

Questions and Answers for
Transitional Single Room Occupancy (SRO) Housing for Adults with Serious Mental Illness

1. 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.

2. 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.

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

Individuals who meet the eligibility criteria outlined in section 5.1 of the RFP may be referred to this program. Please note individuals being referred from the ITLR program on the BPC campus that is being established concurrent with this transitional SRO program must receive priority.

4. Can clients from current SUS BH Community Residences be transferred to the SRO?

Please see question 3.

5. Our agency has all cased managers trained in Focus on Integrated Treatment (FIT) and also employs peers as part of the staffing pattern. Is including someone with 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 one recommended title is required.

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

Since the tenant will occupy the entire building, they would be responsible for all building maintenance, including structural components and utility systems, landscaping and snow removal. They will also be responsible for a pro rata share of any maintenance contracts held by OMH that service the building (if any).

7. 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.

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

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

9. Will OMH please provide a floor plan and blueprint for the newly constructed facility?

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

10. 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 the Questions and Answers for the ITLR RFP.

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

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

12. With respect to the architect's feasibility study to be conducted, will OMH kindly confirm that such study will include a review of the interior and exterior of the building, as well as the surrounding grounds to address safety and security weaknesses, if any?

Both the interior and exterior of the building was inspected by the architect. No security weakness was noted. The study does speak to adding floor drains, modifying sprinkler heads in trash room, adding sprinklers behind the new soffits to be built in kitchenettes and re-caulking of windows. The winning bidder will be expected to provide input into necessary work prior to the final scope of work being determined.

13. Section 5.1 references Appendix A, however, no Appendix A was provided as part of the RFP package. Will OMH kindly confirm that the reference in Section 5.1 to Appendix A should be a reference to "Appendix D"?

OMH confirms that the reference to Appendix A in section 5.1 is an error and it should be a reference to Appendix D.

14. What role will OMH play in coordinating efforts between OMH, the Successful Applicant and the local and State police?

OMH does not anticipate a need to coordinate efforts between the successful applicant and state and local police. OMH will commit to ongoing communication between the successful applicant and Bronx Psychiatric Center safety department and leadership.

15. Describe what involvement the local and/or State police have had in the planning process of this new residence to date?

Local and State Police have not been involved in the planning process for this new program.

16. Is OMH setting any minimum number of residents with a forensic history that the Successful Applicant must admit to the Transitional Living Residence? If OMH is setting a minimum number of residents with a forensic history that the Successful Applicant must admit to the Transitional Living Residence, what is that number?

There is no minimum number of residents with a forensic history. However, providers should be aware that individuals being referred from the ITLR program on the BPC campus that is being established concurrently with this Transitional SRO program must receive priority. Also note that OMH expects the project will maintain a combination of the target populations and will monitor the composition of the tenants to ensure the project meets its intended purpose.

17. As the population of Transitional Living Residences is becoming more diverse with regard to individuals' personal histories and current challenges around recovery, will OMH consider amendments to the existing 595 regulations?

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

18. What rights will the Successful Applicant have to refuse admission to someone who is referred?

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.

19. How will start-up costs be covered? Will there be PDG funds or will the contract start early?

As stated in section 5.3 Funding: "[A] Program Development Grant (PDG) funds are available as part of this contract to assist with developing this transitional SRO."

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

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

21. Who picks up garbage? Will we need to include this 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?

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

22. Is there a curfew for the BPC campus?

There is no curfew.

23. Who responds to 911 calls at BPC campus? The State or the City?

NYPD responds to 911 calls on the BPC campus.

24. Is the location "SARA" compliant?

The SRO is not a SARA-compliant location.

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

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

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

Yes.

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

Less than 5% of discharges from the Rockland Psychiatric Center 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 SRO is not a SARA compliant location, so individuals with those restrictions will not be referred to the SRO.

28. 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.

29. Will individuals referred to the SRO have any benefits (Medicaid, SSI) in place upon admission?

Individuals referred from a state psychiatric center or prison will have had their benefits reinstated or will be in the application process. OMH cannot speak to the benefit status of individuals from other referral sources.

30. Will individuals referred to the SRO 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 SRO to ensure appropriate services are in place to support the individual's transition.

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

It is CAT 6.

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

Refer to question 6.

33. What type of lease will be signed? How much is rent?

This will be a standard Dormitory Authority of the State of New York (DASNY) lease. The rent will be \$1.

34. Can maintenance staff salaries and fringe be included in property costs?

Maintenance staff salaries and fringe should be included in operating costs.

35. Who is responsible for water and sewer charges?

Per square foot utility rate for a Non-State, Space Conditioned tenant is \$5.40/sf. for FY 18/19. For the SRO that is $30,277\text{sf} \times 5.40 = \$163,496/\text{yr}$.

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

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

37. How are the facilities managed? Who is responsible for landscaping and maintaining the grounds in and around the building (e.g. snow removal, grass cutting)?

Refer to question 6.

38. Will this be a pass-through contract for property, maintenance and utility costs (inc. power, water, heating, etc.)?

This will not be a pass-through contract as this program will not be Medicaid billable.

39. Is there a certificate of occupancy for the building? Can you share a copy?

There is a certificate of occupancy which will be shared with the winning bidder.

40. 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

41. How many meals per day are expected to be served to the residents of the SRO?

It would be expected that three meals a day are provided. Best practice would be for food to be prepared on site with resident involvement.

42. 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.

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

No.

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

It is recommended the provider bring in their own equipment and service for cable. Regarding internet service refer to question 8.

45. Will the winning bidder be issued key fobs form BPC?

Yes.

46. Will the winning bidder be able to use the current video monitoring systems within the building?

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

47. Will the winning bidder be able to use the current IT systems within the building?

The building is currently wired for IT capability however the winning bidder will be expected to install their own IT equipment.

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

Refer to question 9.

49. Will furniture be left in both buildings?

Yes, the furniture was purchased for the purpose of use in these programs.

50. What are the utility charges per square foot in building 36?

Refer to question 35.

51. What will the winning bidder be responsible for inside building 36 including internal systems and on the surrounding grounds?

Refer to question 6.

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

There was no previous operator in this building.

53. Maintenance and lawn care at SRO? (Garbage disposal)

Refer to question 6.

54. Is there capital funding and limited dep?

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

55. Security operational costs vs. staffing (PS).

Security staff, regardless of whether the agency hires their own staff or contracts with a vendor, should be budgeted as a property operating cost.

56. Is the budget based on 90% occupancy rates?

Yes.

57. Will PDG account for ramp up?

Yes.

58. Can responding providers move people into from their existing programs?

Refer to question 3.

59. Is it appropriate to include IT costs in the start-up costs?

Yes.

60. Is Capital included with depreciation?

OMH will work with the winning bidder if capital improvements are needed.

61. Will the present furniture and equipment be left for the program to use?

Please see question 49.

62. Can the agency put in a capital request post award?

Yes.

63. Who are the maintenance vendors for the present systems?

That information will be shared with the winning bidder.

64. Who is responsible to maintain the grounds outside?

Refer to question 3.

65. Will the gate out front be open during the day?

Yes.

66. Will installing a new driveway be taken into consideration?

No.

67. What should be included in budget costs?

OMH expects the bidders to propose a budget for the operation of this CR-SRO and include costs associated with its daily operation.

68. Who provides security for the building? Should this be included in our staff budget line?

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

69. The RFP states the client's income should be 90% SSI, can other sources of income be accepted?

Yes.

70. Can OMH confirm the funding amount for the Transitional SRO? There seems to be a discrepancy in the RFP.

The operating funding for the Transitional SRO will be: SSI Level II less 70% of SSI Living Alone at \$6,469 per person (assumes an 90% collection rate) and OMH net deficit funding at \$19,943 per bed. ($\$6,469 + \$19,943 = \$26,412$ per bed.) OMH acknowledges the statement "Operating budgets will be based upon the most current SRO rate available at the time of opening " in section 5.3 Funding is inaccurate."