



**Department of
Youth & Community
Development**

Jeanne B. Mullgrav
Commissioner

February 14, 2011

ADDENDUM #1

Re: Immigrant Services
Request for Proposals
PIN: 26012IMMSRFP

Dear Prospective Proposer:

Pursuant to Sections 3-02(i) and 3-03 (f)(2) of the Procurement Policy Board (PPB) Rules, the Department of Youth and Community Development (DYCD) is issuing Addendum #1 to the Immigrant Services RFP Request for Proposals (RFP) PIN: 26012IMMSRFP

ADDENDUM ITEMS

- 1. Authorized Agency Contact Persons, page 3:** The phone number under the heading “RFP Content and Procedures” listed below:

Tel: (212) 442 5914

is deleted and replaced with the following:

Tel: (212) 676 8109

- 2. Section II-Summary of the Request For Proposals, page 7, B - Service Options and Competitions:** The second sentence of the second paragraph:

However, a separate and complete proposal must be submitted for each program proposed.

is deleted and replaced with the following:

However, a separate and complete proposal must be submitted for each service option.

- 3. Section III-Scope of Services, page 9, B:** The fifth bulleted point:

The contractor’s internal monitoring system would be effectively used to identify program, personnel, and fiscal issues and provide corrective action procedures.

is deleted and replaced with the following:

The contractor’s internal monitoring system would be effectively used to identify personnel and fiscal issues and provide corrective action procedures

4. **Section III-Scope of Services, page 10, D. 2.:** The heading:

Program Facility

is deleted and replaced with the following:

Program Facilities

For each program facility:

5. **Section III-Scope of Services, page 10, D.3. Program Design, Common Elements, Case Management:** The following sentence is added at the end of the paragraph:

The case management standards, entitled “NYC DYCD Case Management Toolkit,” are posted on DYCD’s website at www.dycd.nyc.gov/ . Go to “Resources for CBOs.”

6. **Section III-Scope of Services Option 2 –Legal Services for Immigrant Youth, page 13:** Under “Participants,” the first bulleted point:

Immigrant youth ages 5-20 years living in foster homes or group homes, who may be subject to removal proceedings when they age out of the child welfare system and are eligible for SIJS and permanent residence.

is deleted and replaced with the following:

Immigrant youth ages 5-20 years, who may be subject to removal proceedings, and are eligible for SIJS and permanent residence.

7. **Section III-Scope of Services, pages 13, 14 and 16 respectively – Minimum Staffing Requirements Options 1, 2, and 3:** The first bulleted point:

At least one attorney on staff or on retainer, and at least one paralegal on staff

is deleted and replaced with the following:

At least one attorney on staff or on retainer. If paralegals are on staff, an attorney must supervise their work.

8. **Section III-Scope of Services, page 15, Option 3- Services for Victims of Domestic Violence and Trafficking, Program Activities:** Under “Domestic Violence Prevention/Intervention,” the second sentence:

These services would be provided directly or through referrals and would include training to foster violence prevention skills and education about healthy relationships.

is deleted and replaced with the following:

These services would be provided directly or through referrals and would include development and implementation of a safety plan, training to foster violence prevention skills, and education about healthy relationships.

9. **Section III-Scope of Services, page 15, Option 3- Services for Victims of Domestic Violence and Trafficking, Required Outcomes:** Under the first bulleted point:

Outcome indicator: Documentary proof that the participants have attained safe environments.

is deleted and replaced with the following:

Outcome indicator: Demonstrable evidence that the participants have attained safe environments.

10. **Section III-Scope of Services, page 16, Option 4 –Services for Immigrant Families:** Under “Goals,” the third bulleted point:

Help the parents of foreign-born students access the government benefits and services to which they and their children are entitled.

is deleted and replaced by the following:

Help the parents of ELL students access the government benefits and services to which they and their children are entitled.

11. **Section III-Scope of Services, page 17, Option 4 Program Activities:** The second bulleted heading:

Educational Workshops and Mentoring.

is deleted and replaced with the following:

Informational Workshops and Mentoring.

12. **Section III-Scope of Services, page 18, Option 5 Required Outcomes:** Under “Employment Rights Outcomes,”:

- *Issues are resolved through advocacy efforts.*
- *Issues are resolved through additional steps such as transmittal of a formal letter from the contractor, settlement negotiations or mediation.*
- *The contractor initiates appropriate legal proceedings, using licensed attorneys, which provide the basis for a determination of the issue by a court of law.*

Outcome indicator: Documentary proof that the issue has been resolved or that a licensed attorney has issued legal proceedings for determination of the matter by a court of law.

is deleted and replaced with the following:

- **Issues are resolved through advocacy efforts, such as, but not limited to: transmittal of a formal letter from the contractor, settlement negotiations, mediation or filing with/appearance before an administrative tribunal.**
- **The contractor initiates appropriate legal proceedings, using licensed attorneys, which provide the basis for a determination of the issue by a court of law or administrative tribunal.**

Outcome indicator: Documentary proof that the issue has been resolved or that proceedings for determination of the matter have been initiated.

13. **Section IV-Format and Content of the Proposal, page 21, below the chart:** The third bulleted point:

Successful joint efforts with other organizations and agencies to provide employment and education services and other related services.

is deleted and replaced with the following:

Successful joint efforts with other organizations and agencies to provide immigrant and other related services.

14. **Section IV-Format and Content of the Proposal, page 21:** Under “Organizational Capability,” the second bulleted point:

Describe and demonstrate the success of the proposer’s joint efforts with other organizations and agencies to provide employment and education services and other related services.

is deleted and replaced with the following:

Describe and demonstrate the success of the proposer’s joint efforts with other organizations and agencies to provide immigrant and other related services.

15. **Section IV-Format and Content of the Proposal, page24:** Under “All Service Options,” the heading:

Program Facility

is deleted and replaced with the following:

Program Facilities

For each program facility:

16. **Section IV-Format and Content of the Proposal, page 25:** Under “Price Proposal,” the third paragraph:

Option 3 only

Also explain and justify the proposed price per participant by reference to the anticipated number of domestic violence victims who will require both social services to help them secure a safe environment and legal services that will help them attain lawful immigration status.

is deleted.

17. **Program Activity Definitions page 29:** Under “Assessment,” the second sentence:

It also includes a determination, by a paralegal or an LMSW case manager, of any significant social services needs and eligibility for any government benefits and services.

is deleted and replaced with the following:

It also includes a determination, by a case manager, of any significant social services needs and eligibility for any government benefits and services.

- 18. Attachment 1: Proposal Summary Form page 31:** Attachment 1 is deleted and replaced with Revised Attachment 1, which is affixed to this Addendum and posted on the DYCD website.

- 19. Attachment 4: Linkage Agreement Form page 35:** Attachment 4 is deleted and replaced with Revised Attachment 4, which is affixed to this Addendum and posted on the DYCD website.

- 20. Attachment 5: Services Activity Form page 36:** Attachment 5 is deleted and replaced with Revised Attachment 5, which is affixed to this Addendum and posted on the DYCD website.



Michael Owh
Agency Chief Contracting Officer

Revised Attachment 1: Proposal Summary Form

RFP Title: Immigration Services

PIN: 26012IMMSRFP

Proposing Organization: _____ EIN: _____

Address: _____

City State Zip Code

Contact Name: _____ Title: _____

Contact Email: _____

Telephone: _____ Fax: _____

Proposed Geographic Area (Check all boroughs that apply and list proposed CDs within each borough.)

- Bronx CDs _____ Brooklyn CDs _____ Manhattan CDs _____
 Queens CDs _____ Staten Island CDs _____

Proposed Service Option and Funding Request

Service Option (Select only one)	Participants to be Served	Cost Per Participant	DYCD Funding Request
<input type="checkbox"/> Service Option 1: Legal Services for Immigrants			
(Range: \$500-\$750)			
<input type="checkbox"/> Service Option 2: Legal Services for Immigrant Youth			
(Range \$2,200-\$2,500)			
<input type="checkbox"/> Service Option 3: Services for Victims of Domestic Violence and Trafficking			
(Range \$2,200-\$2,500)			
<input type="checkbox"/> Service Option 4: Services for Immigrant Families			
(Range \$750-\$850)			
<input type="checkbox"/> Service Option 5: Services for Immigrant Workers			
(Range (\$750-\$850)			

Has proposer submitted more than one proposal in response to this RFP? Yes No
 If yes, complete Attachment 2, Multiple Proposals.

Is the response printed on both sides, on recycled paper containing the minimum percentage of recovered fiber content as requested by the City in the instructions to this solicitation? Yes No

Proposed Site: _____

Address: _____

Proposed Site: _____

Address: _____

Proposed Site: _____

Address: _____

Additional Proposed Sites: If there are more than three sites, create a list with each site name and address and attach to the Proposal Summary Form.

Authorized Representative _____ **Title:** _____

Signature: _____ **Date:** _____

Revised Attachment 4: Linkage Agreement Form

RFP Title: Immigration Services

PIN: 26012IMMSRFP

Proposer: _____

INSTRUCTIONS: This agreement is a demonstration of a commitment to integrate service delivery through working relationships with other organizations. It is not a consultant agreement. Provide one Linkage Agreement for each organization with which you will be working. Duplicate this form as needed.

Pursuant to the proposal submitted by _____ in
(Proposing Organization)

response to the Immigrant Services Request for Proposals from the Department of Youth and Community Development, the proposer has established or, if funded, will establish programmatic linkage with
_____ in the form and manner described below.

(Linked Organization)

Describe the proposed programmatic linkage, including what services the linked partner will provide, how data will be maintained and information shared between partners, and how referrals between partners will be handled. Describe how the linkage will help participants achieve program outcomes.

Proposing Organization:

Authorized Representative

Title

Signature

Date

Linked Organization:

Authorized Representative

Title

Signature

Work Address

Work Telephone Number

Date

Revised Attachment 5: Service Level Form (12-month Period)

RFP Title: Immigrant Services

PIN: 26012IMMSRFP

Agency Name _____ Service Option: _____

Program Data

1) Annual Funds Requested	3) Program Service Start Date	5) Program Days of the Week	7) Projected Number of Participants to be Enrolled
2) Cost per Participant	4) Program Service End Date	6) Program Hours	

Site, Activities and Frequency of Proposed Services

Site Name & Address	Activity	Days of the Week	Hours of the Day	Participants Projected to Serve (Twelve-month Period)

Outcomes: Contractors are required to report on the required outcomes specified in the RFP and the indicators used to measure the outcomes.

	Outcomes	Indicators	Participants Projected to Achieve Outcome
1.			
2.			
3.			
4.			

REVISED SERVICE LEVEL FORM INSTRUCTIONS

GENERAL

At the top of the form, enter the agency name and service option for which you are applying.

PROGRAM DATA

Enter the annual funds requested, the price per participant, the start date and end date for proposed program services, the days of the week in which the program will operate (e.g. Monday, Wednesday, Friday), the hours of the day during which services will be available (e.g., 9:00 a.m. – 5:00 p.m.) and the projected number of participants to be enrolled.

ACTIVITIES AND FREQUENCY OF PROPOSED SERVICES

Enter the required program activities for the proposed service option and any additional activities listed in the *Program Activities Definitions* (Appendix A) that will be provided because they are integral to the program design. Additional activities must be justified in your program design narrative. Indicate the site name and address where each listed activity will take place.

Specify the days of the week when each activity will take place and the hours of the day it will be offered. Indicate the projected number of participants to be served by each activity.

OUTCOMES: Enter the required outcomes and the related indicators. All of the outcomes listed in the RFP under the proposed service option must be listed. When “documentary proof” is the required indicator, specify the type of documentation you plan to use. State the number of participants projected to achieve each outcome. In your program design narrative, you must provide an appropriate justification for these projected achievement levels.