



Office of Mental Health

Bronx PC Wellness Center Questions & Answers

1. The guidance states: To expedite review of the proposals, Vendors are instructed to submit Administrative, Technical, and Financial proposals in separate packages, formatted with tabs delineating responses to each section of each proposal. This separation of information will facilitate the review of the material requested. No information beyond that specifically requested is required, and Vendors are requested to keep their submissions to the shortest length, still ensuring a complete presentation of qualifications. Additional information, if submitted, should be in a separate package. Proposals must contain sufficient information to assure OMH of their accuracy.

Our question are the "tabs" in one combined pdf or separate pdfs?

ANSWER - Please submit one comprehensive proposal/applications with each section clearly identified.

2. Page 7 of the RFP, (2. Scope of Work, 2.1 Purpose, "Diversity of Funding Sources") states:

"Similar models of wellness centers have found that their sustainability is based upon a mix of public dollars, foundation and other grant support, and other contributions such as revenue from subcontractors who participate in the Center. It is the expectation that the provider partner will emphatically seek the support needed to augment state dollars by receiving grants and contributions on a consistent basis."

- Assuming the awardee and/or its subcontractor(s) is currently a NYS OMH licensed MHOTRS provider and/or a NYS OASAS licensed Part 822 outpatient clinic provider, or at some point during the period of performance successfully secures said licensure, would the awardee and/or its subcontractor(s) be permitted to operate NYS OMH and/or NYS OASAS licensed outpatient services including, but not limited to, OMH MHOTRS and OASAS Part 822 outpatient clinic services onsite at the Center?

ANSWER: Yes, provided regulatory conditions are met. However, as stated on Page 5 of the RFP (Section 1.5 Overview and Background, “The Critical Importance of a Bronx-Driven, Trusted Cultural Partner to Support Individual and Community Wellness”), it is reiterated that the primary intent of the Wellness Center is to bolster access to wellness services, community activities, skills development, personal enrichment, and other holistic services and supports for its participants.

- Similarly, would a CCBHC satellite be permitted to operate onsite, assuming regulatory conditions are met?

ANSWER: Yes, provided regulatory, licensing, fiscal viability and related guidelines including billing and data quality reporting requirements are met. Design and signage considerations would also be important so that the Center is operating primarily as a wellness center and not a treatment site.

Could you provide examples of what OMH has in mind with respect to “revenue from subcontractors who participate in the Center?”

ANSWER – It is expected that the Applicant will outline in the RFP response its approach to ensuring diversity of funding sources for the Wellness Center. As stated in Page 7 of the RFP (Section 2.1 Purpose, “Diversity of Funding Sources”), “Similar models of wellness centers have found that their sustainability is based upon a mix of public dollars, foundation and other grant support, and other contributions such as revenue from subcontractors who participate in the Center. It is the expectation that the provider partner will emphatically seek the support needed to augment state dollars by receiving grants and contributions on a consistent basis.”

3. The MWBE/SDVOB Requirements – in particular, the 30% MWBE participation requirement – who does this pertain to? The potential subcontractors that would implement the program?

ANSWER – The requirement is 30% of the value of the contract that would not be considered exempt expenses. If it these expenses fall under the scope of work the subcontractor(s) is completing, then yes.

4. Potential partners – as indicated on page 7 – how do we indicate their committed support? Do we need letters from them, list them in the proposal or do they fill out Attachment A, Solicitation Cover Sheet?

ANSWER – For the purpose of this RFP, no formal documentation of support from potential partners is required. A listing of potential partners and/or plans to establish partnerships to support RFP deliverables within the narrative of the RFP is sufficient.

5. Can you please indicate how many parking spots there are at the Center for staff and subcontractors? And is more parking available than those spots?

ANSWER – The Bronx Psychiatric Center Campus has parking lots for staff and visitors of the Campus available on a first come, first serve basis. Typically, parking is available when needed.

6. Do we need to hire security?

ANSWER – As stated on Page 7 of the RFP (Section 2.1 Purpose, “Ensuring a Safe, Welcoming and Creative Space”), the Applicant is expected to demonstrate in its RFP response the ability to provide for a safe, clean and attractive environment throughout the Wellness Center.

7. On page 11 in the Staffing Plan section – what FTE is the Community Engagement Coordinator? Right now, the RFP says ! FTE.

ANSWER – There is an error in the RFP. On page 11 (Section 4.3 Technical Proposal, “Staffing Plan”), the Community Engagement Coordinator position should read 1.0 FTE.

8. Section 4.4.2 Financial Response Form states that proposals will be scored based on a maximum of 20 points, and the offeror whose proposal includes the lowest overall cost will receive the max amount of points. However, in other areas of the proposal, it states the budget to operate the Center is \$1M annually. Should we propose a budget less than \$1M to try to obtain the maximum number of points?

ANSWER – The expectation is that spending the full \$1M is necessary to meet the deliverables outlined in the RFP.

9. Are the \$113,000 rent and \$78,183 utilities included in the \$1 million in operating funding or is in addition to the \$1 million?

ANSWER – Yes, but please be advised that these amounts are in error. *The cost of \$113,000 represents the share of the maintenance costs and was mischaracterized as rent.* OMH is exploring options to lease the space to the selected vendor through a no-consideration lease. Budgets should assume a \$1/yr lease for the 5-year contract period for purposes of this RFP.

To address this, a revised Appendix B has been posted to the procurement page. This revised budget template is the version that should be submitted with the application.

10. On page 12 of the RFP, section 4.3.1 “Operating Funding”, it seems to indicate that awardees would be required to pay rent (\$113,000 annually) and utilities (\$78,173 projected annually) for space already owned by NYS OMH. This amounts to \$995,915 over the five year funding period. Can you confirm that rent and utilities expenses bear against the operating funding being provided? If so, this requirement is highly unusual and appears to undermine the purpose of the award by reducing the funds available for service delivery. In effect, providers would be returning a portion of the grant back to OMH in the form of occupancy costs, creating a circular transfer of funds that disadvantages both providers and service recipients. Can OMH explain the justification for this requirement and confirm whether the State will reconsider and instead provide the space as an in-kind contribution?

ANSWER – Yes, we confirm that rent and utilities costs are the responsibility of the awardee. Please see response to Question #9 for additional clarification.

11. Who are the intended participants for the Wellness Center? Is there a maximum capacity or limit on the number of members?

ANSWER – The intended guests at the Wellness Center are Bronx community and other interested NYC residents, as well as staff and visitors of the Bronx Psychiatric Center campus, subject to the building’s maximum capacity.

12. While the RFP notes that the program is intended for all age groups, most of the focus appears to be adult-oriented. If children and adolescents are included in the target population, will there be transportation supports available – particularly for evenings and weekends, when access from certain areas of the Bronx may be limited?

ANSWER –It is expected that the Applicant will specify in the RFP response its intended approach to bolster access to wellness services, community activities, skills development, personal enrichment, and other services and supports across the lifespan at the Wellness Center, including assessing for and increasing access to such supports.

13. Given that BPC is not easily accessible by public transit from all areas of the Bronx, will transportation assistance be offered? For those who drive, will there be sufficient and accessible parking available?

ANSWER – Please see response to Question #12 and #5

14. Is it accurate to assume that all Wellness Center programs and services will be free of charge for participants?

ANSWER – It is expected that the Wellness Center offer most of its activities at no cost or a nominal cost, taking into consideration factors described in the RFP, page 5 (Section 1.5 Overview, “The Critical Importance of a Bronx-Driven, Trusted Cultural Partner to Support Individual and Community Wellness), that notes the Bronx has a “diverse population... and faces many social challenges (e.g., high degrees of poverty and unemployment) that can contribute to negative consequences related to social drivers of health.”

15. What are the expectations regarding the Center’s days and hours of operation?

ANSWER – OMH acknowledges that this will be a phased process of implementation. The Applicant will reflect in its response the intended plan for reasonably ramping up operating days and hours of the Center to meet intended goals. However, it is OMH’s expectation that by the end of Year 1 of the contract, the Awardee will operate the Center at a minimum of three (3) days a week and at varying hours, depending on planned activities. The schedule of the Center constructed by the Awardee / Wellness Center Staff will be finalized in collaboration with the Wellness Center Advisory Council.

16. What specific outcomes or performance indicators will OMH use to evaluate the success of the Wellness Center initiative as part of its quality assurance (QA process)?

ANSWER – OMH and the Awardee will work collaboratively to create a workplan that will be submitted to OMH on a quarterly basis to evaluate established outcomes/performance indicators.

17. Would OMH allow or support the establishment of an on-site satellite Article 31 or Article 32 clinic, or a satellite of a Certified Community Behavioral Health Clinic (CCBHC), to help integrate clinical services?

ANSWER – Please see response to Question #2.

18. The feasibility study by Lord Cultural Resources indicates that comparable programs operate with annual budgets exceeding \$2 million. With the current RFP offering significantly less funding, and with \$200,000 allocated back to OMH for rent and utilities, how does OMH envision the program being effectively developed and sustained within this limited budget? The study also notes that expenses may exceed benchmarks due to the scope of programming and the need to cover administrative and occupancy costs?

ANSWER – It is expected that the Applicant will create a feasible budget to support access to wellness services, community activities, skills development, personal enrichment, and other services and supports across the lifespan. For additional clarification, please see response to Question #19.

19. The feasibility report references other programs (e.g. Alameda County, Open Source Wellness), that supplement their funding with revenue from Medicaid fee-for-service models for peers, and other Medicare, Medicaid and other insurances. However, New York State Medicaid only reimburses peer services when they are delivered under a licensed clinic (e.g. MHOTRS). How does OMH anticipate securing similar government or insurance-based funding for the Wellness Center's services, given the regulatory constraints in NYS?

ANSWER – To support the Wellness Center's long-term sustainability, it is expected that the Applicant will outline in its response its plans to supplement award funding through methods including, but not limited to, develop and implementing fundraising campaigns that align with the Center's values and expand its impact, other grant applications, and revenue from programs that are co-located at the Center.

20. The feasibility report emphasizes the need for stable, ongoing funding from OMH to ensure the Center's long-term viability. Since the RFP proposes a five-year contract without a clear plan for continued NYS funding beyond that term, what is OMH's vision for ensuring financial sustainability after the initial contract period ends given that philanthropic and other non-governmental support alone is likely to be insufficient, again, as noted in the report?

ANSWER – Assuming the availability of funds, it is anticipated that OMH will issue a new competitive procurement prior to the conclusion of the initial 5-year contract award.

21. Is there an expectation to use the clinical space reflected on floor plan to provide medical clinical services?

ANSWER – It is expected that the Awardee will assess the Center's current space and make strategic decisions for the appropriate use of space to support wellness programming and activities across the lifespan.

22. Can we rent out some of the available space to partners who are interested in providing services?

ANSWER Yes, if the Awardee were to sublet the premises, this would have to be approved by OMH and outlined in the lease.

23. What constitutes a utility bill?

ANSWER – For the Wellness Center, the utility bills would include heat, electric, and water/sewer.

24. Are there any other re-occurring expenses outside of utilities?

ANSWER – Yes, the Awardee is also responsible for building maintenance costs. These costs would be included with the utility bill.

25. What are the operating hours/days of the Center once fully in service to the community?

ANSWER – Please see response to Question #15.

26. Are the surrounding grounds areas that are part of the Center and should be included in programming?

ANSWER – The Wellness Center [Floor Plan](#) and the adjacent greenhouse are the areas designated for Center programming.

27. Can you send interior and exterior pictures of the Center (in addition to the floor plan which was already provided)?

ANSWER – The Wellness Center [Floor Plan](#) is included for reference in the RFP posting to assist the Applicant in formulating an informed response to the RFP. No additional information is being provided at this time.

28. Are their storage facilities within the Center for equipment and supplies?

ANSWER – It is expected that the Awardee will assess the Center's current space and make strategic decisions for the appropriate use of space to meet operational and programming needs. There are one or two rooms that the Awardee may decide to utilize for storage, located in the finished basement.

29. Will the Center be used in emergency situations, such as a cooling center?

ANSWER – The Wellness Center is not currently designated as a cooling center in the Bronx.

30. It was noticed there are exam rooms, doctors' offices, and medication rooms on the blueprints of the space. However, we also understand this RFP is seeking non-clinical programming. What is the purpose of these rooms? Is this space to be shared by another entity and/or the Bronx Psychiatric Center?

ANSWER – Please see response to Question #21.

31. Is any of the programming expected to be clinical in nature and require licensure?

ANSWER – Please see response to Question #12.

32. Are there any required or desired outcomes? For example, a minimum number of hours open, people served, or metrics around improvements in health and wellbeing?

ANSWER – Please see response to Question #15 and #12.

33. Is the center to be open to all community members or specific populations, such as those with mental health issues? Is the center intended to serve residents of the Psychiatric Center?

ANSWER – Please see response to Question #11.

34. How many people would the provider be expected to serve each year? If there isn't a specific target, can OMH share generally what they were imagining in terms of reach?

ANSWER – Please see response to Question #11.

35. Can you please clarify how the financial proposal will be evaluated? We see section 4.6.3 indicates the lowest cost vendor will receive maximum points, with reduction in points for bidder whose price is higher. We understood the budget to be \$1M – is OMH suggesting Applicants can propose less than the \$1M?

ANSWER – See response to question #8.

36. Related to the financial proposal scoring, section 4.4.2 states “interested bidders must include a fixed price for the one-time deliverables and post go-live implementation ongoing operations and services costs covered in Section 3.” Does this mean we are to create a per-participant cost or some other per-activity cost from the budget?

ANSWER – There is no preferred way or method to showing these costs. Applications will be reviewed in their entirety and graded based on the factors mentioned in the RFP.

37. Of the facility part of a closed campus? What security will be provided by the Bronx Psychiatric Wellness Center/larger campus? Are there any requirements of the

Applicant to provide security, including personnel (security guard) and/or equipment (security cameras)?

ANSWER – The Wellness Center is located on the grounds of OMH’s Bronx Psychiatric Center. Additionally, please see response to Question #6.

38. Are there any operating hours requirements in terms of total hours open to the public or when those hours are provided? Are weekends and evenings a requirement?

ANSWER – Please see response to Question #15.

39. Would the Applicant/provider be required to hire/contract with its own custodial staff, or is this provided through the Bronx Psychiatric Center?

ANSWER – It is expected that the Applicant will incorporate in the budget its own custodial staff as housekeeping will be the responsibility of the Awardee.

40. The RFP mentions the center will serve individuals across the lifespan. Can you please clarify the ages the center is intended to serve? Specifically, is there an expectation teens and children are served? If so, how young? If so, is the expectation that young people are served as part of family-based offerings or is it expected the center offer child-specific and youth-specific programming?

ANSWER – To support the statement on Page 3 of the RFP (Section 1. Introduction), “As envisioned, this Wellness Center will bolster access to wellness services, community activities, skills development, personal enrichment, and other services and supports across the lifespan by incorporating the principles of community engagement and a sense of belonging,” the Applicant will demonstrate in the RFP response its approach to providing such opportunities for all ages - children, adolescents, and adults.

41. Is the rent locked in at \$113,000 for all 5 years or is there a possibility of a rate increase in future years? How has that rate been negotiated/what guarantees are there that it would remain at that rate?

ANSWER –Rent is usually established based on fair market rent, and/or outstanding debt on the building. The cost of \$113,000 represents the share of the maintenance costs and was mischaracterized as rent. OMH is exploring options to lease the space to the selected vendor through a no-consideration lease. The Applicant' Budget should assume a \$1/yr lease for the 5-year contract period for purposes of this RFP.

42. We understand there was an event held at the center earlier this year with local Bronx providers of wellness services. Is there a list of vendors who attended that event who are interested in working as subcontractors to the lead Applicant?

ANSWER – OMH can provide the Awardee the list of vendors who attended and demonstrated at the open house event and assist with making those connections post-award. OMH is not making the list of vendors available to RFP Applicants at this time.

43. There are many discrepancies between the Bid Submission Checklist (BSC) and the RFP. For example, the BSC lists Attachment G as a Sexual Harassment Prevention Certification while the RFP (pg. 9) says Attachment G is an MWBE Utilization Plan. Moreover, when downloading from the Contract Reporter, the Sexual Harassment Prevention Certification is listed as Attachment E. Can a clear and reconciled list of attachment be developed so Applicants can be sure they are uploading all the required forms?

ANSWER – Apologies for the confusion, there was some unfortunate oversight which resulted in incorrect referencing of the documents in the RFP. Regardless of how they are labeled – the following documents must be completed and submitted with a bid proposal:

- Solicitation Cover Sheet
- Sexual Harassment Prevention Certification
- Proposal Submission Checklist
- Provider Contact Form
- MWBE/EEO Policy Statement
- MWBE Utilization Plan
- SDVOB Utilization Plan
- MWBE Application for Waiver (ONLY if applying for waiver)

- SDVOB Application for Waiver (ONLY if applying for waiver, NOTE: a corrected form has been uploaded)
- Employment Opportunity Staffing Plan
- Encouraging the Use of NYS Subcontractors and Suppliers
- NYS Business Usage Form
- Non-Collusive Bidding Certification
- Consultant Disclosure
- Consultant Disclosure Reporting
- Vendor's Affirmation of Understanding of OMH Procurement Lobbying Guidelines
- Disclosure of Prior Non-Responsibility Determination Non-Collusive Bidding Certification
- Budget Template (Excel)

44. The Bid Submission Checklist includes two forms – Attachment J1 and Attachment J2 – that are not included in the Documents Tab of the Contract Reporter. Where can these be found?

ANSWER – Apologies again for the mislabeling of the required forms and resulting confusion. These forms are currently found in the NYS Contract Reporter ad – they crosswalk to Attachment D-1 (Vendor's Affirmation of Understanding of OMH Procurement Lobbying Guidelines) and Attachment D-2 (Disclosure of Prior Non-Responsibility Determination). There are no additional/missing forms.

45. The RFP and checklist refer to “hard copy” submissions of several forms. Are printed versions actually required with this submission or does OMH mean something else when using this phrase?

ANSWER – There is only one use of the phrase “hard copy” in the RFP document itself (Pg. 14, Section 4.5 Proposal Submission). This means that the entire bid proposal (conforming to the requirements and parameters set forth within the RFP) must be submitted to OMH electronically/via email, it will not be accepted via US mail or delivery/courier service. The “hard copy” references in the checklist refer to when OMH required bid proposals to be submitted via US mail or delivery/courier service, which is not the case with this RFP. These references should have been removed from the Checklist.

46. The PowerPoint presentation lists four organizations OMH is already pre-vetting for this opportunity. Is there priority given to these organizations? Will this be a fair and competitive process?

ANSWER – All OMH procurement opportunities are designed, reviewed, and scored in a manner to uphold a fair and competitive bidding process. As stated on Page 3 of the RFP (Section 1. Introduction), OMH consulted with Lord Cultural Resources to guide the development and operation of the wellness center. Their work included stakeholder engagement and feedback. The four agencies listed on page 39 of the posted PPT were part of those stakeholder meetings. They were not pre-vetted nor will be given priority compared to any other responding organization.

47. Section 4.3.4 asks providers to detail their qualifications and experience and section 4.3.5 asks provider to detail their project approach. However, this is already included in the Technical Proposal through the questions directly under Section 4.3. are we to understand that 4.3.4 and 4.3.5 are to be part of the executive summary/cover letter?

ANSWER – Yes, that is correct. Please put this information in the Executive Summary cover letter and in the Technical Proposal.

48. Will security costs for the Center be covered through affiliation with the Bronx Psychiatric Center, or should we include this as a separate cost within the Wellness Center budget?

ANSWER – Please see response to Question #6.

49. Will maintenance costs for the Center be covered through affiliation with the Bronx Psychiatric Center, or should be include this as a separate cost within the Wellness Center budget?

ANSWER – Please see response to Question #6. The maintenance contracts include BMS, boiler, chiller, elevator, generator, HVAC & refrigeration, switchgear, water treatment and fire. The maintenance contracts are estimated at 113,000 but may escalate as these contracts are renewed by OMH.

50. Are there any activity/program providers that are already identified or likely selections for the project?

ANSWER – It is expected that the Applicant will include in its response a listing of potential partners and/or plans to establish partnerships to support bolstering access to wellness services, community activities, skills development, personal enrichment, and other services and supports across the lifespan at the Wellness Center. [The Wellness Center Video](#) posted in the RFP provides examples of wellness activities and programs.

51. Will renewal options be included in the contract, or will it be for five years only?

ANSWER – No, there will not be a renewal option in the contract. Assuming the availability of funds, it is anticipated that a new competitive procurement will be issued prior to the conclusion of the initial 5-year contract award.

52. Can we bill Medicaid/Medicare for eligible services and participants?

ANSWER – It is expected that the Applicant will specify in the RFP response its approach to bolster access to wellness services, community activities, skills development, personal enrichment, and other services and supports across the lifespan at the Wellness Center, including assessing for and increasing access to such supports. If those services/activities are eligible for Medicaid/Medicare billing and provided directly by the Applicant, it is expected the Applicant will follow all regulatory guidelines for appropriate service delivery and billing.

53. How will the selected non-profit receive reimbursements for ramp-up and operational costs? Are these performance based and tied to deliverable documentation, or will we be required to submit documentation of expenses?

ANSWER – NYS OMH makes payment on a quarterly advance schedule (April 1, July 1, October 1 and January 1). Provider agencies are required to complete an annual Consolidated Fiscal Report (CFR) as well as submit an annual claim for that contract year to be reconciled against.

54. What level of commitment is required from community partners? Do letters of support suffice, or do we need agreements like the designated partner model for the CCBHC applications?

ANSWER – Please see response to Question #4.

55. What considerations should we take into account when planning for governance? What is the ideal makeup of governance bodies and leadership (e.g. representation of x% people with live experience, x% with experience in a field such as neuro-aesthetics)?

ANSWER – It is expected that the Applicant will state in the RFP response a structure for governance that reflects the Bronx community by including members with lived experience as well as members with expertise in wellness and holistic care. Examples of governance structures for this purpose can include, but are not limited to: (1) The Applicant proposing to create an ad-hoc committee of their Board of Directors, focused on reviewing the progress of the Center's implementation with fidelity to the stipulations in the RFP or (2) The Applicant creating a legally defined, separate subsidiary of the organization for dedicated governance of the Wellness Center. Overall, it is expected that the Applicant's governance approach will ground decision-making in both professional knowledge and authentic community perspective. As stated on Page 3 of the RFP (Section 1. Introduction), OMH is "seeking a proposal from a trusted, culturally grounded non-profit organization with significant history providing services to Bronx residents or significant knowledge of the needs of the Bronx community to operate" this Wellness Center.

56. When describing our approach to diversifying funding and achieving financial sustainability, what level of commitment should we demonstrate with regards to ability to successfully fundraise and secure other grant funding? Does it suffice to describe strategies with demonstrated success and a plan to replicate and build on these for the Wellness Center? Or do we need to be able to share existing dollar commitments made by partners, etc., if we were to be selected through the RFA process?

ANSWER – Please see response to Question #19.

57. Are there any restrictions on how the space can be used or the populations served? Is programming intended mainly for BPC patients?

ANSWER – Please see response to Question #11.

58. What is the target number of community members to be served annually? Are there priority target client populations for which performance will be measured?

ANSWER – Please see response to Question #11.

59. Can OMH define “credential seekers” and the credential process, as referenced in Section 4.3-Technical Proposal (pg. 10)? Please explain how this is connected to the provision of wellness services and what the requirements are for provision of services to this target population.

ANSWER – Given workforce shortages, OMH would allow staff to be hired who are not yet fully credentialed or certified but are currently eligible and in the process of pursuing credentialing. Credential seekers may be working toward obtaining their New York Peer Specialist Certification (NYCPS[-P]), Family Peer Advocate (FPA[-P]), or Youth Peer Advocate (YPA[-P]) credentials.

60. Are Applicants expected to use evidence-based programming? Please elaborate.

ANSWER – Please see response to Question #12.

61. What are OMH’s expectations for achieving successful outcomes through the Wellness Center?

ANSWER – It is expected that the Applicant will include in the RFP response proposed metrics and outcomes to support operational excellence and service equity at the Center. As stated on Page 11 of the RFP (Section 4.3 Technical Proposal, “Staffing Plan”), the Director of Quality / Evaluation (.25 FTE) position will lead the development and implementation of data-driven strategies to ensure continuous quality improvement across all events, programs and services offered by the Center.

62. Can OMH provide a list of what rooms are currently equipped and with what furnishings? I.e. does the kitchen have appliances?

ANSWER – The Wellness Center’s kitchen has one industrial-style stove and one workstation. There is an industrial-style sink with three basins, as well as a separate hand washing sink. The Kitchen also has a center workstation that has a

sink and space for food preparations. The rest of the rooms in the Center are unfurnished.

63. Can the rooms be reassigned for different purposes or must the rooms be kept as labeled on the floorplan?

ANSWER – Please see response to Question #21.

64. Are there any limits on provider outreach and promotion of the Wellness Center through any social media sites (e.g. Twitter, Instagram, etc.)? Are there any limitations as it relates to media presence on the BPC campus (i.e. special events, interviewing staff or clients, etc.)?

ANSWER – It is expected that the Applicant will outline in the RFP response its approach to marketing, outreach, and promotion of the Wellness Center and that this approach includes safeguarding participant privacy to the fullest extent.

65. Is this award renewable with OMH after 5 years? Will OMH/PBC provide any other financial or in-kind support to the center after the end of the award period?

ANSWER – No, assuming the availability of funds, it is anticipated that a new competitive procurement will be issued prior to the conclusion of the initial 5 year contract award.

66. Will the BPC Wellness rent be subject to annual increases at any point?

ANSWER – OMH is exploring options to lease the space to the selected vendor through a no-consideration lease. Budget should assume a \$1/yr lease for the 5-year contract period for purposes of this RFP.

67. In addition to programs and services funded through this OMH contract, can additional activities funded by other agencies be offered as well within the first 5 years to help offset operational costs?

ANSWER – Yes.

68. Is there an expectation of shared access to the facility for external activities host by governance member groups?

ANSWER - Please see Response to Question #21.

69. On page 5 of the RFP, it says “OMH is in the process of forming an advisory group” with broad representation. Is this a different group from the advisory committee described on page 12 which OMH suggests a “separate standing committee on which OMH would participate as a non-voting member?”

ANSWER – Yes, these are two distinct groups. In collaboration with OMH, it is expected that the RFP Awardee will lead the BPC Wellness Center Advisory Council, with the RFP Awardee responsible for the overall operation and management of the Advisory Group. For further clarification, please see response to Question #55.

70. After the 5-year award contract ends, would the awarded agency still be accountable to the advisory group and how?

ANSWER – No. Please see response to Question #65.

71. Are there any requirements for open hours of operation?

ANSWER – Please see response to Question #15.

72. How long after the contract start date is the center expected to be operational and open to the public?

ANSWER – Please see response to Question #15.

73. Are repairs and maintenance to the interior and exterior of the building the responsibility of the awarded agency or the landlord? Please share a description of the types of repairs for which the provider would be responsible.

ANSWER – It will be expected that the Awardee, as Tenant in an OMH building, shall take good care of the premises, fixtures and appurtenances and make all non-structural repairs and replacements and perform all maintenance necessary to preserve the Premises in good order and condition at its sole cost and expense.

74. Is there a page limit for the technical proposal or budget narrative?

ANSWER – No, but the responses must be clear, succinct and responsive only to the question(s) posed. Any responses that appear to be non-specific to the question or off tangent may result in a reduction of points.

75. Please confirm that the awarded organization may use and Administrative & Overhead rate and will not be required to itemize A&OH expenses.

ANSWER – Admin & Overhead can be budgeted up to a maximum of 15% and there is no requirement for these expenses to be itemized.

76. Please clarify what Applicants are required to submit to confirm filing of the NYS Vendor Responsibility Questionnaire. (Is the updated certification page the only documentation required for Applicants that have already enrolled in the VendRep system, or is the entire questionnaire required for submission?)

ANSWER – If the agency is enrolled and using the online VendRep system, that the electronic, current/up-to-date certification is sufficient. If not enrolled, then the completed paper questionnaire must be submitted.

77. Please confirm that the “Appendix B (Budget)” (referenced in OMH Bid Submission Checklist) is the same as the “Attachment F-Budget Template” (referenced in the NYS Contract Reporter)> Due to inconsistencies in the labeling of forms between the Bid Submission Checklist, the NYS Contract Reporter and the RFP, we would appreciate clarification of the budget forms required for submission.

ANSWER – Please refer to Question #43 for response.

78. The OMH Bid Submission Checklist references an Appendix B-1 (Budget Narrative), but this form is not available on the NYS Contract Reporter. Please provide a link to the Appendix B-1 Budget Narrative.

ANSWER – The Appendix B-1 (Budget Narrative) is not a required, separate submission for this RFP. The Budget Narrative details are to be provided and equates to the response provided to Section 4.4.1/Financial Proposal Summary.

79. Page 15 of the RFP notes that the Cost Proposal Summary (which appears to be Section A (tab 1) of the budget template) should be signed; however, there is no signature block on this page. Please confirm that there is no designated location for signatures on this form.

ANSWER – There was no designated location provide for signature; therefore, signature is not required.

80. Can OMH extend the deadline for submission of proposals under this RFP? Considering the scheduled release of answers to questions on 9/30/25, Applicants will only have 10 business days to complete their proposals and incorporate changes before the RFP deadline on 10/16/25.

ANSWER – Due to the delay in the posting of the Q&As, the new due date for proposals will be Wednesday, 11/5. The new Tentative Award Announcement date will be Wednesday, 12/3. The Contract Start Date has been moved to 7/1/2026.

81. Regarding 2.1 Scope of Work; Purpose; Continuous Quality Improvement/Learning Community – “It will be a routine expectation that the BPC Wellness Center nonprofit partner entity will report data to OMH and the Advisory Committee so that the program can develop, and pivot as needed to best meet the needs of the Bronx community that will engage in its services.” What types of data does OMH and/or the Advisory Committee intend to request?

ANSWER – Please see response to Question 16 and Question 61.

82. Regarding 4.3 Technical Proposal: Staffing Plan: Are there particular education backgrounds preferred for the required positions? Will lived experience be similarly recognized?

ANSWER – The Applicant is expected to outline in its staffing plan the recommended qualifications for required positions. OMH is not stipulating any preferred requirements.

83. Regarding 4.4.1 Financial Proposal Summary: Are there limitations on sources of income in the fiscal sustainability plan?

ANSWER – No, OMH is not setting limitations on sources of income. The Applicant is expected to outline in its response related to the fiscal sustainability plan.

84. With knowledge of the OMH and OASAS funded services near the Wellness Center, is there a preference for formally linking consumers of those mental health programs to programming at the Center?

ANSWER – It is expected that the Applicant will specify in the RFP response its approach to bolster access to wellness services, community activities, skills development, personal enrichment, and other services and supports across the lifespan at the Wellness Center, including assessing for and increasing access to needed supports.