



**Office of
Mental Health**

**Short-Term Transitional Residence for
Adults in Manhattan
Request for Proposals**

February 2024

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1. Introduction and Background

1.1 Purpose of the Request for Proposals

The New York State Office of Mental Health (OMH) is seeking proposals from not-for-profit organizations with experience in operating a licensed, mental health housing program, to develop and operate a 15-unit Short-Term Transitional Residence for adults with serious mental illness who need additional support to strengthen the skills needed to move to a more independent housing setting.

OMH intends to award one program to be located in New York County in the redevelopment of 550 West 20th Street, New York, NY (“the site”). NYS Urban Development Corporation d/b/a Empire State Development (ESD) is reviewing proposals from a RFP for the purchase and adaptive reuse of the former Bayview Correctional Facility, which includes an 8 story building on a .4 acre site. The ESD proposals are required to develop affordable and supportive housing as well as setting aside and creating a condo ranging in size between 5,000 to 6,000 SF of white box space for the development of this 15-bed short term transitional residence. The condo will be sold to the recipient of this RFP for Fair Market Value and funded as part of the OMH capital project.

The Short-Term Transitional Residences are intended to provide a home-like environment. The program will offer supports and skills training in a comfortable, safe, and recovery-oriented environment. Private bedrooms are ideal but no more than two people may share a room. Ample kitchen, dining and living space must be provided in order to facilitate skill building, group activities, and recreational opportunities.

Individuals who are admitted to this program should be connected to community supports to facilitate the transition back to the community and a more independent housing setting. These supports may include a Safe Options Support (SOS) Team, Assertive Community Treatment (ACT) Team, Forensic Assertive Community Treatment (FACT) Team, Intensive Mobile Treatment (IMT) Team, Critical Time Intervention (CTI) Team, or Specialty Mental Health Care Management (SMH CM). An individual may be admitted to the transitional residence without an established connection to one of the teams noted above, but as part of the intake process, regardless of pre-admission setting, the individual should be linked to one of these specialized teams for support. The Teams will work closely with the transitional housing residences to ensure that individuals are able to move to a more independent housing setting within 120 days or less.

Although this is an unlicensed program model, the design is expected to provide adequate living and program space for individuals and staff without overcrowding. In addition, the residence will be required to be handicapped accessible, and have fire safety protection. The specific requirements will be shared with the agencies selected to develop the transitional residences.

Both capital funding for the development of this project and operating funding will be available to the selected applicant. Capital project costs will be developed by the selected applicant and the OMH Bureau of Housing Development and Support after analysis of the project. The issuance of a capital contract and operating contract will be subject to the approval of the Division of Budget (DOB) and Office of the State Comptroller (OSC).

1.2 Allocation of a Short-Term Transitional Residence

The Short-Term Transitional Residence program will be part of the redevelopment of 550 West 20th Street, New York, NY led by Empire State Development.

The OMH intends to award this program to a provider with experience providing housing and rehabilitative services to individuals recovering from a serious mental illness. The applicant with the highest score for this opportunity will be awarded.

1.3 Referrals

Programs are intended to serve adults with serious mental illness who require enhanced clinical and rehabilitative supports to secure more permanent housing. The program may accept referrals for the following:

- Individuals discharging from State PC
- Individuals discharging from an Article 28 or 31 hospital
- Individuals who are experiencing street or sheltered homelessness
- Individuals who are reentering the community from state prison
- Individuals 18 or older discharging from Residential Treatment Facilities (RTFs)
- Individuals currently enrolled in and are at risk of losing OMH funded or licensed housing without a period of added supports.

Referrals for individuals discharging from State PCs, Article 28 or 31 hospitals should be given priority access. Referrals from other sources should be waitlisted in deference to any hospital referrals. Please note that within this target population group, individuals with an Assisted Outpatient Treatment (AOT) must receive priority access.

The program is not limited to serving only individuals from New York County in which the program is sited. As a transitional program, individuals maintain residency in their home county while being served in this setting. This program should serve individuals from surrounding counties, provided they can access services in their home county.

The selected provider will receive direct referrals to this program. The provider will be required to adhere to an expedited referral and admissions procedure which is currently under development. However, the housing program will need to work closely with SPOA (HRA/CUCS) to identify and secure longer-term housing options within the 120 days of an individual's stay. Ideally, a 2010e application will be completed by the referring entity and submitted to HRA simultaneous to referral to the STTR.

2 Proposal Submissions

2.1 Designated Contact/Issuing Officer

OMH has assigned an Issuing Officer for this project. The Issuing Officer or a designee shall be the sole point of contact regarding the RFP from the date of issuance of the RFP until the issuance of the Notice of Conditional Award. To avoid being deemed non-responsive, a bidder is restricted from making contact with any other personnel of OMH regarding the RFP. Certain findings of non-responsibility can result in rejection for a contract award. The Issuing Officer for this RFP is:

Jeremy Rossello
Contract Management Specialist 1
New York State Office of Mental Health
Contracts and Claims, 7th Floor

44 Holland Avenue
Albany, NY 12229
OMHLocalProcurement@omh.ny.gov

2.2 Key Events/Timeline

RFP Release Date	2/29/2024
Questions Due by 2:00:00 p.m. EST	3/14/2024
Questions and Answers Posted on Website	3/28/2024
Proposals Due by 2:00:00 p.m. EST	4/11/2024
Anticipated Award Notification	5/16/2024
Anticipated Contract Date	TBD

2.3 RFP Questions and Clarifications

All questions or requests for clarification concerning this RFP shall be submitted in writing to the Issuing Officer by email at OMHLocalProcurement@omh.ny.gov by the date indicated in 2.2.

The questions and official answers will be posted on the OMH website by the date indicated in 2.2 and will be limited to addressing only those questions submitted by the deadline. No questions will be answered by telephone or in person.

All questions posed must have “STTR for Adults in Manhattan RFP Question” in the Subject Line.

2.4 Disposition of Proposals

All proposals submitted by the due date and time become the property of OMH. Any proposals not received by the due date and time do not get reviewed and are excluded from consideration.

2.5 Eligible Applicants

Prequalification is required for all not-for-profit organizations seeking grant funding from New York State. Please see Section 2.9 and Section 2.10 for additional Prequalification Information.

Eligible applicants are not-for-profit agencies with 501(c) (3) incorporation that have with experience operating a licensed, mental health housing program.

Questions regarding eligibility will not be responded to by the Issuing Officer on an individual basis. All questions specific to eligibility will be incorporated into the list of Questions & Answers to be posted on the date indicated in Section 2.2.

2.4 Disqualification Factors

Following the opening of applications, a preliminary review of all proposals will be conducted by the Issuing Officer or a designee to review each proposal's submission for completeness and verify that all eligibility criteria have been met. Proposals that do not meet basic participation standards will be disqualified, specifically:

- Proposals from applicants that do not meet the eligibility criteria as outlined in 2.5; or
- Proposals that do not comply with bid submission and/or required format instructions as specified in 2.9 or

- Proposals from eligible not-for-profit applicants who have not completed Vendor Prequalification, as described in 2.7, by the proposal due date indicated in 2.2.

2.7 SFS Prequalification Requirement

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process which require not-for-profits to be Prequalified in order for proposals to be evaluated and any resulting contracts executed.

Proposals received from eligible not-for-profit applicants who have not been Prequalified by the proposal due date as noted in Section 2.2 Key Events/Timeline will not be able to submit their bid response through SFS.

Please do not delay in beginning and completing the prequalification process. The State reserves five (5) days to review submitted prequalification applications. Prequalification applications submitted to the State for review less than 5 days prior to the RFP due date and time may not be considered. Applicants should not assume their prequalification information will be reviewed if they do not adhere to this timeframe.

Vendor Registration, Prequalification and Training Resources for Not-for-Profits

NOTE: For any application that does not contain all the required documentation and/or “See Attached” responses that were to be uploaded, please be advised that the application will be reviewed and scored as submitted. For any incomplete response or missing and/or inappropriately submitted documentation, points will be deducted. It is the responsibility of the applicant to ensure, prior to submission, that the application is appropriate and complete.

Each proposal submission through SFS is required to contain:

- Operating Budget (Appendix B)
- Budget Narrative (Appendix B1)

All applicants must be registered with the New York State Statewide Financial System (SFS) and all Not-for-Profit agencies must be prequalified prior to proposal submission.

Not-for-profit organizations must **Register** as a vendor the Statewide Financial System and successfully **Prequalify** to be considered for an award.

This grant opportunity is being conducted as an SFS bid event. Not-for-profit vendors that are not prequalified can initiate and complete bid responses. However, not-for-profit vendors that are not prequalified will NOT be allowed to submit their bid response for consideration.

Information on [Registration](#) and [Prequalification](#) are available on the Grants Management Website. A high-level synopsis is provided below.

Registering as an SFS Vendor

To register an organization, send a complete [Grants Management Registration Form for Statewide Financial System \(SFS\) Vendors](#) and accompanying documentation where

required by email to grantsreform@its.ny.gov. You will be provided with a Username and Password allowing you to access SFS.

Note: New York State Grants Management reserves 5-10 business days from the receipt of complete materials to process a registration request. Due to the length of time this process could take to complete, it is advised that new registrants send in their registration form as soon as possible. Failure to register early enough may prevent potential applicants from being able to complete a grant application on time.

If you have previously registered and do not know your Username, please contact the SFS Help Desk at (855) 233-8363 or at Helpdesk@sfs.ny.gov. If you do not know your Password, please click the [SFS Vendor Forgot Password](#) link from the main log in page and follow the prompts.

Prequalifying in SFS

- Log into the SFS Vendor Portal.
- Click on the Grants Management tile.
- Click on the Prequalification Application tile. The Prequalification Welcome Page is displayed. Review the instructions and basic information provided onscreen.

Note - If either of the above referenced tiles are not viewable, you may be experiencing a role issue. Contact your organization's Delegated Administrator and request the Prequalification Processor role.

- Select the Initiate a Prequalification Application radio button and click the Next button to begin the process. Starting with **Organization Information**, move through the steps listed on the left side of the screen to upload **Required Documents**, provide **Contacts** and **Submit** your Prequalification Application.

Note - If the Initiate a Prequalification Application radio button is not available, your organization may have already started a prequalification application and could even be prequalified. Click on the Version History Link to review your organization's prequalification status. If you are not currently prequalified, or your prequalification expires prior to the due date of this RFA, you will need to choose Collaborate on or Update your application.

- System generated email notifications will be sent to the contact(s) listed in the **Contacts** section when the prequalification application is Submitted, Approved, or returned by the State for more information. If additional information is requested, be certain to respond timely and resubmit your application accordingly.

Note: New York State reserves 5-10 business days from the receipt of complete Prequalification applications to conduct its review. If supplementary information or updates are required, review times will be longer. Due to the length of time this process could take to complete, it is advised that nonprofits Prequalify as soon as possible. Failure to successfully complete the Prequalification process early enough may result in a grant application being disqualified.

Specific questions about SFS should be referred to the SFS Help Desk at helpdesk@sfs.ny.gov.

On Demand Grantee Training Material

A recorded session with information about the transition to SFS is available for Grantees on the Grants Management website - <https://grantsmanagement.ny.gov/> and in SFS Coach.

The following training material focused on grants management functionality is currently available in SFS Coach:

- An SFS Vendor Portal Reference Guide (https://upk.sfs.ny.gov/UPK/VEN101/FILES/SFS_Vendor_Portal_Access_Reference_Guide.pdf) to help Grantees understand which Grants Management roles they need in the SFS Vendor Portal based on the work they are currently involved in.
- A Grantee Handbook (upk.sfs.ny.gov/UPK/VEN101/FILES/Grantee_User_Manual.pdf), which provides screenshots and step-by-step guidance on how to complete Grants Management-related tasks in SFS
- On-demand recorded training videos focused on each aspect of the Grants Management business process

Agencies can view vendor training material in SFS Coach by selecting **SFS Training for Vendors** from the Topic drop-down list.

3. Administrative Information

3.1 Reserved Rights

OMH reserves the right to:

- Reject any or all proposals received in response to the RFP that are deemed non-responsive or do not meet the minimum requirements or are determined to be otherwise unacceptable, in the agency's sole discretion;
- Withdraw the RFP at any time, at the agency's sole discretion
- Make an award under the RFP in whole or in part;
- Disqualify and applicant whose conduct and/or proposal fails to conform to the requirements of the RFP;
- Seek clarifications and revisions of proposals for the purposes of assuring a full understanding of the responsiveness to this solicitation requirements;
- Use proposal information obtained through the state's investigation of an applicant's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP;
- Prior to the bid opening, direct applicants to submit proposal modifications addressing subsequent RFP amendments;
- Prior to the bid opening, amend the RFP specifications to correct errors or oversight, supply additional information, or extend any of the scheduled dates or requirements and provide notification to potential bidders via the OMH website, SFS and the New York State (NYS) Contract Reporter;
- Eliminate any non-material specifications that cannot be complied with by all of the

- prospective applicants;
- Waive any requirements that are not material;
 - Negotiate any aspect of the proposal with the successful applicant in order to ensure that the final agreement meets OMH objectives and is in the best interests of the State;
 - Conduct contract negotiations with the next responsible applicant, should the agency be unsuccessful in negotiating with the selected applicant;
 - Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an applicant's proposal and/or to determine an applicant's compliance with the requirements of the solicitation;
 - Cancel or modify contracts due to insufficiency of appropriations, cause, convenience, mutual consent, non-responsibility, or a "force majeure";
 - Change any of the scheduled dates stated in the RFP.

3.2 Debriefing

OMH will issue award and non-award notifications to all applicants. Non-awarded applicants may request a debriefing in writing requesting feedback on their own proposal, within 15 business days of the OMH dated letter. OMH will not offer debriefing to providers who are awarded a team. OMH will not offer ranking, statistical, or cost information of other proposals until after the NYS Office of the State Comptroller has approved all awards under this RFP. Written debriefing requests may be sent to the Designated Contact, as defined in Section 2.1.

3.3 Protests Related to the Solicitation Process

Protests based on errors or omissions in the solicitation process, which are or should have been apparent prior to the deadline for receipt of all written questions for this RFP, must be filed prior to the deadline for questions. In the event an applicant files a timely protest based on error or omission in the solicitation process, the Commissioner of OMH or their designee will review such protest and may, as appropriate, issue a written response or addendum to the RFP to be posted on the OMH website in the RFP section. Protests of an award decision must be filed within fifteen (15) business days after the notice of conditional award or five (5) business days from the date of the debriefing. The Commissioner or their designee will review the matter and issue a written decision within twenty (20) business days of receipt of protest.

All protests must be in writing and must clearly and fully state the legal and factual grounds for the protest and include all relevant documentation. The written documentation should clearly state reference to the RFP title and due date. Such protests must be submitted to:

New York State Office of Mental Health
Commissioner Ann Marie T. Sullivan, M.D.
44 Holland Ave
Albany, NY 12229

3.4 Term of Contracts

The contracts awarded in response to this RFP will be for a five-year term. Selected applicants awarded a contract under this RFP will be required to adhere to all terms and conditions in OMH's Master Grant Contract.

3.5 Minority and Women Owned Business Enterprises

OMH recognizes its obligation to promote opportunities for maximum feasible participation of certified minority and women-owned business enterprises (MWBEs) and the employment of minority group members and women in the performance of OMH. OMH expects that all contactors make a good-faith effort to utilize Minority and/or Women Owned Business Enterprises (M/WBE), on any award resulting from this solicitation in excess of \$25,000 for commodities and services or \$100,000 for construction.

With respect to MWBEs, each award recipient must document its good faith efforts to provide meaningful opportunities for participation by MWBEs as subcontractors and suppliers in the performance of the project to be described in each grant disbursement agreement, and must agree that OMH may withhold payment pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at <https://ny.newnycontracts.com>. For guidance on how OMH will determine a contractor's "good faith efforts", refer to 5 NYCRR §142.8.

In accordance with 5 NYCRR § 142.13, each award recipient acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth herein and in its grant disbursement agreements, such finding constitutes a breach of contract and OMH may withhold payment from the award recipient as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the award recipient achieved the contractual MWBE goals; and (2) all sums paid to MWBEs for work performed or material supplied under the grant disbursement agreement.

By applying, an Applicant agrees to demonstrate its good faith efforts to achieve its goals for the utilization of MWBEs by submitting evidence thereof in such form as OMH shall require. Additionally, an Applicant may be required to submit the following documents and information as evidence of compliance with the foregoing:

A. An MWBE Utilization Plan, which shall be submitted in conjunction with the execution of the grant disbursement agreement except as otherwise authorized by OMH. Any modifications or changes to the MWBE Utilization Plan after the execution of the grant disbursement agreement must be reported on a revised MWBE Utilization Plan and submitted to OMH.

OMH will review the submitted MWBE Utilization Plan and advise the award recipient of OMH acceptance or issue a notice of deficiency within 30 days of receipt.

B. If a notice of deficiency is issued, the award recipient will be required to respond to the notice of deficiency within seven (7) business days of receipt by submitting to OMH, a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by OMH to be inadequate, OMH shall notify the award recipient and direct the award recipient to submit within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

OMH may refuse to enter into a grant disbursement agreement, or terminate an existing grant disbursement agreement resulting from this solicitation, under the following circumstances:

- a. If an award recipient fails to submit a MWBE Utilization Plan;
- b. If an award recipient fails to submit a written remedy to a notice of deficiency;
- c. If an award recipient fails to submit a request for waiver; or,

d. If OMH determines that the award recipient has failed to document good faith efforts

The award recipient will be required to attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the project. Requests for a partial or total waiver of established goal requirements may be made at any time during the term of the project, but must be made no later than prior to the submission of a request for final payment under the grant disbursement agreement.

Each award recipient will be required to submit a Quarterly MWBE Contractor Compliance & Payment Report to OMH over the term of the project, in such form and at such time as OMH shall require, documenting the progress made toward achievement of the MWBE goals established for the project.

3.6 Participation Opportunities for New York State Certified Service-Disabled Veteran Owned Business

Article 17-B of the New York State Executive Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Business (SDVOB), thereby further integrating such businesses into New York State's economy. OMH recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of OMH contracts.

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in New York State, applicants are expected to consider SDVOBs in the fulfillment of the requirements of the Contract. Such participation may be as subcontractors or suppliers, as proteges, or in other partnering or supporting roles.

OMH hereby establishes an overall goal of 0% for SDVOB participation, based on the current availability of qualified SDVOBs. For purposes of providing meaningful participation by SDVOBs, the Applicant/Contractor would reference the directory of New York State Certified SDVOBs found at <https://ogs.ny.gov/Veterans>. Additionally, following any resulting Contract execution, Contractor would be encouraged to contact the Office of General Services' Division of Service-Disabled Veterans' Business Development to discuss additional methods of maximizing participation by SDVOBs on the Contract.

It would be required that "good faith efforts" to provide meaningful participation by SDVOBs as subcontractors or suppliers in the performance of a resulting awarded Contract as documented.

3.7 Equal Opportunity Employment

By submission of a bid or proposal in response to this solicitation, the Applicant/Contractor agrees with all terms and conditions of Master Contract for Grants, Section IV(J) – Standard Clauses for All New York State Contracts including Clause 12 – Equal Employment Opportunities for Minorities and Women. The Contractor is required to ensure that it and any subcontractors awarded a subcontract over \$25,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the Contractor, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not

apply to (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

The Applicant will be required to submit a Minority and Women-Owned Business Enterprises and Equal Opportunity Policy Statement, to the State Contracting Agency with their bid or proposal. To ensure compliance with this Section, the Applicant will be required to submit with the bid or proposal an Equal Opportunity Staffing Plan (Form # to be supplied during contracting process) identifying the anticipated work force to be utilized on the Contract. If awarded a Contract, Contractor shall submit a Workforce Utilization Report, in such format as shall be required by the Contracting State Agency on a monthly or quarterly basis during the term of the contract. Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and Federal statutory and constitutional and non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment status because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status, or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest. Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

3.8 Sexual Harassment Prevention Certification

State Finance Law §139-I requires applicants on state procurements to certify that they have a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment training (that meets the Department of Labor's model policy and training standards) to all its employees. Bids that do not contain the certification may not be considered for award; provided however, that if the applicant cannot make the certification, the applicant may provide a statement with their bid detailing the reasons why the certification cannot be made. A template certification document is being provided as part of this RFP. Applicants must complete and return the certification with their bid, or provide a statement detailing why the certification cannot be made.

3.9 Bid Response

Neither the State of New York or OMH shall be responsible for the costs or expenses incurred by the applicant in preparation or presentation of the bid proposal.

3.10 Acceptance of Terms and Conditions

A bid, in order to be responsive to this solicitation, must satisfy the specifications set forth in this RFP. A detailed description of this format and content requirements is presented in Section 2.10 of this RFP.

3.11 Freedom of Information Requirements

All proposals submitted for OMH's consideration will be held in confidence. However, the resulting contract is subject to New York State Freedom of Information Law (FOIL). Therefore, if an applicant believes that any information in its bid constitutes a trade secret or should otherwise be treated as confidential and wishes such information not be disclosed if requested, pursuant to FOIL (Article 6 of Public Officer's Law), the applicant must submit with its bid, a separate letter specifically identifying the page number(s), line(s), or other appropriate designation(s) containing such information explaining in

detail why such information is a trade secret and formally requesting that such information be kept confidential. Failure by an applicant to submit such a letter with its bid identifying trade secrets will constitute a waiver by the applicant of any rights it may have under Section 89(5) of the Public Officers Law relating to the protection of trade secrets. The proprietary nature of the information designated confidential by the applicant may be subject to disclosure if ordered by a court of competent jurisdiction. A request that an entire bid be kept confidential is not advisable since a bid cannot reasonably consist of all data subject to a FOIL proprietary status.

3.12 NYS and OMH Policies

The applicant/contractor must agree to comply with all applicable New York State and OMH policies, procedures, regulations and directives throughout the Term of the contract.

4 Evaluation Factors and Awards

4.1 Evaluation Criteria

All proposals will be rated and ranked in order of highest score based on an evaluation of each applicant’s written submission as well as an internal review.

The Evaluation will apply points in the following categories as defined in Section 5.4 Evaluative Criteria:

Technical Evaluation	
Proposal Narrative	35 points
Agency Performance:	15 points
Diversity, Equity and Inclusion and Peer Support Language	10 points
Readiness	20 points
Financial Assessment	20 points
Total Proposal Points	100

For a detailed description of evaluation criteria for the Technical Evaluation and the Financial Assessment components, see Section 5.4 (Evaluative Criteria).

The internal review will consist of an assessment of the applicant’s organizational competency. This will include a review of the applicant’s residential programs over the past two years to assess occupancy rates and admissions from priority populations.

4.2 Method for Evaluating Proposals

Designated staff will review each proposal for completeness and verify that all eligibility criteria are met. If a proposal is not complete or does not meet the basic eligibility and participation standards as outlined in Sections 2.6 and 2.7, the proposal will be eliminated from further review. The agency will be notified of the rejection of its proposal within 10 working days.

Evaluation of proposals will be conducted in two parts: Technical Evaluation and Financial Assessment. The evaluation committee, consisting of at least three evaluators, will review the technical portion of each proposal and compute a technical score. A financial score will be computed separately based on the operating budget and budget narrative submitted.

Evaluators of the Technical Evaluation component may then meet to discuss the basis of those ratings. Following the discussion, evaluators may independently revise their original score in any section. Once completed, final Technical Evaluation scores will then be recalculated, averaged, and added to the final Financial Assessment score to arrive at final scores. Any proposal not receiving a minimum average score of 70 will be eliminated from consideration.

In case of a tie in the scoring process, the proposal with the highest score on the Proposal Narrative section will be ranked higher.

4.3 Process for Awarding Contracts

4.3.1 Initial Awards and Allocations

Proposals will be ranked, and one award made to the applicant with the highest score to develop and operate the program at the site stated in the Section 1.1 Purpose of the Request for Proposals.

4.3.2 Contract Termination and Reassignment

The inability to develop the housing and occupy the units may result in a reallocation of the housing award. There are a number of factors that may result in the housing program awarded to a contractor to be reallocated. This includes, but is not limited to, lack of progress in developing the housing program within the approved time frame, and implementation practices, such as stringent admission policies, which create barriers for the target population to access the transitional residence. A contractor will be provided notification if the transitional residence will be reallocated.

To reallocate a residence, OMH will go to the next highest ranked proposal that did not get an initial award. OMH also reserves the right to reallocate the transitional residence through a re-procurement process at the State's discretion.

4.4 Award Notification

At the conclusion of the procurement, notification will be sent to all successful and non-successful applicants. All awards are subject to approval by the NYS Attorney General and the Office of State Comptroller before an operating contract can be finalized.

OMH reserves the right to conduct a readiness review of the selected applicant prior to the execution of the contract. The purpose of this review is to verify that the applicant is able to comply with all participation standards and meets the conditions detailed in its proposal.

5 Scope of Work

5.1 Introduction

The overall goal of the Short-Term Transitional Residence program is to assist individuals who are homeless to secure and retain stable housing. It is a step down for individuals who are being discharged from settings described in section 1.3 Referrals. The model is short-term, up to 120 days, with 15 units. This program will provide recipients with the opportunity to acquire the skills needed to move to a more independent housing setting. In addition to skill development, peer support, and linkages to community services, individuals will be supported in procuring benefits, where needed.

The awarded provider will be required to accept referrals from State PCs, Article 28 or 31 Hospitals, CPEPs, EDs RFTs, and state prisons in addition to Safe Options Support (SOS) Team, Assertive Community Treatment (ACT) Team, Forensic Assertive Community Treatment (FACT) Team or Intensive Mobile Treatment (IMT) Team.

Please note that within this target population group, individuals with an Assisted Outpatient Treatment (AOT) must receive priority access.

The applicant agency will also be required to adhere to an expedited referral and admissions procedure which is currently under development.

If not already enrolled, individuals in this program will be connected to SOS/ACT/FACT/IMT/CTI/SMH CM (Teams) to support transition to a more independent housing setting. Depending on the needs of the individual this will range from a Community Residence to permanent supportive housing. Teams will work closely with transitional housing programs to ensure that individuals are able to move to a more independent housing setting within 120 days or less. To facilitate access to the most appropriate level of housing in a timely manner, transitional residences will interface with the Housing Single Point of Access (SPOA) for priority access to vacancies.

This program will have the following staffing: 1.0 FTE supervisor, 4.0 FTE counselor 1.0 FTE clinical coordinator, 2.0 FTE evening coordinators, 2.0 FTE licensed clinicians, 3.0 FTE case managers, 1.5 FTE registered nurses, 1 FTE vocational specialist, 3 FTE peer specialists, 1 FTE administrative assistant and a 1FTE maintenance person.

Staff training will include, but is not limited to, trauma informed care, harm reduction techniques, cultural competence, de-escalation, medication supervision and therapeutic communication skills. Staff will utilize a Recovery Oriented Cognitive Therapy (CT-R) model as a framework for daily activities and engagement. Program staff will develop safety plans with residents, if warranted.

Referrals will be made directly to this program. Within 48 hours of admission, an immediate needs assessment will be completed which will address the basic needs the person is identifying in their life and within 7 days a more comprehensive support plan will be developed which includes a discharge goal. The assessment and service planning process will include exploration of factors leading to homelessness, protective factors, strengths, challenges, interests, goals, and past successes. The program, together with the team, the individual and other collaterals will work in partnership to increase engagement and motivation to move to a more independent level of housing.

Housing staff will facilitate transition of individuals to the most appropriate level of housing of their choice. This may include the completion of the 2010E housing application if not previously submitted, and securing needed documents and information (psychiatric evaluation, psychosocial, homeless history, identification, medical) from the team working with the individual. Program staff will assist individuals with securing a more independent level of housing along with treatment and supportive services, as needed, to ensure housing stability and success upon discharge.

Teams and housing staff will work collaboratively to assist individuals in securing housing placement within 120 days, including assisting with in-person and virtual housing interviews, establishing linkage to providers to support behavioral and physical health needs, and assisting with transition to new housing. Communication between housing staff

and Teams should be frequent.

Motivation of individuals to transition to permanent supportive housing is crucial, and Peer Specialists can utilize lived experiences to better engage residents. Peer Specialists are expected to lead various activities throughout the program. Peer Specialists can bridge the gap between individuals and health care professionals and can also accompany individuals to appointments, if needed or as desired. Peer Specialists can help individuals learn how to identify triggers and early warning signs, experiment with strategies to manage symptoms and identify key resources in the community. Peer Specialists are an integral part of helping people to cope with social or emotional barriers and to stay motivated to reach their goals.

Three meals per day will be provided in addition to nutritional snacks and beverages. Individuals will have direct access to food and will be supported in skill-building by participating in meal planning and preparation.

Staff will help the individual to gain skills necessary for a more independent level of care within a culturally sensitive space, building strong community connections. Program activities include but not limited to skill building, physical wellness, smoking reduction, and substance use reduction if needed, personal hygiene, educational activities to promote literacy, job readiness, housing interview preparedness, and computer literacy. Program staff will support individuals with upkeep of their rooms and common areas in order to teach self-care skills as it relates to maintaining a sanitary environment.

The selected agency is expected to maintain low barrier admission policies that promote a rapid transition from the current setting to housing. Sobriety is not a requirement for housing; programs should utilize a harm reduction model. The agency is expected to work closely with the referral source to develop a coordinated support plan for the individual who is housed.

In addition, all buildings in which program will be located must have a valid Certificate of Occupancy (or equivalent local approval of habitability such as a Letter of No Objection).

5.2 Reporting Requirements

Agencies must conform to all OMH fiscal reporting requirements as outlined in the [“Aid to Localities Spending Plan Guidelines.”](#)

Agencies awarded these units will be required to maintain accurate reporting of all admissions and discharges through OMH’s Child and Adult Integrated Reporting System (CAIRS) and adhere to any additional requirements required by the OMH.

5.3 Operating Funding

For the program awarded through this RFP \$1,807,500 of operating funding will be provided annually. This funding is intended to support a traditional CR staffing model, plus specialized staff as outlined in section 5.1. Funding for this program may not be utilized in any other program, even if funded on the same contract.

Applicants are reminded that funding to support the operation of this program is contingent upon the continued availability of State appropriations.

5.4 Capital Funding

OMH Capital funding is available for property acquisition, construction and/or rehabilitation, subject to the approval of the NYS Division of the Budget. OMH reserves the right to limit funds for property acquisition up to the appraised value of the property and to determine appropriate per bed and per square foot costs for construction.

OMH will provide technical assistance as well as coordinate the request of necessary studies including appraisals and architectural feasibility reports to evaluate a potential site.

OMH's capital includes the advance of State Grant Funds during construction, which will be taken out by a municipal tax-exempt bond sale or private mortgage. Debt service payments for this mortgage will be paid on behalf of the Provider as an extension and in addition to the operating funding for the program.

Program Development Grant (PDG) funds will also be available as part of this contract to assist with developing the new program funded by OMH.

5.5 Evaluative Criteria/Program Specific Questions

Agencies will be evaluated on the following criteria by answering the questions listed below in Sections 5.5.1, 5.5.2, 5.5.3, 5.5.4, and 5.5.5.

5.5.1 Proposal Narrative

- 1a. Provide a description of your agency's experience working with the populations described in Section 1.3 and demonstrate your agency's ability to effectively serve the complex needs of these individuals.
- 1b. Describe your plan for the development of a short-term transitional residence model the populations described in Section 1.3. Provide a description of the proposed community including but not limited to proximity to service providers for both behavioral and physical health, transportation, stores, community amenities, etc.
- 1c. Discuss the characteristics of individuals to be served in this program and the needs of this group and give examples of how your agency has successfully housed and supported this population.
- 1d. Describe in detail, the services your agency will provide to the target group directly through the housing program, your agency as a whole, or in partnership with other agencies.
- 1e. Indicate the staff that will be hired, provide titles, job descriptions, FTEs and a staffing schedule. Describe the background and expertise staff will be expected to have. Describe the training and supervision staff will receive and specify your agency's current use of peers as part of treatment teams and engagement practices. Explain the measures your agency will take to recruit and retain experienced employees. Highlight agency resources that will be made available to implement the program.
- 1f. Confirm your agreement to both expedite admissions and adhere to a low barrier, "housing first" approach and follow the procedures currently in development.
- 1g. Explain engagement strategies. Describe how you will work with the consumer, their referring entity and other service providers (i.e. SOS, ACT or IMT), and the consumer's

natural supports, to develop an individualized, recovery-focused support plan for the consumer.

- 1h. Describe program activities including but not limited to skill building, smoking reduction, physical wellness, personal hygiene, meal planning, shopping, food preparation, educational activities to promote literacy, job readiness, housing interview preparedness, computer literacy, culturally sensitive space and building strong community connections.
- 1i. Provide information on assessing needs, support plan development, coordination with other service providers and natural supports, peer support, service documentation, grievance procedures, cultural competence, and addressing emergency situations.

5.5.2 Agency Performance

Please respond to either Question 2a. Or 2b.

- 2a. Applicants that hold a current OMH housing contract must provide an overview of the agency's experience in providing housing services to individuals who are experiencing homelessness and knowledge of community resources relevant to this group. In the narrative incorporate Children and Adults Information Reporting System (CAIRS) data and recent Scattered Site Supportive Housing reviews to demonstrate that your agency operates Scattered Site Supportive Housing in accordance with OMH guidelines, targets OMH priority populations, maintains occupancy and has a demonstrated history of maintaining residents successfully in their housing. Current licensed OMH housing agencies must note their agency's ability to target OMH priority populations, average length of stay and ability to transition individuals into independent housing. OMH Housing agencies should indicate occupancy levels, ability to accept OMH priority populations, and any instance of terminating a housing program.

Providers should attach their most recent OMH monitoring report (licensed and/or unlicensed housing) and attach the most recently published Residential Program Indicators Report for their region.

- 2b. Applicants that do not hold a current OMH housing contract must describe their agency's experience with and ability to serve individuals who are experiencing street homelessness. The applicant must also describe a situation where successful interventions were used to assist an individual who is homeless with meeting their goals. Non-OMH contracted providers must attach evidence or correspondence from the most recent monitoring visit for any housing or behavioral health service program the agency operates, that is funded by a city, county, state or federal government agency. Particular emphasis should be placed on describing the agency's experience and awareness of community resources relevant to homeless individuals within the borough proposed to be served.

5.5.3. Diversity, Equity and Inclusion and Peer Support Language

Commitment to Equity and the Reduction of Disparities in Access, Quality and Treatment Outcomes for Marginalized Populations

- 3a. Provide a mission statement for this project that includes information about the intent to serve individuals from marginalized/underserved populations in a culturally responsive trauma-informed way.

- 3b. Identify the management-level person responsible for coordinating/leading efforts to reduce disparities in access, quality, and treatment outcomes for marginalized populations.
- 3c. Identify the management-level person responsible for coordinating/leading efforts to ensure incorporation of feedback from participants in services in continuous agency improvement. Information provided should include the individual's title, organizational positioning, and their planned activities for coordinating these efforts.
- 3d. Provide the diversity, inclusion, equity, cultural and linguistic competence plan for this program (as outlined in the National CLAS Standards). Plan should include information in the following domains:
 - workforce diversity (data-informed recruitment);
 - workforce inclusion;
 - reducing disparities in access quality, and treatment outcomes in the patient population;
 - soliciting input from diverse community stakeholders, organizations and persons with lived experience.
 - efforts to adequately engage underserved foreign-born individuals and families.
 - how stakeholder input from service users and individuals from marginalized/underserved populations was used when creating the diversity, inclusion, equity, cultural and linguistic competence plan.

Discuss how the plan will be regularly reviewed and updated.

Equity Structure

- 3e. Describe the organization's committees/workgroups that focus on reducing disparities in access, quality, and treatment outcomes for marginalized populations (diversity, inclusion, equity, cultural/linguistic competence).
- 3f. Describe the organization's committees/workgroups that focus on incorporating participants of services into the agency's governance. Note - it is important to describe how membership of any such committee/ workgroup includes people with lived experience and representatives from the most prevalent cultural groups to be served in this project.

Workforce Diversity and Inclusion

- 3g. Describe program efforts to recruit, hire and retain a) staff from the most prevalent cultural group of service users and b) staff with lived experience with mental health and receiving mental health services.

Language Access

- 3h. Describe efforts to meet the language access needs of the clients served by this project (limited English proficient, Deaf/ASL). This information should include the use of data to identify the most prevalent language access needs, availability of direct care staff who speak the most prevalent languages, the provision of best practice approaches to provide language access services (i.e., phone, video interpretation). Also, include information about efforts to ensure all staff with direct contact with clients are knowledgeable about using these resources. Additionally, provide information about the plan to provide documents and forms in the languages of the most prevalent cultural groups of its service users (consent forms, releases of information, medication information,

rights, and grievances procedures).

This section should also include information related to:

- addressing other language accessibility needs (Braille, limited reading skills);
- service descriptions and promotional material.

Recovery Values

- 3i. Describe the agency or program's plan to espouse recovery and resilience-oriented values into practice.

Collaboration with Diverse Community Based Stakeholders/Organizations

- 3j. For this project, describe proposed efforts to partner, collaborate with and include diverse, culturally relevant community partners in service provision and in the gathering of stakeholder input. This includes information about subcontracting entities (if applicable) and other efforts to ensure government resources reach organizations and populations that are historically economically marginalized, including those that are peer run.

5.5.4 Readiness

- 4a. Describe your agency's experience developing a capital project with OMH or other state agencies.
- 4b. Describe your agency's experience overcoming development challenges.
- 4c. How does your agency work with community members and stakeholders to gain support?
- 4d. Provide a detailed timeline for the project as described in section 1.1: Include milestones such as local approvals, construction timeframe, and estimated project opening date. Address other items such as known zoning issues, project development team readiness, etc.

5.5.5 Financial Assessment

- 5a. Using Appendix B, develop an Operating Budget in the identified column on the Budget template. Assume a full year of operating funds.. Applicants should list staff by position, full-time equivalent (FTE), and salary.
- 5b. Using the Budget Narrative (Appendix B1), describe how your agency manages its operating budget. Applicants must complete a Budget Narrative which should include the following:
 - detailed expense components that make up the total operating expenses;
 - the calculation or logic that supports the budgeted value of each category;
 - description of how salaries are adequate to attract and retain qualified employees; and
 - detailed description of the program's financial sustainability.

Use the Operating Budget (Appendix B) and the Budget Narrative (Appendix B1) to submit with your proposal. The Operating Budget (Appendix B) format is available in Grants Gateway

and a sample can be viewed on the OMH website. Do **not** substitute your own budget format. **Failure to complete the Operating Budget using the correct form may be cause to reject your proposal for non-responsiveness.**