Corporate Acknowledgment
- N/A Attachment II – Not Applicable
- ___ Attachment III – Vendor Responsibility Questionnaire
 - questionnaire filed online via Office of State Comptroller VendRep System and certified within 6 months of the bid opening date, or
 - paper questionnaire

Exhibit 2 Proposal Cover Sheet (page 23)

NYS Multi-Site Mental Health Screening and Assessment Tool, Six Sites, \$900,000 total available funding

Legal Name of Applicant	
Executive Director/CEO	
Years of Experience	
Total Funding Requested	
Address	
Phone	
Fax	
Email	
Website Address (not required)	
Federal Tax Identification No. (TIN)	

Vendor's Primary Contact for Proposal Matters:

NAME:		
STREET:		
CITY:	STATE:	ZIP:
TELEPHONE NUMBER:	EMAIL:	

Verification:

Authorized representative of Vendor must complete and sign below to verify that each copy of the submitted proposal includes all documents required per the Document Enclosure Checklist (Exhibit 1):	
COMPANY NAME:	
AUTHORIZED OFFICER'S NAME AND TITLE:	
SIGNATURE:	DATE:

Note: Applicants must submit this Proposal Cover Sheet together with all documents listed in the Document Enclosure Checklist attached as Exhibit 1 to this Request for Proposals

Exhibit 5 Proposal Rating Tool (page 32-33)

B. PROJECT SERVICES (56 POINTS POSSIBLE)

B7. Assess the proposer’s plan to work collaboratively with OCA’s DoTCR to ensure the M-SAT is integrated into the existing data collection system used by NYS MHCs, the Universal Case Management System, Treatment Services Module (UCMS-TSM) without compromising performance or functionality. How well does the proposer detail the plan to integrate and program the M-SAT with the NYS Problem Solving Screener in UCMS–TSM platform? (up to 4 points: 4 = very good, 3 = above average, 2 = average, 1 = poor, 0 = unacceptable)

Exhibit 6 Appendix B Terms and Conditions Applicable to Materials Produced Under the Agreements (page 35)

APPENDIX B

Terms and Conditions Applicable to Materials Produced Under the Agreement

1. Contractor acknowledges and agrees that UCS has ordered and/or specially commissioned the services, deliverables, and materials that Contractor is required to produce pursuant to this Agreement (the "Work"), whether in written form, on tape, computer-readable media or other tangible or intangible form. Except as otherwise specified in this Appendix B, Contractor agrees that: (i) UCS shall be the sole owner of the Work; and (ii) the Work shall be considered a “work made for hire” as that term is used under federal and state law. UCS or its authorized designee shall have all right, title, and interest of every kind and nature, whether now known or hereafter devised and including, without limitation, all copyrights and renewals and extensions thereof, in and to the Work, including without limitation any editions and versions thereof, without payment of any royalty or other compensation. Without limiting the foregoing, and except as otherwise specified in this Appendix B, if all or any part of the Work is not so deemed a “work made for hire,” Contractor hereby irrevocably grants, assigns, transfers, and sets over to UCS or its authorized designee all rights of any kind and nature in and to the Work that he/she/it may possess or come to possess, including without limitation all copyrights and renewals and extensions thereof, without payment of any royalty or other compensation. Contractor agrees to execute and deliver to UCS any assignments and other documents requested by UCS confirming the assignment to UCS or its authorized designee of all rights in the Work and to fully cooperate with UCS in registering and protecting UCS’s rights to and interests in the Work. Upon request of UCS during any stage thereof, Contractor shall deliver all such Work to UCS. To the extent an assignment is not effective under applicable law, Contractor grants UCS an exclusive, perpetual, royalty-free, fully-paid, irrevocable, worldwide, transferable license to use, reproduce, create derivatives of, distribute, and commercialize any deliverables to the fullest extent permissible and effective under applicable law. Contractor shall cooperate with UCS, at UCS’s request, as reasonably required to perfect or secure UCS’s rights, including executing appropriate documents.

2. Contractor represents and warrants that the Work shall be created solely by Contractor, be original, and does not infringe upon the copyright, trademark, patent, or other proprietary rights of any third party, including without limitation the right to use or display the name, face, or likeness of any person. Furthermore, Contractor represents and warrants that the Work and any other materials used in connection with this Agreement shall not include or incorporate in any way the work or materials of any third party with rights to such work or materials, or the name, face, or likeness of any person, unless Contractor has: (i) advised UCS of this; and (ii) the appropriate written authorizations, releases, licenses, or other permits to allow UCS and Contractor to use the Work and any other materials used in connection with this Agreement without violating such rights have been obtained and delivered to UCS. The form of such authorizations and other documents is subject to UCS's approval.

3. All rights granted to UCS hereunder are irrevocable and shall vest and remain perpetually vested in UCS and UCS's successors and assigns without payment of any royalty or other compensation, whether this Agreement expires or is terminated, and shall not be subject to rescission, cancellation, or termination by Contractor for any cause whatsoever.

4. If applicable, Contractor shall own and retain all pre-existing proprietary rights to any materials, tools, templates, or methodologies produced or licensed by Contractor prior to the Effective Date, or not as a result of this Agreement ("Contractor's Property"), even if such materials are incorporated into the Work. If any such materials are incorporated into the Work, Contractor hereby grants to UCS or its authorized designee, in perpetuity, at no additional cost or expense, a royalty-free, fully-paid, non-exclusive, irrevocable worldwide license to reproduce, display, and otherwise use Contractor's Property as part of the Work.

5. If master tapes are created in the production of the Work, upon receipt of final payment for the Work, Contractor will provide these to UCS, except for the master tapes to Contractor's Property (if applicable).

6. If requested by UCS, Contractor shall include in the Work a copyright notice in the following form: "Copyright (or ©) [year] New York State Unified Court System. All rights reserved." If applicable, the notice shall be computer-readable and clearly visible to viewers for at least three seconds.

7. Contractor shall indemnify, defend, and hold UCS, its administrative officers, directors, employees, and authorized agents harmless from and against all claims, costs, liability, and damages, including reasonable attorneys' fees and disbursements: (i) resulting from the Contractor's breach of representation or warranty made herein; or (ii) arising in connection with an allegation that UCS's use of the Work (if any) or any other deliverable, if any, infringes any patent, trade secret, copyright, or any other proprietary right, including, without limitation, the rights to use or display a person's name, face, or likeness.

8. This Appendix B shall survive expiration or termination of this Agreement.