



**Enhanced Scattered Site Supportive Housing for  
Young Adults with Serious Mental Illness**

**Request for Proposals**

**RFP# OMH106**

Grant Procurements

(On-Line Submission Required)

March 2024

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# 1. Introduction and Background

## 1.1 Purpose of the Request for Proposal

The Office of Mental Health (OMH) announces this Request for Proposals (RFP) for the development and operation of four - 25 bed Enhanced Young Adult Scattered Site Supportive Housing programs. Two awards will be made in New York City in the boroughs identified below. One award will be made in the Hudson River region and one award will be made in the Western region. The Western region program may be sited in either Monroe or Erie counties. The Hudson River program may be sited in either Albany/Rensselaer/Schenectady counties or Sullivan/Orange counties.

Hudson River: Albany/Rensselaer/Schenectady Counties; <b>or</b>	25 beds
Hudson River: Sullivan/Orange Counties	25 beds
Western NY: Erie County; <b>or</b>	25 beds
Western NY: Monroe County	25 beds
NYC: Queens County	25 beds
NYC: Kings County	25 beds

The target population for all 100 beds in this program are: young adults between the ages of 18 and 25 with serious mental illness coming from an institutional setting, leaving foster care, or are homeless. Some individuals may have a co-occurring Substance Use Disorder (SUD) and be at various stages of recovery, see Appendix D in the “Event Comments and Attachments” in the Statewide Financial System (SFS). Although supportive housing is permanent housing, the agency will be expected to transition the individuals to an adult housing slot within their agency, another agency or to independent housing, as the individual progresses in their recovery. Generally speaking, individuals should be transitioned out of the program no later than their 26<sup>th</sup> birthday. However, recognizing individuals need sufficient time to gain the desired skills, individuals admitted to the program after their twenty third birthday may be served for a period of up to three years.

The Enhanced Young Adult Supportive Housing program is intended to help young adults with a diagnosis of a Serious Mental Illness (SMI) transition from institutional settings, foster care, and homelessness; improve access to behavioral health and community resources; pursue vocational/educational goals; and develop real-world skills that will support them on the path forward as independent adults.

Many of these young adults have not yet developed sufficient skills needed to successfully live independently in the community. This program will provide additional assistance aimed at increasing independence by providing enhanced case management, real- world skill building, vocational/educational support, and peer support services.

Enhanced funding will be used to hire two additional staff members per program: a

Psychiatric Rehabilitation Specialist who has vocational experience and a Peer who has lived experience; funding may also be used to augment the salary of the Program Manager so that the individual has clinical experience and expertise.

The Enhanced Young Adult Supportive Housing Program includes both enhancements to current supportive housing services and new services that are important for young adults. The model has four staff members: Program Manager, with clinical experience; Case Manager, with a reduced case load; Psychiatric Rehabilitation Specialist, with educational/vocational experience; and a Peer, with lived experience. The four individuals will form a de facto team so that all residents are introduced to each staff member, thus, if a crisis or other emergency arises, a familiar person can respond. The flexibility to respond to crises internally and having a Program Manager with clinical experience, is intended to reduce the need for external intervention and use of emergency services. The four-person team can stagger hours to provide coverage at night and on weekends and will also add flexibility for additional home visits, if needed. The enhanced service model includes Case Management (1:20 resident to staff ratio), Supported Vocational/Education Services and linkages, Real-World Skill Building, additional clinical support, and Peer Support Services, as well as the flexibility of a de facto team to support young adult needs and crises, as they arise.

A significant challenge in meeting the needs of young adults, particularly those with long histories of system involvement, is engagement. A Peer is included in the Enhanced Young Adult Supportive Housing Program to support engagement, as well as teach self-advocacy, and development of real-world skills. Young adults want to be independent. Employment opportunities, skill development and vocational/educational supports are critical in helping an individual achieve personal goals and self-sufficiency.

The supported vocational/educational component within the program is important to enable the young adults to progress. Although there are community-based programs available to support these young adults, many need more hands-on support, which is possible by deploying a staff person within the housing program. A staff person can develop a relationship and support the young adult with the ups and downs of their early work experiences, which are natural for many young adults, not just those with SMI. Additionally, young adults coming from institutional settings, foster care, or who were homeless are likely to have significant behavioral health and community resource needs with substantial corresponding case management requirements.

For NYC programs, eligibility for the young adult units referred to the program will be determined by the Human Resources Administration (HRA) through the submission of the HRA 2010 E. Approved HRA 2010E housing applications will be sent to the agency awarded the program by the Center for Urban Community Services (CUCS) which operates the Housing Single Point of Access (SPOA).

For Hudson River and Western NY programs, eligibility for the young adult units referred to the program will be managed through the respective County's Housing Single Point of Access program (SPOA).

The referral sources for this program include, but are not limited to: Article 28 hospitals, homeless shelters, or drop-in centers, OMH psychiatric centers, the Foster Care system, Residential Treatment Facilities (RTF) and current NY/NY III Population C housing programs in NYC. Referrals with an Assisted Outpatient Treatment (AOT) order must receive priority consideration for any housing vacancy.

## 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 contacting 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:

Amanda Szczepkowski  
Contract Management Specialist 2  
New York State Office of Mental Health  
Contracts and Claims  
7<sup>th</sup> Floor  
44 Holland Avenue, Albany, NY 12229  
[OMHLocalProcurement@omh.ny.gov](mailto:OMHLocalProcurement@omh.ny.gov)

### 2.2 Key Events/Timeline

RFP Release Date	03/05/2024
Questions Due by 2:00 PM EST	03/26/2024
Questions and Answers Posted on Website	04/09/2024
Proposals Due by 2:00 PM EST	04/30/2024
Anticipated Award Notification	06/13/2024
Anticipated Contract Date	10/01/2024

### 2.3 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.

### 2.4 Eligible Applicants

Eligible applicants are not-for-profit agencies with 501(c) (3) incorporation that currently operate scattered-site supportive housing in New York State. If unsure if the agency is an eligible applicant, contact the Issuing Officer identified in Section 2.1.

Please note that all questions regarding Eligibility will be responded to through the official Question and Answer process. No questions regarding Eligibility will be responded to individually.

### 2.5 RFP Questions and Clarifications

All questions or requests for clarification concerning the RFP shall be submitted in writing to the Issuing Officer by email to [OMHLocalProcurement@omh.ny.gov](mailto:OMHLocalProcurement@omh.ny.gov) by 2:00 PM EST on the "Questions Due" Date indicated in 2.2. The questions and official

answers will be posted on the OMH website, as well as a link in the Statewide Financial System (SFS), by the date indicated in 2.2 and will be limited to addressing only those questions submitted by the deadline. No questions can be submitted or will be answered after this date. No questions will be answered by telephone, in person or by email.

The questions and official answers will be posted on the OMH website by the date/time noted in Section 2.2 Key Events/Timeline. Please put “Young Adult SS SH RFP” in the subject line of the email.

## **2.6 Addenda to Request for Proposals**

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

## **2.7 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 2.4; 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 2.8, by the “Proposal Due” date indicated in 2.2.

## **2.8 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.**

## **2.9 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](mailto: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](mailto: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](mailto: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](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](https://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; do not meet the minimum requirements or are determined to be otherwise unacceptable, is 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;
  - 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 bidders via the OMH website, the 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;
  - 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, applicant should the agency be unsuccessful in negotiating with the selected applicant; 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.

### **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, regardless of if it was selected for an award, or disqualified, within 15 business days of the OMH dated letter. 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/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 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 contract awarded in response to this RFP will be for five years with an anticipated start date 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 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 contracts. In accordance with New York State Executive Law Article 15-A, OMH hereby establishes a 0% goal for Minority-owned Business Enterprise (MBE) participation, a 0% goal for Women-owned Business Enterprise (WBE) participation, based on the current availability of qualified MWBEs, 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 subcontractors 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 bid proposal.

### **3.10 Acceptance of Terms and Conditions**

A bid, 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.

### **3.11 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 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.

### **3.12 NYS and OMH Policies**

The Vendor 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 for Awards**

### **4.1 Evaluation Criteria**

All proposals will be rated and ranked per geographic region in order of highest score based on an evaluation of each applicant's written submission as well as OMH internal reviews.

The Evaluation will apply points in the following categories as defined in Section 6 Evaluative Criteria:

<b>Technical Evaluation</b>	<b>Points</b>
Program Description	35
Program Development & Implementation	25
Agency Performance	10
Diversity, Equity and Inclusion and Peer Support Language	10
Financial Assessment	20
	100

For a detailed description of evaluation criteria for the Technical Evaluation and the Financial Assessment components, see Section 6 (Proposal Description).

The OMH 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; as well as review of certification visits and Scattered Site Supportive Housing reviews in the past three years.

#### **4.2 Method of Evaluating Proposals**

Designated staff will review each proposal for completeness and verify that all eligibility criteria are met. A complete proposal shall include all required components as described in Section 2.9. If a proposal is not complete or does not meet the basic eligibility and participation standards as outlined in Sections 2.4 and 2.8, 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. OMH’s 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 applied 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 the event of a tie score between two proposals in the same geographic region, the agency with the highest score on the Program Description will receive the higher ranking.

#### **4.3 Process for Awarding Contracts**

##### **4.3.1 Initial Awards and Allocations**

One award will be made in the Hudson River and Western regions, and two awards will be made in NYC, for a total of 4 awards:

Hudson River: Albany/Rensselaer/Schenectady Counties; <b>or</b>	25 beds
Hudson River: Sullivan/Orange Counties	25 beds
Western NY: Erie County; <b>or</b>	25 beds
Western NY: Monroe County	25 beds
NYC: Queens County	25 beds
NYC: Kings County	25 beds

**4.3.2 Reallocation Process**

There are factors that may result in the awarded funding being rescinded and reallocated. These include, but are not limited to, an OMH determination that the agency has failed to adequately progress a project, i.e., not able to fill the units and maintain a 90% occupancy level, within 18 months of the award notification date. In the instance of reallocation of funding, OMH will begin with the next highest scoring proposal.

**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 the 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 can comply with all participation standards and meets the conditions detailed in its proposal.

**5. Scope of Work**

**5.1 Introduction**

As stated in Section 1.1, the development and operation of four-25 bed Enhanced Young Adult Scattered Site Supportive Housing programs located in New York State is targeted for young adults between the ages of 18 and 25 diagnosed with a serious mental illness (SMI) who are leaving institutional settings, leaving foster care or are currently street or sheltered homeless. Institutional settings include but are not limited to Residential Treatment Facilities, Residential Treatment Centers, Children’s Community Residences, or OMH operated Psychiatric Centers. Young adults served by this program are expected to have significant support needs, reflecting complex backgrounds that include institutional living, hospitalizations, out-of-home placement, foster care, and homelessness. To meet those needs and to support recovery, enhanced services will be provided. Many of the individuals to be served have not yet developed sufficient skills needed to live independently in the community. The enhanced services are intended to improve access to behavioral health and community resources, support vocational/educational goals, and develop real-world skills that will support the individuals on the path forward as independent adults.

The Enhanced Young Adult Scattered Site Supportive Housing Program includes both enhancements to current supportive housing services and new services that are important for young adults. The model has four full-time staff members: Program Manager, with clinical experience, Case Manager, Psychiatric-Rehabilitation Specialist with vocational experience and a Peer. The four individuals will form a de facto team so that all residents are introduced to each staff member, thus, if crisis or issue arises a familiar person can respond. The flexibility to respond to crises internally by having a Program Manager with clinical experience is intended to reduce the need for external intervention and use of emergency services. The four-person team is expected to stagger hours to provide coverage at night and on weekends and will also add flexibility for additional home visits, if needed.

#### Enhanced Services Model:

- Enhanced Case Management Caseload (1:20) – Case manager will be responsible for twenty (20) young adults and other program staff will provide case management for five (5) individuals.
- Program Manager with clinical experience – The administrative responsibilities include but not limited to screening referrals, supervising program staff, intervening with residents and landlords, as needed, ensuring that staff are coordinating services with other providers, and coordinating and/or responding to crisis situations with an enhanced ability to support residents and staff to address issues and crises, reducing the need for external intervention.
- Vocational/Educational Support – young adults' goals will be supported within the program. Providing the service within the program allows the young adults to develop a relationship that is closer and there are other staff member who will have eyes on the individual who can identify needs, if they arise.
- Real-World Skills Building – including but not limited to seeking entitlements, time management, financial literacy (develop and adhere to a budget, understand banking and taxes), management of an apartment (abiding by a lease, keeping it clean, shopping, cooking, and understanding tenant expectations), decision-making (including recovery from decisions that do not work out as expected), and healthy relationships. These skills are necessary for independence as an adult. The skill development can be provided by the Psychiatric-Rehabilitation specialist and/or the Peer and be supported by the Case Manager and Program Manager.
- Peer - with responsibilities that include engagement, self-advocacy, skill-building, linkage to supports and resources, and entitlement applications. The Peer should be either a Certified Peer Specialist or Credentialed Youth Peer Advocate.
- De facto team of four staff members allows for staggered hours at night and on weekends to address issues and crises. The development of familiarity with all four staff members means the person responding to an issue or crisis is familiar and reduces the need for external intervention. The increased staff may also provide the flexibility for additional home visits, if necessary.
- Staff will complete the training curriculum included in the Learning Management System (LMS) within 60 days of being hired.



While the Scattered-Site Supportive Housing is permanent housing, individuals will not receive enhanced services after they turn 26 years of age (except as indicated in section 1.1). The agency will be expected to transition the individuals to an adult housing slot within their agency, another agency, or to independent housing as the individual progresses in their recovery or when they turn 26 years of age. Residents of Scattered-Site Supportive Housing can remain in this housing provided their clinical and financial circumstances render them eligible and allow them to meet their responsibilities as a tenant. Scattered-Site Supportive Housing is not lost during absences of short duration, and there are no external program attendance requirements. Residents of Scattered-Site Supportive Housing are tenants and will have the same rights and responsibilities as any other tenant in New York State.

Scattered-Site Supportive Housing provides affordable, independent housing and access to community-based support services based on the needs and desires of the resident. Residents of Scattered-Site Supportive Housing may be able to live in the community with a minimum of staff intervention from the contract agency. Others may need the provision of additional supports, such as an Assertive Community Treatment (ACT) team or care coordination. Some residents may have co-occurring substance abuse disorders and be at various stages of recovery.

As stated in Section 1.1 the referral sources for this program include but are not limited to: Article 28 hospitals; homeless shelters or drop-in centers; OMH psychiatric centers; the Foster Care system; Residential Treatment Facilities (RTF); Residential Treatment Centers; Children's Community Residences; and NY/NY III Population C housing programs. For NYC programs, approved HRA 2010E housing applications will be sent to the contractor awarded the program by Center for Urban Community Services (CUCS) which operates the Housing Single Point of Access (SPOA). For Hudson River and Western NY regions, respective County's Single Point of Access (SPOA) will manage the referrals.

Services provided by the agency will vary, depending upon the needs of the resident. Scattered-Site Supportive Housing staff will encourage and assist residents to develop natural community supports, use community resources, and pursue an individualized path towards recovery. Staff will help the individual to establish a household and facilitate the resolution of landlord-tenant issues. As integration into the community improves and the resident makes progress in their recovery it is expected that the need for services provided by the contractor and other agencies will decrease over time. This will be evidenced in the residents' individualized support plan and program documentation. It is the intent of this program that the residents will increase their independence in the community such as but not limited to independently complete the following tasks: scheduling and attending appointments, both behavioral health and physical health; adhering to their medication regime; managing finances and household budgets; utilizing community resources; maintaining their housing; and conducting activities of daily living.

When possible, individuals should hold their own leases. Renting studio, one- bedroom and two-bedroom apartments scattered throughout the community is the norm. In instances where roommates are involved, the agency must facilitate cooperative arrangements on bill payments, division of household responsibilities and other matters.

Scattered-Site Supportive Housing is integrated housing that consists of scattered site

apartments located in multiple buildings throughout the community. The goal is to provide individuals with a setting in which they live in their own apartments and can interact with non-disabled persons.

There is no capital funding associated with this initiative to purchase or renovate an existing apartment building.

Scattered-Site Supportive Housing funding made available through this RFP provides rent stipends, housing case management services, enhanced services, as outlined in this RFP, and funds to cover consumer emergencies as specified in the Scattered-Site Supportive Housing Guidelines (2019 Supported Housing Guidelines). There are no OMH licensing requirements. The Agency must comply with the OMH Scattered-Site Supportive Housing Guidelines. A copy of the OMH Scattered-Site Supportive Housing Guidelines is posted on OMH's website [https://omh.ny.gov/omhweb/adults/supportedhousing/supportive\\_housing\\_guidelines.pdf](https://omh.ny.gov/omhweb/adults/supportedhousing/supportive_housing_guidelines.pdf) as part of this RFP and should be reviewed prior to responding to the RFP.

In addition, all buildings in which apartments are located must have a valid Certificate of Occupancy (where the C of O is applicable). The OMH Field Office's monitor Scattered-Site Supportive Housing and conducts site visits to review compliance with the Guidelines.

The agency shall provide bi-annual data and reporting as requested by OMH in connection with program evaluation and feedback.

## **5.2 Reporting Requirements**

Agencies must conform to all OMH fiscal reporting requirements as outlined in the "Aid to Localities Spending Plan Guidelines." These guidelines are available on the Internet at <https://apps.omh.ny.gov/omhweb/spguidelines/>.

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 requirements OMH may subsequently develop. In addition to CAIRS reporting, the program will be required to complete additional evaluation components, as required, including but not limited to implementation checklists and support for residents completing an individual survey on admission and every six months thereafter.

## **5.3 Operating Funding**

Funding for Scattered-Site Supportive Housing is a combination of client rent payments and OMH funds. Residents of Scattered-Site Supportive Housing are required to pay 30 percent of their net income for rent and reasonable utilities. Agencies will receive annual funding for units developed under this initiative through an OMH contract at the current regional rate for supportive housing per unit, plus an additional \$5,000 per unit to support the enhanced services. This funding is for rent stipends, housing case management services, enhanced services, as outlined in this RFP, and funding to cover consumer emergencies, as specified in the Scattered-Site Supportive Housing Guidelines. The per unit annual operating funding (including the \$5,000 supplement) is as follows:

Hudson River: Albany/Rensselaer/Schenectady Counties	\$19,962
Hudson River: Sullivan/Orange Counties	\$19,914
Western NY: Erie County	\$17,910
Western NY: Monroe County	\$18,414
NYC: Queens County	\$32,372
NYC: Kings County	\$32,372

**6. Evaluative Criteria/Program Specific Questions**

When submitting proposals for funding under this RFP, the narrative must address all components listed below, in the following order:

**6.1 Program Description**

**6.1 a.** Describe the characteristics of the young adults to be served, including characteristics of the region where the housing will be located, as well as treatment, educational and job histories, community living skills, social supports, as well as family/family of choice if applicable, community connection, and substance use or forensic history, if any.

**6.1 b.** Describe and demonstrate the agency's experience and ability to serve young adults diagnosed with SMI who are leaving institutional settings, foster care, or homeless shelters and may have co-occurring Substance Use Disorders and trauma.

**6.1 c.** Describe and discuss the possible service needs of young adults including those who may not yet have formed a vocational/educational plan, who may have a limited support network/resources, as well as those needing additional real-world skills to become independent adults. The discussion should include, but not be limited to financial literacy, household management, cooking and nutrition, socialization, job training/employment, real-world skills, education, symptom management, medication oversight, parenting support and pre-natal care. Include the agency's ability to serve young adults who become a parent while in supportive housing.

**6.1 d.** Describe the agency's role in providing direct services and/or the process for developing linkages with Health Homes, treatment providers and support services within the community that can address an individual's additional service needs.

**6.1 e.** Explain the agency's intentional engagement strategies for this population, support plan development and coordination with other service providers. Attach a sample copy of the assessment tool and sample support plan that will be used with individuals, redact identifying information.

**6.1 f.** Describe the use of age-appropriate peer services and supports.

**6.1 g.** Explain the process for handling resident emergencies after hours and on weekends.

## **6.2 Program Development and Implementation**

**6.2 a.** Provide a detailed timeline of the agency's ability to develop the apartment units and fill the units in a timely manner. Describe the configuration of the apartments that will be rented (e.g., studio, one- or two-bedroom apartments) and where the apartments will be rented.

**6.2 b.** Provide a detailed description of the referral and admission process.

**6.2 c.** Describe how the agency will provide an orientation to individuals during the admission process. Include details, including but not limited to tenant rights; how to access community resources and the locations of those resources; transportation availability; understanding the conditions of the lease; how to be a good tenant; how to negotiate roommate relationships; the roles of the service providers; and appropriately accessing support during an emergency.

**6.2 d.** Attach a copy of the proposed lease or sublease agreement. For sublease arrangements, provide the rent collection and rent arrears procedure. Describe the supports provided by the agency to appropriately ensure rent payment is made on time by residents.

**6.2 e.** Provide a detailed description of how the agency will support the individual if they are facing eviction by the landlord. Include a description of the range of interventions that would be used to prevent someone from losing their housing.

**6.2 f.** Provide a detailed description of how the agency will conduct discharge planning with individuals who choose to leave the program, have progressed in their recovery, and no longer need this level of service, or are no longer eligible. How will the agency support the young adults through this process? Attach the grievance procedure that will be provided to residents.

**6.2 g.** Provide a staffing plan, include a description of the roles and responsibilities of each staff member. Indicate the skills and experience each staff member will be expected to have. Describe initial and ongoing staff training and supervision. Describe the recruitment plan that the agency will use to recruit, train, retrain, and support the level of professional and appropriately qualified staff needed to carry out the program duties.

**6.2 h.** Describe all services to be provided during regular business hours (e.g., Monday through Friday 9-5), as well services to be provided outside regular business hours. Describe the plan for providing emergency and crisis intervention services on a 24 hour a day, 7 day a week basis.

## **6.3 Agency Performance**

**6.3 a.** Provide an overview of the agency's current OMH funded Scattered Site Supportive Housing Program. The narrative should: a) demonstrate that the agency operates Scattered Site Supportive Housing in accordance with OMH guidelines; b)

demonstrate that the agency has successful experience targeting OMH priority populations including young adults with serious mental illness and maintaining consumers successfully in their housing; and c) incorporate CAIRS data, including length of stay and occupancy rates. OMH providers shall base their response on the most recently published Residential Program Indicators (RPI) Report.

**6.3.b.** Highlight the agency's performance as demonstrated through most recent certification visits (if applicable) and Scattered Site Supportive Housing reviews. Discuss feedback received from reviewers. Provide information if there were unmet standards as well as the plan(s) of corrective action taken to address the findings.

**Note:** The OMH internal review will consist of an assessment of the applicant's organizational competency. This will include review of the applicant's residential programs over the past two years as well as previous OMH actions including, but not limited to, fines, revocations of operating certificates, limitations on operating certificates and/or repeat citations or unmet standards impacting client care. Additional areas of organizational competence include percentage of admissions from OMH PCs or OMH-operated residential programs; transition of residents from licensed housing to more independent housing; housing retention for supportive housing programs; and accuracy and timeliness of CAIRS reporting. If an agency received an award of housing from a previous allocation, the agency's performance in filling the units within the contractual time frame and with the priority population specified will be evaluated.

## **6.4 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**

**6.4 a.** 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.

**6.4b.** Identify the management-level person responsible for coordinating/leading efforts to reduce disparities in access, quality, and treatment outcomes for marginalized populations.

**6.4c.** 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.

**6.4d.** 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**

**6.4e.** 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).

**6.4f.** 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**

**6.4g.** 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**

**6.4h.** 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**

**6.4i.** Describe the agency or program's plan to espouse recovery and resilience-oriented values into practice.

### **Collaboration with Diverse Community Based Stakeholders/Organizations**

**6.4j.** 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.

## **6.5 Financial Assessment**

**6.5a.** Attach an operational budget. Assume a full year of operating funds (see Appendix B). Start-up expenses should be included in the Year 1 budget. The start-up should include the amount needed for the establishment of the units, including cost of staffing, broker fees, security deposits, furniture, moving expenses and other expenses. Show sources of income including client “rent” and OMH funding. Applicants should list staff by position, full-time equivalent (FTE), and salary.

**6.5b.** Describe how client and, when applicable, non-client, rent will be calculated. Explain how the agency plans to address emergencies in conformance with the Supportive Housing Guidelines. Highlight other sources of funding, if any. Describe how the agency manages its operating budget. Also, bidders 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;
- Phase-in schedule – please describe how many apartments your agency will be developing each month (studios/one bedrooms). Please note: Your agency’s phase-in schedule will determine the rental costs and client contribution in Year 1 (the start-up budget). There are no additional start-up funds available. Lower rental costs in Year 1 will allow your agency to purchase furniture and cover security deposits, broker fees, etc.
- description of how salaries are adequate to attract and retain qualified employees; and
- description of how apartment rental assumptions and utility costs are calculated within the geographic area in which they are located.

Use the Operating Budget (Appendix B) and the Budget Narrative (Appendix B1) to submit with the proposal, which may be found in the pre-submission uploads in the Grants Gateway. Do **not** substitute the agency’s budget format.

**Failure to complete the Operating Budget using the correct form may be cause to reject the proposal for non-responsiveness.**

**6.5c.** Describe the fiscal viability and health of the applicant agency, including the history of successfully managing public grant funding.

**6.5d.** In the past three years, has the applicant agency been audited or reviewed by a government agency. If so, what was the result? Describe any negative findings and how they were resolved. Indicate if audited financial statements have been prepared for the applicant agency within the past twelve months and if the audit resulted in an unqualified, or “clear” opinion. If the audit resulted in a qualified opinion, please describe.