



**ENHANCED SCATTERED SITE SUPPORTIVE HOUSING FOR YOUNG ADULTS WITH
SERIOUS MENTAL ILLNESS
RFP#OMH145
Questions & Answers**

Q1. Under section 6.5 of the RFP, it speaks to Appendix B having year 1 and year 2 columns. The template I found online has columns with the heading Start-Up Year Budget and Operational Year Budget. Can you confirm if that is the latest form? If it isn't, can you provide me with the most current Appendix B template?

A1. The Appendix B Budget Template for this RFP can be found in the Event Comments and Attachments section of SFS under this Bid Event (OMH145).

Q2. We're reaching out to you with a question about staffing and coverage. Below is from page 16 of the RFP:

The four individuals will form a de facto team so that all residents are introduced to each staff member, thus, if crisis or issue arises a familiar person can respond. The flexibility to respond to crises internally by having a Program Manager with clinical experience is intended to reduce the need for external intervention and use of emergency services. The four-person team is expected to stagger hours to provide coverage at night and on weekends and will also add flexibility for additional home visits, if needed.

Based on that, could you elaborate on staff availability 24/7 to respond to a crisis? Would having one person "on-call" work, or do we need to budget for someone to be on a shift 24/7? Currently, we have programs in which a person is paid to be on call and help respond to crises.

A2. The expectation that staff hours will be staggered to provide availability in the evening or weekends is intended to meet the needs of young adults who may be working or in school. The need for 24/7 staff availability in a crisis can be met with one person "on-call." That person should be familiar with the resources available, particularly those that may be needed in a crisis.

Q3. Can you confirm what utilization level would be required to have all 4 staff in place?

A3. There is no utilization/staffing formula, although the Program Manager must be in place before admissions begin. The program is expected to recruit the required staff however admissions can begin before the program is fully staffed.

Q4. Section 1.1 of the RFP states that that "One award will be made in the Capital District in either Albany County or Schenectady County..." and additionally, Section 4.3.1 of the RFP states, "The awards... will be made based on the proposal with the highest score, respectively, for the Capital District (either Albany County or Schenectady County)..."

Does this mean that the awardee's program must be located in either Albany County or Schenectady County, with services only provided in the county it's located (Albany or Schenectady)? Can the award be for both Schenectady and Albany, or does a separate proposal need to be submitted for each county?

A4. An award will be made for either Albany or Schenectady; there is no option for an award that would serve both counties. A provider may submit separate proposals for Albany and Schenectady, clearly indicating the county on the proposal.

Please note the following changes to the annual funding available per unit in each county. The changes are to Schenectady and Erie Counties, Albany and Rockland Counties remain the same as what was listed in the RFP.

Albany County	\$24,490
Schenectady County	\$24,490
Rockland County	\$36,663
Erie County	\$22,764