

Question and Answers

RFP #138 Mental Health Clinical Services

New York County Supreme Court, Criminal Term

The New York State Unified Court System (UCS) thanks the vendors that submitted the questions below concerning the above-referenced Request for Proposal (RFP) issued on October 13, 2023.

Below are responses to the questions UCS received in connection with this RFP. Please note that some questions have been edited.

1. Is the assumption that the comprehensive mental health assessments be conducted on-site at the court, or can they be conducted at one of our nonprofit's program sites? If the former, could we use telehealth? If the latter, would it be acceptable to employ care managers who can conduct initial screenings onsite at the court (e.g., Modified Mini Screen, PHQ-9, AUDIT, DAST-10, Beck Anxiety Inventory, PCL-C) and refer participants to our offsite Article 31 clinic for more in-depth services?
2. Can comprehensive mental health assessments and mental health services be provided under the auspices of our organization's Article 31 clinic located in Long Island City?

Response to Questions # 1 and # 2: All assessments and services are to be provided on-site at the court in the designated OCA office space. The only exception would be for those participants who are incarcerated, in which case assessments and services may be completed in the Department of Corrections facilities or via telehealth.

3. Can we employ a PNP (psychiatric nurse practitioner) instead of a Psychiatrist to meet the Required Staffing on p.5 of the RFP?
4. Could the Licensed Psychiatrist position be additionally filled by either a psychiatrist nurse practitioner or a psychologist?

Response to Questions # 3 and # 4: No. The project requires a part-time Licensed Psychiatrist.

5. Is it acceptable to mail the proposal or must we deliver it by hand?

Response to Question # 5: UCS will accept proposals delivered by hand or by mail at the address shown in Section IX (Submission of Proposal) of the RFP provided that UCS receives the proposal no later than Monday, November 20, 2023, at 2 p.m. Please refer to Section IX (Submission of Proposal) of the RFP for more information.

6. Which pages of Attachment 1 need to be signed? If we are not using subcontractors, do we only complete/sign pages 3-4?

Response to Question # 6: Only pages 3 and 4 of Attachment I are required submissions.

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7. Will this program operate in a dedicated court part or will it operate across all Supreme Court parts?

Response to Question # 7: *The project is within the Judicial Diversion-Mental Health Track, which is a designated part within the Manhattan Supreme Court. It is not Supreme Court-wide.*

8. How will this program interact with the ATI part?

Response to Question # 8: *There is no interaction with the ATI part.*

9. How will this program interact with providers already operating in designated court parts, including OCA staff assigned to problem solving courts?

Response to Question # 9: *UCS staff Resource Coordinator and Project Director oversee the project. The selected applicant will work directly with UCS staff in the part.*

10. Will space in the courthouse be allocated for staff implementing this program?

Response to Question # 10: *Yes.*

11. How will eligibility for the Mental Health Track be determined and/or for the clinical team services? Also, are there charges that would make someone eligible or ineligible?

Response to Question # 11: *Eligible defendants must satisfy criteria for judicial diversion set forth in Article 216 of the Criminal Procedure Law and be assessed using a brief screening tool sent to the defense attorney to determine if the client has a prior or current mental health diagnosis, is on medication, or has ever been hospitalized for treatment of psychiatric conditions.*

12. What is the expectation for the clinical team to provide written and/or verbal court reports?

Response to Question # 12: *The expectation for written and/or verbal court reports is based on the frequency of a participant's court appearance. Court appearances are based on a participant's progress or lack thereof in treatment. The clinical team is also expected to appear in court at the Judge's discretion to conference cases.*

13. Is the provider expected to provide mental health treatment or solely case management?

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Response to Question # 13: *The selected provider is expected to provide case management as outlined in the RFP under Section V. Project Services. The psychiatrist may be expected to review and conduct comprehensive psychiatric assessments and prescribe mental health treatment if the situation arises. The selected provider is also expected to deliver peer support services and to deliver the “other services” described in Section V. Project Services (including, but not limited to, drug testing, implementation of evidence-based case coordination practices, and incorporation of best practices working with individuals with co-occurring disorders).*