



**Office of  
Mental Health**

**Re-allocation of an Existing Apartment Treatment  
Program for Adults with a Serious Mental Illness**

**Bronx and New York Counties**

**Request for Proposals**

Grant Procurements

(On-Line Submission Required)

Statewide Financial System (SFS) Identifier – OMH#121

September 2024

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## **1. Introduction and Background**

### **1.1 Purpose of the Request for Proposals**

The Office of Mental Health (OMH) announces this Request for Proposals (RFP) for the operation of an Apartment Treatment Program with capacity to serve 79 individuals housed in scattered site apartment units located in both New York and Bronx Counties. This program is currently operated by a not-for-profit agency and the successful applicant will be required to transition the existing residents and leases from the current provider. All housing units target adults with serious mental illness or who have a co-occurring substance use disorder. This Apartment Treatment Program has been operational for many years and as of the release of this RFP, 64 individuals are currently served by the program. The development of additional apartments to fill current and future vacancies must be sited in the Bronx or Manhattan.

**Notice:** Notification of intent to apply should be made to the Local Governmental Unit (county director of community services) for each county to be served under the program application, as defined in Section 41 of the New York State Mental Hygiene Law.

### **1.2 Allocation of Apartment Treatment Program**

The OMH intends to select one qualified not-for-profit provider to assume the operation of an existing Apartment Treatment Program with scattered site rentals in Bronx and New York Counties with capacity to serve 79 individuals.

### **1.3 Target Population/Eligibility Criteria**

The target population is individuals with a serious mental illness and/or co-occurring disorder of substance abuse who meet one of the following criteria:

- Individuals with a serious mental illness who are being discharged from State-operated Psychiatric Centers (PC's) or State-operated residential programs,
- Individuals with a serious mental illness who are being discharged from an Article 28 hospital or Article 31 hospital and in need of Apartment Treatment housing or for whom housing would assist in a diversion from a State PC,
- Individuals with a serious mental illness residing in New York State who have a serious mental illness and are high users of Medicaid Services and referred by Health Homes,
- Individuals with a serious mental illness experiencing street homelessness and those in temporary shelter settings,
- Individuals with a serious mental illness who are current residents of an OMH licensed Community Residence or Community Residence – Single Room Occupancy (CR-SRO) operated by a voluntary provider agency, prioritizing individuals who have a Length of Stay (LOS) greater than two (2) years, OR
- Individuals, 18 years or older, with a serious mental illness who are being discharged from a Residential Treatment Facility.

It is the expectation that at least 50% of referrals should come from state psychiatric centers, where appropriate referrals exist. This expectation may be met either through direct referral, or through backfill where a community residence or CR-SRO opening is created for the psychiatric center referral.

Please note that within these target population groups, individuals with an Assisted Outpatient Treatment (AOT) order must receive priority access.

### 1.4 Referrals

Referrals will be coordinated by the New York City (NYC) Single Point of Access (SPOA). In addition, individuals will need an approved 2010E from the Human Resources Administration (HRA) for this level of housing.

## 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, an applicant is restricted from contacting any other personnel of OMH regarding the RFP. Certain findings of non-responsiveness can result in rejection for a contract award. Contacts made to any other OMH or other State personnel regarding this procurement may disqualify the Applicant and affect future procurements with governmental entities in the State of New York. The Issuing Officer for this RFP is:

Jerry Witkop  
Contract Management Specialist 1  
New York State Office of Mental Health  
Contracts and Claims  
44 Holland Avenue, 7<sup>th</sup> Floor  
Albany, NY 12229  
[OMHLocalProcurement@omh.ny.gov](mailto:OMHLocalProcurement@omh.ny.gov)

### 2.2 Key Events/Timeline

RFP Release Date	<u>09/25/2024</u>
Questions Due by 4:00 PM EST	<u>10/15/2024</u>
Questions and Answers Posted on Website	<u>10/29/2024</u>
Proposals Due by 2:00 PM EST*	<u>11/12/2024</u>
Anticipated Award Notification	<u>12/17/2024</u>
Anticipated Contract Start Date	<u>07/01/2025</u>

\*OMH strongly advises that applicants do not wait until the last day/last few hours to complete and submit applications/proposals to Grant RFPs. Exceptions will not be considered or made for an applicant who cannot complete their proposal/application by the due date and time of the RFP. **Please note that there are restrictions to the type, size and naming conventions of the files and attachments uploaded in SFS. For more information, please review the SFS Attachment Guide [Here](#). Failure to comply with these guidelines may result in**

**attachments not being viewable to reviewers.**

### **2.3 Disposition of Proposals**

All proposals submitted by the due date and time become the property of NYS OMH. Any proposals not received by the due date and time do not get reviewed and are excluded from consideration.

### **2.4 Eligible Agencies**

Prequalification is required for all not-for-profit organizations seeking grant funding from New York State. Please see Section 2.8 and 2.9 for additional Prequalification information.

Eligible applicants are not-for-profit agencies with 501(c)(3) incorporation that are currently operating an OMH-licensed Apartment Treatment Program in NYC. An agency with prior takeover experience and/or those that have a proven track record of accepting OMH priority populations and transitioning individuals to more independent housing, are urged to apply.

Please be advised that all questions regarding Eligibility will be responded to through the official posting of the Questions and Answers. No questions about Eligibility will be responded to either individually or prior to the posting of the Q&As.

### **2.5 RFP Questions and Clarifications**

All questions or requests for clarification concerning the RFP shall be submitted in writing to the Issuing Officer by e-mail to [OMHLocalProcurement@omh.ny.gov](mailto:OMHLocalProcurement@omh.ny.gov) by 2:00 PM EST on the "Questions Due" date indicated in Section 2.2 Key Events/Timeline and will be limited to addressing only those questions submitted by the deadline. No questions can be submitted or will be answered after this date. No questions will be answered by telephone or in person.

The questions and official answers will be posted on the NYS OMH website as listed in Section 2.2 Key Events/Timeline.

**Any General Inquiry must have "Reallocation of Existing Apartment Treatment Program" in the Subject Line.**

### **2.6 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 and the NYS Contract Reporter.

It is the applicant's responsibility to periodically review the [OMH Procurement website](#) and the [NYS Contract Reporter](#) to learn of revisions or addendums to this RFP. No other notification will be given.

### **2.7 Disqualification Factors**

Following the opening of bids, 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. Additionally, during the proposal evaluation process, evaluators will also be reviewing eligibility criteria and confirming that they have been met. During the course of either of these review processes, proposals that do not meet basic participation standards will be disqualified, specifically:

- Proposals from applicants that do not meet the eligibility criteria as outlined in 2.4; or
- Proposals that do not comply with bid submission and/or required format instructions as specified in 2.8 and 2.9; or
- Proposals from eligible not-for-profit applicants who have not completed Vendor Prequalification, as described in 2.8 and 2.9, by the proposal due date and time noted in Section 2.2 Key Events/Timeline.

## **2.8 SFS Prequalification Requirement**

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process which require not-for-profits to be Prequalified in order for proposals to be evaluated and any resulting contracts executed. Proposals received from eligible not-for-profit applicants who have not been Prequalified by the proposal due date noted in section 2.2 Key Events/Timeline will not be able to submit their bid response through SFS.

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

## **2.9 Vendor Registration, Prequalification & Training Resources for Not-for-Profits**

**NOTE: All applications must be submitted through the Statewide Financial System (SFS). No applications will be accepted electronically, US Postal Service, express mail delivery service or hand delivered.**

**For any application that does not contain all the required documentation and/or “See Attached” responses that were to be uploaded, please be advised that the application will be reviewed and scored as submitted. For any incomplete response or missing and/or inappropriately submitted documentation, points will be deducted. It is the responsibility of the applicant to ensure, prior to submission, that the application is appropriate and complete.**

Each proposal submission through SFS is required to contain:

- Operating Budget (Appendix B)
- Budget Narrative (Appendix B1)

**All applicants must be registered with the New York State Statewide Financial System (SFS) and all Not-for-Profit agencies must be prequalified prior to proposal submission.**

Not-for-profit organizations must Register as a vendor the Statewide Financial System and successfully Prequalify to be considered for an award.

This grant opportunity is being conducted as an SFS bid event. Not-for-profit vendors that are not prequalified can initiate and complete bid responses. However, not-for-profit vendors that are not prequalified will NOT be allowed to submit their bid response for consideration.

Information on [Registration](#) and [Prequalification](#) are available on the Grants Management Website. A high-level synopsis is provided below.

## Registering as an SFS Vendor

To register an organization, send a complete [Grants Management Registration Form for Statewide Financial System \(SFS\) Vendors](#) and accompanying documentation where required by email to [grantsreform@its.ny.gov](mailto:grantsreform@its.ny.gov). You will be provided with a Username and Password allowing you to access SFS.

Note: New York State Grants Management reserves 5-10 business days from the receipt of complete materials to process a registration request. Due to the length of time this process could take to complete, it is advised that new registrants send in their registration form as soon as possible. Failure to register early enough may prevent potential applicants from being able to complete a grant application on time.

If you have previously registered and do not know your Username, please contact the SFS Help Desk at (855) 233-8363 or at [Helpdesk@sfs.ny.gov](mailto:Helpdesk@sfs.ny.gov). If you do not know your Password, please click the [SFS Vendor Forgot Password](#) link from the main log in page and follow the prompts.

## Prequalifying in SFS

- Log into the SFS Vendor Portal.
- Click on the Grants Management tile.
- Click on the Prequalification Application tile. The Prequalification Welcome Page is displayed. Review the instructions and basic information provided onscreen.

Note - If either of the above referenced tiles are not viewable, you may be experiencing a role issue. Contact your organization's Delegated Administrator and request the Prequalification Processor role.

- Select the Initiate a Prequalification Application radio button and click the Next button to begin the process. Starting with Organization Information, move through the steps listed on the left side of the screen to upload Required Documents, provide Contacts and Submit your Prequalification Application.

Note - If the Initiate a Prequalification Application radio button is not available, your organization may have already started a prequalification application and could even be prequalified. Click on the Version History Link to review your organization's prequalification status. If you are not currently prequalified, or your prequalification expires prior to the due date of this RFA, you will need to choose Collaborate on or Update your application.

- System generated email notifications will be sent to the contact(s) listed in the Contacts section when the prequalification application is Submitted, Approved, or returned by the State for more information. If additional information is requested, be



certain to respond timely and resubmit your application accordingly.

Note: New York State reserves 5-10 business days from the receipt of complete Prequalification applications to conduct its review. If supplementary information or updates are required, review times will be longer. Due to the length of time this process could take to complete, it is advised that nonprofits Prequalify as soon as possible. Failure to successfully complete the Prequalification process early enough may result in a grant application being disqualified.

Please note that all responses/applications/submissions to this RFP **must** be submitted through the Statewide Financial System (SFS). No mailed, delivered or emailed submissions will be accepted. OMH strongly recommends that applicants plan accordingly and allow themselves enough time to appropriately complete and submit by the due date and time of this RFP.

When providing uploads in response to any of the questions posed (including the Fiscal/Budget component), please upload only PDF versions of those documents. When saving these files before uploading, with the exception of an underscore, please do not use any special characters in the file name, letters only should be used.

Specific questions about SFS should be referred to the SFS Help Desk at [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov).

### **On Demand Grantee Training Material**

A recorded session with information about the transition to SFS is available for Grantees on the Grants Management website - <https://grantsmanagement.ny.gov/> and in SFS Coach.

The following training material focused on grants management functionality is currently available in SFS Coach:

- An SFS Vendor Portal Reference Guide ([https://upk.sfs.ny.gov/UPK/VEN101/FILES/SFS\\_Vendor\\_Portal\\_Access\\_Reference\\_Guide.pdf](https://upk.sfs.ny.gov/UPK/VEN101/FILES/SFS_Vendor_Portal_Access_Reference_Guide.pdf)) to help Grantees understand which Grants Management roles they need in the SFS Vendor Portal based on the work they are currently involved in.
- A Grantee Handbook ([upk.sfs.ny.gov/UPK/VEN101/FILES/Grantee\\_User\\_Manual.pdf](https://upk.sfs.ny.gov/UPK/VEN101/FILES/Grantee_User_Manual.pdf)), which provides screenshots and step-by-step guidance on how to complete Grants Management-related tasks in SFS
- On-demand recorded training videos focused on each aspect of the Grants Management business process

Agencies can view vendor training material in SFS Coach by selecting **SFS Training for Vendors** from the Topic drop-down list.

## **3. Administrative Information**

### **3.1 Reserved Rights**

OMH reserves the right to:

- Reject any or all proposals received in response to the RFP that are deemed non-responsive or do not meet the minimum requirements or are determined to be otherwise unacceptable, in the agency'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 and applicant whose conduct and/or proposal fails to conform to the requirements of the RFP;
- Seek clarifications and revisions of proposals for the purposes of assuring a full understanding of the responsiveness to this 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 bid opening, direct applicants to submit proposal modifications addressing subsequent RFP amendments;
- Prior to the bid opening, amend the RFP specifications to correct errors or oversight, supply additional information, or extend any of the scheduled dates or requirements and provide notification to potential bidders via the OMH website, SFS and the New York State (NYS) Contract Reporter;
- Eliminate any non-material specifications that cannot be complied with by all of the prospective applicants;
- Waive any requirements that are not material;
- Negotiate any aspect of the proposal with the successful applicant in order to ensure that the final agreement meets OMH objectives and is in the best interests of the State;
- Conduct contract negotiations with the next responsible applicant, should the agency be unsuccessful in negotiating with the selected applicant;
- 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;
- Cancel or modify contracts due to insufficiency of appropriations, cause, convenience, mutual consent, non-responsibility, or a "force majeure";
- Change any of the scheduled dates stated in the RFP.

### **3.2 Debriefing**

NYS OMH will issue award and non-award notifications to all applicants. Non-awarded applicants may request a debriefing in writing requesting feedback on their own proposal, within 15 business days of the NYS OMH dated letter. NYS OMH will not offer debriefing to applicants who receive an award. NYS 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**

Protests based on errors or omissions in the solicitation process, which are or should have been apparent prior to the deadline for receipt of all written questions for this RFP, must be filed prior to the deadline for questions. In the event an applicant files a timely protest based on error or omission in the solicitation process, the Commissioner of NYS OMH or their designee will review such protest and may, as appropriate, issue a written response or addendum to the RFP to be posted on the NYS OMH website in the RFP section. Protests of an award decision must be filed within 15 business days after the notice of conditional award or five (5) business days from the date of the debriefing. The Commissioner or their designee will review the matter and issue a written decision within 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:

New York State Office of Mental Health  
Commissioner Ann Marie T. Sullivan, M.D.  
44 Holland Ave  
Albany, NY 12229

### **3.4 Term of Contracts**

The contracts awarded in response to this RFP will be for a five-year term. The selected applicant awarded a contract under this RFP will be required to adhere to all terms and conditions in NYS OMH's Master Grant Contract.

### **3.5 Minority and Women Owned Business Enterprises**

OMH recognizes its obligation to promote opportunities for maximum feasible participation of certified minority and women-owned business enterprises (MWBES) and the employment of minority group members and women in the performance of OMH. OMH expects that all contactors make a good-faith effort to utilize Minority and/or Women Owned Business Enterprises (M/WBE), on any award resulting from this solicitation in excess of \$25,000 for commodities and services or \$100,000 for construction.

With respect to MWBEs, each award recipient must document its good faith efforts to provide meaningful opportunities for participation by MWBEs as subcontractors and suppliers in the performance of the project to be described in each grant disbursement agreement, and must agree that OMH may withhold payment pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at <https://ny.newnycontracts.com>. For guidance on how OMH will determine a contractor's "good faith efforts", refer to 5 NYCRR §142.8.

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

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

By applying, an Applicant agrees to demonstrate its good faith efforts to achieve its goals for the utilization of MWBEs by submitting evidence thereof in such form as OMH shall require. Additionally, an Applicant may be required to submit the following documents and information as evidence of compliance with the foregoing:

- A. An MWBE Utilization Plan, which shall be submitted in conjunction with the execution of the grant disbursement agreement except as otherwise authorized by OMH. Any modifications or changes to the MWBE Utilization Plan after the execution of the grant disbursement agreement must be reported on a revised MWBE Utilization Plan and submitted to OMH.

OMH will review the submitted MWBE Utilization Plan and advise the award recipient of OMH acceptance or issue a notice of deficiency within 30 days of receipt.

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

OMH may refuse to enter into a grant disbursement agreement, or terminate an existing grant disbursement agreement resulting from this solicitation, under the following circumstances:

- i. If an award recipient fails to submit a MWBE Utilization Plan;
- ii. If an award recipient fails to submit a written remedy to a notice of deficiency;
- iii. If an award recipient fails to submit a request for waiver; or,
- iv. If OMH determines that the award recipient has failed to document good faith efforts

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

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

### **3.6 Participation Opportunities for New York State Certified Service-Disabled Veteran Owned Business**

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

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

OMH hereby establishes an overall goal of 0% for SDVOB participation, based on the current availability of qualified SDVOBs. For purposes of providing meaningful participation by SDVOBs, the Applicant/Contractor would reference the directory of New York State Certified SDVOBs found at <https://ogs.ny.gov/Veterans>. Additionally, following any resulting Contract execution, Contractor would be encouraged to contact the Office of General Services' Division of Service-Disabled Veterans' Business Development to discuss additional methods of maximizing participation by SDVOBs on the Contract.

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

### **3.7 Equal Opportunity Employment**

By submission of a bid or proposal in response to this solicitation, the Applicant/Contractor agrees with all terms and conditions of Master Contract for Grants, Section IV(J) – Standard Clauses for All New York State Contracts including Clause 12 – Equal Employment Opportunities for Minorities and Women. The Contractor is required to ensure that it and any subcontractors awarded a subcontract over \$25,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the Contractor, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

The Applicant will be required to submit a Minority and Women-Owned Business Enterprises and Equal Opportunity Policy Statement, to the State Contracting Agency with their bid or

proposal. To ensure compliance with this Section, the Applicant will be required to submit with the bid or proposal an Equal Opportunity Staffing Plan (Form # to be supplied during contracting process) identifying the anticipated work force to be utilized on the Contract. If awarded a Contract, Contractor shall submit a Workforce Utilization Report, in such format as shall be required by the Contracting State Agency on a monthly or quarterly basis during the term of the contract. Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and Federal statutory and constitutional and non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment status because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status, or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest. Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

### **3.8 Sexual Harassment Prevention Certification**

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

### **3.9 Bid Response**

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

### **3.10 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 2.10 of this RFP.

### **3.11 Freedom of Information Requirements**

All proposals submitted for OMH's consideration will be held in confidence. However, the resulting contract is subject to New York State Freedom of Information Law (FOIL). Therefore, if an applicant 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 Public Officer's Law), the applicant 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 an applicant to submit such a letter with its bid identifying trade secrets will constitute a waiver by the

applicant 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 applicant 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 a FOIL proprietary status.

### 3.12 NYS and OMH Policies

The applicant/contractor must agree to comply with all applicable New York State and OMH policies, procedures, regulations, and directives throughout the Term of the contract.

## 4. Evaluation Factors and 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 OMH internal reviews. **Please note that there are restrictions to the type, size and naming conventions of the files and attachments uploaded in SFS. For more information, please review the SFS Attachment Guide [Here](#). Failure to comply with these guidelines may result in attachments not being viewable to reviewers.**

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

Technical Evaluation	Points
Population	12
Housing Implementation and Timeline	10
Staffing and Program Plan	38
Agency Performance	10
Diversity, Equity and Inclusion and Peer Support Language	10
Financial Assessment	20
<b>Total Proposal Points</b>	<b>100</b>

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

### 4.2 Method for Evaluating Proposals

Designated staff will review each proposal for completeness and verify that all eligibility criteria are met. A complete proposal shall include all required components as described in Section 2.9. If a proposal is not complete or does not meet the basic eligibility and participation standards as outlined in Section 2.4, the proposal will be eliminated from further review. The agency will be notified of the rejection of its proposal within 10 working days of the proposal due date.

Proposals will be conducted in two parts: Technical Evaluation and Financial Assessment. The technical evaluation committee, consisting of at least three evaluators, will review the technical portion of each proposal and compute a technical score. A financial score will be computed separately based on the operating budget and budget narrative submitted.

Evaluators of the Technical Evaluation component may then meet to discuss the basis of those

ratings. Following the discussion, evaluators may independently revise their original score in any section. Once completed, final Technical Evaluation scores will then be recalculated, averaged, and applied to the final Financial Assessment score to arrive at final scores.

Any proposal not receiving a minimum 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 Staffing and Program Plan, Section 5.4., will be ranked higher.

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

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

Proposals will be ranked, and one (1) award made to the applicant with the highest score to assume the operation of an Apartment Treatment Program in Bronx and New York Counties.

#### **4.3.2 Contract Termination and Reassignment**

There are a number of factors that may result in the contract being reassigned. This includes but is not limited to, failure to obtain licensure for the program, secure OSC approval, and operate the program in accordance with the terms outlined in the RFP. A contractor will be provided notification if there is need for reassignment.

To reassign the contract, OMH will go to the next highest ranked proposal. 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 reassign the contract.

### **4.4 Award Notification**

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

## **5. Scope of Work**

### **5.1 Introduction**

The Local Governmental Unit (LGU), Director of Community Service (DCS)/Mental Health Commissioner has a statutory authority and responsibility for oversight and cross-system management of the local mental hygiene system to meet the needs of individuals and families affected by mental illness, substance use disorder and/or intellectual/ developmental disability in their communities. LGU collaboration is a vital part of the work of an OMH-licensed Apartment Treatment Program. Applicants should notify the LGU(s) of their intent to apply.

This RFP is issued to assume the operation of an existing OMH-licensed Apartment Treatment Program which provides housing and restorative services for 79 individuals who meet the criteria outlined in Section 1.2. Most of the residents are currently housed in two-bedroom apartments scattered throughout the Bronx and Manhattan.



The agency that is selected will be required to seek licensure from OMH. As part of this process, OMH will incorporate these new units into the agency's current Gross-Income-Net fiscal model and issue a new operating budget. In addition, the agency will work with OMH and the current provider to transition all current residents and leases. Any new apartments developed must be approved by the New York City's Field Office's Licensing Unit and Fiscal Unit prior to lease signing.

For current and future vacancies, the selected agency will receive eligible applicants through the Housing SPOA. It is expected that the agency will maintain a low barrier admission policy and promote a rapid transition to housing. Agency admissions policies should be designed to screen in applicants with the greatest need and must not place an undue burden on the referring entity or recipient. Communication between parties should promote a collaborative relationship in order to facilitate admission to the program. Requirements such as sobriety or community tenure must not impact acceptance. Once accepted the agency will work with the individual and referring entity to develop a coordinated admission plan to ensure a successful transition and "warm hand off".

The agency selected to establish this program must be experienced in providing person-centered services to individuals with mental illness and maintaining linkages to other services in the community. The services should reflect evidence-based practices that promote wellness and recovery and be consistent with OMH's commitment to disparities elimination and cultural competence. They should be geared to help residents maintain physical and emotional health, participate in therapeutic and rehabilitative programs, assist with educational and employment opportunities, sustain healthy relationships, and generally improve the quality of their lives. Staff should have the skills and experience necessary to help residents set meaningful goals, develop mastery over their psychiatric illness, and make progress towards their own personal recovery. Supports for individuals with co-occurring substance abuse disorders should also be provided. Information on evidence-based practices can be found on the Internet at <https://www.samhsa.gov/resource/ebp/integrated-treatment-co-occurring-disorders-evidence-based-practices-ebp-kit>

## **5.2 Objectives and Responsibilities**

- A. OMH providers are expected to ensure continuous quality improvement of services, including regular monitoring and evaluation of outcomes. To support these efforts, it is expected that providers have a quality, supervisory, operational and IT / data infrastructure to routinely self-monitor and ensure ongoing quality improvement of services, including analyzing utilization review findings and recommendations.
- B. It is also expected that providers will routinely submit data to OMH, including client-identified data, quality and program data. Data submission requirements and guidance will be provided by OMH.

### **5.2.1 Description of the Treatment Apartment Model**

Apartment Treatment Programs provide a range of restorative services to individuals in an apartment setting. The programs are licensed by OMH and designed to be transitional. Discharge

planning, with appropriate time frames, must commence upon admission. Using an individualized assessment and service planning process, residents develop meaningful goals, make progress towards their personal recovery, gain skills and independence, learn to use community resources and develop natural supports. Residents must be educated on the full range of housing options available to them.

The current program is primarily configured with two-bedroom apartments with each resident having their own bedroom. Any new apartments that are developed may be a shared, two-bedroom apartment or a single unshared, studio or one-bedroom apartment if the agency deems this to be clinically necessary and fiscally viable.

Staff must have strong engagement skills and the ability to help residents address physical and emotional needs, participate in therapeutic programs, assist with educational and employment opportunities, and acquire the skills necessary for individual growth and self-sufficiency. Staff must be knowledgeable about housing opportunities in the community and other community services. They must be able to support individuals with co-occurring substance use disorders, be trained in the principles of harm reduction, and have a strong belief in hope and recovery.

Apartment Treatment is licensed under Part 595 of Title 14 of the Codes, Rules and Regulations of the State of New York, (14 NYCRR). Agencies will be required, post award, to submit a "Prior Approval Review" (PAR) Application as part of the development process.

The PAR is available online at: <https://www.omh.ny.gov/omhweb/par/omh165.pdf>

The PAR application will be reviewed in accordance with Section 41:34 of the Mental Hygiene Law and Part 595 of Title 14 of the Codes, Rules and Regulations of the State of New York, (14 NYCRR).

<https://govt.westlaw.com/nycrr/Browse/Home/NewYork/NewYorkCodesRulesandRegulations?guid=Icb5a98e0b7ec11dd9120824eac0ffcce&originationContext=documenttoc&transitionType=Default&contextData=%28sc.Default%29>

New York State regulations are available online at: <https://dos.ny.gov/division-administrative-rules>

Applicants will need to demonstrate within their proposal how they will engage existing residents, develop person centered service plans and transition these residents from the Apartment Treatment Program to a less restrictive housing in a reasonable amount of time.

The applicant must agree to work in conjunction with the HRA in NYC as well as SPOA, the New York City Field Office and OMH operated psychiatric hospitals to ensure appropriate admissions.

All apartment units must have a valid Certificate of Occupancy and be certified by New York City Field Office staff before occupancy.

There is no capital associated with these units. However, OMH will provide a partial PDG up to \$3,000 per bed to the successful applicant to fund items needed to assist with the transition. A specific budget will be developed during the transition of the program from the current agency to the new agency.

## 5.2.2 Reporting Requirements

The agency that receives housing resources under this RFP must agree that these units will only be filled with individuals specified in the target population definition. The agency must conform to all OMH fiscal reporting requirements as outlined in the "Aid to Localities Spending Plan Guidelines." These guidelines are available online at <https://apps.omh.ny.gov/omhweb/spguidelines/>.

The agency awarded a contract will be required to maintain accurate reporting of all admissions and discharges through OMH's Child and Adult Integrated Reporting System (CAIRS) and comply with any requirements OMH may subsequently develop to ensure compliance. They will be required to participate in the SPOA.

The agency will also be required to accept referrals from the Single Point of Access (SPOA) for housing vacancies and notify SPOA via the Coordinated Assessment and Placement System (CAPS) of all housing vacancies.

## 5.3 Operating Funding

Ongoing funding to support the operation of the Apartment Treatment units will be provided by a combination of SSI and Medicaid funding, consistent with the OMH fiscal model for the Apartment Treatment residential program. Each agency's current programmatic structure will determine specific funding amounts. Site specific property costs for the new apartment treatment beds will also be incorporated into the successful applicant's Gross, Income, and Net (GIN) fiscal model and paid for with SSI revenue and state-aid in the event the GIN model's anticipated SSI revenue is not adequate to cover 100% of the expense.

In addition, a partial Program Development Grant (PDG) up to \$3,000 per bed will be available as part of this contract to assist with transitioning the program and establishing new units, as needed to fill vacancies.

## 5.4. Proposal Narrative

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

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### 5.4.1 Population

1a. Describe the characteristics of the population to be served.

1b. 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 and co-occurring substance use disorders. Explain at a minimum, service plan development, coordination with other service providers, peer support, and relapse prevention. Attach a sample

copy of the assessment tool and service plan that will be created with individuals. Explain the process for crisis intervention and de-escalation.

1c. Given that 50% of all new admissions must be referrals from an OMH PC, explain how the agency will achieve this goal.

#### **5.4.2 Housing Implementation and Timeline**

2a. Provide a detailed description of the agency's ability to assume operation of the program in a timely manner and how these units will be incorporated into the agency's larger apartment treatment housing program. Include steps the agency would take to engage and transition the current tenants, ensure continuity of care, and develop new leases with current landlords. Include experience with past take overs. Provide a detailed plan outlining the availability of agency's resources to accomplish a rapid transition.

2b. Describe the agency's plan for developing new apartments.

2c. State admission criteria and procedures, including time frames for new admissions. Provide assurances that the agency will work with HRA, SPOA, the NYC Field Office and OMH-operated Psychiatric Centers to ensure appropriate admissions.

2d. Discuss how the agency will monitor the success of the housing program and the process the agency will use to implement programmatic changes in the event the anticipated outcomes are not being realized.

#### **5.4.3 Staffing and Program Plan**

3a. 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.

3b. Describe the resources your agency will use to meet the needs of individuals who move directly from institutional settings.

3c. Describe the assessment and individualized recovery process that will be utilized to help residents gain and use the skills and supports necessary for independent living.

3d. Include a summary of the services that will be provided in the apartment by program staff as well as those that will be provided by other agencies through service agreements and other linkages. Supports for individuals coping with substance use disorders should be included. Indicate how linkages and communication with Health Home Care Managers will be facilitated.

3e. Describe the peer services and supports that will be made available to residents.

3f. Describe the strategies that will be used to engage and motivate individuals towards recovery from mental illness and substance use. Discuss methods for ensuring integrated treatment for residents with co-occurring substance use disorders. Describe how the agency will collaborate with providers of substance use services. Describe how residents will be assisted in developing harm reduction and relapse prevention plans (mental illness and/or substance use) as well as how the program will respond when a resident is relapsing.

3g. Explain how the agency's culture of transition and discharge planning process supports the movement towards more independent housing opportunities. Describe the agency's performance history with transitioning consumers to more independent housing opportunities and expected length of stay.

#### **5.4.4 Agency Performance**

4a. Applicants must provide an overview of the agency's experience in operating an Apartment Treatment Program, serving individuals who are recovering from a serious mental illness or co-occurring substance use disorder, and knowledge of community resources relevant to this group. In the narrative incorporate Children and Adults Information Reporting System (CAIRS) data and discuss the agency's ability to target OMH priority populations; maintain occupancy standards in all OMH housing programs; maintain appropriate lengths of stay pertinent to the specific housing model; and for licensed programs, ability to transition residents to independent housing. In addition, discuss the outcome of the last agency wide certification review and how the agency addressed any findings identified in the review.

#### **OMH providers shall base their response on the most recently published Residential Program Indicators Report.**

4b. Describe the agency's experience in providing recovery-oriented housing and/or mental health services to adults with serious mental illness and/or co-occurring disorders. Describe your agency's history and provide a general description of the agency structure. Include an organizational chart.

4c. Describe your organization's residential capacity, behavioral health services and affiliation in the Bronx and Manhattan and how these resources may benefit the Apartment Treatment program.

#### **5.4.5 Diversity, Equity and Inclusion and Peer Support Language**

#### **Commitment to Equity and the Reduction of Disparities in Access, Quality and Treatment Outcomes for Marginalized Populations**

5a. Provide a mission statement for this project that includes information about the intent to serve individuals from marginalized/underserved populations in a culturally responsive trauma-informed way.

5b. Identify the management-level person responsible for coordinating/leading efforts to reduce disparities in access, quality, and treatment outcomes for marginalized populations.

5c. Identify the management-level person responsible for coordinating/leading efforts to ensure incorporation of feedback from participants in services in continuous agency improvement. Information provided should include the individual's title, organizational positioning, and their planned activities for coordinating these efforts.

5d. Provide the diversity, inclusion, equity, cultural and linguistic competence plan for this program (as outlined in the National CLAS Standards). Plan should include information in the following domains:

- workforce diversity (data-informed recruitment);

- workforce inclusion;
- reducing disparities in access quality, and treatment outcomes in the patient population;
- soliciting input from diverse community stakeholders, organizations and persons with lived experience;
- efforts to adequately engage underserved foreign-born individuals and families;
- how stakeholder input from service users and individuals from marginalized/underserved populations was used when creating the diversity, inclusion, equity, cultural and linguistic competence plan.

Discuss how the plan will be regularly reviewed and updated.

### **Equity Structure**

5e. Describe the organization's committees/workgroups that focus on reducing disparities in access, quality, and treatment outcomes for marginalized populations (diversity, inclusion, equity, cultural/linguistic competence).

5f. Describe the organization's committees/workgroups that focus on incorporating participants of services into the agency's governance. Note - it is important to describe how membership of any such committee/ workgroup includes people with lived experience and representatives from the most prevalent cultural groups to be served in this project.

### **Workforce Diversity and Inclusion**

5g. Describe program efforts to recruit, hire and retain a) staff from the most prevalent cultural group of service users and b) staff with lived experience with mental health and receiving mental health services.

### **Language Access**

5h. Describe efforts to meet the language access needs of the clients served by this project (limited English proficient, Deaf/ASL). This information should include the use of data to identify the most prevalent language access needs, availability of direct care staff who speak the most prevalent languages, the provision of best practice approaches to provide language access services (i.e., phone, video interpretation). Also, include information about efforts to ensure all staff with direct contact with clients are knowledgeable about using these resources. Additionally, provide information about the plan to provide documents and forms in the languages of the most prevalent cultural groups of its service users (consent forms, releases of information, medication information, rights, and grievances procedures). This section should also include information related to:

- addressing other language accessibility needs (Braille, limited reading skills);
- service descriptions and promotional material.

### **Recovery Values**

5i. Describe the agency or program's plan to espouse recovery and resilience-oriented values into practice.

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

5j. For this project, describe proposed efforts to partner, collaborate with and include diverse, culturally relevant community partners in service provision and in the gathering of stakeholder input. This includes information about subcontracting entities (if applicable) and other efforts to ensure government resources reach organizations and populations that are historically economically marginalized, including those that are peer run.

#### 5.4.6 Financial Assessment

6a. Describe how your agency manages its operating budget.

Include the following:

- Detailed expense components that make up the total operating expenses;
- The calculation or logic that supports the budgeted value of each category; and
- Description of the agency's salaries and how they are adequate to attract and retain qualified employees.

6b. The Operating Budget (Appendix B) must be completed and include service expenses, start-up expenses if applicable, and estimated property related expenses for the OMH-funded Apartment Treatment units. Applicants should also identify other sources of revenue in addition to OMH funding, if applicable. Please note that approval of an operating budget will be finalized once the selected applicant has been chosen. The applicant must provide assurances that the agency will operate the Apartment Treatment Program consistent with the Gross-Income-Net (GIN). (see Appendix B).

Use the Operating Budget (Appendix B) to submit with your proposal. The Operating Budget (Appendix B) format is available in the Statewide Financial System and a sample can be viewed on the OMH website. 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.**