



**KATHY HOCHUL**  
Governor

**ANN MARIE T. SULLIVAN, M.D.**  
Commissioner

**MOIRA TASHJIAN, MPA**  
Executive Deputy Commissioner

**Request for Proposals**  
**Grant Procurements**  
**Comprehensive Psychiatric Emergency Programs**

**(On-Line Submission Required)**

**December 2023**

## Table of Contents

Section	Content	Page Number
<ul style="list-style-type: none"> <li>• Introduction and background</li> </ul>	<ul style="list-style-type: none"> <li>• 1.1 Purpose of the Request for Proposal</li> <li>• 1.2 Eligible Populations</li> <li>• 1.3 Bidders Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Pg 4</li> <li>• Pg 5</li> <li>• Pg 5</li> </ul>
<ul style="list-style-type: none"> <li>• Proposal submissions</li> </ul>	<ul style="list-style-type: none"> <li>• 2.1 Designated Contact</li> <li>• 2.2 Letter of Intent</li> <li>• 2.3 Key Events/Timeline</li> <li>• 2.4 Disposition of Proposals</li> <li>• 2.5 Eligible Agencies</li> <li>• 2.6 RFP Questions and Clarifications</li> <li>• 2.7 Addenda to Request for Proposals</li> <li>• 2.8 Disqualification Factors</li> <li>• 2.9 Grants Gateway</li> <li>• 2.10 Instructions for Bid submission</li> <li>• 2.11 How to Submit a Proposal</li> <li>• 2.12 Helpful Links</li> <li>• 2.13 Instructions for Completing the Workplan and Objectives in NYS Grants Gateway</li> </ul>	<ul style="list-style-type: none"> <li>• Pg 6</li> <li>• Pg 7</li> <li>• Pg 7</li> <li>• Pg 7</li> <li>• Pg 7</li> <li>• Pg 8</li> <li>• Pg 10</li> <li>• Pg 10</li> <li>• Pg 11</li> <li>• Pg 11</li> </ul>
<ul style="list-style-type: none"> <li>• Administrative information</li> </ul>	<ul style="list-style-type: none"> <li>• 3.1 Reserved Rights</li> <li>• 3.2 Debriefing</li> <li>• 3.3 Protests Related to Solicitation</li> <li>• 3.4 Term of Contracts</li> <li>• 3.5 Minority and Women Owned Business Enterprises</li> <li>• 3.6 Particpn Opps for NY VA owned business</li> <li>• 3.7 Equal Employment Opportunity</li> <li>• 3.8 Sexual Harassment</li> <li>• 3.9 Bid Response</li> <li>• 3.10 Acceptance of Terms and Conditions</li> <li>• 3.11 Freedom of Information Req</li> <li>• 3.12 NYS and OMH policies</li> </ul>	<ul style="list-style-type: none"> <li>• Pg 12</li> <li>• Pg 13</li> <li>• Pg 13</li> <li>• Pg 14</li> <li>• Pg 14</li> <li>• Pg 16</li> <li>• Pg 16</li> <li>• Pg 17</li> <li>• Pg 18</li> </ul>
<ul style="list-style-type: none"> <li>• Evaluation criteria</li> </ul>	<ul style="list-style-type: none"> <li>• 4.1 Evaluation Criteria</li> <li>• 4.2 Method for Evaluating Proposals</li> <li>• 4.3 Process for Awarding Contracts</li> <li>• 4.4 Award Notification</li> </ul>	<ul style="list-style-type: none"> <li>• Pg 18</li> <li>• Pg 18</li> <li>• Pg 19</li> <li>• Pg 20</li> </ul>
<ul style="list-style-type: none"> <li>• Scope of Work</li> </ul>	<ul style="list-style-type: none"> <li>• 5.1 Introduction</li> <li>• 5.2 Objectives and Responsibilities</li> <li>• 5.3 Implementation</li> <li>• 5.4 Reporting, Quality Impvmt, and Utilization R/v</li> <li>• 5.5 Operating Funding</li> </ul>	<ul style="list-style-type: none"> <li>• Pg 21</li> <li>• Pg 22</li> <li>• Pg 22</li> <li>• Pg 23</li> <li>• Pg 23</li> </ul>

<ul style="list-style-type: none"><li>• Proposal Narrative</li></ul>	<ul style="list-style-type: none"><li>• 6.1 Diversity, Equity and Inclusion</li><li>• 6.2 Population</li><li>• 6.3 Description of Program</li><li>• 6.4 Implementation</li><li>• 6.5 Capital Funding</li><li>• 6.6 Agency Performance</li><li>• 6.7 Reporting, QI and Utzn r/v</li><li>• 6.8 Financial Assessment</li><li>• 6.9 Readiness</li></ul>	<ul style="list-style-type: none"><li>• Pg 24</li><li>• Pg 25</li><li>• Pg 25</li><li>• Pg 27</li><li>• Pg 28</li><li>• Pg 28</li><li>• Pg 29</li><li>• Pg 29</li><li>• Pg 29</li><li>• Pg 30</li></ul>
--	---	---

# 1. Introduction and Background

## 1.1. Purpose of the Request for Proposal

The New York State Office of Mental Health (OMH) announces the availability of funds for the development and operation of 12 Comprehensive Psychiatric Emergency Programs (CPEPs). CPEPs will be developed in accordance with parts 590 and 591 and certified by NYS OMH. Funding can be utilized to develop either a CPEP main or satellite site. For purposes of this application, a CPEP satellite must provide both crisis intervention services including triage and referral and full emergency visits and extended observation bed services.

OMH intends to fund projects that can demonstrate an ability to provide the appropriate need based CPEP services and will be able to complete the capital project in a timely manner. Both capital funding for the development of the project and start-up 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/Crisis, Emergency and Stabilization Initiatives after further analysis of each individual project. Capital funding will be made available to selected applicants after approval of the capital project costs by the Division of the Budget (DOB).

Region	Counties
Rest Of State	Albany, Columbia, Greene, Saratoga, Schenectady, Rensselaer, Warren, Washington, Cayuga, Cortland, Madison, Onondaga, Oswego, Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming, Yates, Nassau, Suffolk, Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester, Fulton, Herkimer, Montgomery, Oneida, Otsego, Schoharie, Clinton, Essex, Franklin, Hamilton, Jefferson, Lewis, St. Lawrence, Broome, Chemung, Chenango, Delaware, Schuyler, Steuben, Tioga, Tompkins, Allegany, Cattaraugus, Chautauqua, Erie, Niagara
New York City	Bronx County, Kings County, New York County, Queens County, Richmond County

This Request for Proposals (RFP) is intended to address capital needs for the provision of CPEP main or satellite sites in one or more of the following areas:

- A) Acquisition – purchasing of real estate with an existing structure or vacant property on which a new structure can be built.
- B) Constructions – building a new structure for the purpose of providing CPEP services
- C) Rehabilitation – restoration of existing structure for the purpose of providing CPEP services.

New York State is developing a comprehensive crisis response system available to all New Yorkers regardless of their age, location of residence, or ability to pay. This system will

emphasize a person-centered continuum of care that enables individuals to enter and exit the system based on need. OMH is committed to the development of increased, enhanced, and connected crisis services across the state composed of a telephonic triage through the implementation of 988, the continued support and development of Mobile Crisis teams, Crisis Residential programs, Crisis Stabilization Centers, and Comprehensive Psychiatric Emergency Programs (CPEPs).

CPEPs provide triage, observation, evaluation, care, treatment and referral services in a safe and comfortable environment for individuals across the lifespan with a known or suspected mental illness. They provide a full range of psychiatric emergency services and crisis outreach services within a defined geographic area to individuals experiencing symptoms of a behavioral health crisis, including co-occurring disorders. These co-occurring disorders may include substance use disorders, intellectual and developmental disabilities, and medical conditions.

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

**Title 14 NYCRR Part 590**

[Browse - New York Codes, Rules and Regulations \(westlaw.com\)](#)

**Title 14 NYCRR Part 591**

[Browse - New York Codes, Rules and Regulations \(westlaw.com\)](#)

**CPEP Program Guidance:**

[CPEP Program Guidance Final October 2021 \(ny.gov\)](#)

**Evaluation and Discharge Guidance:**

[OMH - DOH Evaluation and Discharge Guidance \(ny.gov\)](#)

**1.2 Eligible Population**

CPEPs are designed to serve all New Yorkers experiencing a behavioral health crisis in their service area regardless of age, ability to pay, or a person's location of residence. Any individual who presents to a CPEP must be provided services.

**1.3 Bidder's Conference**

A Bidder's Conference will be held at the date and time listed in the Schedule. Prospective Proposers' participation in this conference is highly encouraged but not mandatory.

The purpose of the Bidder's Conference is to:

- Provide additional description of the project; and
- Explain the RFP process

The details for the Bidders' Conference are as follows:

January 10th, 2024, from 11:00 AM – 12:30 PM

-- Do not delete or change any of the following text. --

**When it's time, join your Webex meeting here.**

[Join meeting](#)

**More ways to join:**

**Join from the meeting link**

<https://meetny.webex.com/meetny/j.php?MTID=ma155a718f7efe627c03b11b6ea822e68>

**Join by meeting number**

Meeting number (access code): 1619 44 1814

Meeting password: fbBNDMBz496

**Tap to join from a mobile device (attendees only)**

[+1-518-549-0500](tel:+1-518-549-0500),,1619441814## US (English Menu)

**Join by phone**

[+1-518-549-0500](tel:+1-518-549-0500) US (English Menu)

**Join from a video system or application**

Dial [1619441814@meetny.webex.com](tel:1619441814@meetny.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

If you are a host, [click here](#) to view host information.

Need help? Go to <https://help.webex.com>

## 2. Proposal Submissions

### 2.1 Designated Contact/Issuing Officer

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

Carol Swiderski  
Contract Management Specialist 2  
New York State Office of Mental Health  
Contracts and Claims  
44 Holland Avenue, 7<sup>th</sup> Floor  
Albany, NY 12229  
[OMHLocalProcurement@omh.ny.gov](mailto:OMHLocalProcurement@omh.ny.gov)

### 2.2 Letter of Intent

Agencies interested in responding to this Request for Proposal do not need to submit a Letter of Intent to Bid.

### 2.3 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

### 2.4 Disposition of Proposals

All proposals received by the due date become the property of OMH and shall not be returned. Any proposals received after the due date cannot be evaluated; therefore, such proposals will be disqualified from further consideration.

### 2.5 Eligible Applicants

- 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 receiving or not under active Enhanced Provider Monitoring.

- If you are unsure if your agency is an eligible applicant, contact the Issuing Officer identified above.

Please note that questions regarding Eligibility will not be responded to individually. All Eligibility-related questions will be responded to through the official Questions and Answers process. The Questions and Answers will be posted on the date indicated in [Section 2.3](#). Questions regarding eligibility will not be responded to by the Issuing Officer on an individual basis. All questions specific to eligibility will be incorporated into the list of Questions and Answers and be posted on the date indicated in Section 2.3.

## **2.6 RFP Questions and Clarifications**

All questions or requests for clarification concerning the RFP shall be submitted in writing to the Issuing Officer by e-mail to [OMHLocalProcurement@omh.ny.gov](mailto:OMHLocalProcurement@omh.ny.gov) by 4:00 PM EST on 1/12/24, the “Questions Due date” indicated in [Section 2.3](#). No questions can be submitted or will be answered after this date. No questions will be answered by telephone or in person.

The questions and official answers will be posted on the OMH websites by 1/30/24.

## **2.7 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, the NYS Contract Reporter and Grants Gateway to learn of revisions or addendums to this RFP. No other notification will be given.

## **2.8 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 all eligibility criteria have been met. Additionally, during the proposal evaluation process, evaluators will also be reviewing eligibility criteria and confirming that they have been met. During the course of either of these review processes, proposals that do not meet basic participation standards will be disqualified. Grounds for disqualification include, but are not limited to:

- Proposals from applicants that do not meet the eligibility criteria as outlined in [Section 2.5](#); or
- Proposals that do not comply with bid submission and/or required format instructions as specified in [Section 2.11](#); or
- Proposals from eligible applicants who have not completed Vendor Prequalification, as described in [Section 2.11](#), by the proposal due date of 1:00 PM EST on 1/05/24.

## **2.9 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 be Prequalified in order for proposals to be evaluated and any resulting contracts executed.

Proposals received from eligible Article 28 hospitals who have not been prequalified by the proposal due date 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 their prequalification information will be reviewed if they do not adhere to this timeframe.**

### 2.9.1 Instructions for Completing the Capital-Based Budget in Grants Gateway

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 (for tentative date, see Section 2.2.) For Applicants convenience, reference **Appendix A** to view the format of the Capital Budget to be completed in Grants Gateway. 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). Match Funds are not required. Please use the Other Funds column to 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.

Please use the table below as reference for allowable costs under each Category of Expense in the Capital-Based Budget. This is not an exhaustive list of eligible expenses. However, any expense not listed on the table below are subject to the approval by OMH.

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 and accounting fees. As a general 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 enter into a construction contract.

Please note that soft cost items, including those set forth above, must be directly associated with the facilitation of the capital project. OMH retains the sole and absolute discretion to reject any non-qualifying soft costs. Also, OMH reimbursement will only be made for actual expenditures based on submitted and approved invoices.

Unallowable expenses include, but are not limited to:

- Costs associated with the operations of program, including but not limited to employee salaries and benefits;
- Interest, fees or other costs associated with other capital funding sources related to the proposed project;
- Costs associated with applying for or administering the OMH capital grant;
- Debt service; or
- Reimbursement of acquisition or carrying costs for property already owned by the applicant.

In the Financial Assessment of the application, the Applicant will be asked for a breakdown, explanation and justification of the projected costs included in the Capital Budget in a Budget Narrative. The Applicant will be expected to provide cost estimates and upload supporting documentation for those estimates (i.e. an estimate or estimates prepared by a design or construction professional) in response to Question 5a in Section 5.4.5.

The Applicant's Capital Budget and a Budget Narrative for the proposed capital project will account for 20% of the evaluation factor in the scoring of the application; therefore, attention to budget accuracy and sufficient justification for proposed costs will increase your project score.

Applicants must complete the entirety of their Capital Budget in Grants Gateway. Do not upload your own Capital Budget form. Failure to complete the Capital Budget in Grants Gateway may be cause to reject your proposal for non-responsiveness.

## **2.10 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.

**NOTICE** – Notification of intent to apply should be made to the Local Governmental Unit (county director of community services) for each county to be served under the program application, as defined in Section 41 of the New York State Mental Hygiene Law.

## 2.11 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.

**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 is logged in as a ‘Grantee Contract Signatory’ or a ‘Grantee System Administrator’. Either 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, e-mail, hard copy or hand delivery.

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

## **2.13 Instructions for Completing the Workplan and Objectives in NYS Grants Gateway**

The Workplan Overview Form will be used to create the Work Plan portion of the contract. Some of the information requested will be duplicative of information provided earlier in the application. Be sure to follow the guidance provided below.

The Work Plan Period should reflect the anticipated capital contract period. Capital Contracts will be approved for a five-year term.

The Project Summary section should include a high-level overview of the project as instructed.

The Organizational Capacity section should include the information requested regarding staffing and relevant experience of staff and any applicable consultants to be involved in undertaking the proposed capital project.

The Objectives and Tasks section should identify grantee-defined objectives and tasks that are relevant to the completion of the proposed project. To get started, add your first Objective Name and Description and then click the [SAVE] button at the top of the page. After hitting Save, a field for the Task Name and Task Description will show under the Objective box. Complete both fields and hit the [SAVE] button at the top of the page. After entering the Task information and clicking Save, you will now see a box for the Performance Measure information and a box to enter a second Task. Enter a Performance Measure Name and select the Performance Measure Data Capture Type from the dropdown box. The type you choose from the dropdown will show on the screen for you to complete. Once you've entered the name, data capture type and the text/integer/or date as applicable, click the [SAVE] button at the top of the page.

For Performance Measure Name restate the Objective then enter the narrative requested in the box below. Performance Measures are also grantee-defined. Once entered, click Save. You may continue to add Objectives, Tasks and Performance Measures up to and including the max amount allowed by the state.

The online Workplan is essentially an outline/summary of the work associated with the Project(s) described in the sections above. Please note that if an application is selected for an award, the Workplan will be subject to change and can be updated during the contract development/negotiation process.

Applicants should refer to Section 5.2.4 Grantee Defined Workplan in the [Vendor User Manual](#) for detailed instructions on how to complete the Workplan.

## **3. Administrative Information**

### **3.1 Reserved Rights**

OMH reserves the right to:

- Reject any or all proposals received in response to the RFP that are deemed non-

responsive or do not meet the minimum requirements or are determined to be otherwise unacceptable, in the OMH's sole discretion;

- Withdraw the RFP at any time, at OMH's sole discretion
- Make an award under the RFP in whole or in part;
- Utilize any and all ideas submitted in the applications received;
- Disqualify any applicant whose conduct and/or proposal fails to conform to the requirements of the RFP;
- Seek clarifications and revisions of proposals for the purposes of assuring a full understanding of the responsiveness to the requirements of this solicitation;
- 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 bid opening, direct applicants to submit proposal modifications addressing subsequent RFP amendments;
- Prior to bid opening, amend the RFP specifications to correct errors or oversight, supply additional information, or extend any of the scheduled dates or requirements and provide notification to potential bidders via the OMH website, Grants Gateway and the New York State (NYS) Contract Reporter;
- Eliminate any non-material specifications that cannot be complied with by all the prospective applicants;
- Waive any requirements that are not material;
- Negotiate any aspect of the proposal with the successful applicant in order to ensure that the final agreement meets OMH objectives and is in the best interests of the State;
- Conduct contract negotiations with the next responsible applicant, should the OMH be unsuccessful in negotiating with the selected applicant;
- Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an applicant's proposal and/or to determine an applicant's compliance with the requirements of the solicitation;
- Cancel or modify contracts due to insufficiency of appropriations, cause, convenience, mutual consent, non-responsibility, or a "force majeure";
- Make awards based on geographical or regional consideration to serve the best interests of the State;
- Reallocate awards to the NYC region should the rest of state region not obtain the available 6 awards;
- Reallocate awards to the rest of state region should the NYC region not obtain the available 6 awards;
- Award the funding in a manner that best achieves the goals and intent of the RFP, including a distribution that best achieves access to CPEP services geographically within the limits of available funding. This includes the right to make initial awards that are lower than the amount requested, and the right to make awards up to the full amount of the funding available.
- Make awards in a culturally humble and ethnically diverse manner as determined necessary and appropriate in the sole discretion of OMH to serve the best interests of the State;
- Change any of the Key Events/Timeline Dates

### **3.2 Debriefing**

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

### **3.3 Protests Related to the Solicitation Process**

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

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

### **3.4 Term of Contracts**

Contracts for Capital Construction costs will be developed in accordance with the process outlined in Section 4.3.1, upon approval of the capital projects costs by OMH and the Division of Budget (DOB). The term of such contracts shall be determined as part of the contract development process.

The State's Prompt Contracting and Vendor Responsibility provisions require all State agencies to complete contract development and the signatory process in accordance with statutorily prescribed timeframes. It is expected that awardees will be available and prepared to respond within the statutorily required timeframes. Awardees who cannot meet the prescribed timeframes for contract development and/or signature may, at the OMH's sole discretion, be denied funds awarded to it under this RFP.

For the anticipated start date, see section 2.2. OMH reserves the right to change the first year's contract term, as stated above. Selected Applicants 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.

The OMH Master Grant Contract Forms and instructions are available at:  
[www.omh.ny.gov/omhweb/resources/providers/directcontract/](http://www.omh.ny.gov/omhweb/resources/providers/directcontract/).

### **3.5 Minority and Women Owned Business Enterprises**

OMH recognizes it is their 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 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 agreements, such finding constitutes a breach of contract, and OMH may withhold payment from the award recipient as liquidated damages.

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

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

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

OMH will review the submitted MWBE Utilization Plan and advise the award recipient of OMH acceptance or issue a notice of deficiency within 30 days of 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 the Issuing Officer, a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by OMH to be inadequate, OMH shall notify the award recipient and direct the award recipient to submit within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

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

- i. If an award recipient fails to submit a MWBE Utilization Plan;

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

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

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

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

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

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

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

### **3.7 Equal Opportunity Employment**

By submission of a bid or proposal in response to this solicitation, the Applicant/Contractor agrees with all terms and conditions of Master Contract for Grants, Section IV(J) – Standard Clauses for All New York State Contracts including Clause 12 – Equal Employment Opportunities for Minorities and Women. The Contractor is required to ensure that it and any subcontractors awarded a subcontract over \$25,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements

thereon (the “Work”), except where the Work is for the beneficial use of the Contractor, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

The Applicant will be required to submit a Minority and Women-Owned Business Enterprises and Equal Opportunity Policy Statement, to the State Contracting Agency with their bid or proposal. To ensure compliance with this Section, the Applicant will be required to submit with the bid or proposal an Equal Opportunity Staffing Plan (Form # to be supplied during contracting process) identifying the anticipated work force to be utilized on the Contract. If awarded a Contract, Contractor shall submit a Workforce Utilization Report, in such format as shall be required by the Contracting State Agency on a monthly or quarterly basis during the term of the contract. Further, pursuant to Article 15 of the Executive Law (the “Human Rights Law”), all other State and Federal statutory and constitutional and non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment status because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status, or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest. Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

### **3.8 Sexual Harassment Prevention Certification**

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

### **3.9 Bid Response**

Neither the State of New York nor OMH shall be responsible for the costs or expenses incurred by the applicant in preparation or presentation of the bid proposal.

### **3.10 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 2.11](#) of this RFP.

### **3.11 Freedom of Information Requirements**

All proposals submitted for OMH consideration will be held in confidence. However, the resulting contract is subject to New York State Freedom of Information Law (FOIL). Therefore,

if an applicant believes that any information in its bid constitutes a trade secret or should otherwise be treated as confidential and wishes such information not be disclosed if requested, pursuant to FOIL (Article 6 of Public Officer’s Law), the applicant must submit with its bid, a separate letter specifically identifying the page number(s), line(s), or other appropriate designation(s) containing such information explaining in detail why such information is a trade secret and formally requesting that such information be kept confidential. Failure by an applicant to submit such a letter with its bid identifying trade secrets will constitute a waiver by the applicant of any rights it may have under Section 89(5) of the Public Officers Law relating to the protection of trade secrets. The proprietary nature of the information designated confidential by the applicant may be subject to disclosure if ordered by a court of competent jurisdiction. A request that an entire bid be kept confidential is not advisable since a bid cannot reasonably consist of all data subject to a FOIL proprietary status.

### 3.12 NYS and OMH Policies

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

## 4. Evaluation Factors and Awards

### 4.1 Evaluation Criteria

All proposals will be rated and ranked in order of highest score based on an evaluation of each applicant’s written submission as well as joint internal reviews conducted by OMH.

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

<b>Technical Evaluation</b>	<b>Points</b>
Diversity, Equity, Inclusion and Peer Support	10
Population	5
Description of Program	15
Implementation	15
Capital Project Funds	5
Agency Performance	10
Reporting, Quality Improvement and Utilization Review	10
Financial	20
Readiness	10
<b>Total Proposal Points</b>	<b>100 Points</b>

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

### 4.2 Method for Evaluating Proposals

Designated staff will review each proposal for completeness and verify that all eligibility criteria are met. A complete proposal shall include all required components as described in [Section 2.11](#). If a proposal is not complete or does not meet the basic eligibility and participation standards as outlined in [Section 2.5](#), the proposal will be eliminated from further review. The agency will be notified of the rejection of its proposal within 10 working days of the proposal due date.

Proposals will be conducted in two parts: Technical Evaluation and Financial Assessment. The technical evaluation committee, consisting of at least three evaluators, will review the technical portion of each proposal and compute a Technical Evaluation score. A Financial Assessment 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.

In case of a tie in the scoring process, the proposal with the highest score on the Implementation ([Section 6.4](#)) of the Proposal Narrative 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 per the criteria set forth in Section 5.5 of this RFP.

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 capital funding. Up to \$60 million in capital funding will be awarded through this RFP. It is anticipated that each of the 12 awards will not exceed \$5 million in capital. However, applications will be evaluated in part based on the cost effectiveness and feasibility of the proposed cost and 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.

#### **Regional Award and Funding Amount Targets**

Awards will be made to applicants with passing scores in rank score order, subject to the following minimum award targets per region:

- 6 awards will be dedicated to the NYC region
- 6 awards will be dedicated to the non-NYC region (Rest of State [ROS])

Awards will be issued in NYC or ROS in rank score order until all 6 awards are made based on the below prioritization. If there are fewer than 6 applications with a passing score in either NYC or ROS and greater than 6 passing awards in the other region (NYC or ROS, respectively) applications with passing scores will be awarded based on prioritization and rank score order until all twelve (12) awards are issued. 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.

To support unmet need for CPEP services for children and youth, awards will be issued in NYC:

- 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.

To support access to CPEP services in areas of the state where there are no CPEPs currently operating, awards will be issued in ROS:

- For each of the 4 Economic Development Regions(i.e., Capital District Region, Mid-Hudson, Mohawk Valley, North Country) with no CPEP, applications proposing to serve children and adults would be awarded first, one per region;
- for each of the 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 for all ROS EDRs will be awarded fifth, one per region. If awards remain, they will be awarded to the next passing application, one region at a time.

For additional information please refer to section 3.1 Reserved Rights.

#### **4.3.2 Contract Termination and Reassignment**

There are factors that may result in the awarded funding being reassigned and reallocated. These include, but are not limited to, an OMH determination that the agency has failed to adequately progress a project within 18 months of the award notification date; a failure to successfully and properly secure the grant through a state aid grant lien; failure to obtain OMH licensure; an OMH determination that the project is not feasible; or an OMH determination that a lease for a site is not minimally commensurate with the bond amortization and said lease cannot be renegotiated. By submitting a response to this RFP, an agency acknowledges that any determination to rescind and/or reallocate funding is solely at the discretion of OMH. An agency will be provided notification if the awarded funding is to be rescinded and reallocated. By submitting this application, the applicant commits to complying with and obtaining licensure through the OMH; Regulation Parts 590/591 of 14 NYCRR.

In the instance of reallocation of funding, OMH will begin with any proposal that was partially funded, in order of score, subject to the funding limits of the RFP. If the agency does not accept the award, and/or additional uncommitted funding remains, OMH will go to the next highest ranked proposal that did not receive an initial award and will work its way down the list until the funding is fully committed. In the event that none of these agencies accept, and/or additional uncommitted funding remains, OMH will go back to the top of the list in rank order to offer additional funding as needed, in furtherance of the goals of this RFP.

#### **4.4 Award Notification**

At the conclusion of the procurement, notification will be sent to all successful and non-successful Applicants.

The award is further subject to the submission and approval of a Prior Application Review (PAR) application as necessary. The PAR process will require Applicants to provide proof that they have sufficient authorization and control to undertake the capital project at the project site. In order to determine that the Applicant owns, leases, or otherwise has control over the site where the project will be located, Applicants must provide a copy of the deed or lease for the site as part of the PAR. Additionally, if the Applicant is leasing the project site, a Letter of Support from the site owner to conduct proposed work will be required as part of PAR process. If the site is not under the Applicant's control, proof that the lease for the site is minimally commensurate with the bond amortization will also be required.

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.

Once an Applicant is notified of an award through this RFP, they may also be required to submit an "Appraisal & Feasibility Request Form." The Bureau of Housing Development and Support staff will review this information and may contact the agency for further information regarding the planned capital improvements and/or to arrange a visit to the site. If the site is acceptable, OMH will order a feasibility study to further evaluate the proposed plan.

The Capital Budgets of awardees are subject to approval by the Bureau of Housing Development and Support after further analysis of each individual project before the Capital Budget is finalized.

Finally, should the cost of the capital project exceed the OMH award, applicants must demonstrate they have secured the full funding to complete the project before the OMH contract will be executed. Capital contracts will be finalized when the Division of the Budget (DOB,) the NYS Attorney General and the Office of State Comptroller approval is received. Neither OMH nor the State of New York is liable for any expenditure incurred or made by an Applicant until the applicable action(s) listed above occur.

Capital grants for this program will be financed with State bonds, issued by an authorized State entity (e.g. the Dormitory Authority of the State of New York (DASNY)). Grant applications are subject to review to determine whether the applications contain a request for a grant to fund eligible project costs (as discussed in Section 2.13) in connection with a capital work or purpose which may properly be reimbursed from bond proceeds. Additionally, all grant recipients will be required to enter into a regulatory agreement that obliges use of the facility constructed with OMH grants as a CPEP for a minimum period of twenty (20) years.

## **5. Scope of Work**

### **5.1 Introduction**

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 must commit to meet start-up spending requirements, with the expectation that CPEPs will be operational and have the capability to bill for services upon licensure.

The selected Providers will establish CPEPs or CPEP satellites according to Title 14 NYCRR Part 590, Title 14 NYCRR Part 591, and the CPEP Program Guidance. See [Section 1.1](#) of this document for links to both documents.

CPEPs will collaborate with the OMH Field Offices, Local Government Units (LGUs), law enforcement agencies, schools, hospitals, and other community programs and providers. Participation in county and community planning, including active collaboration in Community Service Boards and inclusion in Local Service Plans, will also be crucial to serve the community's needs.

Providers should contact and consult with their LGUs and County Director of Community Services (DCS) to discuss local program and system planning prior to proposal submission.

The Local Government Unit (LGU), Director of Community Service (DCS)/Mental Health Commissioner has a statutory authority and responsibility for oversight and cross-system management of the local mental hygiene system to meet the needs of individuals and families affected by mental illness, substance use disorder and/or intellectual/developmental disability in their communities. LGU collaboration is a vital part of the work of CPEP. Applicants must notify the LGUs of their intent to apply.

## **5.2 Objectives and Responsibilities**

CPEPs must follow and adhere to the CPEP Program Guidance to provide triage, observation, evaluation, care, treatment and referral in a safe and comfortable environment for those individuals with a known or suspected mental illness.

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 within a defined geographic area to individuals experiencing symptoms of a behavioral health crisis including co-occurring disorders. These co-occurring disorders may include substance use disorders, intellectual and developmental disabilities, and medical conditions.

Individuals may present to the CPEP in a variety of ways including, but not limited to: referrals from behavioral health provider agencies, emergency medical services transport, police transport, and walk-ins. The CPEP staff will make a reasonable effort to obtain as much information as possible from the individual(s) accompanying and/or referring the patient to the CPEP.

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 hours per day, seven days per week facility and will reflect demographic data obtained on the catchment area.

Extended Observation Bed (EOBs) will be available 24 hours per day, seven days a week. EOBs will be located in or adjacent to the emergency room of a CPEP and provide a safe environment for an individual who, in the opinion of the examining physicians, requires extensive evaluation, observation, assessment, or stabilization of the person's acute psychiatric symptoms for a period up to 72 hours. EOBs will be available for both youth and adults.

CPEPs will provide crisis outreach services including evaluation, assessment, and stabilization services in person outside of an emergency room. Crisis outreach will be provided seven days per week, during at least the day and evening hours pursuant to a staffing plan approved by the Office of Mental Health. Crisis outreach services may be provided directly by the CPEP or through written agreement with a provider of service approved by the Office of Mental Health.

Crisis outreach services include Mobile Crisis Outreach services, and Crisis Outreach Follow Up. For more information about these services, please refer to the CPEP Program Guidance.

### **5.3 Implementation**

CPEPs will be licensed, monitored, and overseen by OMH, in accordance with Titles 14 NYCRR Parts 590 and 591. The hospital will participate with the local governmental unit in local planning processes pursuant to sections 41.05 and 41.16 of the Mental Hygiene Law.

A CPEP must continuously employ an adequate number of staff and an appropriate staff composition to carry out its goals and objectives as well as to ensure the continuous provision of sufficient ongoing and emergency supervision. All staff working in the CPEP should be oriented in, and have ongoing access to, all relevant hospital policies and OMH regulations. All staff working in a CPEP must be competent in the identification of risk factors for harm to self and/or others.

CPEPs must maintain admission and discharge criteria consistent with goals and objectives of psychiatric emergency care. CPEPs should develop policies and procedures to verify that after-care appointment(s) occurred and follow up with individuals to ensure satisfactory linkage to care.

The CPEP must maintain an environment adequate and appropriate for the safe and effective operation of the program. The premises must be reasonably maintained to ensure access to services and the physical space by all individuals including but not limited to individuals with developmental and intellectual disabilities, physical disabilities, communication needs, and individuals who are blind. In an effort to provide space for healing, the CPEP should be a welcoming and comfortable environment.

### **5.4 Reporting, Quality Improvement, and Utilization Review**

CPEPs must comply with all OMH fiscal reporting requirements as outlined in the [Aid to Localities Spending Plan Guidelines](#).

The hospital shall ensure the timely reporting, investigation, review, monitoring and documentation of incidents pursuant to the Mental Hygiene Law and Part 524

CPEPs will be required to maintain accurate reporting and case records according to Regulation and Program Guidance.

CPEPs must have quality, supervisory, and operational infrastructure to support reporting to OMH regarding all persons receiving care, including registration and discharge dates, characteristics of individuals served, referral source, services provided, discharge plan, disposition, and follow-up. Information will also be submitted regarding performance indicators demonstrating that recipients' continuity of care has been assured. OMH will provide CPEPs with a template of the data items required for reporting for manual or bulk data entry which may include client-identified information.

CPEPS will have a systematic approach for self-monitoring and ensuring ongoing quality improvement of services, including analyzing utilization review findings and recommendations. Providers should ensure continuous quality improvement of services and development of the CPEP, including regular monitoring and evaluation of outcomes. Providers will participate in site visits from OMH, and the New York City Department of Health and Mental Hygiene (DOHMH) where applicable.

## **5.5 Operating Funding**

Providers will be funded through a combination of sources, including but not limited to net deficit, Medicaid, and other third-party payors.

Start-up funds will be allocated in the first year of the contract and can be spent over two years. Start-up funding will be available for up to \$1,000,000. Start-up funding should be included in the operating budget.

CPEPs are expected to bill Medicaid.

## **6. Proposal Narrative**

When submitting proposals for funding under this RFP, the narrative must address all components listed below, in the following order. Please be clear and concise in your response. Not all questions need to fill the full character allowance. Separate proposals must be submitted for each program that is proposed.

### **6.1 Diversity, Equity, Inclusion and Peer Support**

**6.1.a.** Provide a mission statement for this project that includes information about the intent to serve individuals from marginalized/underserved populations in a culturally responsive trauma-informed way.

**6.1.b.** Identify the management-level person responsible for coordinating/leading efforts to reduce disparities in access, quality, and treatment outcomes for marginalized populations.

**6.1.c.** Identify the management-level person responsible for coordinating/leading efforts to ensure incorporation of feedback from participants in services in continuous agency improvement. (Information provided should include the individual's title, organizational positioning, and their planned activities for coordinating these efforts).

**6.1.d.** Provide the diversity, inclusion, equity, cultural and linguistic competence plan for this program (as outlined in the National CLAS Standards). Plan should include information in the following domains:

- workforce diversity (data-informed recruitment);
- workforce inclusion;
- reducing disparities in access quality, and treatment outcomes in the patient population;
- soliciting input from diverse community stakeholders, organizations and persons with lived

experience.

- efforts to adequately engage underserved foreign-born individuals and families.
- how stakeholder input from service users and individuals from marginalized/underserved populations was used when creating the diversity, inclusion, equity, cultural and linguistic competence plan.

Discuss how the plan will be regularly reviewed and updated.

**6.1.e.** Describe the organization's committees/workgroups that focus on reducing disparities in access, quality, and treatment outcomes for marginalized populations (diversity, inclusion, equity, cultural/linguistic competence).

**6.1.f.** Describe the organization's committees/workgroups that focus on incorporating participants of services into the agency's governance. Note - it is important to describe how membership of any such committee/workgroup includes people with lived experience and representatives from the most prevalent cultural groups to be served in this project.

**6.1.g.** Describe program efforts to recruit, hire and retain a) staff from the most prevalent cultural group of service users and b) staff with lived experience with mental health and receiving mental health services.

**6.1.h.** Describe efforts to meet the language access needs of the clients served by this project (limited English proficient, Deaf/ASL). This information should include the use of data to identify the most prevalent language access needs, availability of direct care staff who speak the most prevalent languages, the provision of best practice approaches to provide language access services (e.g., phone, video interpretation). Also, include information about efforts to ensure all staff with direct contact with clients are knowledgeable about using these resources. Additionally, provide information about the plan to provide documents and forms in the languages of the most prevalent cultural groups of its service users (consent forms, releases of information, medication information, rights, and grievances procedures).

This section should also include information related to:

- addressing other language accessibility needs (Braille, limited reading skills);
- service descriptions and promotional material.

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

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

## **6.2 Population**

**6.2.a.** Describe where the CPEP will be located and the service area. Using available quantitative data, describe the need for a CPEP in your service area, including projected number of individuals served per month and the method used to project this number.

**6.2.b.** Provide a detailed narrative of the CPEP location and community amenities such as

public transportation, parking, and surrounding environment. How will the location of the CPEP benefit the service recipients? Include a description of the proposed location within the building.

**6.2.c.** Describe your understanding of the service needs and approach based on experience and collected service area data, for addressing the needs of children, adolescents, families, and adults experiencing a behavioral health crisis, including those who may have limited support networks and/or resources, and who may not otherwise be engaged in services. Include a description of the engagement practices and strategies to be used and targeted to meet the needs of the populations being served. If your proposed CPEP is age-limited (adults only or children/youth only), please specify the age range. Please specify the regional resources that will serve the other part of the age spectrum, i.e., if you serve 0-18, what resource will serve 19+. Submit Memorandums of Understanding and specify the agreements with these entities to direct referrals and message/market to the community.

### **6.3 Description of Program**

Responses should be consistent with the CPEP Program Guidance **but should not be a reiteration of the Program Guidance**. Responses should describe how your agency would meet these areas following the Program Guidance.

**6.3.a.** Describe how the CPEP will provide each of the following services – including tools, strategies, and therapeutic approaches:

- Triage and Referral
  - Full Emergency Visits
  - Extended Observation Beds
  - Crisis Outreach
- i. Describe the methods and approaches the CPEP will use to promote and ensure that services provided are person-centered, and trauma informed, to all individuals that may present with a range of needs and acuity.
  - ii. Describe the methods that will be used to assess for level of acuity, including but not limited to suicide risk, overdose risk, risk of violence, substance use, substance intoxication and withdrawal risk, health, and mental health needs throughout services.
  - iii. Describe the services and supports that will be provided by OMH Certified Peer Specialists, OMH Credentialed Family Peer Advocates, OMH Credentialed Youth Peer Advocate, and/or OASAS Certified Recovery Peer Advocates.

**6.3.b.** For CPEPs serving the lifespan, describe the intervention approaches that will be utilized for children and adolescents. The approach should include the CPEP's relationship with local school districts and colleges, Child Protective Services, and pediatricians/primary care providers. Outline how the treatment/intervention approach for children and adolescents will differ from the treatment approach for adults.

For CPEPs not serving children, please specify the age range. Please specify the regional resource(s) that will serve 0-18. Submit Memorandums of Understanding and specify the

agreements with these entities to direct referrals and message/market to the community.

**6.3.c.** Describe how the CPEP will support the safety and wellness of recipients during a mental health crisis (individual service plans, wellness, and safety plans) - include an emphasis on clients whose racial, ethnic, or gender identity are known to increase risk of potentially harmful encounters with the emergency response system (i.e., police, EMS).

**6.3.d.** Describe methods for developing referral and follow-up systems. Explain how partnerships will be utilized in this planning for linkages to care – including partnerships with Managed Care Organizations, Case Managers, Regional Inpatient Units, Peer organizations and Advocate services. Address methods for successful discharge planning for individuals with complex needs following the October 2023 Guidance on Evaluation and Discharge Practices for CPEPs and 9.39 Eds.

i. Describe follow-up approach(s) that will be used for successful discharge planning.

**6.3.e.** Describe the organization's committees/workgroups that focus on reducing disparities in access, quality, and treatment outcomes for marginalized populations (diversity, inclusion, equity, cultural/linguistic competence).

## **6.4 Implementation**

Responses should be consistent with the CPEP Program Guidance **but should not be a reiteration of the Program Guidance**. Responses should describe how the CPEP will meet these areas following the Program Guidance.

**6.4.a.** Provide a regulatory compliant staffing plan for twenty-four hours per day, seven days per week staffing, including peak and off-peak hours. Include method(s) for projecting peak and off-peak hours. Provide a brief description of the roles and responsibilities of each staff member – including specific skills and level of experience expected of each staff member.

- i. Explain how the Psychiatrist and/or Psychiatric Nurse Practitioner will be utilized in day-to-day operations.
- ii. Describe plans and strategies to retain and support staff in a demanding environment. Provide details of how leadership will obtain, retain, and support staff during periods of workforce shortages and health crises.

**6.4.b.** Provide plans for regular staff supervision and what will be included as part of supervision. Including plans for in-discipline supervision to meet staff needs.

**6.4.c.** Describe the services that on-call providers/staff will provide. Provide strategies and methods for utilizing on-call staff, including expected response time(s) based on the geography of the service area and needs of the populations being served.

- i. Additionally, describe the services that telehealth providers/staff will provide. Provide strategies and methods for utilizing telehealth staff, including expected response time(s) based on the CPEP's ability to provide telehealth services (i.e., equipment and bandwidth). Include plans for how the CPEP will engage the recipient when services are delivered via telehealth and how on-site staff members will assist.

**6.4.d.** Provide a plan describing how the CPEP will develop premises for the identified population (Identify if the CPEP will serve children, adolescents, families, and/or adults). The response should include plans/methods for developing privacy spaces, needed equipment, technology, administrative oversight, and separate areas for children and adults if both populations will be served.

- i. Describe how and where recipient belongings will be handled throughout service delivery – including but not limited to home technology devices, medications, miscellaneous items (knives, tools, etc.), and unknown substances
- ii. Describe the location and the quantity of Extended Observation Beds the CPEP will develop.

**6.4.e.** Provide a brief narrative of potential barriers the CPEP may face operating and maintaining a twenty-four hour per day, seven day per week facility and how the CPEP plans to overcome those challenges.

**6.4.f.** Describe the method/system that will be used to maintain case records consistent with state and federal rules regarding the confidentiality of protected information, including how case records will be securely stored.

**6.4.g.** Explain how the CPEP will collaborate with law enforcement and EMS to establish pick-up and drop-off procedures that are person-centered and trauma-informed.

## **6.5 Capital Funding**

**6.5.a.** Provide a brief overview of the capital project for which funding is being requested while incorporating information related to:

- 1) A brief description of the project as it relates to obtaining or having site control, acquisition, construction and rehabilitation.
- 2) The specific address/location of the project, if available. Provide the proposed county where the site will be located, as well as the county/counties and OMH region(s) that will be served.
- 3) Describe the existing and/or proposed structure, square footage, physical space/layout as identified in 14 NYCRR XIII Part 590. Include any other pertinent physical characteristics of the site. Attach/upload design drawings, if available.

**6.5.b.** If the Applicant were to receive Capital funding, please describe the following:

- 1) How the applicant plans to fully fund the capital project if this award is not sufficient to cover the entire cost of the proposal.
- 2) how the applicant plans to fund the on-going operation of the inpatient psychiatric unit; and
- 3) what initial and ongoing marketing strategies would be used to inform the community and referral sources of the services provided within this program.

## **6.6 Agency Performance**

**6.6.a.** Provide a brief summary of the Provider's experience engaging, developing, implementing, and providing mental health crisis services to the identified population (Identify if the CPEP will serve children, adolescents, families and/or adults). Include general experience as well as experience within the scope of services and peer-led supports described in the Program Guidance, if applicable.

- i. Include services for which the Provider is licensed, certified or otherwise authorized (if applicable), and the population(s) served. Describe how these experiences demonstrate the Provider's experience and qualification for operating a CPEP.

**6.6.b.** Describe the CPEPs planned organizational structure, as well as administrative and supervisory support, for all CPEP staff— including the governing body, and any advisory body that supports the organization and effective service provision.

## **6.7 Reporting, Quality Improvement, and Utilization Review**

**6.7.a.** Describe and demonstrate the effectiveness of the proposed approach to self-monitoring and ensuring ongoing quality improvement for the CPEP including incorporation of findings based on the regular monthly metrics that are collected. In addition, describe how the CPEP will link its QI activities to its participation in the active learning community collaboration.

**6.7.b.** Provide the following:

- i. A description of the current provider Electronic Health Record (EHR) environment. Include a narrative of how funds will be used to enhance the EHR to collect the required data elements and to support an interoperability system. Include if funding will be used to enhance the EHR system.

**6.7.c.** Describe how the CPEP will use digital technology to support recipient engagement in care. Technology supports include tools and resources for identifying potential service users, communicating and responding to referral sources, communicating with recipients and key support persons, discharge planning, and transition planning. Include description of digital tools available to staff as well as those available to service users.

## **6.8 Financial Assessment**

**6.8.a.** The Applicant must complete the Capital Budget for the proposed capital acquisition, construction and/or rehabilitation project in Grants Gateway. **Applicant must upload all supporting documentation for cost estimates.**

**6.8.b.** The Applicant must complete a Budget Narrative (Appendix A1,) which provides detailed explanation and justification for the cost estimates provided in the Capital Budget completed in the Grants Gateway. The Applicant should upload and refer to supporting documentation for the cost estimates, where applicable. The Applicant must include in the narrative the calculation or logic that supports the budgeted value of each itemized entry. Include details in the narrative such as, any purchases that would need to be made, services that would need to be contracted, and permits, approvals or permission that would need to be secured or have already been secured. OMH Bureau of Housing Development and Support and the Bureau of Crisis Services, Emergency & Stabilization Initiatives in collaboration with the Division of Integrated Community Services for Children and Families will work with selected providers as projects progress to refine what is supplied here. If the total cost of the project exceeds the amount of funding being requested, identify which costs the Applicant intends to cover with additional funding and describe how the agency has or will secure(d) additional funding to complete the project. If the Applicant has supporting documentation related to additional funding, it may be attached. Finally, the Applicant must include in the Budget Narrative a description of how the Applicant will undertake and complete the project.

**6.8.c.** The proposal must include a 5-year Budget (Appendix B). Start-up funds totaling \$1M are available and should be included in the operating budget. Note that administrative costs cannot be more than 15 %. Any travel costs included in the Budget must conform to New York State rates for travel reimbursement. For proposals to add child/youth beds to an adult-serving CPEP, start-up funds should be specifically for the new service line or costs associated with adding the service line; i.e., not for existing operations. Applicants should list staff by position, full-time equivalent (FTE), and salary.

**6.8.d.** Describe how your agency manages its operating budget. Applicants must also complete a Budget Narrative (Appendix B1) which should include the following:

- i. detailed expense components that make up the total operating expenses;
- ii. the calculation or logic that supports the budgeted value of each category;
- iii. description of how salaries are adequate to attract and retain qualified employees; and
- iv. 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 cause for rejection to your proposal for non-responsiveness.

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 cause for rejection to your proposal for non-responsiveness.

## **6.9 Readiness**

**6.9.a.** 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.

**6.9.b.** Describe your agency's experience developing a capital project with OMH or other state agencies.

**6.9.c.** Describe your agency's experience overcoming development challenges.

**6.9.d.** How does your agency work with community members, stakeholders, and the Local Government Unit(LGU) to gain support?

**6.9.e.** 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.