

THE CITY OF NEW YORK
HUMAN RESOURCES ADMINISTRATION (“HRA”)
HIV/AIDS Services Administration
CONCEPT PAPER on the
**Provision of Non-Emergency Scatter Site Supportive Housing for Persons Living with
AIDS or Advanced HIV Illness under the NY/NY III Supportive Housing Agreement**
PIN: 06907H065100

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 350 units of scatter-site I supportive non-emergency 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 \$8,400,000 annually will be available for 350 units of scatter site housing. It is anticipated that the Agency will make multiple awards.

F. Programmatic Information

The contractor will provide scatter-site I non-emergency supportive housing along with appropriate supportive services to chronically homeless single adults who are living with HIV/AIDS - who are clients of the HIV/AIDS Services Administration (HASA) or who are clients with symptomatic HIV who are receiving cash assistance from the City – and who suffer from a co-occurring serious and persistent mental illness, a substance abuse disorder, or a Mentally Ill Chemical Abuse (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.

Housing units 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. Housing Units shall be fully furnished apartments defined as studios or one-bedroom apartments. Full bathrooms will be located in each unit. Apartments will be situated in buildings with elevators or not higher than two (2) floors above ground level. In addition, HRA requires that no more than 25% of the apartments in any one building would be dedicated to HASA clients. The contractor must negotiate reasonable rents, provide the initial \$20 and \$40 for the telephone and utility bills respectively, both of which will be in the clients' name

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 must assist clients in locating alternative housing options, when a client's health so requires. 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.