

Questions and Answers for  
Intensive Transitional Living Residence at Bronx Psychiatric Center RFP

1. What is the funding amount for the ITLR?

As reflected in the RFP, applicants are asked to propose a rich staffing model sufficient to provide an intensive level of services designed to prepare individuals to transition to a more independent level of housing. Applicants should develop a budget that supports this staffing model and program operation, and OMH will work with the selected applicant to finalize said budget.

2. Are there OMH identified permanent housing that clients can be referred to after their time at the ITLR and Transitional SRO? Or do bidders have to rely on their own housing networks/resources?

The expectation is that SPOA and HRA should be utilized for discharge planning. OMH's Civil Reintegration Unit (CRU) will participate in discharge planning with the agency in order to identify specialized housing resources that may be available to residents, such as Forensic Supportive Housing.

3. Does OMH already have people identified for Transitional SRO and/or ITLR to refer once award is made and/or 3-4 months post award?

There are not specific individuals targeted for the ITLR units, but the identified referral sources will have eligible referrals once these beds are available.

4. OMH outlined the referral source and procedures in the RFP, but are internal agency referrals possible?

Agencies that receive an allocation of housing resources under this RFP are required to ensure the units are only filled by the referral sources identified in Section 5.2.2 of the RFP.

5. Security within the PC from which forensic patients would be admitted to the ITLR: Is there a metal detector in place for all entering residents/patients/guests? Other kinds of screening for potential weapons that can be brought in? Security?

There will not be a metal detector or wand of individuals in this residence. The provider should include funds for security in their proposed budget. The campus will continue to be monitored by Bronx Psychiatric Center (BPC) safety department.

6. Population to be served: What kind of safety screening/risk assessment is done to determine who is released from prison to PC/from PC into ITLR? What are the criteria for discharge in terms of determining risk for safety? For successful transition in general?

Risk assessments are completed on all individuals who are releasing from prison and discharging from state PCs into the ITLR. Risk mitigation plans will be completed for individuals before releasing to the community.

7. What measures/protocols are taken/observed inpatient to protect the safety of patients and staff in serving patients with history of violence? Low tolerance for physical altercations?

This is not an inpatient program. Risk mitigation strategies will be developed for individuals discharging to the ITLR where appropriate.

8. Is the ITLR to be licensed under part 595? Part 595 calls for training on and supervision of self-administration of medication, not administration. Therefore, what is the anticipated role of an LPN in the staffing pattern? Is including an LPN required?

The ITLR will be licensed under part 595. Like all 595-licensed programs, there is an expectation that residents will be trained on self-administration of medications. The anticipated role of the LPN would be to provide education regarding medication, medical issues, etc. However, this position is not required.

9. Our agency has case managers trained in Focus on Integrated Treatment (FIT) and also employs peers as part of the staffing pattern. Is including someone with a CASC required? In the ITLR? In the CR-SRO?

The professional and paraprofessional titles suggested in the RFP were included to reflect the need for enhanced staffing and specialized population/programming expectations. No single recommended title is required.

10. The RFP for the ITLR asked the bidder to propose the staffing pattern and the program of services. It is OMH's intention for the bidder to propose a budget that the bidder believes will support this program of services? Is there a budget cap?

Please see Question 1.

11. In the ITLR, who is responsible for maintaining the fire alarm system and the elevators for the building?

Bronx Psychiatric Center (BPC) holds maintenance contracts for these systems. The provider would be responsible for the pro rata share of any contracts for building systems.

12. Who is responsible for snow removal and lawn maintenance at each building? At CPC, we are responsible for the areas surrounding our leased building on the campus.

As this is a shared location, Bronx Psychiatric Center will be responsible for snow removal and lawn maintenance. However, the provider will be billed for a share of the costs.

13. Will staff training be included as part of the start-up budget?

General staff training can be included in the start-up budget. Some of the required training in evidence-based practices identified in the RFP will be sponsored by OMH.

14. Who is the current internet service provider for the campus?

Internet service for BPC programs runs through OMH Central Office servers. The ITLR provider will need to make arrangements with their own internet provider.

15. Are the camera systems at the ITLR fully functioning and available for the new agency to utilize?

The camera system at the ITLR is functional. It currently feeds to Central Station at BPC; this would need to be disabled to allow the provider to use the system.

16. Will OMH please provide a floor plan and blueprint for the ITLR facility?

Floor plans will be emailed to all attendees of the site tour on Friday, November 9, 2018.

17. Describe in detail the existing security features in the ITLR facility. In particular, please describe whether a security system is currently installed, whether CCTV cameras are available and connected, availability and quantity of metal detectors, and any other non-personnel related security measures currently in place.

Please refer to questions 5 and 15 above.

18. In light of the upcoming Veteran's Day and Thanksgiving holidays, and the extent to which this RFP requires a comprehensive and detailed response, will OMH kindly extend the Proposal due date by two (2) weeks to December 12<sup>th</sup>?

The due date of the RFP was extended until December 12, 2018.

19. Will OMH allow the Successful Applicant to: (i) maintain a mix of male and female residents that reflects the provider's best judgment? (ii) maintain a mix of age variability in the resident population? (iii) balance the types of forensic histories reflected by residents to ensure no one type of criminal background comes to define the building's population?

OMH expects successful applicants to fill these units with the appropriate target population, in coordination with the Civil Reintegration Unit. Applicants should be aware that referrals may not be refused due to criminal history and high risk status. However, there will be an opportunity in the referral process to prioritize admissions in order to maintain a therapeutic milieu.

20. Will the Successful Applicant be responsible for costs associated with trash removal? If yes, will OMH kindly provide the name of the current vendor it uses for trash removal as well as the cost associated with the same?

The ITLR provider will have a dumpster and will need to arrange for service with a vendor. The same is true for any hazardous waste.

21. Section 5.3 outlines certain costs bidders should account for when preparing budgets, including "repairs and maintenance". Given that a forensic population is likely to cause significant internal and external damage to the property, what resources will the State make available for repairs and maintenance beyond the operating budget?

Additional resources for this purpose have not been identified at this time.

22. Will there be any State funded increase to existing campus security for the following: (i) additional campus safety officers? (ii) additional (interior and exterior) cameras? (iii) exterior campus lighting?

There will be no additional state funded increases to any of the above.

23. In the event of an on-site serious incident with a resident that rises to a level of a parole violation, how will OMH intervene on the Successful Applicant's behalf to ensure the resident is remanded in custody?

The successful applicant will be expected to utilize 9-1-1 and collaborate with the Division of Parole in the same manner they would with any housing program.

24. Who will be responsible for removing trespassers from the BPC campus?

OMH safety is responsible for securing the campus, but will not be permitted to enter the interior of the ITLR program.

25. What resources beyond the OMH operating budget will be committed exclusively to the project?

OMH will provide in-kind resources, such as sponsoring training and providing assistance in utilizing specialized resources.

26. Will OMH send representatives to participate in meetings with the local Community Board to discuss the project? Will OMH commit to participating in ongoing meetings with Bronx State Psychiatric Center leadership and the Successful Applicant to review on-campus and off-campus public safety concerns and incidents?

OMH will not be participating in local Community Board meetings. OMH will commit to ongoing communication between the successful applicant and Bronx Psychiatric Center leadership.

27. Will OMH permit exception regulations to 595, to ensure the Successful Applicant can provide robust and effective services?

OMH does not anticipate the need for any exceptions to the 595 regulations, but will entertain requests on a case-by-case basis.

28. Will OMH provide a Project Development Grant for the project? IF a Project Development Grant is not provided for the project, will OMH permit the Successful Applicant to utilize part of the first year's operating contract to support start-up operations?

Project Development Grant funds will be available for this program, up to a maximum of \$8,499. As always, PDG expenditures will need to be justified and approved.

29. Is there an outpatient clinic on the grounds of BPC?

There is not an outpatient clinic on the grounds of BPC.

30. Who picks up garbage? Will we need to include this as an expense in our budget? And, if so, is there an existing contract for waste management at BPC? If so, could we be added to that contract and at what cost?

Please refer to question 20.

31. Is there a curfew for the BPC campus?

There is not a curfew for the BPC campus.

32. Who responds to 911 calls on the BPC campus? The State or the City?

NYPD responds to 911 calls on the BPC campus.

33. Is the location "SARA" compliant?

The ITLR is not a SARA-compliant location.

34. Are there any restrictions or required processes for outside vendors who we would want to utilize for food, medications, supplies, etc.?

There are no restrictions on what vendors a provider may choose to utilize.

35. Can we employ a third-party security company to cover front desk/rounds?

Yes.

36. How will start-up costs be covered?

Please refer to Question 28.

37. What proportion of referred clients are expected to be Level II or III registered sex offenders?

Less than 5% of discharges from Rockland Psychiatric Center's Intensive Treatment Unit to date have been Level II or III registered sex offenders. The proportion from other referral sources is unknown. These proportions are subject to change. It should be noted, the ITLR is not a SARA compliant location, so individuals with SARA restrictions will not be referred to the ITLR.

38. Is there potential for undocumented individuals to be admitted? If yes, what is OMH's expectation regarding the ability to positively discharge them to housing in the community since the funding for many supportive housing programs precludes their admission?

There is potential for undocumented individuals to be admitted. OMH will work with the provider on discharge options to maintain the transitional nature of the residence.

39. Will individuals be referred to the ITLR have any benefits (Medicaid, SSI) in place upon admission?

Individuals will have had their benefits reinstated or will be in the application process.

40. Are residents of the ITLR expected to pay program fees? If so, what is the current amount (Level II licensed housing)?

Expectations regarding resident program fees are consistent with other Congregate Care Level II Housing.

41. For security purposes, can ITLR residents be required to be scanned/"wanded" for potentially dangerous objects/materials?

No, please refer to question 5.

42. Will individuals referred to the ITLR be linked to a Pathway Home team?

OMH recognizes the benefits of a transition team, such as Pathways HOME, when an individual is moving to the community from an institutional setting. The efficacy of the Critical Time Intervention (CTI) model is widely known. For consumers transitioning from an OMH operated psychiatric hospital in Manhattan, Bronx, Brooklyn or Queens, a referral to Pathways Home can be made. For consumers transitioning from South Beach or Pilgrim PC or the Rockland ITU, the Office of Mental Health will explore if that transition can be supported through a combination of a Mobile Integration Team (MIT) from the referring hospital and Pathways HOME. OMH will work with the agency awarded the ITLR to ensure appropriate services are in place to support the individual's transition.

43. What type and length of agreement would ITLR residents be expected to sign upon admission to the program?

ITLR residents should be provided with a written residency agreement, as outlined in NY14 CRR 595.10(a)(2). The agreement would be for the duration of an individual's residence in the ITLR, which is expected to be 3-6 months.

44. What class of wiring is in the building for data/telephone? Is it CAT 6?

The wiring is Cat 6.

45. Who is responsible for water and sewer charges?

Water and sewer charges are included in the utility rates referenced in Question 46.

46. Since this is a shared building, is there separate metering for utilities and for service contracts (e.g. elevator, heating, hot water, etc.)?

There is not separate metering. Service Contracts will be charged on a percentage basis. Utilities are charged on a square foot basis, at the cost of 5.40/sf/year.

47. How do we access internet services? Do we have a choice of provider?

Please refer to question 14.

48. Who is responsible for replacing building mechanical systems? If it is the agency, how will this responsibility be funded?

As noted above, costs for building mechanical systems will be shared on a pro rata basis. OMH will entertain capital requests to fund the provider's share of these costs.

49. What type of lease will be signed?

This will be a standard dormitory authority lease.

50. What will be the clinical and forensic profiles of the population referred to this program?

There is no specific profile. Individuals being referred have a serious mental illness and have been in the NYS Prison System. They may have an array of diagnoses, and an array of charges.

51. Who is responsible for extermination and pest control since the building is shared with other programs?

Any shared costs will be split between the provider and BPC.

52. Will there be a separate budget to cover initial training and ongoing refresher courses for proprietary trainings?

Please see Question 13.

53. There was computer equipment in the building. Can we assume that it will be removed before program operation so it can be replaced with more current equipment?

Yes.

54. How many meals per day are expected to be served to residents of the ITLR?

Three meals should be provided daily.

55. Does OMH expect the ITLR staffing to include a prescribing professional?

No, there is no expectation for a prescribing professional.

56. Does all the work we do at this location need to be based on prevailing wages?

Yes, prevailing wage is applicable to properties on state grounds.

57. Are there any restrictions posed by OMH or other state authority on hours that resident can come and go as they wish from the facility?

No, there are no restrictions.

58. Are there specific crimes, which if a conviction was rendered, would disqualify an applicant from admission to the ITLR?

No.

59. Will all or some of the individuals referred to the ITLR be on parole?

Some individuals referred to the ITLR may be on parole.

60. Who are the cable and internet providers on the BPC?

DISH equipment is currently in the ITLR building, but it is recommended the provider bring in their own equipment and service. For internet, please see Question 14.

61. Will the winning bidder be issued key fobs from BPC?

Yes, key fobs will be issued for the ITLR.

62. Will the winning bidder be able to use current video monitoring systems within the buildings?

Please refer to Question 15.

63. Will the winning bidder be able to use current IT systems within the buildings?

The building is currently hard wired, but providers will be expected to supply their own equipment

64. Are there floor plans available for the two floors in building 34 and building 36? If so, can we share them with bidders?

Please see Question 16.

65. Will furniture be left in both buildings?

Yes, the furniture was purchased for the purpose of use in the ITLR program.

66. Are the floors metered separately in building 34?

Refer to Question 46.

67. What will the winning bidder be responsible for inside building 34, on the two floors, including internal systems and on the surrounding grounds?

The tenant will be responsible for non-structural repairs and replacements, utility systems including supply lines and fixtures from the point of demarcation of where the utility infrastructure only serves the demised premises.

68. Can floorplan for site be given to attendees?

See the answer to question sixteen.

68. Who were the previous operators, and why are they no longer operating?

The space was temporarily used by Bronx PC residential. The use was temporary, as the space was always intended for the Intensive Transitional Living Residence.

70. Is this building currently occupied?

The 4<sup>th</sup> and 5<sup>th</sup> floors are occupied by the Bronx PC Crisis Residence. The floors designated for the ITLR are not occupied.

71. For this RFP, is it both floors?

The ITLR will be located on half of the first floor, and all of the 2<sup>nd</sup> and 3<sup>rd</sup> floors.

72. Will food be brought it?

Meals will be the responsibility of the awarded provider. It will not be part of the food service of Bronx PC.

73. How will meals be prepared?

This will be determined by the provider. However, best practice would be for food to be prepared on site with resident involvement.

74. There are 24 bedrooms yet the RFP points to 20 units. Can you provide clarification?

The program is funded for 20 beds. There are additional rooms that may be used at the provider's discretion.

75. Will the awarded bidder have an opportunity to redesign kitchen?

OMH would entertain that proposal as part of a capital request.

76. Why are the elevators separate for Staff and Residents?

There is one elevator in the program that will be used for both the staff and residents.

77. Who monitors the cameras?

Refer to question 15.

78. Who has access to the cameras?

Refer to question 15.

79. Is a safety person provided by Bronx PC?

The provider should budget for their own security staff inside the building. The campus will be patrolled by Bronx PC safety.

80. Are the floors separately metered?

See question 46.

81. Are the fourth and fifth floors going to be RFP'd?

There are no plans at this time.

82. Can bidders have option to develop a budget with some flexibility?

Yes, see question one also.

83. What is included in the operational costs?

Please refer to section 5.3 of the RFP, entitled "Funding."

84. Should the program be run in accordance with 595 standards as a CR?

Refer to question eight.

85. How would 911 be utilized on Bronx PC?

See question 32.

86. Will 4138 apply here?

Yes, it will apply.

87. How will the IT and communication system expense be wrapped into the cost of operation?

The successful applicant will be expected to secure their own service providers, and the cost should be included in the proposed operating budget.

89. Is the vendor expected to use Cook/Chill?

No, refer to question 74.

90. Can our IT wire our own servers into the building?

Yes, the provider may.

91. Can we utilize Cook Chill?

No, refer to question 74.

92. Can we hire a food vendor instead of remodeling the kitchen?

Refer to question 74.

93. Why is there an exposed hole in the common area room?

This will be repaired prior to award.

94. Who is responsible for housekeeping?

The awardee is responsible for maintaining the interior of the building with the assistance of participants.

95. Are the showers on a timer?

Yes, for the purposes of preventing waste. There is a push button to start the water flow, then it shuts off automatically.

96. Are the windows locked or can they be opened?

The windows are locked, but can be opened with a special key kept in Maintenance. The windows typically stay closed to maintain HVAC system temperatures.

97. Does the fire alarm go to a central station?

Yes

98. The fire exit signs are not to code because they have no arrows directing you to the direction of the exit, who will be responsible for fixing this?

OMH will work with the successful applicant to ensure all life safety code standards are met.

99. The dishwasher in the warming kitchen has a broken door, who will be financially responsible to replace this?

Appliances are provided as-is. Provider will be responsible for repairs and replacement going forward.

100. The warming kitchen will need a ANSUL system for cooking, will capital be available to install this?

Refer to question 75.

101. The 4<sup>th</sup> and 5<sup>th</sup> floors are crisis respite licensing, will this program remain on the floors above the TLR?

Yes.

102. What staffing pattern is expected for this program?

Please refer to section 5.3 of the RFP, entitled "Funding."

103. Is there a budget provided for expected capital needs?

OMH will entertain a capital budget request for specific needs and/or repairs.

104. Should security staff for the 1<sup>st</sup> floor security desk be included in our staffing budget?

Yes, also see question 35.

105. The RFP says there is \$281,00 for the operating budget, what is expected to be included in this?

The RFP does not refer to \$281,000 or any other specific amount for an operating budget. Please see Question 1.

106. What will the lease amount be?

The lease amount will be \$1.

107. Licensing isn't mentioned in the RFP, will this program be licensed?

Licensing is mentioned in Purpose of the Request for Proposal section 1.1.

108. Evidence based trainings have costs associated with them, should the cost to provide this training be included in the operations budget?

See question 13.

109. Are Bronx PC security officers Peace Officers with the ability to arrest?

As connected to their employment at BPC they are Peace Officers with the ability to arrest while on duty only.