



**Office of
Mental Health**

Short-term Transitional Residence for Individuals Reentering the Community from Prison

Request for Proposals

December 2023

Table of Contents

1. Introduction and Background	3
1.1 Purpose of the Request for Proposal	3
1.2 Allocation of Scattered Site Units	3
1.3 Referrals	4
2 Proposal Submissions	4
2.1 Designated Contact/ Issuing Officer	4
2.2 Key Events/Timeline	5
2.3 RFP Questions and Clarifications	5
2.4 Addenda to Request for Proposals	5
2.5 Eligible Agencies	5
2.6 Disqualification Factors	5
2.7 Grants Gateway Requirement	6
2.8 Instructions for Bid Submission and Required Format	6
2.9 Minority and Women-Owned Business Enterprises and Service Disabled Veteran-Owned Business Enterprises	7
2.10 Service-Disabled Veteran-Owned Businesses	9
2.11 Equal Employment Opportunity	10
2.12 Sexual Harassment Prevention Certification	10
3 Administrative Information	10
3.1 Reserved Rights	10
3.2 Debriefing	12
3.3 Protests Related to the Solicitation Process/Award Outcome	12
3.4 Term of Contracts	12
3.5 Bid Response	12
3.6 Acceptance of Terms and Conditions	12
3.7 Freedom of Information Requirements	12
4 Evaluation Factors for Awards	13
4.1 Evaluation Criteria	13
4.2 Method for Evaluating Proposals	13
4.3 Process for Awarding Contracts	14
4.3.1 Initial Awards and Allocations	14
4.3.2 Reallocation Process	14
4.4 Award Notification	14
5 Scope of Work	15
5.1 Introduction	15
5.2 Reporting Requirements	17
5.3 Operating Funding	17
5.4 Capital Funding	17
5.5 Evaluative Criteria/Program Specific Questions	17
5.5.1 Proposal Narrative (35 points)	18
5.5.2 Agency Performance (15 points)	19
5.5.3 Diversity, Equity and Inclusion and Peer Support Language (10 points)	19
5.5.4 Readiness (20 points)	21
5.5.5 Financial Assessment (20 points)	22

Appendices

- Appendix B: Operating Budget Form**
- Appendix B1: Budget Narrative**
- Appendix C: OMH Direct Contract Form**

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, and experience providing supports to justice-involved individuals to develop and operate a 10 to 14-unit Short-Term Transitional Residence (STTR) primarily for people who are releasing from prison or were released in the past year. Individuals being discharged from an Article 28 or 31 hospital or who are street homeless are also eligible for this housing. STTRs programs are designed to support individuals who need additional supports to strengthen the skills necessary to move to a more independent housing setting.

OMH intends to award twelve (12) programs throughout the state with ten (10) to fourteen (14) units per program. 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 will 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 will 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. OMH may consider licensing these programs in the future to increase revenue opportunities.

Both capital funding for the development of the project and operating funding will be available to selected applicants. Capital project costs will be developed by the selected applicants and the OMH Bureau of Housing Development and Support after analysis of each individual 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).

Notice: Notification of intent to apply should be made to the Local Governmental Unit (county director of community services) for each county to be served under

the program application, as defined in Section 41 of the New York State Mental Hygiene Law.

1.2 Allocation of a Short-Term Transitional Residence

Up to 168 total units of Short-Term Transitional Residence will be awarded over eleven (12) locations across the state with each location having 10 to 14 units.

The OMH intends to award one program located in each of the following counties and group of counties:

Monroe	Onondaga
Broome	Albany
Ulster	Orange
Westchester	New York
Bronx	Kings
Queens	Nassau/Suffolk (can site in either)

Programs may serve individuals from surrounding counties, provided individuals can access services and benefits in their home county. If an applicant wishes to apply for multiple counties they may do so as long as they submit separate applications for each county applied for.

Each applicant will be required to indicate the location they are bidding to serve. The applicant with the highest score for that location will be awarded.

1.3 Referrals

The applicant agencies will be required to accept primary referrals for people with a serious mental illness who are releasing from prison or were released in the past year.. Referred individuals will require enhanced rehabilitation and skill building supports to ensure a successful transition to the community and a more independent living setting.

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

Referrals may also be accepted from other settings if there are vacancies and no pending referral for justice-involved individuals. If vacancies exist, individuals with a serious mental illness being discharged from an Article 28 or 31 hospital or who are street homeless are also eligible for this housing. Referrals can be waitlisted if no vacancies exist. The applicant agency will also be required to adhere to an expedited referral and admissions procedure which is currently under development.

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
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	12/19/2023
Questions Due by 2:00:00 p.m. EST	01/04/2024
Questions and Answers Posted on Website	01/24/2024
Proposals Due by 2:00:00 p.m. EST	02/27/2024
Anticipated Award Notification	04/16/2023
Anticipated Contract Date	TBD

2.3 RFP Questions and Clarifications

All questions or requests for clarification concerning the RFP shall be submitted in writing to the Issuing Officer by email at OMHLocalProcurement@omh.ny.gov by the date indicated in 2.2. Please put "Short-term Transitional Residence for Individuals Reentering the Community from Prison" in your subject line. If you do not comply with the aforementioned subject line OMH cannot guarantee your question will be answered.

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.

2.4 Addenda to Request for Proposals

In the event that it becomes necessary to revise any part of the RFP during the application submission period, an addendum will be posted on the OMH website, the Grants Gateway and the NYS Contract Reporter. It is the applicant's responsibility to periodically review the OMH website, NYS Contract Reporter and Grants Gateway to learn of revisions or addendums to this RFP. No other notification will be given.

2.5 Eligible Applicants

Eligible applicants are not-for-profit agencies with 501(c) (3) incorporation that have experience operating a licensed, mental health housing program, and in providing supports to justice-involved individuals. If unsure if your agency is an eligible applicant, contact the Issuing Officer identified in Section 2.1.

2.6 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 Grants Gateway 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 register in the Grants Gateway and complete the [Vendor Prequalification process](#) 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 indicated in 2.2 cannot be evaluated; therefore, such proposals will be disqualified from further consideration.

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 that their prequalification information will be reviewed if they do not adhere to this timeframe.

2.8 Instructions for Bid Submission and Required Format

Proposal Submission Process

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

If you are not already registered:

Register with the Grants Gateway

<https://grantsmanagement.ny.gov/register-your-organization>

- Include your SFS Vendor ID on the form; if you are a new vendor and do not have a SFS Vendor ID, include a Substitute for W-9 with your signed, notarized registration (also available from the website).
- All registration must include an Organization Chart in order to be processed. When you receive your login information, log in and change your password.

If you are an applicant, and have problems complying with this provision, please contact the GGS help desk via email at grantsgateway@its.ny.gov -- or -- by telephone: (518) 474-5595.

How to Submit a Proposal

Proposals must be submitted online via the Grants Gateway by the date and time posted on the cover of this RFP. Tutorials (training videos) for use of the [Grants Gateway](#) (and upon user log in):

To apply, log into the Grants Gateway as a Grantee, Grantee Contract Signatory, or Grantee System Administrator and click on the View Opportunities button under View Available Opportunities. To get started, in the Search Criteria, enter the Grant Opportunity name provided on the cover page of this RFP, select the Office of Mental Health as the Funding Agency and hit the Search button. Click on the name of the Grant Opportunity from the search results grid and then click on the APPLY FOR GRANT OPPORTUNITY button located at the bottom left of the Main page of the Grant Opportunity.

In order to access the online proposal and other required documents such as the attachments, you MUST be registered and logged into the NYS Grants Gateway system in the user role of either a “Grantee” or “Grantee Contract Signatory” or a ‘Grantee System Administrator”.

The ‘Grantee’ role may ONLY Initiate and Save changes to the application such as add/update information to forms, upload documents while the user logged in as a ‘Grantee Contract Signatory’ or a ‘Grantee System Administrator’ role can perform all the tasks of Grantee role and in addition, can SUBMIT the application to the State. When the application is ready for submission, click the ‘Status Changes’ tab, then click the ‘Apply Status’ button under “APPLICATION SUBMITTED” before the due date and time.

For further information on how to apply and other information, please refer to the <https://grantsmanagement.ny.gov/system/files/documents/2020/05/vendor-user-manual-3.2-5.7.20.pdf> .

Reference materials and videos are available for Grantees applying to funding opportunities on the NYS Grants Gateway. Please visit the [Grantee Documents](#) section on Grants Management website.

Late proposals will not be accepted. Proposals will not be accepted via fax, e-mail, hard copy or hand delivery.

Helpful Links

Some helpful links for questions of a technical nature are below.

<https://grantsmanagement.ny.gov/frequently-asked-questions>

Grants Reform Videos (includes a document vault tutorial and an application tutorial) on YouTube:

<http://www.youtube.com/channel/UCYnWskVc7B3ajjOVfOHL6UA>

(Technical questions)

Grants Team Email: grantsgateway@its.ny.gov or by phone at 518-474-5595

2.09 Minority and Women Owned Business Enterprises and Service-Disabled Veteran 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 contracts. In accordance with New York State Executive Law Article 15-A, OMH hereby establishes a 16% goal for Minority-owned Business Enterprise (“MBE”) participation, a 14% goal for Women-owned Business Enterprise (“WBE”) participation, and a 6% goal for Service-Disabled Veteran-owned Business Enterprises (“SDVOB”) participation 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 agreement, 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 actually paid to MWBEs for work performed or materials supplied under the grant disbursement agreement.

By submitting an application, 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 a 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 M/WBE 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.

2.10 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 6% 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://sdves.ogs.ny.gov/business-search>. Additionally, following any resulting Contract execution, Contractor would be encouraged to contact the Office of General Services' Division of Service-Disabled Veterans' Business Development at 518-474-2015 or VeteransDevelopment@ogs.ny.gov 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 to be documented.

2.11 Equal Employment Opportunity

By submission of a bid or proposal in response to this solicitation, the Applicant/Contractor agrees with all of the terms and conditions of Master Contract for Grants – Standard Terms and Conditions. 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 Employment Opportunity Policy Statement, Form # 4, 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 Employment 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 and shall require each of its Subcontractors to 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 non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment 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.

2.12 Sexual Harassment Prevention Certification

State Finance Law §139-I requires bidders 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 bidder cannot make the certification, the bidder 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 Administrative Information

3.1 Reserved Rights

The OMH reserves the right to:

- Reject any or all proposals received in response to the RFP that are deemed non-responsive, do not meet the minimum requirements, or are determined to be otherwise unacceptable, in OMH'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 and otherwise make funding decisions that maximize compliance with and address the outcomes and priorities identified in this RFP;
- Disqualify an applicant whose conduct and/or proposal fails to conform to the requirements of the RFP;
- Seek clarifications of proposals for the purposes of assuring a full understanding of the responsiveness to the 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 due date, direct applicants to submit proposal modifications addressing subsequent RFP amendments;

- Prior to the due date, 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 applicants via the OMH website, the Grants Gateway and the New York State (NYS) Contract Reporter;
- Eliminate any non-material specifications that cannot be complied with by all of the prospective applicants;
- Change any of the scheduled dates;
- Waive any of the requirements that are not material;
- Negotiate any aspect of the proposal in order to assure that the final agreement meets OMH's objectives;
- Conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder within fifteen (15) business days from notification of selection for award. This is to include completion of all required documents and signature of the contract;
- 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;
- Conduct a readiness review of each selected applicant prior to the execution of the contract as set forth in Section 4.4;
- Cancel or modify contracts due to the insufficiency of appropriations.
- Disqualify providers with historically poor performance in developing beds on a timely basis, or chronically poor performance keeping beds filled.
- Rescind awards should awardees fail to meet prescribed time frames for site identification or contract development and/or signature;

3.2 Debriefing

OMH will issue award and non-award notifications to all bidders. Non-awarded bidders may submit a written request for a debriefing within 15 business days of the OMH dated letter, requesting feedback on their own proposal. Written debriefing requests may be sent to the Designated Contact, as defined in Section 2.1.

3.3 Protests Related to the Solicitation Process / Award Outcome

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 her/his 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:

NYS Office of Mental Health
Commissioner Ann Marie T. Sullivan, M.D
44 Holland Avenue
Albany, New York 12229

3.4 Term of Contracts

The contracts awarded in response to this RFP will be for five years with an anticipated start date as indicated in 2.2. 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 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 bid proposal.

3.6 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 2.9 of this RFP.

3.7 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 a Vendor 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 the Public Officer's Law), the Vendor 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 a Vendor to submit such a letter with its bid identifying trade secrets will constitute a waiver by the Vendor 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 Vendor 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 FOIL proprietary status.

4 Evaluation Factors for Awards

4.1 Evaluation Criteria

All proposals will be rated and ranked in order of highest score per program 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 Capital Funding:

Technical Evaluation	Points
Proposal Narrative	45
Agency Performance	10
Diversity, Equity and Inclusion and Peer Support Language	10
Readiness	15
Financial Assessment	20
TOTAL POINTS	100

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

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

Please note due to the development priority of these programs any agency awarded through this RFP will have six (6) months from the date of the award to identify a viable site and twelve (12) months from the date of capital contract approval to develop a program. OMH is committed to supporting the target population and encourages housing providers to examine their current real estate portfolio for unused space in existing buildings, vacant buildings or surplus property for a possible suitable location. The inability to develop the housing and occupy the units may result in a reallocation of the housing

award as detailed in Section 4.3.2.

4.3.2 Reallocation Process

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 for the location bid for. If there are no agencies left with a passing score, OMH will go to the top of the list and work its way down the list to reallocate the program. 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

This RFP is issued to develop up to 12 STTR programs for individuals who meet the criteria outlined in Section 1.1 and in accordance with the allocations outlined in Section 1.2. The overall goal of the Short-Term Transitional Residence program is to assist individuals who are releasing from prison or were released in the past year. Individuals being discharged from an Article 28 or 31 hospital or are street homeless are also eligible for this housing. STTR programs are designed to support individuals who need time to strengthen the skills needed to move to a more independent housing setting.

The model is short-term, up to 120 days, with 10 to 14 units in each residence across the twelve locations for this opportunity as detailed in section 1.2. In addition to skill development, peer support, and linkages to community services, individuals will be supported in procuring benefits, where needed.

Agencies must work in partnership with the following referring entities: county Single Point of Access, Central New York Psychiatric Center Pre-Release Services, Department of Corrections and Community Supervision, along with forensic case management, Health Homes, Assertive Community Treatment (ACT)/Forensic

Assertive Community Treatment (FACT) teams and other treatment providers including Article 28 or 31 hospitals. Referrals may also be accepted from SOS, Shelter-Partnered ACT and IMT teams serving street homeless individuals. Providers are required to develop coordinated discharge/and admission plans with the referral entity dedicated parole officer, forensic case manager or health home care manager, ACT/FACT Team or other treatment provider to ensure their successful transition into the community.

Referrals with an active AOT Order must receive priority consideration.

Each location 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 PT maintenance person

Program staff should be trained in the application of Aggression Replacement Training (ART) and Interactive Journaling or equivalent programming approved by OMH Central Office. In addition, all staff will be required to complete the CUCS Academy for Justice-Informed Practice Certificate program. This training is focused on education and skills required for working with a justice-involved population. Staff training opportunities include but are not limited to:

- Understanding violence and staff safety
- Understanding the criminal justice system
- Supporting mandated clients including working with parole
- Trauma-informed care for justice involved individuals
- Reducing recidivism and promoting recovery
- The clinical impact of incarceration
- First person perspectives on the experience of incarceration to recovery; and
- Intensive Motivational Interviewing training, including supervisory level Motivational Interviewing

Staff training should also include, but is not limited to, harm reduction techniques, cultural competence, de-escalation, and medication supervision. 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 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 securing needed documents and information (psychiatric evaluation, psychosocial, homeless history, identification, medical) from the team working with the individual and for a program located in NYC, the completion of the 2010E housing application if not previously submitted. 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. For individuals releasing from prison, Central New York Pre-Release Services will start the application for long-term housing prior to release, and will continue to work with the individual and the program during the STTR stay in order to support transition within 120 days.

Motivation of individuals to transition to a more independent level of housing is crucial, and Peer Specialists can utilize lived experiences to better engage residents. Peer Specialists are an integral part of helping people to cope with social or emotional barriers and to stay motivated to reach their goals. Peer Specialists are expected to lead various activities throughout the program. Peer Specialists can support individuals upon request to accompany them to appointments. 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.

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 housing 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 agencies are expected to maintain low barrier admission policies that promote a rapid transition for individuals from living situations described in Section 1.1 to housing. Sobriety is not a requirement for housing. The agencies are 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).

The Local Governmental Unit (LGU), Director of Community Service (DCS)/Mental Health Commissioner has a statutory authority and responsibility for oversight and cross-system management of the local mental hygiene system to meet the needs of individuals and families affected by mental illness, substance use disorder and/or intellectual/developmental disability in their communities. LGU collaboration is a vital part of the work of Short-term Transitional Residence for Individuals Reentering the Community from Prison. Applicants must notify the LGU(s) of their intent to apply.

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 each program awarded through this RFP operating funding will be provided annually at a rate of \$120,500 per unit. For example, if an applicant is awarded 10 units the annually operating funding for the program will be \$1,205,000 (\$120,500 x 10). 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 should identify how many units they intend to cite in the program, and complete their budget with the appropriate total funding amount. Applicants may adjust the total units requested (between 10-14) after awards are made and a site has been identify, based on how many units the site can comfortably support.

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.

5.5 Evaluative Criteria/Program Specific Questions

Agencies will be evaluated on the following criteria by answering the questions listed below in Sections 5.4.1, 5.4.2, 5.4.3, 5.4.4 and 5.4.5.

5.4.1 Proposal Narrative (45 points)

- 1a. Indicate which county, or group of counties, you are planning to site the short-term transitional residence model. Include the total number of units you intend to develop.
- 1b. Describe in narrative form the characteristics of the primary population to be served in this program.

- 1c. Discuss such population characteristics as forensic history, impact of incarceration, service history, present functional level, educational level, job history, community living skills, existence of social supports, trauma history, and substance use history.
- 1d. Describe admission criteria, and procedures including the information flow you would create to streamline and track referrals, including any necessary interface with CNYPC Pre-Release Services, SPOA, Department of Corrections and Community Supervision (DOCCS), the OMH Field Office, and Health Homes.
- 1e. Describe in narrative form the service needs of the population specific to the characteristics described in (1c) above.
- 1f. Describe in detail the culture that will be fostered in the residence to support community reintegration and to engage residents in both treatment and recovery-focused activities taking into account the population characteristics above and the particular needs and expected acculturation challenges of individuals recently discharged from a correctional setting. Describe in detail the services that will be provided directly by the sponsoring agency. Indicate what specific strategies will be employed, how the services and activities will prepare individuals for reintegration into the community.
- 1g. 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.
- 1h. Confirm your agreement to both expedite admissions and adhere to a low barrier, "housing first" approach and follow the procedures currently in development..
- 1i. Describe resident assessment procedures and the development of a person-centered, strengths-based services plan. Describe the process of services planning that will incorporate strategies to engage and motivate residents towards their recovery and provide an appropriate response to residents who are at risk of relapsing and/or begin not taking their medications. Discuss methods for ensuring integrated services for residents with co-occurring substance dependence/use disorders. Describe how residents will be assisted when a mental illness or substance use relapse occurs.
- 1j. 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.
- 1k. Identify community-based resources that will be available to residents through referrals and/or linkage agreements. Describe how housing staff will communicate and collaborate with community-based resources to further residents' recovery

goals. Indicate how these services support the residents' recovery from mental illness and substance abuse. Describe how all services will take into account the cultural and linguistic needs of the individual.

- 1l. Describe your network, internally and externally, of behavioral health and other providers, and how you plan to utilize those networks to facilitate rapid access to care. In your response, describe how you plan to ensure close collaboration with the Local Government Unit (LGU) to facilitate care for individuals served by Short-term Transitional Residence for Individuals Reentering the Community from Prison in all applicable counties.

5.4.2 Agency Performance (10 points)

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 justice involved 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.

OMH providers shall base their response on the most recently published Residential Program Indicators Report.

- 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.

5.4.3 Diversity, Equity and Inclusion and Peer Support Language (10 points)

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.

5.4.4 Readiness (15 points)

- 4a. Describe your plan for the development of a short-term transitional residence model for persons from living situations described in Section 1.1 to housing. 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. If there is not a proposed location at this time explain, in detail, how you would find a site within 6 months. Describe the community amenities your agency looks for when seeking a site for development.
- 4b. Is there an identified site for the proposed project? If so, what is the address? If not, please describe the steps your agency will take to identify and secure a site.
- 4c. Describe your agency's experience developing a capital project with OMH or other state agencies.
- 4d. Describe your agency’s experience overcoming development challenges.
- 4e. How does your agency work with community members and stakeholders to gain support?
- 4f. Provide a detailed timeline for the project: Include milestones such as site acquisition, local approvals, construction timeframe, and estimated project opening date. Address other items such as known zoning issues, project

development team readiness, etc.

5.4.5 Financial Assessment (20 points)

- 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.**