



Empire State Supportive Housing Initiative (ESSHI)

**Scattered Site Supportive Housing for
Adults with Serious Mental Illness
Reentering the Community from Prison**

Request for Proposals

2019

Department
of Health

Homes and
Community
Renewal

Office of Alcoholism
and Substance Abuse
Services

Office of Children
and Family
Services

Office of Mental
Health

Office for the
Prevention of
Domestic Violence

Office of Temporary
and Disability
Assistance

Office for People With
Developmental
Disabilities

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1. Introduction and Background

1.1 Purpose of the Request for Proposals

New York has led the nation in affordable housing preservation and construction. The State Fiscal Year 2018-19 Enacted Budget continues funding to advance Governor Cuomo's \$20 billion comprehensive, five-year plan for affordable and supportive housing to ensure New Yorkers have access to safe and secure housing. The State has committed this funding in order to create or preserve over 100,000 affordable and at least 6,000 supportive housing units.

The New York State Office of Mental Health (OMH) will serve as the procurement and contracting agency for this Request for Proposals (RFP) under the guidance of the ESSHI Interagency Workgroup (the "Workgroup"). The Workgroup includes representatives from several State agencies including:

- Department of Health (DOH) including the AIDS Institute;
- New York State Homes and Community Renewal (HCR);
- Office of Alcoholism and Substance Abuse Services (OASAS);
- Office of Children and Family Services (OCFS);
- Office of Mental Health (OMH);
- Office for the Prevention of Domestic Violence (OPDV);
- Office of Temporary and Disability Assistance (OTDA); and
- Office for People with Developmental Disabilities (OPWDD).

In furtherance of the goal of the Housing Plan to develop at least 6,000 supportive housing units, the ESSHI Interagency Workgroup announces this RFP for the development and operation of up to 250 units of Scattered-Site Supportive Housing for individuals with a serious mental illness (SMI) who are presently living in a New York State prison and will be released to one of the five boroughs of New York City (NYC), or one of the counties specified in Section 1.2, and who would otherwise be homeless.

Referrals will be managed through the Reentry Coordination System (RCS) currently operated by the Center for Urban Community Services (CUCS). RCS is a centralized referral system for individuals being released from NYS prisons through Central New York Psychiatric Center Pre-Release Services. The agency selected for this housing will be expected to participate in housing interviews via video teleconference (VTC), accept forensic consumers through this process, and report admission decisions and discharges. Referrals with an Assisted Outpatient Treatment (AOT) order must receive priority consideration for any housing vacancy. Further note that individuals with SMI, who meet one of the above criteria and also have other diagnoses or life challenges including, but not limited to Substance Use Disorder (SUD) or HIV/AIDS, are also eligible.

1.2 Allocation of Scattered Site Units

The 250 units of Scattered-Site Supportive Housing have been allocated as follows across the OMH Regions of the State:

- 150 units in the NYC Region
- 100 units in Rest of State:
 - Albany County: 10 units
 - Broome County: 5 units
 - Dutchess County: 5 units
 - Erie County: 10 units
 - Monroe County: 15 units
 - Nassau County: 10 units
 - Onondaga County: 5 units
 - Orange County: 10 units
 - Schenectady County: 5 units
 - Suffolk County: 10 units
 - Ulster County: 5 units
 - Westchester County: 10 units

Applicants proposing to develop units within the NYC Region may request to serve a minimum of 10 or maximum of 40 individuals, subject to the availability of units allocated. In the Rest of State, one award will be made for each county listed, consisting of the number of units allocated to that particular county. Applicants may submit multiple proposals, but may only submit one proposal for units in the NYC Region, and/or one proposal for each particular county. Awards will be made based on score within the NYC Region or county identified to be served. The Workgroup reserves the right to award a higher or lower number of units than were requested in order to adhere to the minimum award and the total number of units available, following the process described in Section 4.3.1.

Please note the location of the rental units to be developed within NYC is not specific to a particular borough within NYC.

Note that this initiative focuses only on permanent supportive housing for individuals who are homeless, as each term is defined in Appendix E: Glossary. Transitional and emergency housing beds are not eligible.

2 Proposal Submissions

2.1 Designated Contact/Issuing Officer

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

responsibility can result in rejection for a contract award. The Issuing Officer for this RFP is:

Carol Swiderski
Contract Management Specialist II
New York State Office of Mental Health
Contracts and Claims
7th Floor
44 Holland Avenue
Albany, NY 12229

2.2 Key Events/Timeline

RFP Release Date	1/25/19
Questions Due	2/8/19
Questions and Answers Posted on Website	2/22/19
Proposals Due by 4:00:00 p.m.ET (Eastern Time)	3/7/19
Anticipated Award Notification	4/12/19
Anticipated Contract Date	8/1/19

2.3 RFP Questions and Clarifications

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

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

2.4 Addenda to Request for Proposals

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

2.5 Eligible Applicants

Eligible applicants are not-for-profit agencies with 501(c) (3) incorporation that provide housing, mental health, and/or supportive services for persons with serious mental illness who have been involved with the criminal justice system, through programs that are licensed by OMH or funded by OMH or a Local Government Unit (LGU).

If unsure if your agency is an eligible applicant, contact the Issuing Officer identified in Section 2.1.

2.6 Disqualification Factors

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

- Proposals from applicants that do not meet the eligibility criteria as outlined in 2.5; or
- Proposals that do not comply with bid submission and/or required format instructions as specified in 2.9 or
- Proposals from eligible not-for-profit applicants who have not completed Vendor Prequalification, as described in 2.7, by the proposal due date indicated in 2.2.

2.7 Grants Gateway Requirement

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process which require not-for-profits to register in the Grants Gateway and complete the [Vendor Prequalification process](#) in order for proposals to be evaluated and any resulting contracts executed.

Proposals received from eligible not-for-profit applicants who have not been Prequalified by the proposal due date indicated in 2.2 cannot be evaluated; therefore, such proposals will be disqualified from further consideration.

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

2.8 Proposals Executive Order #38

Pursuant to Executive Order #38 (<http://governor.ny.gov/executiveorder/38>), dated January 18, 2012, OMH promulgated regulations regarding limits on administrative costs and executive compensation paid by covered providers. See 14 NYCRR Part 513. Any contract awarded through this RFP will be subject to such restrictions and to related requirements. See OMH Master Contract Forms and Instructions, Attachment A-1, section A.12 (Mental Health Regulations). See also <http://executiveorder38.ny.gov/>.

2.9 Instructions for Bid Submission and Required Format

Proposal Submission Process

All applicants must be registered with the New York State Grants Gateway System

(GGS) and all Not-for-Profit agencies must be prequalified prior to proposal submission.

If you are not already registered:

Register with the Grants Gateway

Registration forms:

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

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

How to Submit a Proposal

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

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

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

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

For further information on how to apply and other information, please refer to the [Vendor User Manual](#) document.

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

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

Helpful Links

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

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

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

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

(Technical questions)

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

2.10 Minority and Women Owned Business Enterprises and Service Disabled Veteran Owned Business Enterprises

OMH recognizes its obligation to promote opportunities for maximum feasible participation of certified minority and women-owned business enterprises (“MWBEs”) and the employment of minority group members and women in the performance of OMH contracts. In accordance with New York State Executive Law Article 15-A, OMH hereby establishes a 16% goal for Minority-owned Business Enterprise (“MBE”) participation, a 14% goal for Women-owned Business Enterprise (“WBE”) participation, and a 6% goal for Service-Disabled Veteran-owned Business Enterprises (“SDVOB”) participation on any award resulting from this solicitation in excess of \$25,000 for commodities and services or \$100,000 for construction. With respect to MWBEs, each award recipient must document its good faith efforts to provide meaningful opportunities for participation by MWBEs as subcontractors and suppliers in the performance of the project to be described in each grant disbursement agreement, and must agree that OMH may withhold payment pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>. For guidance on how OMH will determine a Contractor’s “good faith efforts,” refer to 5 NYCRR § 142.8.

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

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

By submitting an application, an Applicant agrees to demonstrate its good faith efforts to achieve its goals for the utilization of MWBEs by submitting evidence thereof in such form as OMH shall require.

Additionally, an Applicant may be required to submit the following documents and information as evidence of compliance with the foregoing:

A. An MWBE Utilization Plan, which shall be submitted in conjunction with the execution of the grant disbursement agreement except as otherwise authorized by OMH. Any modifications or changes to the MWBE Utilization Plan after the execution of the grant disbursement agreement must be reported on a revised MWBE Utilization Plan and submitted to OMH. OMH will review the submitted MWBE Utilization Plan and advise the award recipient of OMH acceptance or issue a notice of deficiency within 30 days of receipt.

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

OMH may refuse to enter into a grant disbursement agreement, or terminate an existing grant disbursement agreement resulting from this solicitation, under the following circumstances: a) If an award recipient fails to submit a MWBE Utilization Plan; b) If an award recipient fails to submit a written remedy to a notice of deficiency; c) If an award recipient fails to submit a request for a waiver; or d) If OMH determines that the award recipient has failed to document good faith efforts.

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

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

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

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

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

OMH hereby establishes an overall goal of 6% for SDVOB participation, based on the current availability of qualified SDVOBs. For purposes of providing meaningful participation by SDVOBs, the Applicant/Contract would reference the directory of New York State Certified SDVOBs found at <https://online.ogs.ny.gov/SDVOB/search> Additionally, following any resulting Contract execution, Contractor would be encouraged to contact the Office of General Services' Division of Service-Disabled Veterans' Business Development at 518-474-2015 or VeteransDevelopment@ogs.ny.gov to discuss additional methods of maximizing participation by SDVOBs on the Contract.

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

2.12 Equal Employment Opportunity

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

The Applicant will be required to submit a Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement, Form # 4, to the State Contracting Agency with their bid or proposal. To ensure compliance with this Section, the Applicant will be required to submit with the bid or proposal an Equal Employment Opportunity Staffing Plan (Form # to be supplied during contracting process) identifying the anticipated work force to be utilized on the Contract. If awarded a Contract, Contractor shall submit a Workforce Utilization Report and shall require each of its Subcontractors to submit a Workforce Utilization Report, in such format as shall be required by the Contracting State Agency on a monthly or quarterly basis during the term of the contract. Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national

origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest. Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

2.13 Sexual Harassment Prevention Certification

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

3 Administrative Information

3.1 Reserved Rights

The Workgroup and/or OMH reserves the right to:

- Reject any or all proposals received in response to the RFP that are deemed non-responsive, do not meet the minimum requirements or are determined to be otherwise unacceptable, in the Workgroup'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 applicants via the OMH website, the Grants Gateway and the New York State (NYS) Contract Reporter;
- Eliminate any non-material specifications that cannot be complied with by all of the prospective applicants;
- Change any of the scheduled dates;
- Waive any of the requirements that are not material
- Negotiate any aspect of the proposal in order to assure that the final agreement meets the Workgroup'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;
- In the event of a documented change in community need, allow contractors to serve individuals with SMI who would otherwise be homeless.

3.2 Debriefing

The Workgroup will issue award and non-award notifications to all applicants. Both awarded and non-awarded applicants may request a debriefing in writing requesting feedback on their own proposal, regardless if it was selected for an award, or disqualified, within 15 business days of the Workgroup's 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/his designee will review the matter and issue a written decision within twenty (20) business days of receipt of protest. All protests must be in writing and must clearly and fully state the legal and factual grounds for the protest and include all relevant documentation. The written documentation should clearly state reference to the RFP title and due date. Such protests must be submitted to:

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

3.4 Term of Contracts

The contracts awarded in response to this RFP will be for five years with an anticipated start date as indicated in 2.2. Selected applicants awarded a contract under this RFP will be required to adhere to all terms and conditions in OMH's Master Grant Contract.

3.5 Bid Response

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

3.6 Acceptance of Terms and Conditions

A bid, in order to be responsive to this solicitation, must satisfy the specifications set forth in this RFP. A detailed description of this format and content requirements is presented in Section 2.9 of this RFP.

3.7 Freedom of Information Requirements

All proposals submitted for OMH's consideration will be held in confidence. However, the resulting contract is subject to New York State Freedom of Information Law (FOIL). Therefore, if a Vendor believes that any information in its bid constitutes a trade secret or should otherwise be treated as confidential and wishes such information not be disclosed if requested, pursuant to FOIL (Article 6 of the Public Officer's Law), the Vendor must submit with its bid a separate letter specifically identifying the page number(s), line(s), or other appropriate designation(s) containing such information, explaining in detail why such information is a trade secret and formally requesting that such information be kept confidential. Failure by a Vendor to submit such a letter with its bid identifying trade secrets will constitute a waiver by the Vendor of any rights it may have under Section 89(5) of the Public Officers' Law relating to the protection of trade secrets. The proprietary

nature of the information designated confidential by the Vendor may be subject to disclosure if ordered by a court of competent jurisdiction. A request that an entire bid be kept confidential is not advisable since a bid cannot reasonably consist of all data subject to FOIL proprietary status.

4 Evaluation Factors for Awards

4.1 Evaluation Criteria

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

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

Technical Evaluation	
Proposal Narrative	50 points
Agency Performance: <ul style="list-style-type: none"> • Applicant's Narrative • Internal Review 	20 points
Financial Assessment	30 points
Total Proposal Points	100

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

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

4.2 Method for Evaluating Proposals

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

Evaluation of proposals will be conducted in two parts: Technical Evaluation and Financial Assessment. 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 added to the final Financial Assessment score to arrive at final scores. Any proposal not receiving a minimum average score of 70 will be eliminated from consideration.

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

4.3 Process for Awarding Contracts

4.3.1 Initial Awards and Allocations

Applicants may submit multiple proposals, but may only submit one proposal for units in the NYC Region, and/or one proposal for each particular county, in accordance with the parameters described in Section 1.2. Awards will be made based on score within the NYC Region or county identified to be served. Please note any agency awarded housing will have nine (9) months from the date of contract approval to develop all units. The inability to develop the housing and occupy the units may result in a reallocation of the housing contract as detailed in Section 4.3.2.

Applications for Rest of State counties will be scored and one award will be made for the total number of units allocated to each county to the highest scoring application for each particular county. Applications for the NYC Region will be scored and units awarded according to the number requested, by rank, until all units are awarded. The Workgroup reserves the right to award a higher or lower number of units than were requested in order to adhere to the minimum award and total number of units available, as described in Section 1.2. For instance, if the lowest reachable application with a passing score has requested a greater number of units than the number remaining available to award, that applicant would be awarded the remaining number of units available. However, if the remaining number of units available is less than the minimum award (10), the remaining units will be awarded according to the process described below.

In the event of a tie score between two proposals, the agency with the highest score on the Technical Evaluation will receive the higher ranking.

In the event all units are not awarded, the Workgroup reserves the right to contact and offer, in order of ranked score, the agencies who received an award and also bid on the units not awarded. Such contact will allow the Workgroup to determine the interest of the agency in accepting any additional units so that all units are awarded. Selection is based on interest from the highest scoring application to the lowest scoring application achieving a passing score.

4.3.2 Reallocation Process

There are a number of factors that may result in some or all of the scattered- site supportive housing units allocated to one or more contractors

being reallocated. This includes, but is not limited to, failure to develop the housing within the approved time frame, or inability to find scattered-site supportive housing apartments. A contractor will be provided notification if any or all of the units allocated to it are reallocated.

To reallocate units, OMH will go to the next highest ranked proposal that did not get an initial award of units. If there are no agencies left with a passing score, OMH will go to the top of the list and work its way down the list to reallocate units. OMH also reserves the right to reallocate the housing units through a re-procurement process at the State's discretion.

4.4 Award Notification

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

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

5 Scope of Work

5.1 Introduction

This RFP is issued to provide rental assistance and housing support services for up to 60 individuals who meet the criteria outlined in Section 1.1 and in accordance with the allocations outlined in Section 1.2.

Agencies must work in partnership with Central New York Psychiatric Center Pre-Release Services, Department of Corrections and Community Supervision, Reentry Coordination System (RCS) currently operated by the Center for Urban Community Services (CUCS), Human Resources Administration (HRA), the OMH NYC Field Office, along with forensic case management, Health Homes, ACT/FACT teams and other treatment providers. Referrals with an AOT order must receive priority consideration. Providers are required to develop coordinated discharge/and admission plans with the referral entity dedicated parole officer, forensic case manager or health home care manager, ACT/FACT Team or other treatment provider to ensure their successful transition into the community. In NYC, referrals will be approved for the Community Care level of housing by the Human Resources Administration (HRA).

It is critical that agencies establish partnerships and/or collaborative agreements with at least one of the Health Homes serving their community and become a network partner in at least one Health Home. Note, however, that establishing a partnership with a particular Health Home does not preclude Scattered-Site Supportive Housing agencies from being required to serve all individuals regardless of which Health Home they are assigned to. It is an expectation that agencies will work with all Health Homes regardless of established partnerships.

Individuals moving into this housing may have parole supervision and a transitional forensic case manager for care coordination. After the consumer transitions into the community, the individuals will be expected to be enrolled in a Health Home or Managed Long Term Care Plan (MLTC). More information can be found in Appendix F: Forensic Housing Initiative.

A list of designated Health Homes is available on the [NYS Department of Health's website](#).

Scattered-Site Supportive Housing is considered permanent housing. 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. As outlined in the Supportive Housing Guidelines, Scattered-Site Supportive Housing is not lost during absences of short duration, and there are no 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.

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 Forensic Assertive Community Treatment (FACT) team and intensive or supportive case management services. Some residents may be coping with co-occurring substance abuse disorders and be at various stages of recovery.

Services provided by the contractor 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. It is expected that the need for services provided by the contractor and other agencies will decrease over time as integration in the community improves and the residents make progress in their recovery.

When possible, tenants 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 are able to interact with non-disabled persons to the fullest extent possible.

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, and other eligible costs as specified in the Scattered-Site Supportive Housing Guidelines (Supported Housing Guidelines). There are no OMH licensing requirements. Contractors must comply with the OMH Supportive Housing Guidelines. A copy of the [OMH Supportive Housing Guidelines](#) is posted on OMH's website 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 (or equivalent local approval of habitability such as a Letter of No Objection). OMH Field Offices monitor Scattered-Site Supportive Housing and conduct site visits to review compliance with the Guidelines.

The agencies awarded units will be expected to participate in quarterly forensic meetings at the New York City Field Office with OMH, Department of Corrections and Community Supervision staff, and other OMH funded forensic housing and case management programs. In addition, the agencies will be expected to hire staff that are experienced working with a forensic population or have lived experience and will be required to participate in trainings offered by the Academy for Justice-Informed Practice through the Center for Urban Community Services (CUCS).

Referrals to these units will be reviewed, tracked, and monitored. Within ten business days of the receipt of the referral package, both an interview and admission decision must be made and shared with the referring entity. At least 80% of all referrals made to a provider must be accepted and admitted to the program. The expectation is that the agencies will work in partnership with Central New York Psychiatric Center Pre-Release Services, parole officers, forensic case managers, Health Home Care Managers, ACT/FACT teams and other treatment providers in creating the care plans for individuals discharged into the community.

Some of the individuals referred will be under parole supervision and therefore, may be placed on a dedicated mental health parole caseload. A dedicated parole officer has special expertise in mental health and substance abuse issues and is assigned smaller caseloads to meet the unique needs of the target population. The dedicated parole officers work closely with OMH and housing providers to enhance the opportunities for these individuals to accept living in their communities and reduce criminal recidivism.

5.2 Reporting Requirements

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

Agencies awarded these units will be required to maintain accurate reporting of all admissions and discharges through OMH's Child and Adult Integrated Reporting System (CAIRS), and report admission and discharge decisions to RCS. In addition, the agency must agree to adhere to any additional requirements required by the Workgroup.

5.3 Operating Funding

Funding for Scattered-Site Supportive Housing is a combination of client rent payments and ESSHI funds. Residents of Scattered-Site Supportive Housing are required to pay 30 percent of their net income for rent and reasonable utilities. Contractors will receive annual funding for units developed under this initiative through an OMH contract at \$25,000 per unit in New York City, Nassau, Suffolk, and Orange Counties; or \$20,000 per unit in all other areas of the State, as applicable. The annual funding rate will be allowed a two (2) percent per year escalator subject to availability of funds.

5.4 Evaluative Criteria/Program Specific Questions

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

5.4.1 Proposal Narrative (50 points)

- 1a. Indicate which Region and county(ies)/ borough(s) that you are proposing to serve and the number of units that you are requesting. Specify the number of studio, one-bedroom and two-bedroom apartments intended to be developed and the location of these apartments, if known. Describe admission criteria and procedures including the information flow you would create to streamline and track referrals, including any necessary interface with CNYPC Pre-Release Services, RCS, NYC Human Resources Administration (HRA), Department of Corrections and Community Supervision (DOCCS), the OMH Field Office, and Health Homes. Describe the approach and strategies that will be used to identify appropriate and safe housing in the community.
- 1b. Describe the target population, individuals with serious mental illness and forensic histories, including present functional levels, educational levels, job histories, substance abuse histories, community living skills, existence of social supports, etc. Describe what services will be provided to address the specialized needs of this population and assist individuals in re-integrating into the community and maintaining their housing, including orientation/re-orientation to the community, changes in the community, and managing the transition from a highly-structured setting to independent living, addressing physical health needs (long term care), providing mental health wrap around services, substance abuse services, clinical services, peer supports, etc.
- 1c. Describe your agency's ability to serve individuals with forensic histories. Describe your agency's ability to provide culturally competent care and services to individuals with serious mental illness. Explain at a minimum, support plan development, coordination with other service providers, including Health Home care managers, ACT/FACT teams, community treatment providers or other transitional support teams, peer support, and relapse prevention. Address the approach and strategies to be used to assist consumers in adhering to conditions of parole. Attach a sample copy of the assessment tool and support plan that will be used with individuals. Explain the process for handling resident emergencies after hours and on weekends
- 1d. 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.

- 1e. 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. Provide the policy and procedure for terminating tenancy. Include a description of the range of interventions that would be used to prevent someone from losing their housing. Attach the grievance procedure that will be provided to residents. Describe the use of peer to peer services and supports that will be available.

5.4.2 Agency Performance (20 points)

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

- 2a. Applicants that hold a current OMH/ LGU housing contract must provide an overview of the agency's experience in developing and managing scattered site housing and providing housing services to individuals with a serious mental illness, including those who are transitioning from prison. Particular emphasis should be placed on describing the agency's experience and awareness of community resources relevant to individuals with mental illness and forensic histories within the borough(s) or county in which the units are proposed to be located. In the narrative incorporate CAIRS data and recent Scattered Site Supportive Housing reviews to demonstrate that your agency operates Scattered Site Supportive Housing in accordance with OMH guidelines, targets OMH priority populations, maintains occupancy standards, and has a demonstrated history of maintaining residents successfully in their housing. Current licensed OMH housing agencies must note their agency's ability to target OMH priority populations, average length of stay and ability to transition individuals into independent housing. OMH Housing agencies should indicate occupancy levels, ability to accept OMH priority populations, and any instance of terminating a housing program.

OMH providers shall base their response on the most recently published Residential Program Indicators Report. Also, please note that OMH agencies will be evaluated on the timeliness and accuracy of CAIRS reporting.

- 2b. Applicants that do not hold a current OMH housing contract must describe their agency's experience with developing and managing scattered site housing and ability to serve the target population. In addition, applicants that do not hold a current OMH housing contract must also describe a situation where successful interventions were used to assist an individual with a serious mental illness and/or co-occurring substance use disorder with criminal justice involvement. Non-OMH contracted providers should attach evidence or correspondence from the most recent monitoring visit for any housing and/or mental health service programs the agency operates, performed by a city, county, state or federal government agency. Particular emphasis should be placed on describing the agency's experience and awareness of community resources relevant to individuals with mental illness within the borough(s) or county in which the units are proposed to be located.

5.4.3 Financial Assessment (30 points)

- 3a. Attach an operational budget. Assume a full year of operating funds (see [Appendix B](#)). Appendix B should be completed in the following manner:

Start-Up Year Budget

This represents “Year 1”, the first year of operating the program. The budget should include ESSHI funding at the amount per bed x number of beds for 12 months. Client contribution and expenses should be consistent with agency phase-in schedule. The phase -in schedule is the number of beds being developed on a monthly basis. Please detail all assumptions in [Appendix B1](#) and note all start-up related costs are reflected in this budget (furniture, security deposits, moving expenses, client move-in kits, etc.). There is no additional start-up funding. The purchase of air conditioners is an allowable start-up cost. Show sources of income including client “rent” and ESSHI funding. Applicants should list staff by position, full-time equivalent (FTE), and salary.

Operational Year Budget

This represents “Year 2”, at this point the program should be fully operational and all budget assumptions should reflect a fully functioning program with all beds up and running at the beginning of the year.

- 3b. Describe how client and, when applicable, non-client rent will be calculated. Explain how your agency plans to utilize ESSHI funds to address resident emergencies and other expenses related to maintaining the resident in housing, beyond rent stipends and services staff expenses. Highlight other sources of funding, if any. Describe how your agency manages its operating budget. Also, applicants must complete a Budget Narrative which should include the following:
- detailed expense categories that make up the total operating expenses;
 - the calculation or logic that supports the budgeted value of each category; 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 your proposal. The Operating Budget ([Appendix B](#)) is a separate document on the RFP section of the OMH website and can be downloaded in PDF format. Do **not** substitute your own budget format. **Failure to complete the Operating Budget using the correct form may be cause to reject your proposal for non-responsiveness.**