



**Office of
Mental Health**

**Short-term Transitional Residence
for Individuals Diagnosed with a
Serious Mental Illness and
Substance Use Disorder**

OMH114

Request for Proposals

March 2024

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1. Introduction and Background

1.1 Purpose of the Request for Proposals

The New York State Office of Mental Health (OMH) is seeking proposals from not-for-profit organizations with experience in operating a licensed, mental health housing program, and experience providing supports to individuals diagnosed with a co-occurring substance use disorder (SUD) to develop and operate a 10 to 14-unit Short-Term Transitional Residence (STTR) primarily for people who are diagnosed with a co-occurring disorder of both serious mental illness and substance use disorder. STTRs programs are designed to support individuals who need additional supports to strengthen the skills necessary to move to a more independent housing setting.

OMH intends to award six (6) programs throughout the state with ten (10) to fourteen (14) units per program. The Short-Term Transitional Residences are 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 to facilitate skill building, group activities, and recreational opportunities.

Individuals who are admitted to this program will 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, Intensive Mobile Treatment (IMT) 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 will 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 selected applicants. Capital project costs will be developed by the selected applicants and the OMH Bureau of Housing Development and Support after analysis of each individual project. The issuance of a capital contract and operating contract will be 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 Allocation of a Short-Term Transitional Residence

Up to 84 total units of Short-Term Transitional Residence will be awarded over six (6) locations across the state with each location having 10 to 14 units.

The OMH intends to award one program located in each of the following OMH geographic regions listed below, and two (2) programs in New York City.

Central NY
Hudson River
Long Island
Western NY
NYC – 2 programs

If an applicant wishes to apply for multiple regions they may do so as long as they submit separate applications for each region applied for.

Each applicant will be required to indicate the region and county(ies) within the region they are bidding to serve. The applicant with the highest score for that region will be awarded.

1.3 Referrals

The applicant agencies will be required to accept primary referrals for people with a serious mental illness and co-occurring substance use disorder. Referred individuals will require enhanced rehabilitation and skill building supports to ensure a successful transition to the community and a more independent living setting.

Programs are intended to serve adults with serious mental illness and substance use disorder who require enhanced clinical and rehabilitative supports to secure more permanent housing. Programs may accept referrals for the following:

- Individuals discharging from an Article 28 or 31 hospital
- Individuals discharging from State PC Extended Treatment Units (ETUs)
- Individuals discharging from an OASAS Certified Inpatient Rehabilitation service or Inpatient Withdrawal and Stabilization Services
- Individuals from an OASAS Addiction Treatment Center (ATC)
- 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 or OASAS 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 this target population group, individuals with an Assisted Outpatient Treatment (AOT) 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, a bidder is restricted from contacting 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:

Jeremy Rossello
Contract Management Specialist 1
New York State Office of Mental Health
Contracts and Claims
7th Floor
44 Holland Avenue
Albany, NY 12229
OMHLocalProcurement@omh.ny.gov

2.2 Key Events/Timeline

RFP Release Date	3/28/2024
Questions Due by 2:00:00 p.m. EST	4/11/2024
Questions and Answers Posted on Website	4/25/2024
Proposals Due by 2:00:00 p.m. EST	5/9/2024
Anticipated Award Notification	6/24/2024
Anticipated Contract Date	TBD

2.3 RFP Questions and Clarifications

All questions or requests for clarification concerning the RFP shall be submitted in writing to the Issuing Officer by email at OMHLocalProcurement@omh.ny.gov by the date indicated in 2.2. Please put "Short-term Transitional Residence for Individuals Diagnosed with SMI and SUD" in your subject line. If you do not comply with the aforementioned subject line OMH cannot guarantee your question will be answered.

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

2.4 Addenda to Request for Proposals

If it becomes necessary to revise any part of the RFP during the application submission period, an addendum will be posted on the OMH website, the Statewide Financial System (SFS) and the NYS Contract Reporter. It is the applicant's responsibility to periodically review the OMH website, NYS Contract Reporter and SFS to learn of revisions or addendums to this RFP. No other notification will be given.

2.5 Eligible Applicants

Eligible applicants are not-for-profit agencies with 501(c) (3) incorporation that have experience operating a licensed, mental health housing program and in providing supports to individuals with substance use disorder. If unsure if your agency is an eligible applicant, contact the Issuing Officer identified in Section 2.1.

2.6 Disqualification Factors

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

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

2.7 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 of 5/9/2024 at 2:00pm 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.

2.8 Vendor Registration, Prequalification and Training Resources for Not-for-Profits

NOTE: 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 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.

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.

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 (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.

2.9 Minority and Women Owned Business Enterprises and Service-Disabled Veteran Owned Business Enterprises

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

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

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

By submitting an application, an Applicant agrees to demonstrate its good faith efforts to achieve its goals for the utilization of MWBEs by submitting evidence

thereof in such form as OMH shall require.

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

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

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

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

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

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

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

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

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

OMH hereby establishes an overall goal of 6% for SDVOB participation, based on the current availability of qualified SDVOBs. For purposes of providing meaningful participation by SDVOBs, the Applicant/Contract would reference the directory of New York State Certified SDVOBs found at <https://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 at 518-474-2015 or VeteransDevelopment@ogs.ny.gov to discuss additional methods of maximizing participation by SDVOBs on the Contract.

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

2.11 Equal Employment Opportunity

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

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

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

2.12 Sexual Harassment Prevention Certification

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

3 Administrative Information

3.1 Reserved Rights

The OMH reserves the right to:

- Reject any or all proposals received in response to the RFP that are deemed non-responsive, do not meet the minimum requirements, or are determined to be otherwise unacceptable, in OMH'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 and otherwise make funding decisions that maximize compliance with and address the outcomes and priorities identified in this RFP;
- Disqualify an applicant whose conduct and/or proposal fails to conform to the requirements of the RFP;
- Seek clarifications of proposals for the purposes of assuring a full understanding of the responsiveness to the solicitation requirements;
- Use proposal information obtained through the state's investigation of an applicant's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP;

- Prior to the due date, direct applicants to submit proposal modifications addressing subsequent RFP amendments;
- Prior to the due date, amend the RFP specifications to correct errors or oversight, supply additional information, or extend any of the scheduled dates or requirements and provide notification to potential applicants via the OMH website, the 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;
- Change any of the scheduled dates;
- Waive any of the requirements that are not material;
- Negotiate any aspect of the proposal in order to assure that the final agreement meets OMH's objectives;
- Conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder within fifteen (15) business days from notification of selection for award. This is to include completion of all required documents and signature of the contract;
- Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an applicant's proposal and/or to determine an applicant's compliance with the requirements of the solicitation;
- Conduct a readiness review of each selected applicant prior to the execution of the contract as set forth in Section 4.4;
- Cancel or modify contracts due to the insufficiency of appropriations.
- Disqualify providers with historically poor performance in developing beds on a timely basis, or chronically poor performance keeping beds filled.
- Rescind awards should awardees fail to meet prescribed time frames for site identification or contract development and/or signature;

3.2 Debriefing

OMH will issue award and non-award notifications to all bidders. Non-awarded bidders may submit a written request for a debriefing within 15 business days of the OMH dated letter, requesting feedback on their own proposal. Written debriefing requests may be sent to the Designated Contact, as defined in Section 2.1.

3.3 Protests Related to the Solicitation Process / Award Outcome

Protests of an award decision must be filed within fifteen (15) business days after the notice of conditional award or five (5) business days from the date of the debriefing. The Commissioner or her/his designee will review the matter and issue a written decision

within twenty (20) business days of receipt of protest. All protests must be in writing and must clearly and fully state the legal and factual grounds for the protest and include all relevant documentation. The written documentation should clearly state reference to the RFP title and due date. Such protests must be submitted to:

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

3.4 Term of Contracts

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

3.5 Bid Response

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

3.6 Acceptance of Terms and Conditions

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

3.7 Freedom of Information Requirements

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

4 Evaluation Factors for Awards

4.1 Evaluation Criteria

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

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

Technical Evaluation	Points
Proposal Narrative	45
Agency Performance	10
Diversity, Equity and Inclusion and Peer Support Language	10
Readiness	15
Financial Assessment	20
TOTAL POINTS	100

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

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

4.2 Method for Evaluating Proposals

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

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

Evaluators of the Technical Evaluation component may then meet to discuss the basis of those ratings. Following the discussion, evaluators may independently revise their original score in any section. Once completed, final Technical Evaluation scores will then be recalculated, averaged, and added to the final Financial Assessment score to arrive at final scores. Any proposal not receiving a minimum average score of 70 will be eliminated from consideration.

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

4.3 Process for Awarding Contracts

4.3.1 Initial Awards and Allocations

Please note due to the development priority of these programs any agency awarded through this RFP will have six (6) months from the date of the award to identify a viable site and twelve (12) months from the date of capital contract approval to develop a program. OMH is committed to supporting the target

population and encourages housing providers to examine their current real estate portfolio for unused space in existing buildings, vacant buildings or surplus property for a possible suitable location. The inability to develop the housing and occupy the units may result in a reallocation of the housing award as detailed in Section 4.3.2.

4.3.2 Reallocation Process

The inability to develop the housing and occupy the units may result in a reallocation of the housing award. There are several factors that may result in the housing program awarded to a contractor to be reallocated. This includes, but is not limited to, lack of progress in developing 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 transitional residence. A contractor will be provided notification if the transitional residence will be reallocated.

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

4.4 Award Notification

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

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

5 Scope of Work

5.1 Introduction

This RFP is issued to develop up to six (6) STTR programs for individuals who meet the criteria outlined in Section 1.1 and in accordance with the allocations outlined in Section 1.2. The overall goal of the Short-Term Transitional Residence program is to assist individuals who are diagnosed with both a serious mental illness and substance use disorder. STTR programs are designed to support individuals who need time to strengthen the skills needed to move to a more independent housing setting.

The model is short-term, up to 120 days, with 10 to 14 units in each residence across the six locations for this opportunity as detailed in section 1.2. In addition to skill development, peer support, and linkages to community services, individuals will be supported in procuring benefits, where needed.

Agencies must work in partnership with the following referring entities: county Single Point of Access, case management teams, Health Homes, Assertive Community

Treatment (ACT) and other treatment providers including Article 28 or 31 hospitals and OASAS Certified inpatient rehabilitative programs. Referrals may also be accepted from SOS, Shelter-Partnered ACT and IMT teams serving street homeless individuals. Providers are required to develop coordinated discharge/and admission plans with the referral entity dedicated case manager or health home care manager, ACT Team or other treatment provider(s) to ensure their successful transition into the community.

Referrals with an active AOT Order must receive priority consideration.

Each location will have the following staffing: 1.0 FTE supervisor, 4.0 FTE counselor, two of which may be a Certified Alcoholism and Substance Abuse Counselor (CASAC) 1.0 FTE clinical coordinator, 2.0 FTE evening coordinators, 2.0 FTE licensed clinicians with demonstrated experience in treating Mental Health and Substance Use conditions. 3.0 FTE case managers, 1.5 FTE registered nurses, 1 FTE vocational specialist, 3 FTE peer specialists, including both Certified Peer Specialists and Certified Recovery Peer Advocates, 1 FTE administrative assistant and a PT maintenance person. Staff should have experience working with individuals diagnosed with both mental health and substance use related issues. An acceptable staff to resident ratio is 1:10.

Staff training will include, but is not limited to, substance use, 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. Staff are also expected to employ harm reduction techniques to support individuals in recovery.

Staff are expected to be familiar with the services and supports provided through the New York State Office of Addictions Services and Supports (OASAS) and how to access these services as needed for individuals served through the STTR.

Use of Harm Reduction Strategies and Adherence to Housing First Principles

OMH providers must adopt supportive services approaches and person-centered practices that creatively engage individuals to maximize and ensure housing stability.

Residential programs are expected to be trained in Harm Reduction strategies and those practices employed. Through harm reduction training approaches, such as non-judgmental open communication, staff can mitigate the harms of drug and alcohol use.

OMH providers should develop and implement a variety of trainings designed to model and safeguard trauma-informed principles as they provide for the emotional safety of participants.

Training should be consistent with New York State Office of Office of Addiction Services and Supports (OASAS) recommendations and include but not be limited to the following:

- Training in behavioral and community interventions that staff are expected to utilize for all participants' behavior, including the possession of items that may create an unsafe environment and are potentially harmful and/or potentially dangerous to the community.

- Training in the use of community as method, which means the:
 - o Utilization of community rules and norms to address behavioral concerns.
 - o Value of physical space as a sanctuary of healing.
 - o Use of behavioral and community interventions to motivate participants to support the reduction of items that create an unsafe environment.
 - o Use of all participant behavior as opportunities for community intervention.
 - o Use of staff within the community to build trust and help create a safe and comfortable emotional tone through informal interactions with participants.
 - o Use of staff within the community to model community norms; and
 - o Use of active interventions to support the value of safety within the community.

- Training on the importance of behavioral modeling as a staff member, including a prohibition against possessing items that may create an unsafe environment.

For further information, please visit: [Clinical Support Trainings | Office of Addiction Services and Supports \(ny.gov\)](#)

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 could include a referral to either an OMH or OASAS Supportive Housing Program. This may include the completion of the 2010E housing (NYC), SPOA application if not previously submitted, an application to the local department of social services or an application to the coordinated entry process and securing needed documents and information (psychiatric evaluation, substance use screening, 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 if needed, establishing linkage to providers to support behavioral and physical 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 or OASAS 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 of relapse, 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 in recovery.

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, substance use reduction and smoking reduction, 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 to teach self-care skills as it relates to maintaining a sanitary environment.

The selected agencies are expected to maintain low barrier admission policies that promote a rapid transition from hospital to housing. Sobriety is not a requirement for housing. The agencies are expected to work closely with the referral source to develop a coordinated support plan for the individual who is housed.

In addition, all buildings in which program 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 Residence for Individuals Reentering the Community from Prison. Applicants must notify the LGU(s) of their intent to apply.

5.2 Reporting Requirements

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

Agencies awarded these units will be required to maintain accurate reporting of all admissions and discharges through OMH’s Child and Adult Integrated Reporting System (CAIRS) and adhere to any additional requirements required by the OMH.

5.3 Operating Funding

For each program 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 a traditional CR staffing model, plus specialized staff as outlined in section 5.1. In addition, one-time Program Development Grant (PDG) funds are available to assist with establishing these units. PDG funding will be based on the most current rate at the time of opening, which is \$9,410 per unit at this time. All reasonable costs to develop the TRS units should be included in the budget. Funding for this program may not be utilized in any other program, even if funded on the same contract. 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 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.

5.5 Evaluative Criteria/Program Specific Questions

Agencies will be evaluated on the following criteria by answering the questions listed below in Sections 5.4.1, 5.4.2, 5.4.3, 5.4.4 and 5.4.5.

5.5.1 Proposal Narrative (45 points)

- 1a. Indicate which geographic location, including county if known, where you are planning to site the short-term transitional residence model. Include the total number of units you intend to develop.
- 1b. Describe in narrative form the characteristics of the primary population to be served in this program.
- 1c. Discuss such population characteristics as mental health and substance use history, impact of substance use, service history, present functional level, educational level, job history, community living skills, existence of social

supports, and trauma history.

- 1d. Describe admission criteria, and procedures including the information flow you would create to streamline and track referrals, including any necessary interface with SPOA, the OMH and OASAS Regional Field Offices, and Health Homes.
- 1e. Describe in narrative form the service needs of the population specific to the characteristics described in (1c) above.
- 1f. Describe in detail the culture that will be fostered in the residence to support community reintegration and to engage residents in both treatment and recovery-focused activities considering the population characteristics above and the needs and expected challenges to sobriety. Describe in detail the services that will be provided directly by the sponsoring agency. Indicate what specific strategies will be employed, how the services and activities will prepare individuals for reintegration into the community and assist in the person's recovery.
- 1g. 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.
- 1h. Confirm your agreement to both expedite admissions and adhere to a low barrier, "housing first" approach.
- 1i. 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 use disorders. Describe how residents will be assisted when an exacerbation of symptoms of mental illness or reoccurrence of substance use occurs.
- 1j. Describe program activities including but not limited to skill building, substance use reduction, 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.
- 1k. 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 substance use. Describe how all services will consider the cultural and linguistic needs of the individual.

11. 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 Short-term Transitional Residence.

Please answer 5.5.2.a how it applies to you.

5.5.2 Agency Performance (10 points)

5.5.2.a 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 diagnosed with both mental health and substance use disorders 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 diagnosed with both mental health and substance use disorders. 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 individuals diagnosed with a serious mental illness and substance use disorder within the geographic region proposed to be served.

5.5.3 Diversity, Equity and Inclusion and Peer Support Language (10 points)

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

- 3a. 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.
- 3b. Identify the management-level person responsible for coordinating/leading efforts to reduce disparities in access, quality, and treatment outcomes for marginalized populations.
- 3c. 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.
- 3d. 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

- 3e. 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).
- 3f. 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

- 3g. 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

- 3h. 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

- 3i. Describe the agency or program’s plan to espouse mental health and substance use recovery and resilience-oriented values into practice.

Collaboration with Diverse Community Based Stakeholders/Organizations

- 3j. 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.

5.5.4 Readiness (15 points)

- 4a. Describe your plan for the development of a short-term transitional residence model for persons from living situations described in Section 1.1 to housing. 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 months. Describe the community amenities your agency looks for when seeking a site for development.
- 4b. 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.
- 4c. Describe your agency's experience developing a capital project with OMH or other state agencies.
- 4d. Describe your agency’s experience overcoming development challenges.
- 4e. How does your agency work with community members and stakeholders to gain support?

- 4f. 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.

5.5.5 Financial Assessment (20 points)

- 5a. Using Appendix B, develop an Operating Budget in the identified column on the Budget template. Assume a full year of operating funds. Applicants should list staff by position, full-time equivalent (FTE), and salary.
- 5b. Using the Budget Narrative (Appendix B1), describe how your agency manages its operating budget. Applicants must complete a Budget Narrative which should 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;
 - description of how salaries are adequate to attract and retain qualified employees; and
 - detailed description of the program's financial sustainability.

Use the Operating Budget (Appendix B) and the Budget Narrative (Appendix B1) to submit with your proposal. The Operating Budget (Appendix B) format is available in Grants Gateway 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.**