

THE CITY OF NEW YORK
DEPARTMENT FOR THE AGING
SOLICITATION FOR
NEIGHBORHOOD SENIOR CENTERS

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EPIN: 12511N0003

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AUTHORIZED AGENCY CONTACT PERSON

Proposers are advised that the Authorized Agency Contact Person for all matters concerning this solicitation is:

Betty Lee, ACCO
Department for the Aging
2 Lafayette St – Room 400
New York, New York 10007
(212) 442-1112

Instructions

Narrative

Use the Neighborhood Center solicitation form to provide an overview of what the programmatic and operational structure of a Neighborhood Center operated by your organization would look like. **Providers may only submit proposals for sites within the borough(s) for which they are pre-qualified and if a proposal is submitted for a site outside of the pre-qualified borough, the proposal will be found non-responsive.**

Appendix A: Service Level Proposal

Appendix A is the Service Level Proposal sheet. Using the key and service level requirements as a reference, type in the service levels you are currently providing (if proposing for a center you currently operate) and the service levels you are proposing for each service that will be provided as described in the narrative on the attached Service Level Proposal sheet. The Service Level Proposal sheet should also be used as a reference when preparing the narration and budget.

Appendix C: Prequalification Status Certificate of No Change

You must complete and submit this document as part of your proposal package.

Appendix F, Appendix G: Funding/Budget

Complete and submit the attached Budget Forms utilizing the Budget Instructions. For existing DFTA funded senior center programs with budgets larger than \$200,000, DFTA anticipates awarding contracts with increases between 0% to 10% above the senior center program's FY13 baseline budget. The FY13 baseline budget includes the existing DFTA baseline funding as well as the Council funding that was baselined in FY13 (i.e. the Council food add on, 4.5% PEG restoration, and funding cut to senior centers that used to serve home-delivered meals). While providers can request funding increases up to 10%, the majority of the increases awarded are projected to be between 2% and 4%. Current providers with budgets less than \$200,000 are eligible to request funding increases up to 20%.

Proposers having a consolidated contract, i.e. one contract with multiple senior center sites, need to apply separately for each site where they wish to operate a senior center. Proposers with a DFTA consolidated may apportion funding among the individual sites as the proposer thinks the most appropriate. However, the total combined funding of all individual site budgets must not exceed 10% of the total FY13 baselined contract funding. The units proposed must reflect those provided at a single site. Awards will be made by site, and separate proposals need to be submitted for each Neighborhood Center location. Mergers of two or more programs into one location will be allowed but satellites will not be permitted under this solicitation.

Increases for all existing programs will be considered based on service levels and the budget justification. Existing DFTA-funded programs are strongly encouraged to email Betty Lee, DFTA Agency Chief Contracting Officer, at blee@aging.nyc.gov, in order to obtain the FY13 baseline and discretionary figures for their programs. Payment under this contract will consist of a phased in performance-based model where a maximum of 10% of the annual contract amount is subject to performance outcomes. At the start of the contract, DFTA will allow for a start up period where payment will be based on a cost-reimbursement model. This start up period will be determined by DFTA prior to award.

For new programs, budget proposals must be justified based on proposed service levels, including meals, as well as average unduplicated daily attendance and overhead costs. Below are the ranges within which new proposal budgets should generally fall, though DFTA welcomes viable proposals that fall below the range. The ranges are broad in order to accommodate programs of varying design, but all budget costs must be justified based on the numbers served and the programming offered. DFTA reserves the right to reduce the award amount.

<u>Av. Daily Participants</u>	<u>Budget Range</u>
>200	\$380,000 -- \$700,000
150-199	320,000 -- 610,000
100-149	220,000 -- 570,000
75-99	200,000 -- 450,000

Currently, DFTA has available \$99.3 million to fund Neighborhood Centers. This figure may change by the time of contract awards depending on funding availability. DFTA anticipates the award ranges for each borough to be: Bronx - \$15,000,000 - \$16,000,000; Brooklyn - \$29,000,000 - \$32,000,000; Manhattan - \$23,000,000 - \$27,000,000; Queens - \$21,000,000 - \$25,000,000; Staten Island - \$4,000,000 - \$4,500,000.

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Minimum Qualifications - All proposers must meet the following minimum qualifications or be found non-responsive.

Site Control: Documentation demonstrating site control must be provided. Acceptable documentation can be a lease or letter from the site owner indicating the rent amount and demonstrating that the proposer has or will have site control of the proposed program facility as of the anticipated contract start date and for a period of at least three years. Programs applying for NYCHA, city owned, or city leased sites will be exempt from this requirement.

People Served: Programs must serve a minimum of 75 unduplicated seniors (i.e., average daily) and 60 congregate meals on average per day.

Prequalification: Providers may only submit proposals for sites within the borough(s) for which they are pre-qualified.

Narrative Formatting

- The Narrative response should not exceed the space provided on the form.
- Do not include any attachments other than those requested in these instructions. Additional information will not be reviewed.

Pre-Proposer's Conference

The pre-proposer's conference will be held on:

January 10, 2012 at 1 pm
NYC Technical College
Klitgord Auditorium
285 Jay Street
Brooklyn, NY 11201

Scoring of Solicitation Responses

Program Background, Facilities, and each of the five service areas in Program Design (meals, benefits, health promotions, socialization, and additional features) will be rated on a one (unsatisfactory), three (satisfactory), five (excellent) scale. Programs must serve a minimum of 75 unduplicated seniors (average daily) and 60 meals on average per day. For current DFTA providers, historical service levels will be considered when determining if a provider will be able to reach the minimum service requirements.

Neighborhood Centers: 100 Maximum Score

- Program background - 10 points
- Facilities - 20 points
- Program Design and Service Level - 70 points

Award Methodology

DFTA expects to award at least one program sited within each of the 59 NYC Community Districts (CD). The number of awards will depend on the level of need as determined by a Persons in Need (PIN) formula developed by DFTA as well as the number of current senior center participants in each CD ("participant usage"). Contracts will be awarded to responsible proposers whose proposals are determined to be the most advantageous to the City, pursuant to the evaluation criteria set forth in the solicitation. Proposals determined non-responsive will not be considered for contract award. DFTA will award contracts to the highest technically rated proposals, consistent with the Agency's need for programmatic and geographic distribution and subject to the determination, in each case, that the price is fair and reasonable and consistent with the maximum annual funding/minimum units of service. DFTA reserves the right to award one contract with a lower score over another with a higher score within a borough if necessary in order to meet CD needs as measured by PIN and participant usage as well as geographic concerns.

Please visit http://www.nyc.gov/html/dfta/downloads/pdf/older_new_yorker_publication_march_2010.pdf for community and PIN data.

If a proposer is eligible for more than one contract award from this solicitation, DFTA reserves the right to determine, based on the proposer's demonstrated organizational capability and/or the best interests of the City, how many and which contracts the proposer will be awarded. DFTA reserves the right to make contract awards to ensure: 1) appropriate distribution of necessary services and programs across geographic areas and target populations; and 2) program diversity (e.g., program type, size, and hours).

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DFTA will make Neighborhood Center selections on a rolling basis, awarding contracts one to two boroughs at a time. DFTA anticipates completing all award selections within a six-month timeframe with staggered contract start dates corresponding to when award decisions are made.

Submission Process

Completed proposals and supporting documentation should be emailed to nc@aging.nyc.gov. Separate proposals need to be submitted for each Neighborhood Center location. When submitting electronically, please remember to factor in email attachment size limits. DFTA strongly encourages the applicant to save separate files for each attachment and label them carefully, including the name of the proposer's organization on the label. Programs that are unable to submit electronically should hand deliver two paper copies (the original and one copy) to Betty Lee at the Department for the Aging, 2 Lafayette Street, Room 400.

Due Date

Complete proposal packets must be received by 5:00 pm, Friday February 3, 2012. This will be confirmed by the time stamp on the email for electronic submissions and by the time the packet is received by DFTA for hand delivered submissions.

Contract Term

The anticipated contract start date will be July 1, 2012 and will last for three years. At its sole discretion, the Department for the Aging reserves the right to renew the contract for an additional three-year period.

VNC Fee Implementation Language

Pursuant to PPB Rule 2-08(f)(2), the contractor will be charged a fee for the administration of the Vendex system, including the Vendor Name Check process, if a Vendor Name Check review is required to be conducted by the Department of Investigation. The contractor shall also be required to pay the applicable required fees for any of its subcontractors for which Vendor Name Check reviews are required. The fee(s) will be deducted from payments made to the contractor under the contract. For contracts with an estimated value of less than or equal to \$1,000,000, the fee will be \$175. For contracts with an estimated value of greater than \$1,000,000, the fee will be \$350.

Compliance with Local Law 34 of 2007

Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any "person" that has "business dealings with the city" as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, vendors responding to this solicitation are required to complete the attached Doing Business Data Form (see Appendix E) and return it with this proposal. (If the responding vendor is a proposed joint venture, the entities that comprise the proposed joint venture must each complete a Data Form.)

If the City determines that a vendor has failed to submit a Data Form or has submitted a Data Form that is not complete, the vendor will be notified by the Agency and will be given four (4) calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to the agency. **Failure to do so will result in a determination that the proposal is non-responsive.** Receipt of notification is defined as the day notice is e-mailed or faxed (if the vendor has provided an e-mail address or fax number), or no later than five (5) days from the date of mailing or upon delivery, if delivered.

Resources

Creating an Effective Fitness Program:

http://www.nyc.gov/html/dfta/downloads/pdf/training/effective_fitness_guidebook_609.pdf

Evidence Based Tool Kit

<http://www.brookdale.org/DFTA.htm>

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EPIN 12511N0003

Proposer

Name: _____

Address: _____

EIN Identification #: _____ D & B #: _____

Proposed Site

Address: _____

Mailing address (if different): _____

Proposed Site Community District (Located): _____

Proposed Site Community District(s) Served: _____

Site Type (City Lease, City Owned, Sponsor leased, Sponsor Owned, NYCHA): _____

Site Hours of Operation per Day: _____

Proposer's Contact Person

Name: _____

Title: _____ Telephone #: _____

Fax #: _____ Email Address: _____

Proposer's Authorized Representative

Name: _____

Title: _____ Signature: _____

Date: _____ Fax #: _____

Sponsor Contact Person (If different than Proposer)

Name: _____

Title: _____ Telephone #: _____

Fax #: _____ Email Address: _____

Program Contact Person (If different than Proposer)

Name: _____

Title: _____ Telephone #: _____

Fax #: _____ Email Address: _____

Neighborhood Center Narrative Form

Use this narrative form to briefly describe your organization's experience serving seniors, the facility where programming will take place, and the proposed services for a DFTA funded Neighborhood Center. The service descriptions should be supported by the proposed service level form and by the budget form.

1. Program Background

Describe of your organization's experience providing services to older New Yorkers.

2. Facility

Provide a description of the facility where your site will be located. The number of people per day in the proposal must be supported by the PA and/or C of O as appropriate to your site (except for sites that have an exemption). All programs must provide a copy of the C of O and/or PA or documentation detailing exemption due to age of facility. Also, provide documentation demonstrating site control. Acceptable documentation can be a lease or letter from the site owner indicating the rent amount and demonstrating that the proposer has or will have site control of the proposed program facility as of the anticipated contract start date and for a period of at least three years. Programs will be considered non-responsive if they cannot demonstrate site control in a satisfactory manner. Programs applying for NYCHA, city owned, or city leased sites will be exempt from this requirement. DFTA reserves the right to review all proposed facilities for compliance with the building code, local law, ADA, etc., as applicable. Sites must be compliant with occupancy code requirements. Please note: The proposed site must be located in the CD where the funds are being awarded, even if the program proposes to serve from outside of that CD as well as within it. A Neighborhood Center cannot be proposed at a location where an ISC is located.

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Program Design/Service levels: Describe how your organization will meet or exceed the service level requirements in the areas you will be providing services. Full contract reimbursement under the contract will be performance-based with payment tied to the level of unduplicated attendees and the program service categories. All service levels should be clearly supported by the budget worksheets.

3. Meals: Describe your meal service and which meals (breakfast, lunch, dinner) will be offered.

4. Benefits: Case Assistance, Information & Referral

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5. Health Promotions: Physical Health/Exercise, Health Education

[Empty response box for Health Promotions]

6. Education/Recreation/Socialization: Arts & Culture, Technology, Education

[Empty response box for Education/Recreation/Socialization]

7. Other Services (If applicable and including Transportation, Assisted Transportation/Escort, and In-Home Supports such as Friendly Visiting, Telephone Reassurance, and Shopping/Chore)

[Empty response box for Other Services]

Neighborhood Senior Center Solicitation

8. Additional Programmatic Features: Please indicate which, if any, of the below apply to your program. If you answer Yes to any of the items below, describe in the space provided. If you do not currently provide one or more of the services below but plan on providing them in the future, or if you plan to modify your current programming related to an item(s) that you offer, explain your implementation plan in the space provided. If relevant, your description should include how your program is currently incorporating these features into program operations, and how you will use your existing and/or new programming and resources to build on these if you plan to enhance these areas. All descriptions should include any relevant information about partners or consultants that are/will be used for implementation.

			Describe
The program conducts systematic needs assessments with seniors. (Surveys, focus groups, etc.).	Yes <input type="radio"/>	No <input type="radio"/>	
The program has implemented at least one activity from the Evidence-Based Toolkit (or other DFTA-approved source.)	Yes <input type="radio"/>	No <input type="radio"/>	
The program will serve a vegetarian meal (other than macaroni & cheese) for lunch every week.	Yes <input type="radio"/>	No <input type="radio"/>	
The program uses or will use mostly (80%) fresh fruits & vegetables instead of canned or frozen.	Yes <input type="radio"/>	No <input type="radio"/>	

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<p>The program collaborates with or will collaborate with farmer's markets, green markets or Community Supported Agriculture groups to incorporate locally grown, seasonal foods.</p>	<p>Yes <input type="radio"/></p>	<p>No <input type="radio"/></p>	
<p>Program provides matching funds of at least 5% DFTA funding, excluding discretionary funding and participant contributions. Indicate source(s) of funding.</p>	<p>Yes <input type="radio"/></p>	<p>No <input type="radio"/></p>	
<p>The program's fitness program is based on or will be based on the Effective Fitness Model.</p>	<p>Yes <input type="radio"/></p>	<p>No <input type="radio"/></p>	

9. Operation Schedule

Neighborhood Centers will need to be open full-time (minimum 7 hours per day, 250 days per year). List below the hours of operation for this center.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours open							

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Neighborhood Center Solicitation
Service Level Form

Name of Organization: _____

Address: _____

Community District: _____

Service Area	Service				Proposed # of Daily Attendees	Current Daily Attendees (any service)	Difference*	% increase / % decrease	Contracted Annual Service Levels	Contracted Daily Service Levels	
	Average Attendees (Daily)	Service Levels (daily or weekly as determined in cost center column)	Proposed Annual Service Levels (actual, NOT contracted)	Unduplicated # of attendees per day (any service)							Difference*
Service Area/Cost Center	Service	Proposed Service Levels (daily or weekly as determined in cost center column)	FY11 Annual Service Levels (actual, NOT contracted)	Revised Service Unit Definitions	Proposed Annual Hrs (CSAS) or Sessions (Health Promotion)	# contacts per hour (CSAS only) or individuals per session	Proposed Annual Service Levels	FY11 Annual Service Levels (actual, NOT contracted)	Difference between actual and proposed annual levels*		
Meals - (Daily)	Breakfast								0		
	Lunch									0	
	Dinner									0	
Information/ Assistance (Contacts)	Information & Referral								0		
	Case Assistance									0	
	Physical Health/Exercise									0	
Health Promotion (Attendees)	Nutrition Education								0		
	Health Management									0	
	Arts & Culture									0	
Education/ Recreation (Weekly Sessions)	Technology								0		
	Education/Group Activity/Events									0	
	Transportation (1 Trip - one-way)									0	
Other Services (Weekly)	In-Home Support Services (Contact)								0		
	(Contact)									0	

* Provide an explanation below for any service where there is a proposed decrease in service levels

Service	Explanation