



**Office of
Mental Health**

Comprehensive Psychiatric Emergency Program RFP

Due to the size of today's group, you have been placed on mute. Please enter all questions into the chat box.

Bidders Conference 1/10/2024

Christopher W. Smith, PhD: Associate Commissioner- Division of Adult Community Care

Sarah Kuriakose, PhD: Associate Commissioner- Division of Integrated Community Services for Children and Families

Kyle Bartlett: Mental Health Program Specialist- Division of Adult Services Community Care

Suzanne Cook: Deputy Director – Division of Adult Services Community Care

Housekeeping

- This meeting will be recorded and available following the conference.
- Participants will be muted due to the size of the meeting.
- Questions must be submitted through the chat box.
 - As possible, questions will be answered at the end of the presentation.
 - Questions not answered today will be responded to in the official Q&A.
- Questions and **final** answers will be posted on the agency website on 1/30/24.

RFP:

- The New York State Office of Mental Health has made available funds for the development and operation of 12 Comprehensive Psychiatric Emergency Programs (CPEPs).
- Projects must demonstrate an ability to provide the appropriate need-based CPEP services and be able to complete the capital project in a timely manner.
- Both capital funding and start-up funding will be available to selected applicants.
- Up to \$60 million in capital funding will be awarded through this RFP.

RFP cont'd

- Funding can be utilized to develop either a new CPEP or a new CPEP satellite site
- It is anticipated that each of the 12 awards will not exceed \$5 million in capital.
 - applications will be evaluated in part based on the cost effectiveness and feasibility of the proposed cost
 - if less than twelve passing applications are received, OMH may increase the award amount of the passing applications in order to fully expend the \$60 million available.
- Start-up funding will be available for up to \$1,000,000. Start-up funds will be allocated in the first year of the contract and can be spent over two years.

CPEPs

- CPEPs will be open 24 hours per day, seven days a week, and provide a full range of psychiatric emergency services and crisis outreach services.
- CPEPs must provide:
 - Triage and Referral Services
 - Full Emergency Visit Services
 - Extended Observation Bed Services, and
 - Crisis Outreach Services

CPEPs cont'd

- Providers consult with their LGUs to discuss local program and system planning prior to proposal submission.
- CPEPs will be adequately staffed with a multidisciplinary team.
 - Staffing plans will have the ability to meet the needs of the service area and the populations being served.
 - Staffing numbers will be based on the needs of operating a twenty-four (24) hours per day, seven (7) days per week facility and will reflect demographic data obtained on the catchment area.

RFP Eligibility

Eligible applicants are:

- General hospitals which are operated by State or local governments or voluntary agencies and are authorized to receive and retain patients pursuant to section 9.39 of the Mental Hygiene Law.
- Additionally, applicants must be in good standing with the Office of Mental Health at the time of certification approval. Good standing for licensed programs is defined as a provider having an OMH accepted Performance Improvement Plan and not under active Enhanced Provider Monitoring.

Capital Budget

- Applicants must complete an itemized Capital-Based Budget in the Grants Gateway that provides detailed projected expenses for the proposed capital project expected after the date of contract execution.
- The itemized values in the Capital Budget must clearly distinguish between expenses to be claimed under the State grant share and expenses to be covered by alternative sources of funding (if applicable).
- Please indicate amounts for any applicable funding necessary for the project other than the funds requested under this RFP.
- Note that the Scoping and Predevelopment, as well as Work Capital/ Reserves categories of expenses are not eligible categories and are therefore not available for entries.

Capital Budget Cont'd

Category of Expense	Allowable Costs
Construction	Site work, Construction, contingency, Rehabilitation should include a 10% contingency and new construction should include 5% contingency of total construction cost.
Design	Architect fees (see definition section), Architect additional fees should be 10% of the contingency cost, engineering fees.
Acquisition	Land / building, closing costs, survey, appraisal.
Administration	Legal fees, accounting fees, as a guideline, applicants are advised to include \$20,000 for legal fees related to bond financing.
Other	Permits, site testing, insurance, owner's representative, applicants are advised to include a construction cost escalation factor to account for the length of time needed to <u>enter into a</u> construction contract.

NYC Award and Funding Amount Targets

- Six (6) awards will be dedicated to the NYC Region.
- To support unmet need for CPEP services for children and youth, awards will be issued in NYC in the following manner:
 - Any passing applications that propose to serve children and adults will be awarded first;
 - any passing applications that propose to add capacity to serve children to an adult serving CPEP will be awarded second; and
 - any other passing applications will be awarded third.

Regional Awards and Funding Amount Targets

- Six (6) awards will be dedicated to the Rest of State Region.
- To support access to CPEP services in areas of the state where there are no CPEPs currently operating, awards will be issued in Rest of State in the following manner:
 - For each of the four (4) Economic Development Regions with no CPEP (Capital District Region, Mid-Hudson, Mohawk Valley, North Country), applications proposing to serve children and adults would be awarded **first**, one per region;
 - For each of the four (4) Economic Development Regions with no CPEP, applications proposing to serve an age-limited population (i.e. children only or adult only) would be awarded **second**, one per region, unless an award has already been made in the first category;
 - Any passing application for all ROS Economic Development Regions serving children and adults will be awarded **third** in order of score;
 - Any passing application for all ROS Economic Development Regions that propose to add children to an adult serving CPEP will be awarded **fourth** in order of score; and
 - Any other passing application will be awarded **fifth**, one per region. If awards remain, they will be awarded to the next passing application, one region at a time.

RFP Timeline

Key Events/Timeline

RFP Release Date	12/19/23
Bidders Conference	1/10/24
Questions Due	1/12/24
Questions and Answers Posted on Website	1/30/24
Proposals Due by 1:00 PM EST	2/20/24
Anticipated Award Notification	3/19/24
Anticipated Contract Start Date	07/01/24

Submitting a Proposal

- Proposals will be submitted using the [Grants Gateway](#).
- All applicants must be registered in NYS Gateway System.
- For information and instructions on Grants Gateway, refer to the RFP, Section 2.10,2.11,and 2.12.

Weblinks to Important Documents

Title 14 NYCRR Part 590/591, CPEP Program Guidance, are available using the following links below:

- CPEP Part 590: [Browse - New York Codes, Rules and Regulations \(westlaw.com\)](#)
- CPEP Part 591: [Browse - New York Codes, Rules and Regulations \(westlaw.com\)](#)
- [CPEP Program Guidance Final October 2021 \(ny.gov\)](#)
- Evaluation and Discharge Guidance: [OMH - DOH Evaluation and Discharge Guidance \(ny.gov\)](#)

Reporting Requirements

Agencies must conform to all OMH fiscal reporting requirements as outlined in the “Consolidated Fiscal Reporting and Claiming Manual.” These guidelines are available

at: http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/CFRManual/documents/FINAL-MANUAL050218.pdf.

Questions and Answers



**Office of
Mental Health**

Conference slides will be posted using the links below.

Official Questions and Answers will be accessible using the same links and will be available on 1.30.24.

[OMH Request for Proposals. Grant Procurements Comprehensive Psychiatric Emergency Programs \(ny.gov\)](#)

Thank You!



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