

**THE CITY OF NEW YORK
HUMAN RESOURCES ADMINISTRATION (“HRA”)
HIV/AIDS Services Administration
CONCEPT PAPER on the**

**Provision of Non-Emergency Supportive Congregate Housing for Persons Living with
AIDS or Advanced HIV Illness under the NY/NY III Supportive Housing Agreement
PIN: 06907H065200**

A. Purpose of the Intended RFP

As part of the New York/New York III Supportive Housing agreement signed in November 2005 between Mayor Michael R. Bloomberg and Governor George E. Pataki, HRA is seeking appropriately qualified social service organizations to provide up to 600 units of supportive non-emergency congregate housing to Persons Living with AIDS or Advanced HIV Illness. Up to 100 units of housing will be targeted to young adults (ages 18-25 years).

B. Planned Method of Evaluating Proposals

All proposals accepted by the Agency will be reviewed to determine whether they are responsive or non-responsive to the requisites of this RFP. Proposals that are determined by the Agency to be non-responsive will be rejected. The Agency’s Evaluation Committee will evaluate and rate all remaining proposals based on the Evaluation Criteria prescribed below. The Agency reserves the right to conduct site visits and/or interviews and/or to request that proposers make presentations, as the Agency deems applicable and appropriate. Although discussions, site visits, interviews and/or presentations, may be conducted with proposers submitting acceptable proposals, the Agency reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the proposer’s initial proposal should contain its best programmatic and price terms.

Evaluation Criteria

- Demonstrated quantity and quality of successful relevant experience.
- Demonstrated level of organizational capability.
- Quality of proposed approach.

C. Proposed Contract Term

It is anticipated that the term of the contracts awarded from the intended RFP will be for five years from the Agency’s notice to proceed. The contract may include a four year option to renew. HRA reserves the right, prior to contract award, to determine the length of the initial contract term and each option to renew, if any.

D. Anticipated RFP Timeline

- Expected RFP Issuance Date – Winter 2006/2007
- Approximate Date of Pre-proposal Conference – Spring 2007
- Approximate Proposal Submission Deadline – Spring 2007
- Expected Award Announcement Date – Summer 2007

E. Funding

It is anticipated that a maximum of \$16,800,000 annually will be available for the operation of 600 units of congregate housing. It is anticipated that the Agency will make multiple awards.

Funding for the capital development component of congregate facilities is available through HPD, DHCR and HHAP.

F. Programmatic Information

The contractor will provide non-emergency congregate housing along with appropriate supportive services to eligible persons living with AIDS or advanced HIV illness who are clients of HASA or who are clients with symptomatic HIV and are receiving cash assistance from the City and suffer from a co-occurring serious and persistent mental illness, a substance abuse disorder or a MICA disorder. The contractor will work with all eligible clients. Services provided by the program will allow the clients to live as independently as possible.

Congregate housing facilities will be located in neighborhoods that are in close proximity to public transportation and accessible to other amenities like shopping, health care and other services. Facilities shall be private rooms, or suites of attached private rooms, containing small refrigerators and sinks. Optimally, accommodations will contain individual kitchen and cooking facilities. The contractor will provide services in a facility leased or owned by the contractor.

The contractor will provide case management to every client. Additionally the contractor will provide alcohol and other substance abuse services and referrals; mental health services and referrals; assistance in accessing primary medical care; assistance with adherence to medication regimen; activities for daily living; nutritional services; recreation programs; assistance in accessing employment assessments, training, and placement services; and other necessary services to clients to increase their capacity for independent living. The contractor will provide assistance in obtaining and maintaining all government benefits and services for which the client is potentially eligible.

G. Proposed Vendor Performance Reporting Requirements

The provisions of the *NY/NY III Supportive Housing Agreement* call for the implementation of an evaluation protocol to ensure quality and effectiveness of the services developed. The State and the City will convene a task force to develop data collection and reporting systems to evaluate the outcomes and determine the costs and benefits of the services provided under the agreement. The contractor will submit the required documents and information in accordance with the terms of the contract.