



# Office of Mental Health

## Mobile Shower Unit (Statewide) RFP

### Questions and Answers

1. How many mobile units?

ANSWER – OMH will make awards to passing applicants until the \$2 million is fully allocated.

2. Will the facility provide towels and soap, etc.?

ANSWER – Per section 5.1 “The selected applicant(s) shall be responsible for acquiring and outfitting a unit capable of providing, at a minimum: access to shower facilities, toilets, and handwashing as well as related hygiene items such as towels, shampoo, soap, shaving kits, and toilet paper.”

3. Do we need to staff them or is staff provided? We just drop off and set up?

ANSWER – Applicants must demonstrate an ability to operate mobile shower units.

4. How many showers a day?

ANSWER – Applicants should describe their proposed program in 6.3a

5. Where do they need to go?

ANSWER – It is unclear what this question is asking. Applicants should describe their proposed program in 6.3a

6. How many showers in each unit?

ANSWER – See Question 4

7. Where will they be hooked up to utilities, or do they need to be self-contained? Water, Electricity, Sewer?

ANSWER – There is no mandated configuration.

8. May an applicant propose that SOC-CTI team members contribute to the staffing pattern required for this procurement?

ANSWER – Agencies should include their proposed staffing and operating funding in the application.

9. Will OMH be releasing a subsequent RFP for operating expenses tied to this capital purchase for ongoing maintenance, cleaning, water, and gasoline expenses?

ANSWER – No additional RFPs are anticipated

10. Will OMH approve any necessary contract modifications required to integrate the mobile units into the outreach activities of one or several SOS homeless outreach teams so that SOS staff can be used to operate the units and possibly some contract funds can be used for OTPS expenses (e.g. insurance, water fees, equipment maintenance)?

ANSWER – OMH cannot speculate on contracts outside of this procurement opportunity. Proposals should include a description of operating funding and staffing for the mobile shower unit.

11. If a city, county, or quasi-governmental agency is interested in funding the staff and other operating costs for the mobile shower units (or repurposing and/or enhancing funds in an existing contract), would a letter to that effect be adequate to show their intent? It is unlikely any of these entities would be able to put in place a new contract or modify an existing contract before an award is made by OMH.

ANSWER – Yes, a letter of support would be sufficient to demonstrate the applicants plan for securing operating funding.

12. We have a question about the Affidavit of Confession of Judgment. Is the intent to bind an awardee to repay the full cost of the grant to purchase the mobile shower equipment if external funding from a government, quasi-government, or other entity for operating costs, including staffing, is terminated prior to the end of the mobile unit's useful life (defined in the RFP as 100,000 miles or 10 years, whichever is sooner)? In NYC, it is unlikely that the unit will move distances that trigger the mileage milestone, so the 10 year term is likely to apply. Since few operating contracts with government and quasi-government agencies are for terms of 10 years, this legal requirement would put the awardee at significant financial risk. Would OMH consider modifying the agreement to require the awardee to repay the grant OR transfer the mobile shower unit to another entity designated by OMH?

ANSWER – OMH is unable to modify the agreement.

13. Page 4 of the RFP states – “The New York State Office of Mental Health (OMH) announces the availability of one-time funding for the purchase and modification of a Mobil Shower Unit.” Can funds only be used to purchase and modify the unit or could they also be used to cover expenses such as car insurance, vehicle maintenance, gas, etc.?

ANSWER – Funds may only be used to purchase and modify the unit. Funding may not be used for supplies or operation.

14. Are we permitted to provide services in multiple counties? For example, if we currently serve Long Island, can we apply to provide services in both Suffolk and Nassau County?

ANSWER – Yes. Applicants should reflect intended service area in question 6.1a

15. Are there any restrictions or preferences regarding whether the mobile unit should be a drivable or towable unit?

ANSWER - No

16. Are we permitted to partner with other organizations on this RFP?

ANSWER – Yes

17. If we have the capacity to support the trailers and hygiene needs (as a government contractor), can suppliers provide just the trailers and hygiene specifics only outside of the additional supportive services?

ANSWER – Applicants must demonstrate an ability to operate the mobile shower unit (including staffing said unit). Partnerships to provide additional support services are heavily encouraged but not required.

18. If an agency has a unit that could be modified to be a mobile shower unit, would that be an allowable activity/expense?

ANSWER – Yes

19. Would the purchase of smaller mobile shower units and/or the purchase of a mobile shower unit and the remodel of an existing mobile unit be acceptable?

ANSWER – Yes

20. Page 24, section 6.5a states to list staff by position, FTE, and salary if applicable. Page 22, section 5.3 states no operating expenses are allowable, are the potential FTEs referenced in 6.5, in-kind positions?

ANSWER – Section 6.5a is template language and indicates staffing should be included “if applicable.” As noted, no operating expenses are allowable as part of this opportunity.

21. Please confirm that the funding for this is allocated solely for the purchase of the mobile unit and does not cover costs related to staffing or vehicle maintenance.

ANSWER – See question 13

22. Is there funding for ongoing maintenance?

ANSWER – See question 13

23. Will we be required to provide data on usage?

ANSWER – There are no specific data requirements tied to this opportunity. However, Awardees must agree to an audit of records no less than annually providing proof of use of the vehicle for the intended purpose under this RFP. Awardees must also certify in writing annually that staffing is sufficient to maintain implementation of the vehicle for the intended usage set out in this RFP.

24. Any budget for a driver? Part time or full time?

ANSWER – See question 13

25. Can the mobile shower unit be used for multiple programs or must it be mentioned in the RAF?

ANSWER – Applicants should describe their proposed program in Section 6.3