



**Office of  
Mental Health**

**Short-Term Transitional  
Residence for Homeless  
Adults**

**Request for Proposals**

**2022**

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## **1. Introduction and Background**

### **1.1 Purpose of the Request for Proposals**

The New York State Office of Mental Health (OMH) is seeking proposals from not-for-profit organizations with experience in operating a licensed, mental health housing program, to develop and operate a 15-unit Short-Term Transitional Residence for people who are being discharged from Extended Treatment Units (ETUs) as defined in Section 5.1 and need time to strengthen the skills needed to move to a more independent housing setting.

OMH intends to award four programs to be located in New York, Kings, Queens and Bronx counties in the New York City Region.

The Short-Term Transitional Residences are intended to provide a home-like environment. The program will offer supports and skills training in a comfortable, safe, and recovery-oriented environment. Private bedrooms are ideal but no more than two people may share a room. Ample kitchen, dining and living space must be provided in order to facilitate skill building, group activities, and recreational opportunities.

Individuals who are admitted to this program will be connected to a Safe Options Support (SOS) Team, Assertive Community Treatment (ACT) Team or Intensive Mobile Treatment (IMT) Team to support the transition back to the community and to permanent supportive housing. These teams work with homeless individuals living on the street, in transportation hubs, safe havens, drop-in centers and homeless shelters. An individual may be admitted to the transitional residence without an established connection to one of the teams noted above, but as part of the discharge planning process from the ETU, the individual will be linked to one of these specialized teams for support. The Teams will work closely with the transitional housing residences to ensure that individuals are able to move to a more independent housing setting within 120 days or less.

Although this is an unlicensed program model, the design is expected to provide adequate living and program space for individuals and staff without overcrowding. In addition, the residence will be required to be handicapped accessible, and have fire safety protection. The specific requirements will be shared with the agencies selected to develop the transitional residences.

Both capital funding for the development of the project and operating funding will be available to selected applicants. Capital project costs will be developed by the selected applicants and the OMH Bureau of Housing Development and Support after analysis of each individual project. The issuance of a capital contract and operating contract will be subject to the approval of the Division of Budget (DOB) and Office of the State Comptroller (OSC).

### **1.2 Allocation of a Short-Term Transitional Residence**

The 60 total units of Short-Term Transitional Residence will be in four (4) locations across the NYC Region with each location having 15 units.

The OMH intends to have a program located in the following boroughs: New York, Kings, Queens, and Bronx. Each applicant will be required to rank each of the four boroughs in order of preference of site location. The applicant with the highest score overall will receive their first preference. This award process will follow suit for the remaining three awards, i.e. the next highest scored applicant (2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> ranked highest scores) will receive their highest ranked borough that has not already been awarded. Applicants should not include in their ranking a borough in which they do not wish to be considered for siting a program.

## 2 Proposal Submissions

### 2.1 Designated Contact/Issuing Officer

OMH has assigned an Issuing Officer for this project. The Issuing Officer or a designee shall be the sole point of contact regarding the RFP from the date of issuance of the RFP until the issuance of the Notice of Conditional Award. To avoid being deemed non-responsive, a bidder is restricted from 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  
Contract Management Specialist II  
New York State Office of Mental Health  
Contracts and Claims  
7th Floor  
44 Holland Avenue  
Albany, NY 12229

### 2.2 Key Events/Timeline

RFP Release Date	12/15/2022
Bidder's Conference 11 AM to 12 PM	01/03/2023
Questions Due	01/05/2023
Questions and Answers Posted on Website	01/17/2023
Proposals Due by 2:00:00 p.m. EST	02/02/2023
Anticipated Award Notification	03/02/2023
Anticipated Contract Date	TBD

Please register for the Bidder's Conference at:

<https://meetny.webex.com/weblink/register/r62bd4f082412403000093899368550b8>

### 2.3 RFP Questions and Clarifications

All questions or requests for clarification concerning the RFP shall be submitted in writing to the Issuing Officer by email at [Amanda.Szczepkowski@omh.ny.gov](mailto:Amanda.Szczepkowski@omh.ny.gov) by the date indicated in 2.2.

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

person.

## **2.4 Addenda to Request for Proposals**

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

## **2.5 Eligible Applicants**

Eligible applicants are not-for-profit agencies with 501(c) (3) incorporation that have experience providing housing and social services to individuals who are experiencing street homelessness, subway dwelling, chronic homelessness or residing in a safe haven or shelter. If unsure if your agency is an eligible applicant, contact the Issuing Officer identified in Section 2.1.

## **2.6 Disqualification Factors**

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

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

## **2.7 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 not-for-profits to register in the Grants Gateway and complete the [Vendor Prequalification process](#) 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 indicated in 2.2 cannot be evaluated; therefore, such proposals 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.**

## 2.8 Instructions for Bid Submission and Required Format

### Proposal Submission Process

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:

### Register with the Grants Gateway

<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 at [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov) -- or -- by telephone: (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):

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 "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 <https://grantsmanagement.ny.gov/system/files/documents/2020/05/vendor-user-manual-3.2-5.7.20.pdf> .

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, e-mail, hard copy or hand delivery.

### **Helpful Links**

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

<https://grantsmanagement.ny.gov/frequently-asked-questions>

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: [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov) or by phone at 518-474-5595

## **2.09 Minority and Women Owned Business Enterprises and Service-Disabled Veteran Owned Business Enterprises**

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

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

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

By submitting an application, an Applicant agrees to demonstrate its good faith efforts to achieve its goals for the utilization of MWBEs by submitting evidence thereof in such form as OMH shall require.

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

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

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

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

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

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

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

Article 17-B of the New York State Executive Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Business (SDVOB), thereby further integrating such businesses into New York State's economy. OMH recognizes the need to promote the employment of service-



disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of OMH contracts.

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

OMH hereby establishes an overall goal of 6% for SDVOB participation, based on the current availability of qualified SDVOBs. For purposes of providing meaningful participation by SDVOBs, the Applicant/Contract would reference the directory of New York State Certified SDVOBs found at <https://online.ogs.ny.gov/SDVOB/search>. Additionally, following any resulting Contract execution, Contractor would be encouraged to contact the Office of General Services' Division of Service-Disabled Veterans' Business Development at 518-474-2015 or [VeteransDevelopment@ogs.ny.gov](mailto:VeteransDevelopment@ogs.ny.gov) to discuss additional methods of maximizing participation by SDVOBs on the Contract.

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

## **2.11 Equal Employment Opportunity**

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

The Applicant will be required to submit a Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement, Form # 4, to the State Contracting Agency with their bid or proposal. To ensure compliance with this Section, the Applicant will be required to submit with the bid or proposal an Equal Employment Opportunity Staffing Plan (Form # to be supplied during contracting process) identifying the anticipated work force to be utilized on the Contract. If awarded a Contract, Contractor shall submit a Workforce Utilization Report and shall require each of its Subcontractors to submit a Workforce Utilization Report, in such format as shall be required by the Contracting State Agency on a monthly or quarterly basis during the term of the contract. Further,

pursuant to Article 15 of the Executive Law (the “Human Rights Law”), all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest. Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

### **2.12 Sexual Harassment Prevention Certification**

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

## **3 Administrative Information**

### **3.1 Reserved Rights**

The OMH reserves the right to:

- Reject any or all proposals received in response to the RFP that are deemed non-responsive, do not meet the minimum requirements, or are determined to be otherwise unacceptable, in OMH’s sole discretion;
- Withdraw the RFP at any time, at the agency’s sole discretion;
- Make an award under the RFP in whole or in part and otherwise make funding decisions that maximize compliance with and address the outcomes and priorities identified in this RFP;
- Disqualify an applicant whose conduct and/or proposal fails to conform to the requirements of the RFP;
- Seek clarifications of proposals for the purposes of assuring a full understanding of the responsiveness to the solicitation requirements;
- Use proposal information obtained through the state’s investigation of an applicant’s qualifications, experience, ability or financial standing, and

any material or information submitted by the applicant in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP;

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

### **3.2 Debriefing**

The OMH will issue award and non-award notifications to all applicants. Both awarded and non-awarded applicants may request a debriefing in writing

requesting feedback on their own proposal, regardless of if it was selected for an award, or disqualified, within 15 business days of the dated letter. 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 / Award Outcome**

Protests of an award decision must be filed within fifteen (15) business days after the notice of conditional award or five (5) business days from the date of the debriefing. The Commissioner or her/his designee will review the matter and issue a written decision within twenty (20) business days of receipt of protest. All protests must be in writing and must clearly and fully state the legal and factual grounds for the protest and include all relevant documentation. The written documentation should clearly state reference to the RFP title and due date. Such protests must be submitted to:

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

### **3.4 Term of Contracts**

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

### **3.5 Bid Response**

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

### **3.6 Acceptance of Terms and Conditions**

A bid, 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.

### **3.7 Freedom of Information Requirements**

All proposals submitted for OMH's consideration will be held in confidence. However, the resulting contract is subject to New York State Freedom of Information Law (FOIL). Therefore, if a Vendor believes that any information in its bid constitutes a trade secret or should otherwise be treated as confidential and wishes such information not be disclosed if requested, pursuant to FOIL (Article 6 of the Public Officer's Law), the Vendor must submit with its bid a separate letter specifically identifying the page number(s), line(s), or other appropriate designation(s) containing such information, explaining in detail why such information is a trade secret and formally requesting that such information be kept confidential. Failure by a

Vendor to submit such a letter with its bid identifying trade secrets will constitute a waiver by the Vendor of any rights it may have under Section 89(5) of the Public Officers' Law relating to the protection of trade secrets. The proprietary nature of the information designated confidential by the Vendor may be subject to disclosure if ordered by a court of competent jurisdiction. A request that an entire bid be kept confidential is not advisable since a bid cannot reasonably consist of all data subject to FOIL proprietary status

## 4 Evaluation Factors for Awards

### 4.1 Evaluation Criteria

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

The Evaluation will apply points in the following categories as defined in Section 5.4 Evaluative Criteria:

<b>Technical Evaluation</b>	
Proposal Narrative	35 points
Agency Performance: <ul style="list-style-type: none"> <li>• Applicant's Narrative</li> <li>• Internal Review</li> </ul>	15 points
Inclusion and Diversity	10 points
Readiness	20 Points
Financial Assessment	20 points
<b>Total Proposal Points</b>	<b>100</b>

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

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

### 4.2 Method for Evaluating Proposals

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

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

Evaluators of the Technical Evaluation component may then meet to discuss

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

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

### **4.3 Process for Awarding Contracts**

#### **4.3.1 Initial Awards and Allocations**

Please note due to the development priority of these programs any agency awarded through this RFP will have six (6) months from the date of the award to identify a viable site and twelve (12) months from the date of capital contract approval to develop a program for people being discharged from ETUs. OMH is committed to supporting the discharge of individuals from the ETUs and encourages housing providers to examine their current real estate portfolio for unused space in existing buildings, vacant buildings or surplus property for a possible suitable location. The inability to develop the housing and occupy the units may result in a reallocation of the housing award as detailed in Section 4.3.2.

In the event of a tie score between two proposals, the agency with the highest score on the Technical Evaluation will receive the higher ranking.

#### **4.3.2 Reallocation Process**

The inability to develop the housing and occupy the units may result in a reallocation of the housing award. There are a number of factors that may result in the housing program awarded to a contractor to be reallocated. This includes, but is not limited to, lack of progress in developing the housing program within the approved time frame, and implementation practices, such as stringent admission policies, which create barriers for the target population to access the transitional residence. A contractor will be provided notification if the transitional residence will be reallocated.

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

### **4.4 Award Notification**

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

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

## **5 Scope of Work**

### **5.1 Introduction**

The overall goal of the Short-Term Transitional Residence program is to assist individuals who are homeless secure and retain stable housing. It is a step down for individuals who are being discharged from extended treatment units (ETU). The model is short-term, up to 120 days, with 15 units in each residence across four locations. This program will provide recipients with the opportunity to sustain the gains they made at the ETU and acquire the skills needed to move to a more independent housing setting. In addition to skill development, peer support, and linkages to community services, individuals will be supported in procuring benefits, where needed.

The applicant agency will be required to accept referrals from any ETU. An ETU provides inpatient psychiatric care to people with Serious Mental Illness who have had poor community tenure or recurrent use of emergency and inpatient services. In comparison to traditional inpatient units, ETUs have a longer length of stay, specialized staff, and a greater focus on rehabilitation and skills building to ensure successful transitions to the community. Depending on the particular unit, patients are referred from traditional Article 28 inpatient units or directly from CPEPs and Eds.

Please note that within this target population group, individuals with an Assisted Outpatient Treatment (AOT) must receive priority access.

Referrals may also be accepted from non-ETU inpatient units, or from SOS, Shelter-Partnered ACT and IMT teams. However, ETU referrals must always be given top priority, with other referrals waitlisted, if no vacancies exist. The applicant agency will also be required to adhere to an expedited referral and admissions procedure which is currently under development.

If not already enrolled, individuals in this program will be connected to SOS/ACT/IMT (Teams) to support transition to a more independent housing setting. Depending on the needs of the individual this will range from a Community Residence to permanent supportive housing. Teams will work closely with transitional housing programs to ensure that individuals are able to move to a more independent housing setting within 120 days or less. To facilitate access to the most appropriate level of housing in a timely manner, transitional residences will interface with the Housing Single Point of Access (SPOA) for priority access to vacancies.

Each of the four locations will have the following staffing: 1.0 FTE supervisor, 4.0 FTE counselor 1.0 FTE clinical coordinator, 2.0 FTE evening coordinators, 2.0 FTE licensed clinicians, 3.0 FTE case managers, 1.5 FTE registered nurses, 1 FTE vocational specialist, 3 FTE peer specialists, 1 FTE administrative assistant and a 1FTE maintenance person

Staff training will include, but is not limited to, trauma informed care, harm reduction

techniques, cultural competence, de-escalation, medication supervision and therapeutic communication skills. Staff will utilize a Recovery Oriented Cognitive Therapy (CT-R) model as a framework for daily activities and engagement. Program staff will develop safety plans with residents, if warranted.

Referrals will be made by ETU or Teams directly to this program. Within 48 hours of admission, an immediate needs assessment will be completed which will address the basic needs the person is identifying in their life and within 7 days a more comprehensive support plan will be developed which includes a discharge goal. The assessment and service planning process will include exploration of factors leading to homelessness, protective factors, strengths, challenges, interests, goals, and past successes. The program, together with the team, the individual and other collaterals will work in partnership to increase engagement and motivation to move to a more independent level of housing.

Housing staff will facilitate transition of individuals to the most appropriate level of housing of their choice. This may include the completion of the 2010E housing application if not previously submitted, and securing needed documents and information (psychiatric evaluation, psychosocial, homeless history, identification, medical) from the ETU and the team working with the individual. Program staff will assist individuals with securing a more independent level of housing along with treatment and supportive services, as needed, to ensure housing stability and success upon discharge.

Teams and housing staff will work collaboratively to assist individuals in securing housing placement within 120 days, including assisting with in-person and virtual housing interviews, establishing linkage to providers to support behavioral and physical health needs, and assisting with transition to new housing. Communication between housing staff and Teams should be frequent.

Motivation of individuals to transition to permanent supportive housing is crucial, and Peer Specialists can utilize lived experiences to better engage residents. Peer Specialists are expected to lead various activities throughout the program. Peer Specialists can bridge the between individuals and health care professionals and can also accompany individuals to appointments, if needed or as desired. Peer Specialists can help individuals learn how to identify triggers and early warning signs, experiment with strategies to manage symptoms and identify key resources in the community. Peer Specialists are an integral part of helping people to cope with social or emotional barriers and to stay motivated to reach their goals.

Three meals per day will be provided in addition to nutritional snacks and beverages. Individuals will have direct access to food and will be supported in skill-building by participating in meal planning and preparation.

Staff will help the individual to gain skills necessary for a more independent level of care within a culturally sensitive space, building strong community connections. Program activities include but not limited to skill building, physical wellness, smoking reduction, and substance use reduction if needed, personal hygiene, educational activities to promote literacy, job readiness, housing interview preparedness, and computer literacy. Program staff will support individuals with upkeep of their rooms and common areas in order to teach self-care skills as it relates to maintaining a sanitary environment. The selected agencies are expected to maintain low barrier admission policies that promote a rapid transition from ETUs to housing. Sobriety is not a requirement for housing. The



agencies are expected to work closely with the referral source to develop a coordinated support plan for the individual who is housed.

In addition, all buildings in which program will be located must have a valid Certificate of Occupancy (or equivalent local approval of habitability such as a Letter of No Objection).

### ***Reporting Requirements***

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

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

## **5.2 Operating Funding**

For each program awarded through this RFP \$1,807,500 of operating funding will be provided annually. This funding is intended to support a traditional CR staffing model, plus specialized staff as outlined in section 5.1. Funding for this program may not be utilized in any other program, even if funded on the same contract.

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

## **5.3 Evaluative Criteria/Program Specific Questions**

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

### **5.4.1 Proposal Narrative (35 points)**

- 1a. Rank the boroughs, New York, Kings, Queens, and Bronx, in order of preference for development of the program. Most preferred should be ranked as one (1), second choice as two (2) and so on for the other boroughs. Do not include boroughs in which you are not interested in siting a program.
  
- 1b. Describe your plan for the development of a short-term transitional residence model for persons who are being discharged from ETU’s and have experienced street homelessness or subway dwelling prior to ETU admittance. Provide a description of the proposed community including but not limited to proximity to service providers for both behavioral and physical health, transportation, stores, community amenities, etc. If there is not a proposed location at this time explain, in detail, how you would find a site within 6 months. Describe the community amenities your agency looks for when seeking a site for development.
  
- 1c. Provide a description of your agency's experience working with the homeless population and demonstrate your agency’s ability to effectively serve the complex needs of these individuals.

- 1d. Discuss the characteristics of individuals who are being discharged from ETU's who have experienced homelessness and the needs of this group and give examples of how your agency has successfully housed and supported this population.
- 1e. Describe in detail, the services your agency will provide to the target group directly through the housing program, your agency as a whole, or in partnership with other agencies.
- 1f. Indicate the staff that will be hired, provide titles, job descriptions, FTEs and a staffing schedule. Describe the background and expertise staff will be expected to have. Describe the training and supervision staff will receive and specify your agency's current use of peers as part of treatment teams and engagement practices. Explain the measures your agency will take to recruit and retain experienced employees. Highlight agency resources that will be made available to implement the program.
- 1g. Confirm your agreement to both expedite admissions and adhere to a low barrier, "housing first" approach and follow the procedures currently in development.
- 1h. Explain engagement strategies. Describe how you will work with the consumer, their referring ETU and other service providers (i.e. SOS, ACT or IMT), and the consumer's natural supports, to develop an individualized, recovery-focused support plan for the consumer.
- 1i. Describe program activities including but not limited to skill building, smoking reduction, physical wellness, personal hygiene, meal planning, shopping, food preparation, educational activities to promote literacy, job readiness, housing interview preparedness, computer literacy, culturally sensitive space and building strong community connections.
- 1j. Provide information on assessing needs, support plan development, coordination with other service providers and natural supports, peer support, service documentation, grievance procedures, cultural competence, and addressing emergency situations.

**5.4.2 Agency Performance (15 points)**

Please respond to either Question 2a. Or 2b.

- 2a. Applicants that hold a current OMH housing contract must provide an overview of the agency's experience in providing housing services to individuals who are experiencing homelessness and knowledge of community resources relevant to this group. In the narrative incorporate Children and Adults Information Reporting System (CAIRS) data and recent Scattered Site Supportive Housing reviews to demonstrate that your agency operates Scattered Site Supportive Housing in accordance with OMH guidelines, targets OMH priority populations, maintains occupancy and has a demonstrated history of maintaining residents successfully in their housing. Current licensed OMH housing agencies must note their agency's ability to target OMH priority populations, average length of stay and ability to transition individuals into independent housing. OMH Housing agencies should indicate occupancy levels, ability to accept OMH priority populations, and

any instance of terminating a housing program.

OMH providers shall base their response on the most recently published Residential Program Indicators Report. Also, please note that OMH agencies will be evaluated on the timeliness and accuracy of CAIRS reporting.

- 2b. Applicants that do not hold a current OMH housing contract must describe their agency's experience with and ability to serve individuals who are experiencing street homelessness. The applicant must also describe a situation where successful interventions were used to assist an individual who is homeless with meeting their goals. Non-OMH contracted providers must attach evidence or correspondence from the most recent monitoring visit for any housing or behavioral health service program the agency operates, that is funded by a city, county, state, or federal government agency. Particular emphasis should be placed on describing the agency's experience and awareness of community resources relevant to homeless individuals within the borough proposed to be served.

#### **5.4.3 Inclusion and Diversity (10 points)**

- 3a. Provide a mission statement for this program, that includes information about the intent to serve individuals from marginalized/underserved populations.
- 3b. 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).
- 3c. 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).
- 3d. 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.
- 3e. 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.
- 3f. 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 executive level of agency

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

- 3g. Describe the training strategy on for topics related to diversity, inclusion, cultural competence, and the reduction of disparities in access, quality, and treatment outcomes for marginalized/underserved populations. These include trainings about implicit bias, diversity recruitment, creating inclusive work environments, providing languages access services.
- 3h. 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.

- 3i. 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).
- service descriptions and promotional material.

#### 5.4.4 Readiness (20 points)

- 4a. Is there an identified site for the proposed project? If so, what is the address? If not, please describe the steps your agency will take to identify and secure a site.
- 4b. Describe your agency's experience developing a capital project with OMH or other state agencies.
- 4c. Describe your agency's experience overcoming development challenges.
- 4d. How does your agency work with community members and stakeholders to gain support?
- 4e. Provide a detailed timeline for the project: Include milestones such as site acquisition, local approvals, construction timeframe, and estimated project opening date. Address other items such as known zoning issues, project development team readiness, etc.

#### 5.4.5 Financial Assessment (20 points)

- 5a. Using Appendix B, develop an Operating Budget in the identified column on the Budget template. Assume a full year of operating funds. Applicants should list staff by position, full-time equivalent (FTE), and salary.
- 5b. Using the Budget Narrative (Appendix B1), describe how your agency manages its operating budget. Applicants must complete a Budget Narrative which should include the following:
  - detailed expense components that make up the total operating expenses,
  - the calculation or logic that supports the budgeted value of each category,
  - description of how salaries are adequate to attract and retain qualified employees, and
  - detailed description of the program's financial sustainability.

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