



**Office of
Mental Health**

Short Term Transitional Residence Program for
Adults with a Serious Mental Illness
Broome and Columbia Counties

Request for Proposals

Grant Procurements
(On-Line Submission Required)

Statewide Financial System (SFS) Identifier – OMH#123

September 2024

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1. Introduction And Background

1.1 Purpose of the Request for Proposal

The Office of Mental Health (OMH) is seeking Request for Proposals (RFPs) from not-for-profit organizations with experience in operating a licensed, mental health housing program, to develop and operate a ten (10) to fourteen (14) unit Short-Term Transitional Residence (STTR) for adults with serious mental illness who need additional support to strengthen the skills needed to move to more independent housing. OMH intends to award one program in Broome County and one program in Columbia County.

The Short-Term Transitional Residence is intended to provide a home-like environment. The program will offer supports and skills training in a comfortable, safe, and recovery-oriented environment. Private bedrooms are ideal, but no more than two people may share a room. Ample kitchen, dining and living space must be provided in order to facilitate skill building, group activities, and recreational opportunities.

Individuals who are admitted to this program should be connected to community supports to facilitate the transition back to the community and a more independent housing setting. These supports may include a Safe Options Support (SOS) Team, Assertive Community Treatment (ACT) Team, Forensic Assertive Community Treatment (FACT) Team, Critical Time Intervention (CTI) Team, or Specialty Mental Health Care Management (SMH CM). An individual may be admitted to the transitional residence without an established connection to one of the teams noted above, but as part of the intake process, regardless of pre-admission setting, the individual should be linked to one of these specialized teams for support. The Teams will work closely with the transitional housing residences to ensure that individuals are able to move to a more independent housing setting within 120 days or less.

Although this is an unlicensed program model, the design is expected to provide adequate living and program space for individuals and staff without overcrowding. In addition, the residence will be required to be handicapped accessible, and have fire safety protection. The specific requirements will be shared with the agencies selected to develop the transitional residences. OMH may consider licensing these programs in the future.

Both capital funding for the development of the project and operating funding will be available to the selected applicant. Capital project costs will be developed by the selected applicants and the OMH Bureau of Housing Development and Support after analysis of the project. The issuance of a capital contract and operating contract will be

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subject to the approval of the Division of Budget (DOB) and Office of the State Comptroller (OSC).

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 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 discharging from an Article 28 or 31 hospital
- Individuals discharging from State PC
- Individuals who are experiencing street or sheltered homelessness
- Individuals who are reentering the community from state prison
- Individuals 18 or older discharging from Residential Treatment Facilities (RTFs)
- Individuals currently enrolled in and are at risk of losing OMH funded or licensed housing without a period of added supports.

Referrals for individuals discharging from hospitals (Article 28 or 31, or ETUs) should be given priority access. Referrals from other sources should be waitlisted in deference to any hospital referrals. Please note that within these target population groups, individuals with an Assisted Outpatient Treatment (AOT) order must receive priority access.

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 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:

Amanda Szczepkowski
Contract Management Specialist 2
New York State Office of Mental Health
Contracts and Claims
44 Holland Avenue, 7th Floor
Albany, NY 12229
OMHLocalProcurement@omh.ny.gov

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2.2 Key Events/Timeline

RFP Release Date	09/24/2024
Questions Due by 2:00 PM EST*	10/15/2024
Questions and Answers Posted on Website	10/29/2024
Proposals Due by 2:00 PM EST*	11/12/2024
Anticipated Award Notification	12/17/2024
Anticipated Contract Start Date	TBD

*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](#). 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 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 Section 2.9 for additional Prequalification Information.

Eligible applicants are not-for-profit agencies with 501(c)(3) incorporation that have experience operating a licensed, mental health housing program.

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 by 2:00 PM EST on the "Questions Due" date indicated in section 2.2 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. Please enter "STTR for Adults with a SMI Broome and Columbia Counties" in the subject line of the email.

The questions and official answers will be posted on the OMH website by the date listed in the timeline section 2.2.

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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 2.9 or
- Proposals from eligible not-for-profit applicants who have not completed Vendor Prequalification, as described in 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 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 and 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.

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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. 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. 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

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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.

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.

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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) 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), 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;

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- 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

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 OMH dated letter. OMH will not offer debriefing to providers who are awarded a team. 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 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 OMH website in the RFP section. 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 their 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:

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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. 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 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 contracts. 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.

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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

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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 subcontractors will not discriminate against any employee or applicant for employment status because of race, creed (religion), color, sex, national origin, sexual orientation,

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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-l 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 2.9 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.

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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 6:

Technical Evaluation	Points
Population	26
Description of Program	16
Readiness	18
Agency Performance	10
Diversity, Equity and Inclusion and Peer Support Language	10
Financial Assessment	20
Total Proposal Points	100 Points

For a detailed description of evaluation criteria for the Technical Evaluation and the Financial Assessment components, see Section 6 (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

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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 Population (Section 6.1) of the Proposal Narrative will be ranked higher.

4.3 Initial Awards and Allocations

Proposals will be ranked, and one (1) award made to the applicant with the highest score proposing to develop and operate a program in Broome County and one (1) award made to the applicant with the highest score proposing to develop and operate a program in Columbia County.

4.4 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 develop the housing program within the approved time frame, and implementation practices, such as stringent admission policies, which create barriers for the target population to access the short-term transitional residence. 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.

4.5 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

This RFP is issued for the development and operation of two STTR programs for individuals who meet the criteria outlined in Section 1.2 and in accordance with the allocations outlined in Section 4.3.

The overall goal of the Short-Term Transitional Residence program is to support individuals transitioning from other settings who need time to strengthen the skills needed to move to more permanent housing. It is primarily intended as a step down for individuals who are being discharged from hospitals. In addition to skill development, peer support, and linkages to community services, individuals will be supported in procuring benefits, where needed.

If not already enrolled, individuals in this program will be connected to Teams identified in Section 1.1 to support transition to a more independent housing setting. Depending

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on the needs of the individual this will range from a Community Residence to permanent supportive housing. Teams will work closely with the transitional housing program to ensure that individuals are able to move to a more independent housing setting within 120 days or less. To facilitate access to the most appropriate level of housing in a timely manner, the transitional residence must interface with the Housing Single Point of Access (SPOA) for priority access to vacancies.

The program will have the following staffing: 1.0 FTE supervisor, 4.0 FTE counselor 1.0 FTE clinical coordinator, 2.0 FTE evening coordinators, 2.0 FTE licensed clinicians, 3.0 FTE case managers, 1.5 FTE registered nurses, 1 FTE vocational specialist, 3 FTE peer specialists, 1 FTE administrative assistant and a PT maintenance person.

Staff training will include, but is not limited to, trauma informed care, harm reduction techniques, cultural competence, de-escalation, medication supervision and therapeutic communication skills. Staff will utilize a Recovery Oriented Cognitive Therapy (CT-R) model as a framework for daily activities and engagement. Program staff will develop safety plans with residents, if warranted.

Referrals will be made directly to this program. Within 48 hours of admission, an immediate needs assessment will be completed which will address the basic needs the person is identifying in their life and within 7 days a more comprehensive support plan will be developed which includes a discharge goal. The assessment and service planning process should be made in collaboration with the individual and collaterals, and will include exploration of protective factors, strengths, challenges, interests, goals, and past successes. The program, together with the team, the individual and other collaterals will work in partnership to increase engagement and motivation to move to a more independent level of housing.

Housing staff will facilitate transition of individuals to the most appropriate level of housing of their choice. This may include the completion of a SPOA application if not previously submitted, and securing needed documents and information (psychiatric evaluation, psychosocial, homeless history, identification, medical) from the referral source and the team working with the individual. Program staff will assist individuals with securing a more independent level of housing along with treatment and supportive services, as needed, to ensure housing stability and success upon discharge.

Teams and housing staff will work collaboratively to assist individuals in securing housing placement within 120 days, including assisting with in-person and virtual housing interviews, establishing linkage to providers to support behavioral and physical

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health needs, and assisting with transition to new housing. Communication between housing staff and Teams should be frequent.

Individuals admitted to the short-term transitional program from other OMH housing programs should remain enrolled in their housing program of origin, unless the treatment team concludes a higher level of care is needed long-term. The longer-term OMH housing program should continue work with the STTR and continue to support the individual as long as they remain enrolled. Unless and until the short-term transitional residence becomes licensed, OMH-licensed community residences and treatment apartment programs may continue to provide and bill for rehabilitative services.

Motivation of individuals to transition to permanent supportive housing is crucial, and Peer Specialists can utilize lived experiences to better engage residents. Peer Specialists are expected to lead various activities throughout the program. Peer Specialists can serve as a bridge between individuals and health care professionals and can also accompany individuals to appointments, if needed or as desired. Peer Specialists can help individuals learn how to identify triggers and early warning signs, experiment with strategies to manage symptoms and identify key resources in the community. Peer Specialists are an integral part of helping people to cope with social or emotional barriers and to stay motivated to reach their goals.

Three meals per day will be provided in addition to nutritional snacks and beverages. Individuals will have direct access to food and will be supported in skill-building by participating in meal planning and preparation.

Staff will help the individual to gain skills necessary for a more independent level of care within a culturally sensitive space, building strong community connections. Program activities include but not limited to skill building, physical wellness, smoking reduction, and substance use reduction if needed, personal hygiene, educational activities to promote literacy, job readiness, housing interview preparedness, and computer literacy. Program staff will support individuals with upkeep of their rooms and common areas in order to teach self-care skills as it relates to maintaining a sanitary environment. The selected agency is expected to maintain low barrier admission policies that promote a rapid transitioning for individuals from hospitals, experiencing street or sheltered homelessness, reentering the community from state prison, currently enrolled in and are at risk of losing OMH funded or licensed housing without a period of added supports or individuals 18 or older discharging from Residential Treatment Facilities (RTFs) to housing. Sobriety is not a requirement for housing. The agency is expected to work closely with the referral source to develop a coordinated support plan for the individual who is housed.

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In addition, all buildings in which the programs will be located must have a valid Certificate of Occupancy (or equivalent local approval of habitability such as a Letter of No Objection).

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 Short-Term Transitional Residents. Applicants must notify the LGU(s) of their intent to apply.

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.

5.3 Operating Funding

For the programs awarded through this RFP operating funding will be provided annually at a rate of \$120,500 per unit. For example, if an applicant is awarded 10 units the annually operating funding for the program will be \$1,205,000 (\$120,500 x 10). This funding is intended to support staff as outlined in section 5.1. Funding for this program may not be utilized in any other program, even if funded on the same contract.

In addition, Program Development Grant (PDG) funds are available as part of this contract to assist with establishing these Short-Term Transitional units. PDG funding will be based on the most current rate at the time of opening, which is currently \$9,677 per bed. All reasonable costs to develop the beds should be included in the start-up budget, not the Year 1 operating budget (see Appendix B).

Applicants should identify how many units they intend to site in the program and complete their budget with the appropriate total funding amount. Applicants may adjust the total units requested (between 10-14) after awards are made and a site has been identified, based on how many units the site can comfortably support.

Applicants are reminded that funding to support the operation of this program is contingent upon the continued availability of State appropriations.

5.4 Capital Funding

OMH Capital funding is available for property acquisition, construction and/or rehabilitation, subject to the approval of the NYS Division of the Budget. OMH reserves

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the right to limit funds for property acquisition up to the appraised value of the property and to determine appropriate per bed and per square foot costs for construction.

OMH will provide technical assistance as well as coordinate the request of necessary studies including appraisals and architectural feasibility reports to evaluate a potential site.

OMH's capital includes the advance of State Grant Funds during construction, which will be taken out by a municipal tax-exempt bond sale or private mortgage. Debt service payments for this mortgage will be paid on behalf of the Provider as an extension and in addition to the operating funding for the program.

Program Development Grant (PDG) funds will also be available as part of this contract to assist with developing the new program funded by OMH.

6. Proposal Narrative

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

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.

6.1 Population

1a. State the county which your agency proposes to site the program and the counties which referrals will be accepted from. Include the number of units you intend to include in the project.

1b. Provide a description of your agency's experience working with the populations described in Section 1.2 and demonstrate your agency's ability to effectively serve the complex needs of these individuals.

1c. Discuss the characteristics of individuals to be served in this program and the needs of this group and give examples of how your agency has successfully housed and supported this population.

1d. Describe in detail how your agency will establish and maintain relationships with Article 28 and Article 31 hospitals in the program area to ensure individuals are referred to and supported during their stay at the STTR. Describe how your agency will work with SPOA to support individuals' transition to longer term housing.

1e. Identify community-based resources that will be available to residents through referrals and/or linkage agreements. Describe how housing staff will communicate and collaborate with community-based resources to further residents' recovery goals. Indicate how these services support the residents' recovery from mental illness and

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substance abuse. Describe how all services will take into account the cultural and linguistic needs of the individual.

1f. Confirm your agreement to both expedite admissions and adhere to a low barrier, “housing first” approach and follow the procedures currently in development.

1g. Explain engagement strategies. Describe how you will work with the consumer, their referring entity and other service providers (i.e. SOS, ACT or Care Management), and the consumer’s natural supports, to develop an individualized, recovery-focused support plan for the consumer.

6.2 Description of Program

2a. Describe your network, internally and externally, of behavioral health and other providers, and how you plan to utilize those networks to facilitate rapid access to care. In your response, describe how you plan to ensure close collaboration with the Local Government Unit (LGU) to facilitate care for individuals served by the Short-term Transitional Residence.

2b. Describe program activities including but not limited to skill building, smoking reduction, physical wellness, personal hygiene, meal planning, shopping, food preparation, educational activities to promote literacy, job readiness, housing interview preparedness, computer literacy, culturally sensitive space and building strong community connections.

2c. Describe resident assessment procedures and the development of a person-centered, strengths-based services plan. Describe the process of services planning that will incorporate strategies to engage and motivate residents towards their recovery and provide an appropriate response to residents who are at risk of relapsing and/or begin not taking their medications. Discuss methods for ensuring integrated services for residents with co-occurring substance dependence/use disorders. Describe how residents will be assisted when a mental illness or substance use relapse occurs.

2d. Indicate the staff that will be hired, provide titles, job descriptions, FTEs and a staffing schedule. Describe the background and expertise staff will be expected to have. Describe the training and supervision staff will receive and specify your agency’s current use of peers as part of treatment teams and engagement practices. Explain the measures your agency will take to recruit and retain experienced employees. Highlight agency resources that will be made available to implement the program.

6.3 Readiness

3a. Is there an identified site for the proposed project? If so, what is the address? If not, please describe the steps your agency will take to identify and secure a site.

3b. Describe your plan for the development of a short-term transitional residence model for persons identified in Section 1.2. Provide a description of the proposed community including but not limited to proximity to service providers for both behavioral and physical health, transportation, stores, community amenities, etc. If there is not a proposed location at this time explain, in detail, how you would find a site within 6

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months. Describe the community amenities your agency looks for when seeking a site for development.

3c. Describe your agency's experience developing a capital project with OMH or other state agencies.

3d. Describe potential development challenges and your agency's experience overcoming those challenges.

3e. How does your agency work with community members and stakeholders to gain support?

3f. Provide a detailed timeline for the project: Include milestones such as site acquisition, local approvals, construction timeframe, and estimated project opening date. Address other items such as known zoning issues, project development team readiness, etc.

6.4 Agency Performance

Please respond to question 4a. how it applies to your agency.

4a. Contracted Housing Providers

Applicants that hold a current OMH housing contract must provide an overview of the agency's experience in providing housing services to individuals who are experiencing homelessness and knowledge of community resources relevant to this group. In the narrative incorporate Children and Adults Information Reporting System (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.

Non OMH Contracted Housing Providers

Applicants that do not hold a current OMH housing contract must describe their agency's experience with and ability to serve individuals who are experiencing street homelessness. The applicant must also describe a situation where successful interventions were used to assist an individual who is homeless with meeting their goals. Non-OMH contracted providers must attach evidence or correspondence from the most recent monitoring visit for any housing or behavioral health service program the agency operates, that is funded 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 homeless individuals within the borough proposed to be served.

6.5 Diversity, Equity Inclusion and Recipient Input

This section describes the commitment of the entity to advancing equity. OMH is committed to the reduction of disparities in access, quality, and treatment outcomes for historically marginalized populations as well as centering and elevating the voice of individuals with lived experience throughout the system.

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). The 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 in the project's proposed catchment area as identified in 6.1.a.
- 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

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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.

6.6 Financial Assessment

6a. The proposal must include a 5-year Budget (Appendix B). The funding available annually is stated in section 5.3 Operating Funding. The indirect cost/administrative overhead rate is capped at 15%. Providers must follow Consolidated Fiscal Report (CFR) Ratio-Value guidance which excludes equipment/property from the direct cost base. Federal Negotiated Indirect Cost Rate Agreements (NICRA) are not allowable. Any travel costs included in the Budget must conform to New York State rates for travel reimbursement. Applicants should list staff by position, full-time equivalent (FTE), and salary.

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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.**

6b. Describe how your agency manages its operating budget which should include the following:

- a) detailed expense components that make up the total operating expenses;
- b) the calculation or logic that supports the budgeted value of each category; and,
- c) description of how salaries are adequate to attract and retain qualified employees.
- d) detailed description of the program's financial sustainability.