



**Office of
Mental Health**

Community Residence-Single Room Occupancy (CR-SRO)
Housing for Adults with Serious Mental Illness

Request for Proposals

Grant Procurement

Development and Operation of a CR-SRO on the Creedmoor
Psychiatric Center Campus

February 2023

(On-Line Submission Required)

Table of Contents

1	Introduction and Background	3
1.1	Purpose of the Request for Proposal	3
2	Proposal Submissions	3
2.1	Designated Contact/Issuing Officer	3
2.2	Key Events/Timeline.....	3
2.3	RFP Questions	4
2.4	Mandatory Bidders Conference.....	4
2.5	Addenda to Requests for Proposals	4
2.6	Eligible Agencies.....	4
2.7	Disqualification Factors.....	4
2.8	Grants Gateway Requirement.....	5
2.9	Instructions for Bid Submission and Required Format.....	5
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	Equal Employment Opportunity	11
4	Evaluation Factors for Awards	11
4.1	Evaluation Criteria.....	14
4.2	Method for Evaluating Proposals	15
4.3	Process for Awarding Contract.....	15
4.3.1	Initial Award	16
4.3.2	Reallocation Process	13
4.4	Award Notification	16
5	Scope of Work	17
5.1	Introduction	17
5.2	Objectives and Responsibilities.....	19
5.2.1	Description of Congregate Licensed Housing	19
5.2.2	Reporting Requirements.....	19
5.3	Funding	19
5.4	Proposal Narrative / Program Work Plan Objectives.....	20
5.4.1	Population	20
5.4.2	Implementation and Timeline.....	21
5.4.3	Agency Experience	21
5.4.4	Staffing and Program Plan.....	23
5.4.5	Agency Performance	24
5.4.6	Financial Assessment.....	19

1 Introduction and Background

1.1 Purpose of the Request for Proposal (RFP)

The New York State Office of Mental Health (OMH) is seeking proposals from not-for-profit organizations with experience operating a licensed, mental health housing program, to develop and operate a 48-bed CR-SRO on the grounds of the Creedmoor Psychiatric Center (CPC) campus in Queens, New York. The site is a currently vacant building which requires substantial rehabilitation and has been designed as a 48-bed CR-SRO. There will be one award to oversee the development, secure licensure for the program and operate the CR-SRO. OMH intends to select a community provider that has demonstrated an ability to successfully develop and operate an OMH licensed congregate facility. The provider will be expected to enter into a long-term lease with the State of New York to occupy the building and may be required to submit a Prior Approval Review (PAR) application for licensure. OMH will issue capital and operating contracts and a Program Development Grant (PDG) to the selected provider, subject to the approval of the Division of Budget (DOB) and Office of the State Comptroller (OSC). OMH will cover debt service payments on the OMH capital financing needed to complete development.

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 contacting any other personnel of OMH regarding the RFP. Certain findings of non-responsiveness can result in rejection for a contract award. Contacts made to any other OMH or other State personnel regarding this procurement may disqualify the Applicant and affect future procurements with governmental entities in the State of New York. The Issuing Officer for this RFP is:

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

2.2 Key Events/Timeline

RFP Release Date	2/1/2023
Mandatory Bidders Conference	2/16/2023
Questions Due 2:00:00 PM EST	2/21/2023
Questions and Answers Posted on Website	3/1/2023
Proposals Due 2:00:00 EST	3/21/2023
Anticipated Award Notification	4/28/2023
Anticipated Capital Contract Date	7/1/2023

2.3 RFP Questions

All questions or requests for clarification concerning the RFP shall be submitted in writing with "Operation of a CR-SRO RFP" in the subject line to the Issuing Officer by email at Amanda.Szczepkowski@omh.ny.gov by the "Questions Due" date indicated in Section 2.2. The question should include the section in the RFP the question pertains to. The questions and official answers will be posted on the OMH website on the "Questions and Answers Posted on Website" date indicated in Section 2.2 and will be limited to addressing only those questions submitted by the deadline. No questions will be answered by telephone or in person.

2.4 Mandatory Bidders Conference

A mandatory bidders conference will be held on February 16, 2023 at 10:30 AM to provide an overview of the RFP components. The bidders conference will be held at the Office of Mental Health, New York City Field Office, 330 5th Avenue, 9th floor, New York, NY 10001.

Registration for the bidder's conference is required. Applicants should email Deborah.mizell@omh.ny.gov by close of business February 15, 2022 with the names of individuals who will attend on behalf of the applicant agency.

2.5 Addenda to Request for Proposals

It is the applicant's responsibility to periodically review the OMH website and Grants Gateway to learn of revisions or addendums to this RFP. Changes to the RFP will also be posted in the NYS Contract Reporter. No other notification will be given.

2.6 Eligible Agencies

Eligible applicants are not-for-profit agencies with 501(c) (3) incorporation that have demonstrable experience in: a) operating an OMH-licensed, congregate, mental health housing program, and b) developing housing for persons with serious mental illness. If unsure if your agency is an eligible applicant, contact the Issuing Officer identified in Section 2.1.

2.7 Disqualification Factors

Following the opening of bids, a preliminary review of all proposals will be conducted by the Issuing Officer or a designee to review each proposal's submission for completeness and verify that eligibility criteria have been met. Additionally, during the proposal evaluation process, evaluators will also be reviewing eligibility criteria and confirming that they have in fact been met. During the course of either of these review processes, proposals discovered to not meet basic participation standards will be disqualified, specifically:

- Proposals from applicants that do not meet the eligibility criteria as outlined in 2.6; or
- Proposals that do not comply with bid submission and/or required format instructions as specified in 2.9; or

- Proposals from eligible not-for-profit applicants who have not completed Vendor Prequalification, as described in 2.9, by the “Proposals Due” date indicated in 2.2.

2.8 Grants Gateway 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 NFPs to register in Grants Gateway and complete the Vendor Prequalification process in order for proposals to be evaluated. Information on these initiatives can be found on the Grants Management Website, including The Vendor Prequalification Manual and an online tutorial to walk users through the process. All NFP vendors doing business with the State must be prequalified in order to submit a competitive bid in response to an RFP issued by the State. NFP contractors should go to the Grants Gateway, https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx, for registration and <https://grantsmanagement.ny.gov/register-your-organization#how-to-register> to complete the online form. NFPs must first register their agency on the system if they have not yet done so, which requires a paper form being sent by mail.

Please note proposals received from eligible NFP applicants who are not in “Prequalified” status in the Grants Gateway at the time the proposal is due as indicated in Section 2.9 Proposal Submission Process cannot be evaluated; therefore, such proposals will be disqualified from further consideration. **Please do not delay in beginning the prequalification process. The State reserves five (5) days to review submitted prequalification applications. Prequalification applications submitted to the State for review less than five (5) days prior to the RFP due date and time may not be considered. Applicants should not assume that their prequalification information will be reviewed if they do not adhere to this timeframe.**

Section 2.9 includes a summary of the steps that must be completed to meet registration and prequalification requirements in the Grants Gateway.

Proposals received from eligible not-for-profit applicants who have not been prequalified by the by the “Proposals Due” date indicated in 2.2 at 2:00:00 p.m. cannot be evaluated and will be disqualified from further consideration.

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 that their prequalification information will be reviewed if they do not adhere to this timeframe.

2.9 Instructions for Bid Submission and Required Format

Each proposal submission through the Grants Gateway is required to contain:

- Operating Budget (Appendix B)
- Budget Narrative (Appendix B1)

All applicants must be registered with the New York State Grants Gateway System (GGS) and all Not-for-Profit agencies must be prequalified prior to proposal submission.

If you are not already registered:

Registration forms are available at the GGS website:

<https://grantsmanagement.ny.gov/register-your-organization>

Include your SFS Vendor ID on the form; if you are a new vendor and do not have a SFS Vendor ID, include a Substitute for W-9 with your signed, notarized registration (also available from the website).

All registration must include an Organization Chart in order to be processed. When you receive your login information, log in and change your password.

If you are an applicant, and have problems complying with this provision, please contact the GGS help desk via email: Grantsgateway@its.ny.gov -- OR -- by telephone: 1-518-474-5595.

How to Submit a Proposal

Proposals must be submitted online via the Grants Gateway by the date and time posted on the cover of this RFP. Tutorials (training videos) for use of the Grants Gateway (and upon user log in):

You must use Microsoft Edge to access the Grants Gateway. Using Chrome or Firefox causes errors in the Work Plan section of the application.

To apply, log into the Grants Gateway as a Grantee, Grantee Contract Signatory or Grantee System Administrator and click on the View Opportunities button under View Available Opportunities. To get started, in the Search Criteria, enter the Grant Opportunity name provided on the cover page of this RFP, select the Office of Mental Health as the Funding Agency and hit the Search button. Click on the name of the Grant Opportunity from the search results grid and then click on the APPLY FOR GRANT OPPORTUNITY button located at the bottom left of the Main page of the Grant Opportunity.

In order to access the online proposal and other required documents such as the attachments, you MUST be registered and logged into the NYS Grants Gateway system in the user role of either a "Grantee" or a "Grantee Contract Signatory" or a "Grantee System Administrator".

The 'Grantee' role may ONLY Initiate and Save changes to the application such as add/update information to forms, upload documents while the user logged in

as a 'Grantee Contract Signatory' or a 'Grantee System Administrator' role can perform all the tasks of Grantee role and in addition, can SUBMIT the application to the State. When the application is ready for submission, click the 'Status Changes' tab, then click the 'Apply Status' button under "APPLICATION SUBMITTED" before the due date and time.

For further information on how to apply, and other information, please refer to the Vendor User Manual_document.

Reference materials and videos are available for Grantees applying to funding opportunities on the NYS Grants Gateway. Please visit the Grantee Documents section on Grants Management website.

Late proposals will not be accepted. Proposals will not be accepted via fax, email, hard copy or hand delivery.

Helpful Links

Some helpful links for questions of a technical nature are below.

Grants Reform Videos (includes a document vault tutorial and an application tutorial) on

YouTube:<http://www.youtube.com/channel/UCYnWskVc7B3ajjOVfOHL6UA>

(Technical questions)

Grants Team Email (Proposal Completion, Policy and Registration questions): grantsgateway@its.ny.gov or by phone at 518-474-5595.

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, 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 an applicant whose conduct fails to conform to the requirements of the RFP;
- Seek clarifications of proposals for the purposes of assuring a full understanding of the responsiveness to the solicitation requirements;
- Use proposal information obtained through the state's investigation of a 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 during 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 applicants via the OMH website and the New York State (NYS) Contract Reporter;
- Eliminate any non-material specifications that cannot be complied with by all the prospective applicants;
- Change any of the scheduled dates;
- Waive any requirements that are not material;
- Negotiate any aspect of the proposal to assure that the final agreement meets OMH objectives;
- 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 assuring a full and complete understanding of an applicant's proposal and/or to determine an applicant's compliance with the requirements of the solicitation;
- Conduct a readiness review of each selected applicant prior to the execution of the contract as set forth in Section 4.4;
- Cancel or modify contracts due to the insufficiency of appropriations.

3.2 Debriefing

OMH will issue award and non-award notifications to all applicants. Both awarded and non-awarded applicants may submit a written request for a debriefing within 15 business days of the OMH dated letter, requesting feedback on their own proposal, regardless if it was selected for an award or disqualified. 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 of an award decision must be filed within fifteen (15) business days after the notice of conditional award is issued or five (5) business days from the date

of the debriefing. The Commissioner or her designee will review the matter and issue a written decision within twenty (20) business days of receipt of protest. All protests must be in writing and must clearly and fully state the legal and factual grounds for the protest and include all relevant documentation. The written documentation should clearly state reference to the RFP title and due date. Such protests must be submitted to:

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

3.4 Term of Contracts

Operating contracts shall be written for a total period of five (5) years. OMH reserves the right to modify the first year's contract period. The selected applicant awarded a contract under this RFP will be required to adhere to all terms and conditions in OMH's Master Grant Contract. The Master Contract Form is available on the Grants Gateway application site for this opportunity.

3.5 Minority and Women Owned Business Enterprises

Pursuant to New York State Executive Law Article 15-A and 5 NYCRR 140-145, OMH recognizes its obligation under the law to promote opportunities for maximum feasible participation of certified minority-and women-owned business enterprises and the employment of minority group members and women in the performance of State contracts.

In 2006, the State commissioned a disparity study to evaluate whether minority and women- owned business enterprises had a full and fair opportunity to participate in state contracting. The findings of the study were published on April 29, 2010, under the title "The State of Minority and Women-Owned Business Enterprises: Evidence from New York" ("Disparity Study"). The report found evidence of statistically significant disparities between the level of participation of minority-and women-owned business enterprises in state procurement contracting versus the number of minority-and women-owned business enterprises that were ready, willing and able to participate in state procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the statewide certified minority-and women-owned business enterprises program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that State agencies establish goals for maximum feasible participation of New York State Certified minority-and women-owned business enterprises ("MWBE") and the employment of minority groups members and women in the performance of New York State contracts.

Business Participation Opportunities for MWBEs

For purposes of this solicitation, State Agencies hereby establish an overall goal of 30% for MWBE participation. Goals for State certified minority-owned business enterprises ("MBE") and State certified women-owned business enterprises ("WBE") participation on each Contract shall be established based

upon vendor availability. A contractor ("Contractor") on the subject contract ("Contract") must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Contract and the Contractor agrees that State Agencies 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 State Agencies will determine a Contractor's "good faith efforts," refer to 5 NYCRR §142.8.

In accordance with 5 NYCRR §142.13, the Contractor acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in the Contract, such finding constitutes a breach of Contract and the State Agency may withhold payment from the Contractor 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 Contractor achieved the contractual MWBE goals; and (2) all sums actually paid to MWBEs for work performed or materials supplied under the Contract.

By submitting a bid or proposal, a bidder on the Contract ("Bidder") agrees to demonstrate its good faith efforts to achieve its goals for the utilization of MWBEs by submitting evidence thereof through the New York State Contract System ("NYSCS"), which can be viewed at <https://ny.newnycontracts.com>. However, a Bidder may arrange to provide such evidence via a non-electronic method by contacting the OMH Issuing Officer identified in this RFP. Please note that the NYSCS is a one stop solution for all of your MWBE and Article 15-A contract requirements. For additional information on the use of the NYSCS to meet Bidder's MWBE requirements please see the attached MWBE guidance, "Your MWBE Utilization and Reporting Responsibilities Under Article 15-A."

Additionally, a Contractor will be required to submit the following documents and information as evidence of compliance with the foregoing:

- A. An MWBE Utilization Plan with completed contract documents. Any modifications or changes to the MWBE Utilization Plan after the Contract award and during the term of the Contract must be reported on a revised MWBE Utilization Plan and submitted to OMH. OMH will review the submitted MWBE Utilization Plan and advise the Contractor of acceptance or issue a notice of deficiency within 30 days of receipt.
- B. If a notice of deficiency is issued, the Contractor 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 Contractor and direct the Contractor 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 an executed contract.

OMH may disqualify a Contractor as being non-responsive under the following circumstances:

- a) If a Contractor fails to submit a MWBE Utilization Plan;
- b) If a Contractor fails to submit a written remedy to a notice of deficiency;
- c) If a Contractor fails to submit a request for waiver; or
- d) If the State Agency determines that the Contractor has failed to document good faith efforts.

The Contractor 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 Contract. Requests for a partial or total waiver of established goal requirements made subsequent to Contract Execution may be made at any time during the term of the Contract to OMH, but must be made no later than prior to the submission of a request for final payment on the Contract. The Contractor will be required to submit a Contractor's Quarterly M/WBE Contractor Compliance & Payment Report to OMH, by the 10th day following each end of quarter over the term of the Contract documenting the progress made toward achievement of the MWBE goals of the Contract.

Equal Employment Opportunity Requirements

By submission of a bid or proposal in response to this solicitation, the Bidder/Contractor agrees with all of the terms and conditions of Appendix A – 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 Bidder will be required to submit a Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement, Form # 4, to OMH with their bid or proposal.

To ensure compliance with this Section, the Bidder will be required to submit with the bid or proposal an Equal Employment Opportunity Staffing Plan (Form # to be supplied during contracting process) identifying the anticipated work force to be utilized on the Contract. If awarded a Contract, Contractor shall submit a Workforce Utilization Report and shall require each of its Subcontractors to submit a Workforce Utilization Report, in such format as

shall be required by OMH 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”) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non- discrimination on the basis of prior criminal conviction and prior arrest.

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

3.6 Participation by Service-Disabled Veterans with Respect to State Contracts Through Set Asides

Article 17-B of the Executive Law, enacted in 2014, provides for more meaningful participation in public procurement by Service-Disabled Veteran-Owned Businesses (SDVOBs), thereby further integrating such businesses into New York State’s economy. One tool authorized by the law is the use of set asides. Set asides permit the reservation in whole or in part of certain procurements by State agencies for SDVOBs. The process for managing set asides are the subject of these guidelines from the Commissioner of General Services.

Types of procurements that may use set asides include:

1. Construction
2. Construction Related Services
3. Non-Construction Related Services (including finance/bond management)
4. Technology
5. Commodities

Set asides will be administered subject to the laws, rules and procedures governing contracting for each type of procurement, including, but not limited to:

1. Competitive bidding with award based on adherence to specifications and lowest price
2. Competitive bidding with award based on technical responsiveness and best value
3. Award based on qualifications and best value (for architects, engineers, and land surveyors)

4. Emergency award
5. Single source award
6. Sole source award
7. Purchase based on exercise of discretionary authority subject to agency internal controls
8. Other authorized procurement method(s) for making acquisition

Accordingly, prior to making a “determination of need” for a procurement (within the meaning of the rules for procurement lobbying under State Finance Law §§ 139-j and 139-k), State agencies shall review the NYS Certified Service-Disabled Veteran-Owned Business Directory, available at <https://online.ogs.ny.gov/SDVOB/search>, to determine if there is a competitive field of certified SDVOBs that appear to be suitable in meeting agency needs and that have sufficient capacity and resources. If there is, the agency is strongly encouraged to reserve and conduct that procurement as a set aside for SDVOBs.

Each agency shall have in place an internal approval protocol for review of and finalizing the determination to proceed with a set aside procurement. It is recommended that at least two levels of approvals be included in the protocol. The approvals should be made part of the procurement record.

In order to determine that a competitive field of SDVOBs exists, an agency must review the certified SDVOB Directory and reasonably determine that at least two SDVOBs are able to respond to the procurement. During the agency review of the Directory and prior to the “determination of need” for the procurement, the potential SDVOBs may be contacted regarding their suitability to meet the agency need and whether the SDVOBs are likely to respond to the procurement.

The agency, in providing public notice of the procurement opportunity, shall include in its advertisement in the Contract Reporter the fact that the procurement is a set aside and the pool of bidders is limited to NYS certified SDVOBs. The agency shall then proceed with its procurement in accordance with the acquisition processes that are usually employed to secure the particular type of procurement. In making the contract award, the agency must assess and make a determination that the price offered by the vendor is reasonable and reflective of fair market value. Such finding should be made a part of the procurement record.

In the event that the set aside procurement does not result in a contract award, the agency may then open up the procurement and proceed with the acquisition with participation by all qualified vendors for the type of procurement.

Such procurements will continue to be subject to restrictions on

communications during the procurement process governed by § 139-j and § 139-k of the State Finance Law. The agency, as part of the procurement process, must also evaluate the responsibility of the SDVOB based upon financial and organizational capacity, legal authority, business integrity and past performance history.

State agencies shall report the number of completed set asides and ongoing set asides to the Director of the Division of Service-Disabled Veterans' Business Development, on a quarterly basis commencing July 15, 2015 and thereafter October 15, 2015, January 15, 2016 and April 15, 2016. Report forms are available at <https://ogs.ny.gov/Veterans>. If there are no completed or ongoing set asides, the report should also indicate that status.

NOTE: Information about using SDVOB participation in public procurement can be found at <https://www.ogs.ny.gov/Core/SDVOBA.asp> which provides contract template language for Use of Service- Disabled Veteran-Owned Businesses in Contract Performance.

3.7 Sexual Harassment Prevention Certification

State Finance Law §139-l requires bidders on state procurements to certify that they have a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment training (that meets the Department of Labor's model policy and training standards) to all its employees.

Bids that do not contain the certification may not be considered for award; provided however, that if the bidder cannot make the certification, the bidder may provide a statement with their bid detailing the reasons why the certification cannot be made. A template certification document is being provided as part of this RFP. Applicants must complete and return the certification with their bid, or provide a statement detailing why the certification cannot be made.

4 Evaluation Factors for Awards

4.1 Evaluation Criteria

All proposals will be reviewed and scored based on an evaluation of each applicant's written submission as well as OMH internal reviews.

The Evaluation will apply points in the following categories as defined in Section 5.4.

Technical Evaluation	
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Population	10 points
Implementation and Timeline	10 points
Agency Experience	15 points
Inclusion & Diversity	10 points
Staffing and Program Plan	25 points
Agency Performance:	10 points
• Applicant's Narrative	
• OMH Internal Reviews	
Financial Assessment	20 points
Total Proposal Points	100

For a detailed description of evaluation criteria for the Technical Evaluation and the Financial Assessment components, see Section 5.4

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

4.2 Method for Evaluating Proposals

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

Evaluation of proposals will be conducted in two parts: Technical Evaluation and Financial Assessment. OMH's 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 average score of 70 will be eliminated from consideration. The proposal with the highest score will be awarded conditional approval. Final approval is based on obtaining licensure, OSC contract approval, entering into a lease of the site with the State of New York, and demonstration of the experience outlined in 1.1. If the agency selected is not able to establish operations of the CR-SRO for any reason, OMH will select the agency with the next highest score.

In case of a tie in the scoring process, the proposal with the highest score on the Staffing and Program Plan section will be ranked higher.

4.3 Process for Awarding Contracts

4.3.1 Initial Awards and Allocations

OMH will review and evaluate funding proposals submitted by an eligible applicant according to the criteria set forth in Section 5.4 of this RFP.

Applicants will be rated based on their final total score and the applicant with the highest score will receive a conditional award.

Applicants will be rated based on their final total score. Applicants that receive a final total score of less than 70 will be ineligible to receive either operating or capital funding.

Design documents have been completed for this project and capital has been secured to cover construction costs. Once an applicant receives a conditional award, OMH will provide all documents prepared to date relative to the development of the site and transition responsibility to the selected applicant. OMH will work with the selected applicant to request and secure capital funding from the NYS Division of the Budget to cover reasonable development costs, above the funding already approved for construction and enter into a long-term lease with the State of NY. The selected applicant will be expected to address any questions that may arise from the local community and use the design created for the CR-SRO. However, OMH will consider slight modifications, if needed, to enhance the program. As the end of construction nears, OMH will make a Program Development Grant available to cover other development costs, in addition to an operating contract.

4.3.2 Reallocation Process

There are several factors that may result in the CR-SRO being allocated to another agency. This includes, but is not limited to, failure to obtain licensure for the program, enter into a lease with the State of NY, secure OSC approval, and operate the residence in accordance with the terms outlined in the RFP. A contractor will be provided notification if the housing program will be reallocated.

To select a replacement provider, OMH will go to the next highest bidder that obtained a minimum passing score of 70.

4.4 Award Notification

At the conclusion of the procurement, notification will be sent to all successful and non-successful applicants. The award is subject to approval by the NYS Division of Budget, Office of the Attorney General and the Office of State Comptroller before capital and operating contracts can be finalized.

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

5 Scope of Work

5.1 Introduction

The housing and services developed through this RFP are designated for individuals with Serious Mental Illness as defined on Appendix A. Referrals may be accepted for individuals with a serious mental illness or co-occurring substance use disorder who meet at least one of the following high need eligibility criteria:

- Individuals who are being discharged from a State-operated civil inpatient facility or State-operated transitional living residence, with priority to referrals from Creedmoor Psychiatric Center;
- Individuals who are being discharged from an Article 28 hospital or Article 31 hospital and in need of housing and for whom housing would assist in a diversion from a referral to a State operated psychiatric hospital;
- Individuals from any level of OMH housing based on their need for more independence, if transitioning from a Community Residence, or more supervision, if transferring from supportive housing; and
- Individuals who are chronically homeless, living in a shelter, safe haven or living on the street and referred by a homeless outreach team including but not limited to a Safe Options Support (SOS) team.

In addition, priority must be given to individuals who are ready to be discharged from Creedmoor Psychiatric Center (CPC) or another State-operated civil inpatient facility or State-operated transitional living residence, persons with an Assisted Outpatient Treatment (AOT) order and those who meet the target population definition and are residents of Queens. Referrals must have an approved HRA 2010E housing application and be eligible for Level II housing.

It is the expectation that at least 50% of referrals should come from Creedmoor Psychiatric Center (or other psychiatric centers if there are insufficient referrals from Creedmoor Psychiatric Center). Prioritization for the remaining 50% of referrals should also be given to state psychiatric centers, whenever appropriate referrals exist.

The selected agency will receive eligible applicants through the Housing Single Point of Access (SPOA). It is expected that the agency will maintain a low barrier admission policy and promote a rapid transition to housing. This means the referral and admission process must not place an undue burden on the referring entity or recipient. Communication between parties should promote a collaborative relationship in order to facilitate admission to the program. Requirements such as sobriety or community tenure must not impact acceptance. Once accepted the agency will work with the individual and referring entity to develop a coordinated admission plan to ensure a successful transition and “warm hand off”.

To ensure that State-civil psychiatric center referrals are provided the best opportunity for a successful transition to more independent living, referrals from State-operated civil inpatient or State-operated transitional living residences will have additional priority access to State-operated transitional supports such as, the State-operated clinic at Creedmoor Psychiatric Center, State-operated Mobile Integration Teams (MIT) and State-operated Health Home Care Management (HHCM). A warm handoff will include in reach to the individual while inpatient at the

State-operated civil psychiatric center or transitional living residence to aid in adjustment to the transition for the individual. Also, in consultation with the referring State-civil psychiatric center clinical leadership, state psychiatric center referrals will be provided a 90-day trial period from admission to the CR-SRO for priority return to the State-civil psychiatric center or transitional living residence. During this trial period, it is required that the CR-SRO staff engage the referring State-civil psychiatric center clinical leadership to address any of the referral's clinical concerns to avoid rehospitalization or rehousing. The State-civil psychiatric center clinical leadership will be available for consultation on such matters. Should the needs of the referral warrant a higher level of care, as determined by the respective State psychiatric center clinical leadership, the referring State-civil psychiatric center will facilitate and/or prioritize a readmission to the appropriate state-operated level of care.

It is critical that the agency awarded the program has established partnerships and/or collaborative agreements with at least one of the Health Homes serving Queens. If the agency has not yet established networks with Queens Health Homes, the agency must agree to do so upon the award of the contract. A list of designated Health Homes is available on the NYS Department of Health's website at:

http://www.health.ny.gov/health_care/medicaid/program/medicaid_health_homes/ .

It is important to note, however, that establishing a partnership with a particular Health Home does not preclude an agency from being required to serve all individuals regardless of which Health Home they are assigned to. It is an expectation that agencies will work with all Health Homes regardless of established partnerships.

The agency selected to establish this program must be experienced in providing person-centered services to individuals with mental illness and maintaining linkages to other services in the community. The on-site services should reflect evidence-based practices that promote wellness and recovery and be consistent with OMH's commitment to disparities elimination and cultural competence. They should be geared to help residents maintain physical and emotional health, participate in therapeutic and rehabilitative programs, assist with educational and employment opportunities, sustain healthy relationships, and generally improve the quality of their lives. Staff should have the skills and experience necessary to help residents set meaningful goals, develop mastery over their psychiatric illness, and make progress towards their own personal recovery. Supports for individuals with co-occurring substance abuse disorders should also be provided. Information on evidence-based practices can be found on the Internet at [SAMHSA Evidence-Based Practices Resource Center](#).

The CR-SRO is licensed Housing and is considered transitional housing. Agencies must adhere to the OMH Part 595 regulations. Consumers should have access to treatment services and other supportive services, as needed. Services and supports may be provided in the community or on-site by staff. Agencies should demonstrate how they will transition the OMH consumers into the community using a Housing First model. Housing First is an approach that focusses on meeting the person where they are, getting them quickly into safe and secure housing, and then helping the individual address the underlying, key issues that led them to experience homelessness. Agencies will also be expected to create an environment that promotes recovery and wellness and assists consumers with co-occurring disorders of mental illness and substance abuse.

Lastly, the selected agency will be expected to participate in any Creedmoor campus meetings.

5.2 Objectives and Responsibilities

5.2.1 Description of the CR-SRO Site and Status

The project site is located on the Creedmoor Psychiatric Center campus at Building 21. The site is currently vacant and in need of major rehabilitation. The design for a 48-bed CR-SRO at the site has been developed by an architect retained by OMH Capital Operations and the Dormitory Authority of the State of New York (DASNY). The intention is to allow the successful applicant to assume responsibility for developing the project prior to commencing construction. Minor modifications to design may be allowed, subject to approval by OMH. The building will consist of three floors, with floor area of approximately 37,500 square feet, 48 single apartments, each with its own kitchenette and bathroom, a secure entry/ lobby area, recreation/ lounge areas, a dining room, kitchen, laundry, staff offices and counseling space. The property is connected to the NYC water, electric, gas and sewer utilities.

5.2.2 Reporting Requirements

The agency that is selected to operate this building under this RFP must agree to ensure that these units will only be filled by the populations and referral sources indicated in 5.1.

The agency must conform to all OMH fiscal reporting requirements as outlined in the "Aid to Localities Spending Plan Guidelines." These guidelines are available on the Internet at <http://www.omh.ny.gov/omhweb/spguidelines/>.

The agency awarded the contract will be required to maintain accurate reporting of all admissions and discharges through OMH's Child and Adult Integrated Reporting System (CAIRS).

The agency will also be required to accept referrals from the Single Point of Access (SPOA) for housing and provide updates on housing vacancies to the Center for Urban Community Services (CUCS) via the Coordinated Assessment and Placement System (CAPS).

5.3 Funding

OMH Operating Funding for the CR-SRO will be provided annually at the prescribed regional CR-SRO rate, currently \$22,958 per bed. Licensed CR-SROs are funded annually through a combination of consumer fees (SSI Level II less 70% of SSI Living Alone) at \$7,002 per person (assumes a 90% collection rate) and OMH net deficit funding at \$22,958 per bed.

Operating budgets will be based upon the most current SRO rate available at the time of opening.

The successful applicant will be expected to enter into a long-term lease with the State of New York, at the rate of \$1 annually. Electric service and Water/Sewer must be provided via the campus utility infrastructure. 2021 rates for these services at this site would have been \$75,164 (\$2.18/sf x 34,479 sf). Applicants should take this into consideration when developing their operating budget, understanding that rates may be higher due to inflation.

OMH will provide the capital funding necessary for the development of the project.

The successful applicant will be expected to offer an evening meal for residents. Healthy snacks and drinks should also be available. Furthermore, skill building around meal planning, grocery shopping, meal preparation and kitchen safety is expected in order to prepare residents to transition to a more permanent housing setting.

In addition, Program Development Grant (PDG) funds are available as part of this contract to assist with establishing this CR-SRO. PDG funding will be based on the most current rate at the time of opening, which is currently \$9,048 per bed. All reasonable costs to develop the beds should be included in the PDG budget.

5.4 Proposal Narrative / Program Work Plan Objectives

When submitting proposals for funding under this RFP, the narrative must address all the components listed below. Scoring points will be given for the following components:

5.4.1 Population

1.a. Identify the target population you intend to serve and highlight priority considerations. Include your willingness to accept referrals from the Housing Single Point of Access (SPOA) operated by the Center for Urban Community Services.

1.b. Describe in narrative form the characteristics of the population to be served in the CR-SRO. Describe the population characteristics of the target population, including likely service history, present functional level, educational level, job history, community living skills, existence of social supports, and substance abuse or forensic history.

1.c. Describe in narrative form the service needs of the population, specific to the characteristics described in (1.b.) above. Describe the approach that will be used to ensure the successful transition of individuals and their retention in the community.

5.4.2 Implementation and Timeline

2.a. Describe your agency's experience with developing housing for persons with mental illness. Highlight your experience securing capital funding, managing complex construction projects, working with outside architects, contractors, and other consultants, and bringing projects to completion on time and within the approved budget. Describe your experience addressing community concerns. Include a description of the management experience and agency resources which will be available to implement the project.

2.b. Provide a description of the necessary tasks and milestones, including but not limited to budget development, contracting; bidding; building construction; staffing; licensure; and leasing. Include estimated completion dates and how they will be achieved.

5.4.3 Agency Experience

3.a. Detail your agency's experience in providing recovery-oriented housing and services to individuals with a serious mental illness and serving OMH priority populations.

3.b. Describe your agency's experience working collaboratively with state-operated psychiatric centers to facilitate discharge to community housing.

5.4.4 Inclusion and Diversity

4.a. Provide a mission statement for this program, that includes information about the intent to serve individuals from marginalized/underserved populations.

4.b. Identify the management level person responsible for coordinating/leading efforts to reduce disparities in access, quality, and treatment outcomes for marginalized populations. This includes activities related to diversity, inclusion, equity, and cultural/linguistic competence. Information provided should include the individual's (title, organizational positioning, education, relevant experience).

4.c. Provide the diversity, inclusion, equity, cultural/linguistic competence plan as outlined in the National CLAS Standards for this program. Note - plan format should use the SMART framework (Specific, Measurable, Achievable, Realistic, and Timely). Plan should include information in the following domains: workforce diversity (data informed recruitment), workforce inclusion, reducing disparities in access, quality, and treatment outcomes in patient population, soliciting input from diverse community stakeholders and organizations).

4.d. Describe the process for which the diversity, inclusion, equity, cultural/linguistic competence plan was created using stakeholder input from service users and individuals from marginalized/underserved populations. Additionally, describe how the plan will be regularly reviewed and updated.

4.e. Describe the demographic makeup of the population in the catchment area using available data (race/ethnicity/gender/sexual orientation/language). Additionally, please describe how this data will be used to shape decisions pertaining to the recruitment and hiring of staff, policies, and the implementation of best practice approaches for serving individuals from marginalized/underserved populations.

4.f. Describe the agency's committees/workgroups that focus on efforts to reduce disparities in access, quality, and treatment outcomes for marginalized populations (diversity, inclusion, equity, cultural/linguistic competence). Please also describe the membership of these committees/workgroups (organizational positioning). Include:

- How committees/workgroups review services/programs with respect to cultural competency issues within the agency;
- How this group corresponds and collaborates with the quality assurance/quality improvement/compliance parts of the organization;
- How committees/workgroups participate in planning and implementation of services within the agency; and
- How committees/workgroups transmit recommendations to the executive level of the agency.

Note: It is important to describe membership of representatives from the most prevalent cultural groups to be served in this project.

4.g. Describe the training strategy for topics related to diversity, inclusion, cultural competence, and the reduction of disparities in access, quality, and treatment outcomes for marginalized/underserved populations. These may include trainings about implicit bias, diversity recruitment, creating inclusive work environments, and/or providing language access services.

4.h. Describe program efforts to recruit, hire and retain staff from the most prevalent cultural group of service users. This includes a description of:

- A documented data-driven goal to recruit, hire and retain direct service/clinical, supervisory, and administrative level staff who are from or have had experience working with the most prevalent cultural groups of its service users;
- Current staffing levels of direct service/clinical staff members who are from or have experience working with the most prevalent cultural groups of its service users;
- Current staffing levels of supervisors who are from or have experience working with the most prevalent cultural groups of its service users; and
- Current staffing levels of administrative staff members who are from or have experience working with the most prevalent cultural groups of its service users.

This information can also include information about employment postings on platforms and in places specifically designed to hire diversity, the use of

language in employment posting(s) that illustrate that the program is seeking to recruit diverse candidates, efforts to retain diverse employees use of best practice approaches to mitigate bias in interview/hiring processes.

4.i. 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 and 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 key 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), and
- Service descriptions and promotional material.

5.4.5 Staffing and Program Plan

5.a. Describe admission criteria and procedures. Include timelines for acceptance, interface with the Housing SPOA and collaboration with referral sources to ensure a smooth transition for the person being housed. Please note that projects are expected to maintain low barrier admission policies, promoting a rapid move into housing.

5.b. Describe the services that will be provided directly by the sponsoring agency and how they address the needs of the population identified. Applicants are encouraged to submit a sample calendar that demonstrates intended activities, including but not limited to groups, celebrations, consumer committees, social activities, etc.

5.c. Identify community-based resources that will be available to residents through referrals and/or linkage agreements. Indicate how these services support the residents' recovery from mental illness and substance abuse. Describe how all services will consider the cultural and linguistic needs of the individual. Describe the resources your agency will use to meet the needs of individuals who move directly from institutional settings.

5.d. Provide a staffing plan. Include a description of the roles and responsibilities of each staff member. Indicate the skills and experience each staff member will be expected to have. Describe initial and ongoing staff training and supervision. Describe the availability of peer support.

5.e. Describe resident assessment procedures and the development of a person-centered, strengths-based service plan developed in coordination

with the consumer and other collaterals, as appropriate, including the Health Home care manager. Attach a copy of any resident assessment tools and a sample service plan. Describe the process of service planning that will incorporate strategies to engage and motivate residents towards their recovery and provide an appropriate response to residents who are at risk of relapsing and/or begin not taking their medications. Discuss methods for ensuring integrated services for residents with co-occurring substance dependence/use disorders. Describe how residents will be assisted when a mental illness or substance use relapse occurs.

5.f. Explain discharge planning and expected length of stay.

5.4.6 Agency Performance

6.a. Based on recent OMH monitoring visits and the most recently published Residential Program Indicators Report, note your agency's ability to operate consistent with Part 595 regulations, target OMH priority groups, maintain occupancy levels, maintain CAIRS data and transition consumers from licensed housing to independent housing.

Note: The OMH internal review will consist of an assessment of the applicant's organizational competency. This will include a review of the applicant's residential programs over the past two years. Previous OMH actions including, but not limited to, fines, revocations of operating certificates, limitations on operating certificates and/or repeat citations impacting client care will be reviewed in scoring agency performance. Additional areas of organizational competence include: percentage of admissions from OMH PCs or OMH-operated residential programs; transition of residents to more independent housing; and accuracy and timeliness of CAIRS reporting. If an agency received an award of housing from a previous allocation, the agency's performance in filling the units within the contractual time frame and with the priority population specified will be rated.

5.4.7 Financial Assessment

7.a. Using Appendix B, develop an operating budget and separate PDG budget in the identified columns on the Budget template. Assume a full year of operating funds based on the funding amounts provided in Section 5.3. Show all sources of income, including SSI from consumer fees. Applicants should list staff by position, full-time equivalent (FTE), and salary. Applicants must submit two budgets - a start-up budget (PDG); and an annual operating budget based on the funding amounts provided in Section 5.3.3. Use the PDG tab in the Budget Form (Appendix B) for the PDG budget, and Operating tab in the Budget Form (Appendix B) for operating budget.

The PDG budget must include all reasonable expenses to develop the beds, for example, staffing needed prior to opening, furniture,

client/household starter kits, and IT/other equipment. Do not include agency's administrative costs in the PDG budget.

The operating budget must include service expenses, and estimated property related expenses for the OMH-funded Congregate Licensed Housing units. Applicants should also identify other sources of revenue in addition to OMH funding, if applicable. Please note that approval of an operating budget will be finalized once the selected applicant has been chosen.

7.b. Using the Budget Narrative (Appendix B1), describe how your agency manages its operating budget. Applicants must complete a Budget Narrative which should include the following:

- Detailed expense components that make up the total operating expenses;
- The calculation or logic that supports the budgeted value of each category; and
- Description of the agency's salaries and how they are adequate to attract and retain qualified employees.

Use the Operating Budget (Appendix B) and the Budget Narrative (Appendix B1) to submit with your proposal. The Operating Budget (Appendix B) format is available in Grants Gateway and a sample can be viewed on the OMH website. Do **not** substitute your own budget format. **Failure to complete the Operating Budget using the correct form may be cause to reject your proposal for non-responsiveness.**