



Empire State Supportive Housing Initiative (ESSHI)

Scattered Site Supportive Housing for Adults with Serious Mental Illness 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 to house 250 individuals with a serious mental illness (SMI) who meet one of the following criteria:

- Individuals with a SMI who are being discharged from State operated Psychiatric Centers (PCs) or State operated residential programs, an Article 28 hospital or Article 31 hospital,
- Individuals with a SMI who are current residents of an OMH licensed Community Residence operated by a voluntary provider agency, prioritizing individuals that have a Length of Stay (LOS) greater than two (2) years,
- Individuals with a SMI who are current residents in an OMH licensed Apartment Treatment Program, operated by a voluntary provider agency, prioritizing individuals that have a Length of Stay (LOS) greater than three (3) years,
- Individuals, 18 years or older, with a SMI who are being discharged from a Residential Treatment Facility, OR
- Individuals with a SMI who are currently homeless (as defined in Appendix E: Glossary), including those who are street homeless (unsheltered), chronically homeless, and/or residing in a shelter.

Please note that within these target population groups, individuals with an Assisted Outpatient Treatment (AOT) must receive priority access. 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 200 units of Scattered-Site Supportive Housing have been allocated as follows across the OMH Regions of the State:

- 150 units in the NYC Region (60%)
- 100 units in Rest of State (40%):
 - Central New York Region: 16 units
 - Hudson River Region: 32 units
 - Long Island Region: 28 units
 - Western New York Region: 24 units

NYC Region

In the NYC Region, applicants may request any number of units between a minimum of 10 units up to a maximum of 40 units. Applicants may submit multiple proposals, but may only submit one proposal per Region. Awards will be made based on score within the Region identified. 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 number of units allocated within a given region, following the process described in Section 4.3.1.

Please note for units awarded for the NYC Region, the location of the rental units to be developed is not specific to a particular county/ borough. Also, a provider awarded units to be located within NYC may accept referrals from any OMH Psychiatric Center, RTF or other facility serving NYC residents, regardless of location within NYC.

Long Island Region

In the Long Island Region, applicants may request any number of units between a minimum of 10 units up to a maximum of 28 units, and may request units in either or both Nassau and Suffolk County. Within the Long Island Region, a minimum of 10 units will be awarded for units to be located in Suffolk County, and a minimum of 10 units will be made for units to be located in Nassau County. Applicants may submit multiple proposals, but may only submit one proposal per Region. Awards will be made based on score within the Region identified. 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 number of units allocated to a given Region, or to counties specified within a given Region, following the process described in Section 4.3.1.

Hudson River, Central New York and Western New York Regions

In the Hudson River, Central New York and Western New York Regions,

applicants may request any number of units between a minimum of 10 units up to a maximum number of units allocated to that Region. Applicants must identify the number of units requested and the county or counties in which the units will be located. Applicants may request units that will be located across multiple counties within a region. In order to promote geographic distribution and availability of housing units, applications that propose to serve multiple counties will be given priority in scoring. Applicants must identify the number of units to be located in each county.

Applicants may submit multiple proposals, but may only submit one proposal per Region. Awards will be made based on score within the region identified. 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 number of units allocated within a given Region, following the process described in Section 4.3.1.

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	1/24/19
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.Swidorski@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 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 bidder, should the agency be unsuccessful in negotiating with the selected bidder within fifteen (15) business days from notification of selection for award. This is to include completion of all required documents and signature of the contract;
- Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an applicant's proposal and/or to determine an applicant's compliance with the requirements of the solicitation;
- Conduct a readiness review of each selected applicant prior to the execution of the contract as set forth in Section 4.4;
- Cancel or modify contracts due to the insufficiency of appropriations.
- Disqualify providers with historically poor performance in developing beds on a timely basis, or chronically poor performance keeping beds filled.

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 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. The Workgroup'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

An agency may submit multiple proposals but may only submit one proposal per Region, in accordance with the parameters described in Section 1.2. Note that if an agency intends to apply for units in more than one region, separate applications should be submitted for the requested

units in each region. 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 will be scored and units awarded by rank within each Region. 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.

Agencies must indicate using the agency transmittal form (Appendix A), the Region in which they are requesting units, the number of units requested, and the county or counties in which the units will be located.

In the event all groupings 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 groups 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.

It should be noted that although groupings are developed by counties or regions, residents may prefer to reside in a different county than the one they reside in currently. Providers are strongly encouraged, whenever possible, to accommodate an individual's geographic choice and/or desire to be reunited with family or friends, or to move with or near a friend.

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, inability to find scattered-site supportive housing apartments, lack of referrals from State Psychiatric Center and retention of clients in the housing. 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 400 individuals who meet the criteria outlined in Section 1.1 and in accordance with the regional allocations outlined in Section 1.2.

Agencies must work in partnership with the appropriate OMH Field Office, Psychiatric Center(s), Article 28/31 hospitals, Residential Treatment Facilities, providers of OMH licensed housing, and the Health Homes or other transitional service programs established in the area where housing will be developed, to target appropriate housing for this high need population. Referrals with an AOT order must receive priority consideration. Providers are required to develop coordinated discharge/and admission plans with the referral entity and Health Home(s) or other transitional support service to identify and /provide services and supports for individuals to ensure their successful transition into the community. In NYC, referrals will be approved for this level of housing by the Human Resources Administration (HRA). Referrals may come directly from the referring entity, through the Single Point of Access (SPOA) or the Coordinated Assessment and Placement System (CAPS). In NYC, agencies awarded beds must agree to meet with the NYCFO prior to developing the housing to discuss the referral and admissions process. For Long Island counties, referrals must come through the Single Point of Access (SPA). In NYC, agencies with licensed, OMH housing designated to serve PC and RTF referrals (i.e. NY NY III Population A, B and C) are encouraged to apply to this RFP.

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 should be enrolled in a Health Home or Managed Long Term Care Plan (MLTC) to receive care coordination. If the person

being referred is not yet enrolled in a Health Home or MLTC it will be incumbent upon the Psychiatric Center staff or Scattered-Site Supportive Housing agency to make a referral to the Health Home or MLTC. Lack of enrollment should not preclude high need individuals from being referred and admitted into a Scattered-Site Supportive Housing unit.

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 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. When this is not initially possible and landlords will only lease to an agency, the agency should explore the possibility that upon the lease renewal, the lease will be renewed in the resident's name. 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.

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 Health Home Care Managers or other transitional support teams would be a partner in creating the care plans for individuals discharged into the community.

5.2 Reporting Requirements

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

Agencies awarded these units will be required to maintain accurate reporting of all admissions and discharges through OMH's Child and Adult Integrated Reporting System (CAIRS), and adhere to any additional requirements required by the 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, Rockland, Westchester, Orange and Putnam 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
- 20

serve and the number of units that you are requesting. If you are requesting units in the Hudson River, Central New York or Western New York Regions, and are proposing to serve multiple counties, provide a breakdown of the number of units for each county. Describe the need for permanent supportive housing for individuals with serious mental illness in the community(ies) proposed to be served. Provide relevant data related to individuals with serious mental illness to support the need, including, but not limited to waitlists and referral information from the SPOA/SPA coordinator or Director of Community Services; Continuum of Care (CoC) Point in Time count; local transitional and permanent supportive housing capacity; emergency housing/ shelter utilization; and emergency room utilization.

- 1b. Describe admission criteria and procedures including the information flow you would create to streamline and track referrals, including any necessary interface with NYC Human Resources Administration (HRA)/ county Department of Social Services (DSS), OMH Field Office, Psychiatric Centers, Article 28/31 hospitals, RTFs, Health Homes, licensed OMH housing providers and the SPOA/ SPA. Providers that intend to target the Scattered Site Supportive Housing units to persons residing in OMH licensed housing and target the vacancies in the licensed housing to persons referred from OMH PCs, Article 28/31 hospitals or RTFs should provide a detailed plan. The plan should include the specific names of the licensed housing that will be targeted and details on how the “daisy chain” will work. Describe how the agency will work with the NYC Field Office (for NYC applications) or the county SPOA/SPA (for all other applications) to identify and prioritize individuals with a current length of stay in Community Residence of two years or more, or individuals with a current length of stay in Apartment Treatment for three years or more. Include any outreach efforts your agency would engage in to encourage individuals meeting the length of stay criteria to transition to Supportive Housing.
- 1c. Describe what services will be provided to assist individuals in establishing and maintaining their housing in the community. Describe how these services will address the specialized needs of this population such as physical health needs (long term care), mental health wrap around services, substance abuse issues, clinical services and peer supports. Explain how the services will be modified to work collaboratively with the Health Home care managers or other transitional support teams.
- 1d. Describe your agency's ability to serve the target population, include service needs, 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, peer support, and relapse prevention. 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.
- 1e. 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 use of peer to peer services and supports that will be available.
- 1f. 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.

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 providing housing services to individuals with a serious mental illness. Particular emphasis should be placed on describing the agency's experience and awareness of community resources relevant to individuals with mental illness within the county(ies)/ borough(s) proposed to be served. 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 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 and ability to target the contractually agreed upon target populations. 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 meeting his/her goals. Non-OMH contracted providers must attach evidence or correspondence from the most recent monitoring visit for any housing 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 county(ies)/ borough(s) proposed to be served.

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.**