



NOTICE OF SOLICITATION

REQUEST FOR PROPOSALS ISSUED THROUGH THE PASSPort SYSTEM

Adult Clubhouse
PIN: 25AZ002100R0X00
EPIN: 81624P0001

The New York City Department of Health and Mental Hygiene (DOHMH) is reprocurring all current clubhouse contracts to expand and enhance the program reach and impact. This RFP is available through the PASSPort system. To respond to this RFP and all other Human/Client Services RFPs, organizations must have an account and an Approved HHS Accelerator PQL qualification status in PASSPort. Proposals and Prequalification applications will ONLY be accepted through PASSPort.

DOHMH seeks to actively engage at least 3,750 new active members in high need neighborhoods across NYC as identified in the clubhouse location as specified in the RFP. Active members are defined as those members who do not have a gap in engagement with the clubhouse for more than ninety (90) days.

This RFP is open to both current clubhouse contractors and new providers. Current providers must submit a proposal if they are interested in continuing to provide clubhouse services.

Goals and Objectives of the RFP

The objective of clubhouse programs is to assist NYC residents experiencing SMI with their recovery, improve quality of life, develop or re-establish a sense of self-esteem and group affiliation, and support their reintegration into a meaningful role in the community. The goals of clubhouse programs will be:

1. To actively engage people experiencing SMI in clubhouse activities
2. To improve clubhouse members' quality of life
3. To support and encourage successful employment and education goals of clubhouse members
4. To strengthen self-efficacy of clubhouse members
5. To decrease social isolation and loneliness of clubhouse members

The RFP is posted on PASSPort from September 29, 2023 through November 22, 2023 and can be found [here](#).

DOHMH will hold a pre-proposal conference for interested providers on **Wednesday, October 18th, 2023, from 2:30pm – 4:00pm** via Microsoft teams.

- All vendors interested in attending the conference should RSVP to RFP@health.nyc.gov by 2:00 p.m. on **October 16, 2023**. Be sure to indicate "81624P0001-PPC" in the subject line.
- DOHMH will answer questions received by 2:00 p.m. on **October 16, 2023** at the pre-proposal conference. Please email questions to RFP@health.nyc.gov. Be sure to indicate "81624P0001-Question" in the subject line.
- Substantive information/responses to questions addressed at the conference and those received prior to the question due date will **be released in an addendum to the RFX to all organizations through the PASSPort system.**

If you do not have a PASSPort account or Approved PASSPort HHS Accelerator PQL Application, please visit nyc.gov/passport to get started. If you have any questions about your HHS Accelerator PQL status or for assistance with creating a PASSPort account, please contact help@mocs.nyc.gov.