



**Office of
Mental Health**

New York State Clubhouses

Request for Proposals

Grant Procurements

(On-Line Submission Required)

Statewide Financial System (SFS) Identifier- MH253014

December 2025

TABLE OF CONTENTS

1.	INTRODUCTION AND BACKGROUND	1
1.1	Purpose of the Request for Proposal	1
1.2	Target Population.....	1
1.3	Bidders Conference	2
2.	PROPOSAL SUBMISSIONS	2
2.1	Designated Contact/Issuing Officer.....	2
2.2	Key Events/Timeline	2
2.3	Disposition of Proposals.....	3
2.4	Eligible Agencies.....	3
2.5	RFP Questions and Clarifications	3
2.6	Addenda to Request for Proposals	3
2.7	Disqualification Factors	3
2.8	SFS Prequalification Requirement	4
2.9	Vendor Registration, Prequalification and Training Resources for Not-for-Profits.....	4
3.	ADMINISTRATIVE INFORMATION	7
3.1	Reserved Rights	7
3.2	Debriefing	8
3.3	Protests Related to the Solicitation Process.....	8
3.4	Term of Contracts	9
3.5	Minority and Women Owned Business Enterprises.....	9
3.6	Participation Opportunities for New York State Certified Service-Disabled Veteran Owned Business.....	10
3.7	Equal Opportunity Employment.....	11
3.8	Sexual Harassment Prevention Certification	12
3.9	Gender-Based Violence and the Workplace Certification	12
3.10	Bid Response	12
3.11	Acceptance of Terms and Conditions.....	12
3.12	Freedom of Information Requirements.....	12
3.13	NYS and OMH Policies	13
4.	EVALUATION FACTORS AND AWARDS.....	13
4.1	Evaluation Criteria.....	13
4.2	Method for Evaluating Proposals	14
4.3	Process for Awarding Contracts.....	14
4.4	Initial Awards and Allocations	14
4.5	Contract Termination and Reassignment	15
4.6	Award Notification	15
5.	SCOPE OF WORK.....	15
5.1	Introduction	15
5.2	Objectives and Responsibilities.....	16
5.3	Operating Funding	17
5.4	Staffing and Subject Matter Expertise	18
5.5	Clubhouse International Resource Links.....	19
6.	PROPOSAL NARRATIVE.....	19
6.1	Notification of LGUs	20

New York State Office of Mental Health (OMH)

6.2	Population.....	20
6.3	Description of Program	20
6.4	Implementation	22
6.5	Agency Performance	24
6.6	Utilization Review, Reporting, and Quality Improvement.....	25
6.7	Diversity, Equity, Inclusion and Recipient Input.....	25
6.8	Financial Assessment.....	27

New York State Office of Mental Health (OMH)

New York State Clubhouses RFP# MH253014 Applicant Checklist

Frequent Issues/Questions:

-Please begin working on your application in SFS **no later than 5 business days before the application due date** and **submit no later than 48 hours before the due date**. This will allow you time to troubleshoot any issues that arise that may prevent you from submitting. Exceptions will not be considered or made for an applicant who cannot complete their proposal/application by the due date and time of the RFP.

-All required forms/templates are available in the “Event Comments and Attachments” section of SFS. Please note that there are restrictions to the type, size and naming conventions of the files and attachments uploaded in SFS. For more information, please review the SFS Attachment Guide [here](#). Failure to comply with these guidelines may result in attachments not being viewable to reviewers.

-No workplan is required at this time, if awarded, a workplan will be developed during the contract development phase.

-The “Bid Amount” box is required to be filled out in SFS. Please enter the total amount of funding your organization is requesting from NYS OMH in this box.

- 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 will prohibit the submission of the application in SFS.

Please complete the following checklist prior to submission of your proposal. This checklist **SHOULD NOT** be submitted, it is for your use only.

Confirm the following:

- Your organization has met the eligibility requirements outlined in **Section 2.4 Eligible Agencies**
- Your organization is prequalified in SFS. SFS will prevent submission if your organization is a not-for-profit and not prequalified (see **Section 2.8 and 2.9 of the RFP document** for more information on Registration, Prequalification and Training Resources for SFS)
- Updates to the RFP can happen at any time, per **Section 2.6**, check the OMH website for any updates to the RFP posted by OMH.
- Notification of intent to apply was sent to local government unit and proof has been uploaded in SFS. A list of County Local Mental Hygiene Directors can be found [here](#).
- Provider Contact form completed and uploaded in SFS
- Sexual Harassment Prevention Certification Completed and uploaded in SFS
- Gender Based Violence and the Workplace Certification completed and uploaded in SFS.
- Proposal Template completed and any applicable attachments labeled with question numbers (example: question 6.2a calls for a sample assessment tool, the assessment tool should be labeled as 6.2a and added at the end of the Proposal Template)
- Proposal Template and attachments (except budget, see next checkbox) combined into one PDF and uploaded in SFS under Q1
- Budget Template Completed (left in Excel) and uploaded in SFS under Q2
- Application submitted in SFS prior to the due date and time listed in **Section 2.2 Key Events/Timeline** (OMH strongly advises that applicants do not wait until the last day/last few hours to complete and submit applications/proposals to Grant RFPs. Exceptions will not be considered or made for an applicant who cannot complete their proposal/application by the due date and time of the RFP.)

1. Introduction And Background

1.1 Purpose of the Request for Proposal

The NYS Office of Mental Health (OMH) announces the availability of funds for the development of an estimated eight (8) new Clubhouses with the goal of (2) awards in each of the four following OMH regions: Central Region, Hudson River Region, Western Region, and Long Island. The RFP is open to two groups: current providers seeking to convert an existing program to the Clubhouse Model and providers seeking to open a new Clubhouse in these Regions. Existing programs are defined as programs currently receiving funding under OMH Program Code 0770 for psychosocial clubs or OMH Program Code 2750 for Recovery Centers. NYS OMH intends, through this RFP, to expand access to Clubhouses to geographic regions currently lacking accredited Clubhouses. If applying for more than one (1) Region, the applicant must submit a separate proposal for each Region.

Clubhouses are a member-driven model that provides a structured and supportive environment for adults 18+ experiencing Serious Mental Illness (SMI) to make connections and build skills that support active community participation. The Clubhouse Model is evidence-based and provides a holistic approach to mental health care, addressing the social, educational, and vocational needs of members by fostering community integration.

The successful bidders will need to work with OMH to ensure the process and procedures implemented by the Clubhouse meet the requirements of the State and adhere to [International Standards for Clubhouse Programs](#). Member autonomy and choice are key principles of this model. The work-ordered day involves members and staff working together, side-by-side, to accomplish the daily business of the Clubhouse. All Clubhouse meetings are open to both members and staff, creating transparency that fosters a sense of shared ownership of the Clubhouse. Membership and participation in the Clubhouse are entirely voluntary.

The remainder of this document provides additional information that will allow a service provider to understand the scope of the effort and develop a proposal in the format desired by The State of New York, Office of Mental Health.

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. Proof of this notification is required to be uploaded in SFS and should not be sent directly to the procurement unit.

1.2 Target Population

The target population to be served by the Clubhouses include adults (18+) experiencing Serious Mental Illness (SMI). SMI is defined as one or more mental, behavioral or emotional conditions that significantly impairs a person's ability to function in daily life. It often includes schizophrenia, mood disorders such as bipolar disorder and major depressive disorder, anxiety disorders and post-traumatic stress disorder. This

New York State Office of Mental Health (OMH)

population may have co-occurring substance use and physical health disorders.

1.3 Bidders Conference

A Bidders' Conference webinar will be held on January 5, 2026, to provide an overview of the RFP components. This webinar will be recorded and made available on OMH's website www.omh.ny.gov.

Below is the information necessary to access the webinar:

Webinar topic: New York State Clubhouses RFP

Bidder's Conference Date and time: 01/05/26 at 10:00 AM

Webinar link: <https://meetny-gov.webex.com/meetny-gov/j.php?MTID=m33520a315b34dea1191570aab6f73ded>

Webinar number: 2819 993 6702

Webinar password: UmeSNEHG228 (86376344 when dialing from a phone or video system)

Access code: 281 999 36702

2. Proposal Submissions

2.1 Designated Contact/Issuing Officer

OMH has assigned an Issuing Officer for this project. The Issuing Officer or a designee shall be the sole point of contact regarding the RFP from the date of issuance of the RFP until the issuance of the Notice of Conditional Award. To avoid being deemed non-responsive, an applicant is restricted from making contact with any other personnel of OMH regarding the RFP. Certain findings of non-responsibility can result in rejection for a contract award. The Issuing Officer for this RFP is:

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

2.2 Key Events/Timeline

RFP Release Date	<u>12/16/2025</u>
Bidders Conference at 10:00 AM EST	<u>01/05/2026</u>
Questions Due	<u>01/29/2026</u>
Questions and Answers Posted on Website	<u>02/19/2026</u>
Proposals Due by 2:00 PM EST*	<u>03/12/2026</u>
Anticipated Award Notification	<u>04/23/2026</u>
Anticipated Start Date	<u>01/01/2027</u>

*OMH strongly advises that applicants do not wait until the last day/last few hours to complete and submit applications/proposals to Grant RFPs. Exceptions will not be

New York State Office of Mental Health (OMH)

considered or made for an applicant who cannot complete their proposal/application by the due date and time of the RFP. **Please note that there are restrictions to the type, size and naming conventions of the files and attachments uploaded in SFS. For more information, please review the SFS Attachment Guide [here](#). Failure to comply with these guidelines may result in attachments not being viewable to reviewers.**

2.3 Disposition of Proposals

All proposals submitted by the due date and time become the property of OMH. Any proposals not received by the due date and time do not get reviewed and are excluded from consideration.

2.4 Eligible Agencies

Prequalification is required for all not-for-profit organizations seeking grant funding from New York State. Please see Section 2.8 and Section 2.9 for additional Prequalification Information.

- Eligible applicants are not-for-profit agencies with 501(c) incorporation that have one (1) year of experience providing mental health services to persons with serious mental illness in New York State through an OMH or County Contract.

Please be advised that all questions regarding Eligibility will be responded to through the official posting of the Questions and Answers. No questions about Eligibility will be responded to either individually or prior to the posting of the Q&As.

2.5 RFP Questions and Clarifications

All questions or requests for clarification concerning the RFP shall be submitted in writing to the Issuing Officer by e-mail to OMHLocalProcurement@omh.ny.gov by the "Questions Due" date indicated in section 2.2 and will be limited to addressing only those questions submitted by the deadline. No questions can be submitted or will be answered after this date. No questions will be answered by telephone or in person. Please enter "Name of RFP" in the subject line of the email.

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

2.6 Addenda to Request for Proposals

In the event that it becomes necessary to revise any part of the RFP during the application submission period, an addendum will be posted on the OMH website and the NYS Contract Reporter.

It is the applicant's responsibility to periodically review the [OMH Procurement website](#) and the [NYS Contract Reporter](#) to learn of revisions or addendums to this RFP. No other notification will be given.

2.7 Disqualification Factors

Following the opening of bids, a preliminary review of all proposals will be conducted by the Issuing Officer or a designee to review each proposal's submission for completeness

New York State Office of Mental Health (OMH)

and verify that all eligibility criteria have been met. Additionally, during the proposal evaluation process, evaluators will also be reviewing eligibility criteria and confirming that they have been met. During the course of either of these review processes, proposals that do not meet basic participation standards will be disqualified, specifically:

- Proposals from applicants that do not meet the eligibility criteria as outlined in 2.4; or
- Proposals that do not comply with bid submission and/or required format instructions as specified in 2.9 or
- Proposals from eligible not-for-profit applicants who have not completed Vendor Prequalification, as described in 2.8, by 2:00 PM EST on the Proposal Due Date posted in section 2.2.

2.8 SFS Prequalification Requirement

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process which require not-for-profits to be Prequalified in order for proposals to be evaluated and any resulting contracts executed.

Proposals received from eligible not-for-profit applicants who have not been Prequalified by the proposal due date of 2:00 PM EST on the Proposal Due Date posted in section 2.2 will not be able to submit their bid response through SFS.

Please do not delay in beginning and completing the prequalification process. The State reserves five (5) days to review submitted prequalification applications. Prequalification applications submitted to the State for review less than 5 days prior to the RFP due date and time may not be considered. Applicants should not assume their prequalification information will be reviewed if they do not adhere to this timeframe.

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

NOTE: All applications must be submitted through the Statewide Financial System (SFS). No applications will be accepted electronically, US Postal Service, express mail delivery service or hand delivered.

For any application that does not contain all of 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. A workplan is not required for this RFP.

Each proposal submission through SFS is required to contain:

- Operating Budget (Appendix B)

All applicants must be registered with the New York State Statewide Financial

New York State Office of Mental Health (OMH)

System (SFS) and all Not-for-Profit agencies must be prequalified prior to proposal submission.

Not-for-profit organizations must Register as a vendor with 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 grantsmanagement@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

New York State Office of Mental Health (OMH)

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 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 will prohibit the submission of the application in SFS.

Final Submission Format

Please note that all responses/applications/submissions to this RFP **must** be submitted through the Statewide Financial System (SFS). No mailed, delivered or emailed submissions will be accepted. OMH strongly recommends that applicants plan accordingly and allow themselves enough time to appropriately complete and submit by the due date and time of this RFP.

When providing uploads in response to any of the questions posed (other than the Fiscal/Budget component), please upload only PDF versions of those documents. When saving these files before uploading, with the exception of an underscore, please do not use any special characters in the file name, letters only should be used. All attachments required with the proposal must be combined into the proposal template PDF and clearly labeled. Uploading documents that are not in PDF form (other than the budget, which must be uploaded as an excel document) will result in the disqualification of the application.

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

New York State Office of Mental Health (OMH)

involved in.

- A Grantee Handbook (upk.sfs.ny.gov/UPK/VEN101/FILES/Grantee_User_Manual.pdf), which provides screenshots and step-by-step guidance on how to complete Grants Management-related tasks in SFS
- On-demand recorded training videos focused on each aspect of the Grants Management business process

Agencies can view vendor training material in SFS Coach by selecting **SFS Training for Vendors** from the Topic drop-down list.

3. Administrative Information

3.1 Reserved Rights

OMH reserves the right to:

- Reject any or all proposals received in response to the RFP that are deemed non-responsive or do not meet the minimum requirements or are determined to be otherwise unacceptable, in the agency's sole discretion;
- Withdraw the RFP at any time, at the agency's sole discretion
- Make an award under the RFP in whole or in part;
- Disqualify any applicant, and rescind any conditional award or contract made to such applicant whose conduct as a provider does not meet applicable standards as determined solely by OMH and/or proposal fails to conform to the requirements of the RFP;
- Seek clarifications and revisions of proposals for the purposes of assuring a full understanding of the responsiveness to this solicitation's requirements;
- Use proposal information obtained through the state's investigation of an applicant's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP;
- Prior to the bid opening, direct applicants to submit proposal modifications addressing subsequent RFP amendments;
- Prior to the bid opening, amend the RFP specifications to correct errors or oversight, supply additional information, or extend any of the scheduled dates or requirements and provide notification to potential bidders via the OMH website, SFS and the New York State (NYS) Contract Reporter;
- Eliminate any non-material specifications that cannot be complied with by all of the prospective applicants;
- Waive any requirements that are not material;

New York State Office of Mental Health (OMH)

- Negotiate any aspect of the proposal with the successful applicant in order to ensure that the final agreement meets OMH objectives and is in the best interests of the State;
- Conduct contract negotiations with the next responsible applicant, should the agency be unsuccessful in negotiating with the selected applicant;
- Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an applicant's proposal and/or to determine an applicant's compliance with the requirements of the solicitation;
- Cancel or modify contracts due to insufficiency of appropriations, cause, convenience, mutual consent, non-responsibility, or a "force majeure";
- Change any of the scheduled dates stated in the RFP.

3.2 Debriefing

OMH will issue award and non-award notifications to all applicants. Non-awarded applicants may request a debriefing, in writing, requesting feedback on their own proposal, within 15 calendar days of the OMH dated letter. OMH will not offer debriefing to providers who receive an award. OMH will not offer ranking, statistical, or cost information of other proposals until after the NYS Office of the State Comptroller has approved all awards under this RFP. Written debriefing requests may be sent to the Designated Contact, as defined in Section 2.1.

3.3 Protests Related to the Solicitation Process

Protests based on errors or omissions in the solicitation process, which are or should have been apparent prior to the deadline for receipt of all written questions for this RFP, must be filed prior to the deadline for questions. In the event an applicant files a timely protest based on error or omission in the solicitation process, the Commissioner of OMH or their designee will review such protest and may, as appropriate, issue a written response or addendum to the RFP to be posted on the OMH website in the RFP section. Protests of an award decision must be filed within fifteen (15) business days after the notice of conditional award or five (5) business days from the date of the debriefing. The Commissioner or their designee will review the matter and issue a written decision within twenty (20) business days of receipt of protest.

All protests must be in writing and must clearly and fully state the legal and factual grounds for the protest and include all relevant documentation. The written documentation should clearly state reference to the RFP title and due date. Such protests must be submitted to:

New York State Office of Mental Health
Commissioner Ann Marie T. Sullivan, M.D.
44 Holland Ave
Albany, NY 12229

New York State Office of Mental Health (OMH)

3.4 Term of Contracts

The contracts awarded in response to this RFP will be for a five-year term. OMH reserves the right to modify the first period of the contract to coincide with the applicable fiscal period. For New York City contracts, the fiscal period is July 1 through June 30 of each year. Selected applicants awarded a contract under this RFP will be required to adhere to all terms and conditions in OMH's Contract for Grants.

3.5 Minority and Women Owned Business Enterprises

OMH recognizes its obligation to promote opportunities for maximum feasible participation of certified minority and women-owned business enterprises (MWBEs) and the employment of minority group members and women in the performance of OMH contracts. OMH expects that all contactors make a good-faith effort to utilize Minority and/or Women Owned Business Enterprises (M/WBE), on any award resulting from this solicitation in excess of \$25,000 for commodities and services or \$100,000 for construction.

With respect to MWBEs, each award recipient must document its good faith efforts to provide meaningful opportunities for participation by MWBEs as subcontractors and suppliers in the performance of the project to be described in each grant disbursement agreement, and must agree that OMH may withhold payment pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at <https://ny.newnycontracts.com>. For guidance on how OMH will determine a contractor's "good faith efforts", refer to 5 NYCRR §142.8.

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

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

By applying, an Applicant agrees to demonstrate its good faith efforts to achieve its goals for the utilization of MWBEs by submitting evidence thereof in such form as OMH shall require. Additionally, an Applicant may be required to submit the following documents and information as evidence of compliance with the foregoing:

- A. An MWBE Utilization Plan, which shall be submitted in conjunction with the execution of the grant disbursement agreement except as otherwise authorized by OMH. Any modifications or changes to the MWBE Utilization Plan after the execution of the grant disbursement agreement must be reported on a revised MWBE Utilization Plan and submitted to OMH.

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

New York State Office of Mental Health (OMH)

receipt.

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

OMH may refuse to enter into a grant disbursement agreement, or terminate an existing grant disbursement agreement resulting from this solicitation, under the following circumstances:

- i. If an award recipient fails to submit a MWBE Utilization Plan;
- ii. If an award recipient fails to submit a written remedy to a notice of deficiency;
- iii. If an award recipient fails to submit a request for waiver; or,
- iv. If OMH determines that the award recipient has failed to document good faith efforts

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

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

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

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

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in New York State, applicants are 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

New York State Office of Mental Health (OMH)

partnering or supporting roles.

OMH hereby establishes an overall goal of 0% for SDVOB participation, based on the current availability of qualified SDVOBs. For purposes of providing meaningful participation by SDVOBs, the Applicant/Contractor would reference the directory of New York State Certified SDVOBs found at <https://ogs.ny.gov/Veterans>. Additionally, following any resulting Contract execution, Contractor would be encouraged to contact the Office of General Services' Division of Service-Disabled Veterans' Business Development to discuss additional methods of maximizing participation by SDVOBs on the Contract.

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

3.7 Equal Opportunity Employment

By submission of a bid or proposal in response to this solicitation, the Applicant/Contractor agrees with all terms and conditions of Contract for Grants, Section IV(J) – Standard Clauses for All New York State Contracts including Clause 12 – Equal Employment Opportunities for Minorities and Women. The Contractor is required to ensure that it and any subcontractors awarded a subcontract over \$25,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the Contractor, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

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

New York State Office of Mental Health (OMH)

Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest. Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

3.8 Sexual Harassment Prevention Certification

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

3.9 Gender-Based Violence and the Workplace Certification

State Finance Law §139-m requires all vendors bidding on state contracts to implement and attest to a Gender-Based Violence and the Workplace policy. Applicants on state procurements must certify that they have a written policy addressing gender-based violence and the workplace that meets the minimum requirements of State Finance Law §139-m. Bids that do not contain the certification may not be considered for award; provided however, that if the applicant cannot make the certification, the applicant may provide a statement with their bid detailing the reasons why the certification cannot be made. A template certification document is being provided as part of this RFP.

Applicants must complete and return the certification with their bid or provide a statement detailing why the certification cannot be made.

3.10 Bid Response

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

3.11 Acceptance of Terms and Conditions

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

3.12 Freedom of Information Requirements

All proposals submitted for OMH's consideration will be held in confidence. However, the resulting contract is subject to New York State Freedom of Information Law (FOIL). Therefore, if an applicant believes that any information in its bid constitutes a trade secret or should otherwise be treated as confidential and wishes such information not be disclosed if requested, pursuant to FOIL (Article 6 of Public Officer's Law), the applicant

New York State Office of Mental Health (OMH)

must submit with its bid, a separate letter specifically identifying the page number(s), line(s), or other appropriate designation(s) containing such information explaining in detail why such information is a trade secret and formally requesting that such information be kept confidential. Failure by an applicant to submit such a letter with its bid identifying trade secrets will constitute a waiver by the applicant of any rights it may have under Section 89(5) of the Public Officers Law relating to the protection of trade secrets. The proprietary nature of the information designated confidential by the applicant may be subject to disclosure if ordered by a court of competent jurisdiction. A request that an entire bid be kept confidential is not advisable since a bid cannot reasonably consist of all data subject to a FOIL proprietary status.

3.13 NYS and OMH Policies

The applicant/contractor must agree to comply with all applicable New York State and OMH policies, procedures, regulations and directives throughout the Term of the contract.

4. Evaluation Factors and Awards

4.1 Evaluation Criteria

All proposals will be rated and ranked in order of highest score based on an evaluation of each applicant's written submission. **Please note that there are restrictions to the type, size and naming conventions of the files and attachments uploaded in SFS. For more information, please review the SFS Attachment Guide [here](#). Failure to comply with these guidelines may result in attachments not being viewable to reviewers.**

The Evaluation will apply points in the following categories as defined in Section 6:

Technical Evaluation	Points
6.1 Notification of LGUs	1
6.2 Population	8
6.3 Description of Program	21
6.4 Implementation	20
6.5 Agency Performance	10
6.6 Utilization Review, Reporting, and Quality Improvement	10
6.7 Diversity, Equity, Inclusion and Recipient Input	10
6.8 Financial Assessment	20
Total Proposal Points	100 Points

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

New York State Office of Mental Health (OMH)

4.2 Method for Evaluating Proposals

Designated staff will review each proposal for completeness and verify that all eligibility criteria are met. A complete proposal shall include all required components as described in Section 2.9. If a proposal is not complete or does not meet the basic eligibility and participation standards as outlined in Section 2.4, the proposal will be eliminated from further review. The agency will be notified of the rejection of its proposal within 10 working days of the proposal due date.

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

Evaluators of the Technical Evaluation component may then meet to discuss the basis of those ratings. Following the discussion, evaluators may independently revise their original score in any section. Once completed, final Technical Evaluation scores will then be recalculated, averaged, and applied to the final Financial Assessment score to arrive at final scores.

Any proposal not receiving a minimum score of 75 will be eliminated from consideration.

In case of a tie in the scoring process, the proposal with the highest score on the Description of Program (Section 6.3) of the Proposal Narrative will be ranked higher. If there are fewer than two applications with a passing score in a region, awards may be made to other regions with additional passing applicants in order of the highest score.

4.3 Process for Awarding Contracts

Awards will be made with the goal of two (2) awards in each of the four following OMH regions: Central Region, Hudson River Region, Western Region, and Long Island. See Section 5.3 for OMH Region definitions.

4.4 Initial Awards and Allocations

Proposals will be ranked, and awards will be made to the top two highest scoring applications in each identified OMH region for new Clubhouse programs or converting psychosocial clubhouses or Recovery Centers. No more than one Urban award will be made per region. If additional funds remain after two awards are made in a Region, additional awards will be made in order of highest scoring application until the available funds are expended or not enough funding remains to fully award another program. No partial awards will be made.

In the event that the two targeted awards per region cannot be made, OMH reserves the right to allocate those awards, elsewhere across New York State, in order of highest score, to applicants proposing to serve counties that are not already receiving an award and applicants proposing to serve counties that do not have an existing Clubhouse program (OMH Program Code 0770 – Psycho-social club). In the event of tie, the application with the highest score on the “Description of Program” Section will be

New York State Office of Mental Health (OMH)

awarded.

4.5 Contract Termination and Reassignment

There are a number of factors that may result in the contract being reassigned. This includes but is not limited to failure to meet contract deliverables, failure to complete and submit reports on required timeframe, failure to be responsive to and complete required or requested tasks within the scope of the contract, or poor performance outcomes. A contractor will be provided notification if there is need for reassignment.

To reassign the contract, OMH will go to the next highest ranked proposal. If there are no agencies left with a passing score, OMH will go to the top of the list and work its way down the list to reassign the contract.

4.6 Award Notification

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

5. Scope of Work

5.1 Introduction

NYS OMH through this RFP will make available funds for the development of an estimated eight (8) new Clubhouses with the goal of (2) awards in each of the four OMH regions: Central Region, Hudson River Region, Western Region, and Long Island. The RFP is open to current Clubhouse providers and new providers in these Regions. NYS OMH intends, through this RFP, to expand access to Clubhouses to geographic regions currently lacking accredited Clubhouses. If applying for more than one (1) Region, the applicant must submit a separate proposal for each Region. While there is not currently Medicaid funding available for Clubhouse services, the awardee must be willing to adapt operations as needed to support potential Medicaid reimbursement in the future.

NYS OMH requires the new Clubhouse programs to be accredited by Clubhouse International and to operate according to the established standards of this evidence-based model. Applicants must work to obtain Clubhouse International accreditation by following Clubhouse International's accreditation process within the first four fiscal years of the contracting period.

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 a Clubhouse. Applicants should notify the LGU(s) of their intent to apply. Additional proposal documentation requirements are outlined in Section 6. Proof of this notification is required to be uploaded in SFS and should not be sent directly to the procurement unit.

5.2 Objectives and Responsibilities

The objectives of the new Clubhouses are to assist individuals with Serious Mental Illness (SMI) in leading productive and fulfilling lives through a supportive community. Clubhouses help reduce social isolation, promote recovery and empowerment, and facilitate employment and education for its members. They aim to reduce psychiatric hospitalizations and readmissions by improving life and health outcomes. Members are seen as valued participants, not clients or patients, and staff and members are considered equal members of the club. NYS OMH intends, through this RFP, to expand access to Clubhouses to geographic regions currently lacking accredited Clubhouses.

The awarded vendor(s) will be expected to meet the objectives and responsibilities below and adhere to Clubhouse International's Standards including but not limited to the bullets below. These will form the basis for the scope of work and contract deliverables when an award is made.

- A. Programs will be required to maintain accurate reporting and member records according to Program Guidance, and all local, state, and federal confidentiality and privacy regulations, including, but not limited to, the Health Insurance Portability and Accountability Act (HIPAA). A unique CFR Program Reporting Code will be created for tracking of these funds.
- B. In keeping with the member-driven nature of Clubhouses: for existing programs converting to the Clubhouse Model, applicants must demonstrate that current program participants support this transition. Applicants applying to start a new Clubhouse must demonstrate support from potential members in their community.
- C. OMH providers are expected to ensure continuous quality improvement of services, including regular monitoring and evaluation of outcomes. To support these efforts, it is expected that providers have a quality, supervisory, operational and IT / data infrastructure to routinely self-monitor and ensure ongoing quality improvement of services, including analyzing utilization review findings and recommendations. Members must be part of these efforts.
- D. It is expected that providers will routinely submit data to OMH, including client-identified data, quality and program data. Data submission requirements and guidance will be provided by OMH.
- E. The Clubhouse must operate out of its own physical space, separate from any mental health center or institutional setting.
- F. The Clubhouse is open at least five days a week. The work-ordered day parallels typical working hours. The Clubhouse will also offer recreational activities during evenings and weekends on a routine basis as soon as possible upon implementation but no later than the time the Clubhouse is accredited.
- G. The Clubhouse is organized into one or more work units, each of which has

New York State Office of Mental Health (OMH)

sufficient staff, members and meaningful work to sustain a full and engaging work-ordered day.

- H. The Clubhouse will ensure voluntary membership without limits and open membership to adults with a history of Serious Mental illness (SMI) unless the individual poses a threat to the general safety of the clubhouse community.
- I. The Clubhouse will ensure engagement of members and staff in all aspects of Clubhouse operation, including hiring of staff, development of policies and procedures, board membership, etc. Responsibility for the operation of the Clubhouse lies jointly with the members and staff.
- J. The Clubhouse will support members in their pursuit of employment and education.
- K. The Clubhouse will meet all budgeting, governance, and administration standards as outlined in Clubhouse International's Standards, including an independent Board of Directors or Advisory Council.

5.3 Operating Funding

Awards will be made in the amounts indicated in the chart below. The total funding available is \$6,600,000 annually for 5 years. Awards will be made with the goal of awarding two (2) awards in each of the four following OMH regions: Central Region, Hudson River Region, Western Region, and Long Island. If additional funds remain, additional awards will be made as outlined in section 4.4 until the available funds are expended or not enough funding remains to fully award another program. No partial awards will be made.

OMH Region	Counties Served
Central Region	Broome, Cayuga, Chenango, Clinton, Cortland, Delaware, Essex, Fulton, Franklin, Hamilton, Herkimer, Jefferson, Madison, Montgomery, Lewis, Oneida, Onondaga, Oswego, Otsego and St. Lawrence
Hudson River Region	Albany, Columbia, Dutchess, Greene, Orange, Putnam, Rensselaer, Rockland, Saratoga, Schenectady, Schoharie, Sullivan, Ulster, Warren, Washington and Westchester
Western Region	Allegany, Cattaraugus, Chautauqua, Chemung, Erie, Genesee, Livingston, Monroe, Niagara, Ontario, Orleans, Schuyler, Seneca, Steuben, Tioga, Tompkins, Wayne, Wyoming, and Yates
Long Island Region	Nassau and Suffolk

Award Category	Total Annual Award Amount
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New York State Office of Mental Health (OMH)

<p>Clubhouse in the following Rural Counties: Allegany, Broome, Cattaraugus, Cayuga, Chautauqua, Chemung, Chenango, Clinton, Columbia, Cortland, Delaware, Essex, Franklin, Fulton, Genesee, Greene, Hamilton, Herkimer, Jefferson, Lewis, Livingston, Madison, Montgomery, Orleans, Ontario, Oswego, Otsego, Schoharie, Schuyler, Seneca, St. Lawrence, Steuben, Sullivan, Tompkins, Tioga, Ulster, Warren, Washington, Wayne, Wyoming, Yates</p>	<p>\$551,175</p>
<p>Clubhouse in the following Suburban Counties: Nassau, Suffolk, Rockland, Orange, Putnam, Saratoga, Schenectady, Dutchess, Niagara, Rensselaer, Oneida, Onondaga, Albany</p>	<p>\$956,765</p>
<p>Clubhouse in the following Urban Counties: Westchester, Erie, Monroe</p>	<p>\$1,456,994</p>
<p>Converting Psychosocial Clubhouse or Recovery Center</p>	<p>Up to amounts listed above, based on rural/ suburban/ urban designation, minus current State Aid funding.</p>

Funding will be used for operating costs, staffing, Clubhouse International accreditation, initial and on-going training, and technical assistance costs. As a part of the Clubhouse International accreditation process, the awardee will need to partner with a Clubhouse International training center for training. The awardee may choose which Clubhouse International training center to partner with.

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

5.4 Staffing and Subject Matter Expertise

The Clubhouse model is a non-hierarchical community based on mutual relationships. Members choose the way they utilize the Clubhouse, and the staff with whom they work. There are no formal member-only meetings or formal staff-only meetings where program decisions and member issues are discussed. The Clubhouse will ensure that staff receive training in accordance with Clubhouse International's Development Training.

The successful bidders will provide an adequate level of staffing required to perform Clubhouse programming. In anticipation of future efforts by NYS OMH to establish Medicaid reimbursement for certain Clubhouse activities, the staffing plan must include at least one (1) Licensed Practitioner of the Healing Arts (LPHA). The LPHA must operate within the Clubhouse's recovery-oriented framework. All staff will have generalist

New York State Office of Mental Health (OMH)

roles and participate in work units, recreational activities and carry out other responsibilities according to OMH and Clubhouse International's Standards.

The following roles and full-time equivalents (FTE) are the minimum required FTEs for staffing as outlined below:

Clubhouse Staff Requirements for all awarded Clubhouses

- A. Program Director (1 FTE) filled by a single person who has experience as a senior program manager working with adults with SMI. The Director must be a person with both a high level of understanding of and a commitment to Clubhouse values and principles. The Program Director will have primary responsibility for the development and maintenance of ongoing relationships with referral sources, service providers, shelters, hospitals, jails, courts and other community resources. Hiring the Program Director must be the highest priority for the program and the Director must participate in the two-week comprehensive training required by Clubhouse International.
- B. Licensed Practitioner of the Healing Arts (LPHA) as defined by OMH (1 FTE) filled by a single person who has experience working with adults with SMI and can make recommendations for rehabilitative and other services as necessary and desired by Clubhouse members.

5.5 Clubhouse International Resource Links

Throughout this RFP, various Clubhouse International resources are referenced. For applicant convenience, a compiled list is provided below:

- A. <https://clubhouse-intl.org/resources/accreditation/>
- B. <https://clubhouse-intl.org/resources/quality-standards/>
- C. <https://clubhouse-intl.org/resources/start-a-clubhouse/>
- D. <https://clubhouse-intl.org/resources/training-programs/>

6. Proposal Narrative

Please note that there are restrictions to the type, size and naming conventions of the files and attachments uploaded in SFS. For more information, please review the SFS Attachment Guide [here](#). Failure to comply with these guidelines may result in attachments not being viewable to reviewers.

A proposal template is provided in the "Event Comments and Attachments" section of SFS and MUST be used to answer the following questions. Any supporting attachments MUST be included in the upload of the proposal template as one continuous PDF document AND be labeled specific to the question number it is associated with. **Proposals/applications not submitted as described (other than the budget which must be uploaded in excel format) will result in disqualification of the application.**

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

New York State Office of Mental Health (OMH)

6.1 Notification of LGUs

- a. To receive the point for LGU notification, identified in section 4.1 Evaluation Criteria, applicants, applicants must do one of the following:
 - If the applicant is proposing to repurpose existing funds/converting an existing program to the Clubhouse Model, they must submit a letter or email from the LGU supporting this; OR
 - If the applicant is proposing to open a new Clubhouse, they must submit proof that LGU(s) were notified of your agency's Intent to Apply to this RFP (e.g., sent email, certified letter, etc.).

A list of County Local Mental Hygiene Directors can be found [here](#). Proof of this notification is required to be uploaded in SFS and should not be sent directly to the procurement unit.

6.2 Population

This section will be evaluated based on the extent to which the proposer demonstrates successful relevant experience based on the criteria listed in this section and plan to implement.

- a. Provide the county for which this proposal applies, if the location is rural, suburban, or urban. Describe in the narrative the characteristics of the population to be served by the Clubhouse.
- b. Describe your understanding of the service or support needs of adults with SMI including those who may have a limited support network/resources and who may not otherwise be engaged in traditional services.
- c. Describe and demonstrate the agency's experience in engaging adults with SMI, co-occurring disorders, and trauma in the community. Provide a description of the engagement practices and strategies to be used and targeted to the population to be served.
- d. Describe the agency's experience in providing and coordinating care, both internally and externally, among behavioral health, medical, housing, forensic involvement, and other services/providers and creating an environment that promotes recovery, independence, and individual choice.

6.3 Description of Program

This section will be evaluated based on the extent to which the proposer demonstrates their plan to develop the Clubhouse in accordance with Clubhouse International's Standards.

- a. Describe your network, internally and externally, of behavioral health and other community providers, and how you plan to utilize those networks for referrals of new members to the clubhouse and to facilitate connecting existing members to other needed providers and resources.

New York State Office of Mental Health (OMH)

- b. Describe in detail what the Clubhouse's procedure and timeframes will be for timely engagement and admission of members. Describe how the Clubhouse will handle referrals or walk-ins with minimal barriers to entry and no differentiation based on mental health diagnosis. Proof of health insurance may not be required for enrollment and members should not be required to enroll in other billable services offered by the auspice agency as a condition for Clubhouse enrollment.
- c. Describe strategies to engage and motivate members towards their self-identified goals. Describe how the Clubhouse will maintain records by utilizing an Electronic Health Record (EHR). The EHR will serve as a tool to document participation, progress toward self-identified goals, any support or accommodation needed to help members succeed, and data reporting to the State. In the future, the EHR will be used for documentation and Medicaid billing for applicable services.
- d. Describe all tasks and services to be provided by the Clubhouse during normal business hours, as well as outside of normal business hours in accordance with Clubhouse International's Standards model work-ordered day, an eight (8) hour period Monday through Friday, with different work units. These tasks and services, include but are not limited to:
 - i. **Cafeteria** (with kitchen): Describe tasks and services to be offered such as healthy meal planning, purchasing and maintaining raw food inventory, meal preparation, set up, serving and maintenance of kitchen.
 - ii. **Employment:** Describe how the clubhouse will create Transitional Employment (TE), supported employment opportunities, and encourage members interested in employment to participate. Describe how the Clubhouse maintains a relationship with the working member and the employer. Members and staff in partnership determine the type, frequency and location of desired supports.
 - iii. **Education:** Describe how the Clubhouse will help support members to maintain and graduate from vocational or educational programs of their choice, if desired.
 - iv. **Communications:** Describe how the Clubhouse will produce and manage internal and external communications, which include creating newsletters, managing social media, planning and promoting social and other events, handling daily outreach to members. This work helps foster the sense of community and belonging essential to the model.
- e. Describe how the structured Clubhouse model work-ordered day, an eight (8) hour period Monday through Friday, with different work units will designate tasks and responsibilities in accordance with a flattened hierarchy model based on mutual choice and Clubhouse International's Standards. Include in the description how the member's preferences, strengths, talents, and abilities are considered in their Clubhouse responsibilities.

New York State Office of Mental Health (OMH)

- f. Describe the approach that will be used to reach out and re-engage members who are not participating in Clubhouse activities. Membership is voluntary and without time limits. Describe policies, procedures, and how members will have the right to re-entry after any length of absence, unless their return poses a significant current threat to the Clubhouse community.
- g. Describe supplemental funding streams or plans for leveraging funding through other channels (e.g. fundraising), outside of this RFP, to sustain the Clubhouse. Clubhouses will be funded through state-aid dollars, however the Clubhouse is expected to engage with the State in the future should Medicaid funding become available for specific service components, and to meet any federal and State requirements associated with Medicaid billing.

6.4 Implementation

This section will be evaluated based on the extent to which the proposer responses align with Clubhouse International's Standards. However, responses should not be word from word from standards but rather describe how your agency would meet these areas by following Clubhouse International Start a Clubhouse guidelines and Clubhouse International's accreditation process.

- a. Provide a description of the Clubhouse Start-up Group and phase in activities, including timeframes, necessary to implement the Clubhouse in accordance with Clubhouse International Start a Clubhouse guidelines.
- b. Describe how the Clubhouse will work to obtain full Clubhouse International accreditation by following Clubhouse International's accreditation process within the first four fiscal years of the contracting period. Include an attestation to the accreditation timeline outlined.
- c. Describe how the agency will create a physical space including detailed information related to equipment, that supports the Clubhouse's work and aligns with Clubhouse International's Standards. These standards include but are not limited to:
 - i. The location must be accessible to the population it serves. Ideally the building should be near to public transportation and/or close to other community supports, e.g. food banks, shelters, mental health providers, etc.
 - ii. The Clubhouse should be in its own physical space, separate from an institutional setting, with no staff-only or member-only spaces.
 - iii. Greeting or reception area relatively close to the door that most people enter the building through.
 - iv. A cafeteria area with stove, space for a group of people to be able to prepare food, clean dishes, and a separate space for dining.
 - v. A clerical work area, such as an administrative office(s), where members and staff can use computers to work on Clubhouse activities.

New York State Office of Mental Health (OMH)

- vi. A conference meeting room and areas for groups of people to gather.
- d. Upload the Clubhouses proposed organizational staffing plan that follows the staffing requirements as per Section 5.4 and Clubhouse International's Standards. Include a description of the role and responsibilities of each staff member. Describe plans for regular staff supervision, what will be included as part of supervision, and how members will be involved in the staff hiring. A staffing plan template is located in the Event Comments and Attachments section of SFS and is required as part of the response to this question.
- e. Provide a description of a membership recruitment and ramp-up plan that considers the racial, linguistic, and cultural demographics of the neighborhood in which the Clubhouse is located. The description should include both initial and ongoing recruitment efforts.
- f. Provide a description of how the Clubhouse will implement an independent Board of Directors, or if it is affiliated with a sponsoring agency, a separate advisory board comprised of individuals to provide financial, legal, legislative, employment development, member and community support and advocacy for the Clubhouse.
- g. Describe in detail how the agency will train all staff to provide all aspects of Clubhouse services outlined by Clubhouse International's Standards and this RFP. Include the role of members in providing training. Include a description of how the competencies will be maintained and kept up to date. These trainings include, but are not limited to:
 - i. Formal Clubhouse International Training, including the Comprehensive Training and any specialized track training, such as Transitional Employment, the Work-Ordered Day, Housing, etc.
 - ii. Supported Education and Employment
 - iii. Benefits Counseling
 - iv. Motivational Interviewing
 - v. Appreciative Inquiry
 - vi. Crisis Prevention/Intervention Planning
 - vii. Wellness Self-Management
 - viii. Harm Reduction
- h. Describe how the Clubhouse will proactively prepare for the safety and wellness of individuals during behavioral health crises, including but not limited to the use of crisis plans, WRAP plans, safety plans and the roles of members and Clubhouse staff. Describe how the Clubhouse will actively advocate for the safety and wellness of individuals with particular emphasis on participants whose racial/ethnic or gender identities are known to increase risk of potentially harmful encounters with the emergency response system (i.e., police, EMS). Describe how the agency will interface and work with the emergency response system during behavioral health crises.
- i. Include the requested documents below as applicable.

New York State Office of Mental Health (OMH)

If applying to convert an existing program to a Clubhouse:

- i. Include a letter of support for the program conversion from current participants that demonstrates their agreement with the Clubhouse Model and describes how the agency educated participants of how the conversion affects services.
- ii. Include a letter of support from the community where the Clubhouse will be located.

If applying to open a new Clubhouse:

- i. Include a letter of support from potential members in the community where the Clubhouse will be located.
- ii. Include a letter of support from the community where the Clubhouse will be located.

6.5 Agency Performance

This section will be evaluated based on the extent to which the proposer demonstrates successful relevant experience based on the criteria listed in this section.

- a. Provide a brief summary of the agency, the services for which the agency is licensed and provides services, and the population(s) served. Describe how these experiences demonstrate the agency's experience and qualification for operating an accredited Clubhouse.
- b. Describe the agency's organizational structure, administrative and supervisory support for services to be provided by the Clubhouse. Include the governing body, and any advisory body that supports the organization and effective service provision.

Applicants will answer one (1) of the following - either c or d - as applicable:

- c. **Current psychosocial clubhouse or Recovery Center funding recipients** must provide the following specific data points over the last two (2) year period: staffing fill levels/turnover, member census levels, average daily member census, and a list of current services offered by the clubhouse or Recovery Center. Your submission must include a description of the agency's current clubhouse or Recovery Center model, and outline changes needed to meet the standards and become accredited by Clubhouse International. Applicants must submit documentation/data that supports your response for this question. Applicants that are not currently funded psychosocial clubhouse or Recovery Center providers will respond N/A to this question and respond to 6.5.d.
- d. **Applicants that do not have an existing clubhouse** must attach a copy of the most recent monitoring reports for any mental health services program the agency operates that were issued by a city, state, or federal government agency. You will need to submit documentation that supports your response to this question. Applicants that are currently funded psychosocial clubhouse or Recovery Center providers will respond N/A to this question and respond to 6.5c.

6.6 Utilization Review, Reporting, and Quality Improvement

This section will be evaluated based on the extent to which the proposer demonstrates appropriate monitoring and reporting based on the criteria listed in this section.

- a. Describe how the agency will ensure the Clubhouse is adhering to standards put forth by NYS OMH and Clubhouse International's Standards.
- b. Describe the proposed approach for self-monitoring and ongoing quality improvement for the Clubhouse as outlined in 5.4. Provide details that demonstrate how quality of life as measured by the Quality of Life, Enjoyment and Satisfaction Survey Short Form, self-efficacy as measured by the New General Self- Efficacy Scale, reduction in loneliness as measured by the UCLA Three-Item Loneliness Scale tools will be utilized. Include any other systems regularly used for self-monitoring and quality improvement.
- c. Describe how confidentiality of individuals' records will be ensured in ways that conform to all local, state, and federal confidentiality and privacy regulations.
- d. Describe your proposed plan to ensure compliance with site visits from NYS OMH and Clubhouse International and adhere to reporting requirements as outlined by NYS.

6.7 Diversity, Equity, Inclusion and Recipient Input

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

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

- a. 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.
- b. Identify the management-level person responsible for coordinating/leading efforts to reduce disparities in access, quality, and treatment outcomes for marginalized populations.
- c. 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).
- d. Provide the diversity, inclusion, equity, cultural and linguistic competence plan for this program (as outlined in the National CLAS Standards). The plan should include information in the following domains:
 - Workforce diversity (data-informed recruitment)

New York State Office of Mental Health (OMH)

- Workforce inclusion
- Reducing disparities in access quality, and treatment outcomes in the patient population
- Soliciting input from diverse community stakeholders, organizations and persons with lived experience
- Efforts to adequately engage underserved foreign-born individuals and families in the project's catchment area.
- 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

- e. 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).
- f. 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

- g. 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

- h. 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

New York State Office of Mental Health (OMH)

- i. Describe the agency or program's plan to espouse recovery and resilience-oriented values into practice.

Collaboration with Diverse Community-Based Stakeholders/Organizations

- j. For this project, describe proposed efforts to partner, collaborate with and include diverse, culturally relevant community partners in service provision and in the gathering of stakeholder input. This includes information about subcontracting entities (if applicable) and other efforts to ensure government resources reach organizations and populations that are historically economically marginalized, including those that are peer run.

6.8 Financial Assessment

- a. The proposal must include a 5-year Budget (Appendix B). Annual funding information is available in section 5.3. The indirect cost/administrative overhead rate is capped at 15%. Providers must follow Consolidated Fiscal Report (CFR) Ratio-Value guidance which excludes equipment/property from the direct cost base. Federal Negotiated Indirect Cost Rate Agreements (NICRA) are not allowable. Any travel costs included in the Budget must conform to New York State rates for travel reimbursement. Applicants should list staff by position, full-time equivalent (FTE), and salary.
- b. Describe how your agency manages its operating budget. Please 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; and,
 - description of how salaries are adequate to attract and retain qualified employees.