



**Department of
Youth & Community
Development**

Jeanne B. Mullgrav
Commissioner

Immigrant Services Request for Proposals PIN: 26012IMMSRFP

RFP Release Date: January 12, 2011

Deadline For Proposals: **2:00pm Monday, February 28, 2011**

Return To: DYCD Procurement Office
156 William Street, Second Floor
New York, New York 10038

Attention: Michael Owh, Agency Chief Contracting Officer

Pre-Proposal Conference: February 7, 2011

Pre-Proposal Location: EDC Conference Room
110 William Street, 4th Floor
New York, New York 10038

This Request for Proposals (RFP) must be obtained directly from the Department of Youth and Community Development (DYCD) in person or by downloading it from DYCD's web site, www.nyc.gov/dycd. If you obtained a copy of this RFP from any other source, you are not registered as a potential proposer and will not receive addenda DYCD may issue after release of this RFP, which may affect the requirements and/or terms of the RFP.



Printed on paper containing 30% post-consumer material

Immigrant Services RFP— PIN 26012IMMSRFP

Immigration Services
Request for Proposals (RFP) PIN: 26012IMMSRFP

TABLE OF CONTENTS		Page
Authorized Agency Contact Persons		3
SECTION I	Timetable	4
SECTION II	Summary of the Request for Proposals	5
SECTION III	Scope of Services	9
SECTION IV	Format and Content of the Proposal	20
SECTION V	Proposal Evaluation and Contract Award Procedures	27
SECTION VI	General Information To Proposers	28
APPENDIX A	Program Activity Definitions	29
ATTACHMENT 1	Proposal Summary Form	31
ATTACHMENT 2	Multiple Proposals	32
ATTACHMENT 3	Corporate Governance Certification	33
ATTACHMENT 4	Linkage Agreement Form	35
ATTACHMENT 5	Service Level Form	36
ATTACHMENT 6	Budget Summary Form	38
ATTACHMENT 7	Doing Business Data Form	41
ATTACHMENT 8	Acknowledgement Of Addenda	44

AUTHORIZED AGENCY CONTACT PERSONS

The authorized agency contact persons for all matters concerning this Request for Proposals (RFP) are:

Procurement

Michael Owh, Agency Chief Contracting Officer
Office of Procurement
Dept. of Youth and Community Development
156 William Street, 2nd Floor
New York, NY 10038
Tel: (212) 513-1820
Fax: (212) 676-8129
E-mail: RFPquestions@dycd.nyc.gov

RFP Content and Procedures

Cressida Wasserman
Planning, Research, and Program Development
Dept. of Youth and Community Development
156 William Street, 2nd Floor
New York, NY 10038
Tel: (212) 442-5914
Fax: (212) 676-8160
E-mail: RFPquestions@dycd.nyc.gov

NOTE ON E-MAIL INQUIRIES: Proposers should enter “Immigration Services RFP” in the subject line of the e-mail. DYCD cannot guarantee a timely response to phoned-in and written questions regarding this RFP received less than one week prior to the RFP due date.

Proposers should note that any telephone or written response that may constitute a change to the RFP will not be binding unless DYCD subsequently issues such a change as a written addendum to the RFP.

SECTION I - TIMETABLE

A. Release Date: January 12, 2011

B. Pre-Proposal Conference:

Date: Monday, February 7, 2011
Time: 10:00am OR 2:00pm
Location: EDC Conference Room
110 William Street, 4th Floor
New York, New York 10038

Attendance by proposers is optional but recommended by DYCD.

C. Proposal Due Date and Time and Location:

Date: Monday, February 28, 2011
Time: 2:00pm
Location: **Hand deliver** proposals to:
DYCD Procurement Office
156 William Street, Second Floor
New York, New York 10038

DYCD will not accept e-mailed or faxed proposals.

Proposals received at this location after the proposal due date and time are late and shall not be accepted, except as provided under New York City Procurement Policy Board Rules, Section 3-03(f)(5).

In accordance with Section 3-03(f)(5), DYCD will consider requests made to the Agency Chief Contracting Officer to extend the Proposal Due Date and Time prescribed above. However, unless DYCD issues a written addendum to this RFP to extend the proposal due date and time for all proposers, the proposal due date and time prescribed above shall remain in effect.

D. Anticipated Contract Start Date: July 1, 2011

SECTION II - SUMMARY OF THE REQUEST FOR PROPOSALS

A. Purpose

In this Request for Proposals (RFP), the Department of Youth and Community Development (DYCD), in its capacity as the Community Action Agency for New York City (City), is seeking appropriately qualified not-for-profit organizations to provide services to the City's immigrant residents.

Three million immigrants live in New York City. They represent 37 percent of the population and 43 percent of the City's workforce, and play critical roles in the City's economy.¹ With wage and salary earnings proportionate to their share of the population, immigrants make a powerful contribution to New York's economic growth. Immigrant workers are represented in almost every sector and at almost all job levels. For example, they make up nearly half of all physicians and surgeons, six out of ten registered nurses, and seven out of ten nursing aides; one quarter of all chief executive officers, half of all accountants, one quarter of securities, commodities and financial services sales agents, one third of financial managers and real estate brokers; four out of ten property managers and architects, one third of office clerks and receptionists; seven out of ten construction laborers and half of all building cleaners; and 75 percent of cooks and 75 percent of carpenters.²

Overall, notwithstanding lower incomes and educational attainments overall, foreign-born New Yorkers have slightly lower unemployment and poverty rates compared to U.S.-born City residents.³ In addition, research has demonstrated that immigrants, as a group, are highly entrepreneurial.⁴ Nevertheless, despite impressive data pointing to the significant contribution that immigrants make to the local economy and the expansion of the City's middle class, some newcomers fare less well than others and become victims of exploitation and abuse. The vulnerability of immigrants may stem from a variety of factors including poverty, limited English language skills and educational attainment, lack of information about legal rights and support services, the complexity of U.S. immigration law, and other barriers that make it hard to gain permanent legal immigration status. Most immigrants come to the United States to create better lives for themselves and their families; others seek to escape hardship, danger and persecution in their countries of origin; and some are victims of human trafficking, lured here under false pretences.

DYCD has historically supported a range of services for immigrants: legal assistance to help immigrant adults and youth attain citizenship and lawful immigration status; legal and social services for immigrant victims of domestic violence; and services designed to provide assistance to immigrant families. Through this RFP DYCD seeks to strengthen or expand some services and to sharpen the focus of others. Increasing the security of immigrants and helping to stabilize communities is integral to the mission of DYCD; hence, providing assistance with applications for citizenship and permanent residency remains a priority for the agency as well as for Mayor Michael R. Bloomberg and the Mayor's Office of Immigrant Affairs (MOIA). Programs serving immigrant victims of domestic violence, in addition to helping participants who can self-petition under the Violence Against Women Act (VAWA)⁵ will be able to provide legal assistance to victims of human trafficking and other crimes eligible for relief under the Victims of Trafficking and Violence Protection Act of 2000 (VTVPA).⁶ Human trafficking covers all forms of forced labor of men, women, and children, including domestic service, construction work, and sweatshops, and commercial sexual exploitation.⁷ The City has been in the forefront of efforts to fight human trafficking, beginning with formation of the Mayor's multi-agency task force in 2006. Physical violence and intimidation, fear of being reported to the authorities and deported, and lack of access

¹ State of New York City's Housing and Neighborhoods 2009, The Furman Center for Real Estate and Urban Policy, New York University, Armstrong et al., 2010; Working For A Better Life. A Profile of Immigrants in the New York State Economy. Fiscal Policy Institute. November 2007. http://www.fiscalfpolicy.org/publications2007/FPI_ImmReport_WorkingforaBetterLife.pdf

² Fiscal Policy Institute 2007 Ibid.

³ Furman Center Op. Cit. It is notable that this is the inverse of the national pattern.

⁴ A World of Opportunity. Center for an Urban Future, February 2007. http://www.nycfuture.org/images_pdfs/pdfs/IE-final.pdf; Fiscal Policy Institute 2007 Op. Cit

⁵ VAWA was originally passed in 1994 and subsequently updated by Congress. For further details, see <http://www.ovw.usdoj.gov/docs/vawa.pdf>.

⁶ For a summary of immigration relief covered by the Victims of Trafficking and Violence Protection Act of 2000 (VTVPA), see, *Trafficking In Persons- A Guide For Non-Governmental Organizations*. United States Department of Justice Civil Rights Division <http://www.justice.gov/crt/crim/wetf/trafficrochure.php>

⁷ Compelled service has a number of different definitions. See, for example, *The Trafficking in Persons Report 2010*, <http://www.state.gov/g/tip/rls/tiprpt/2010/142747.htm>; and New York City's human trafficking awareness campaign, *Let's End Human Trafficking* at <http://nyc.gov/humantrafficking>

to law enforcement and other services are among an array of factors that make it especially hard for these victims to attain safe environments. Thus, DYCD will require contractors serving trafficking victims and victims of domestic violence to address safety issues as well as provide application assistance to help them with lawful immigration status.

Similarly, the RFP is seeking to strengthen existing services for undocumented immigrant youth by requiring contractors to achieve at least one “services” outcome in addition to providing assistance to legalize their immigration status. Typically, these youth are extremely vulnerable and need a variety of support services. In contrast, services for immigrant families will focus more narrowly on the educational challenges that face so many foreign-born youth. More than 40 percent of students in the City public school system have a home language other than English, and 13 percent are English Language Learners (ELLs).⁸ Nearly 20 percent of ELLs drop out of high school compared to 12 percent of black students, 8.4 percent of white students, and 5.9 percent of Asian students; fewer than 45 percent graduate from high school compared to nearly 58 percent of black students, more than 76 percent of white students, and 80 percent of Asian students.⁹ In addition to linguistic challenges, ELLs may be subject to stresses, both in and out of school, that increase their risk for truancy and drop out. For example, there may be family tensions stemming from extended periods during which parents and children have been separated; the family may be living in overcrowded conditions and confronting legal and financial issues; and some immigrant parents may find it hard to reconcile their family values and traditions with American youth culture. However, research suggests that access to support services and family involvement in their children’s schooling helps immigrant students succeed in middle and high school.¹⁰ In this RFP, DYCD will concentrate available resources for immigrant families on services that foster parental engagement in the education of their children and help foreign-born students effectively navigate the school system, complementing initiatives being spearheaded by MOIA and the City’s Department of Education (DOE).¹¹

Finally, as a result of increasing evidence concerning exploitation of low-wage immigrant workers, the RFP adds a new service option relating to employment rights. Foreign-born workers account for 50 percent and more of all those employed in manufacturing, personal services, construction, leisure and hospitality, and health and social services in the City. Large numbers of immigrants in the City work in low-wage occupations where employment rights tend to be violated more frequently and blatantly than elsewhere.¹² All workers, regardless of immigration status, have the right to be paid minimum wage and overtime and the right to organize to improve work conditions.¹³ Through this RFP, DYCD will fund programs that provide information, education, advocacy and legal services designed to protect low-wage immigrants from exploitation and violations of their employment rights.

⁸ ELLs are defined as students who speak a language other than English at home and score below a state-designated level of proficiency in English. See, www.nycenet.edu.

⁹ See NYC Graduation Rates Class of 2009 (2005 Cohort) NYC Department of Education March 2010.

http://schools.nyc.gov/Accountability/Reports/Data/Graduation/GRAD_RATES_2009_HIGHLIGHTS.pdf

¹⁰ See for example, Family Involvement Makes a Difference. HFRP Volume 3 Spring 2007. <http://www.hfrp.org/family-involvement/publications-resources/family-involvement-in-middle-and-high-school-students-education>; Eileen Gale Kugler and Olga Acosta Price. Helping immigrant and refugee students succeed: it’s not just what happens in the classroom. Center for Health and Health Care in Schools. November 2009.

<http://www.healthinschools.org/~media/Files/PDF/FINAL%20Revised%20Kappan%20article%2011-13-09.ashx>.

¹¹ MOIA is supporting a pilot collaboration between ReServe and the DOE Office of ELLs that will place college and career counselors in 10 high schools to supplement current guidance available to ELLs. In addition, MOIA is using the “We are New York” TV show to work with several high-need elementary public schools to offer parents English Language Conversation Circles after drop-off or before pick-up at the end of the school day.

¹² See Working Without Laws – A Survey of Employment and Labor Law Violations in New York City. Annette Bernhardt, Diana Polson, James DeFillippis. 2010. http://nelp.3cdn.net/990687e422dcf919d3_h6m6b6f6ki.pdf; Annet Bernhardt, Ruth Milkman et al (2010) Broken Laws, Unprotected Workers. http://www.unprotectedworkers.org/index.php/broken_laws/index

¹³ New York City Office of Immigrant Affairs <http://www.nyc.gov/html/imm/html/employment/authorization.shtml>. Also see, Final Report, Temporary Commission on Day Laborer Job Centers, April 16, 2009, http://www.nyc.gov/html/imm/downloads/pdf/report_day_laborer_job_centers.pdf.

B. Service Options and Competitions

The RFP has five separate service options, each of which represents a separate competition:

Service Option 1	Legal Services for Immigrants
Service Option 2	Legal Services for Immigrant Youth
Service Option 3	Services for Victims of Domestic Violence and Trafficking
Service Option 4	Services for Immigrant Families
Service Option 5	Services for Immigrant Workers

Proposers may propose under one or more of the service options. **However, a separate and complete proposal must be submitted for each program proposed.** In the event that a proposer is eligible for award of more than one program from this RFP, DYCD reserves the right to determine, based on the proposer's demonstrated capability and best interests of the City, respectively, how many and for which program(s) the proposer will be awarded a contract and at what level of services and dollar value.

C. Funding

The anticipated total annual funding for this solicitation is **\$2,685,000**. Details of the price per participant, anticipated number of contracts to be awarded, and the amount of funding to be allocated to each service option are set out on the chart below.

Service Option	Anticipated Price Per Participant	Anticipated Funding Allocation	Anticipated Number of Contracts
Option 1 Legal Services for Immigrants	\$500-\$750	\$850,000	Up to 8
Option 2 Legal Services for Immigrant Youth	\$2,200-\$2,500	\$450,000	Up to 3
Option 3 Services for Victims of Domestic Violence and Trafficking	\$2,200-\$2,500	\$650,000	Up to 5
Option 4 Services for Immigrant Families	\$750-\$850	\$450,000	Up to 7
Option 5 Services for Immigrant Workers	\$750- \$850	\$285,000	Up to 3
Total Annual Allocation		\$2,685,000	Up to 26

D. Geographical Areas to be Served

Program services may be located in any area of the City but proposers are encouraged to serve the high-need areas set out below that have been determined by DYCD.¹⁴

<u>BRONX</u>	<u>BROOKLYN</u>	<u>MANHATTAN</u>	<u>QUEENS</u>	<u>STATEN ISLAND</u>
Bronx 4	Brooklyn 1	Manhattan 3	Queens 1	Staten Island 1
Bronx 5	Brooklyn 4	Manhattan 11	Queens 3	
Bronx 7	Brooklyn 5	Manhattan 12	Queens 4	
Bronx 9	Brooklyn 7		Queens 7	
	Brooklyn 11		Queens 12	
	Brooklyn 12			

E. Payment Structure

It is anticipated that payment structure of contracts awarded under this RFP will be based on 100 percent line-item budget reimbursement.

F. Anticipated Contract Term

The anticipated term of contracts will be for three years from July 1, 2011 to June 30, 2014.

G. Subcontracting

Subcontracting is permissible under the following conditions:

- The proposer must identify any proposed subcontractor in the proposal.
- Agency assumptions regarding contractor approach as set out in Section III—Scope of Services and other sections of this RFP apply equally to any proposed subcontractor.
- All subcontractors and subcontracts shall be subject to DYCD approval before expenses are incurred and payments made.
- No more than 30 percent of the total value of the contract may be subcontracted.

H. Regulatory Requirements

Nondiscrimination. The contractor shall provide services to all persons regardless of actual or perceived race, color, creed, national origin, alien or citizenship status, gender (including gender identity), sexual orientation, disability, marital status, arrest or conviction record, status as a victim of domestic violence, lawful occupation, and family status.

Personnel Investigation/Arrest Notification. The contractor must undertake appropriate background checks of all staff paid under any DYCD-funded program. Such checks will include verification of prior employment and references through direct contact by the contract or with former employers. The contractor will be required to provide rosters of all staff in the program, whether funded directly by DYCD or otherwise. The contractor will be asked to verify the actual existence of claimed staff through an inspection by senior agency staff. Upon receipt of an award, the contract or shall comply with all federal, State, and City regulations with respect to investigation for criminal conviction histories of program staff members (proposed or currently employed), including volunteers, including the requirement that all such persons in programs serving youth under the age of 21 be fingerprinted. Contractors shall comply with applicable State and federal regulations, including 42 U.S.C. 5119. Fingerprinting procedures have been developed by DCYD, the costs of which are reimbursable under the contract as part of the unit price. Youth staff (paid and volunteer) who are 17 years old or younger and who are still attending school are not required to be fingerprinted. Such regulations, policies, and procedures shall also determine whether individuals with criminal conviction histories may continue their employment in the program. In addition, the Immigration Services program shall report any conviction or subsequent arrest of any staff member (paid or volunteer) of which it becomes aware to DYCD.

¹⁴ These target CDs were identified based on the numbers of newly-arrived immigrants and the number of persons living in poverty compared to other CDs within the same borough. Source: NYC Department of City Planning, ACS Three Year Averages 2006-8

SECTION III: SCOPE OF SERVICES

A. Goals

As the designated Community Action Agency in the City, DYCD is the recipient of federal Community Services Block Grant (CSBG) funds which are used to combat poverty and revitalize low-income communities by providing a range of services and activities. This RFP will fund community-based organizations that offer such services to immigrants (foreign-born residents and their children). General goals for immigrant services programs funded through the CSBG are to:

- Assist immigrants to become more self-sufficient
- Assist immigrants to strengthen their families and support systems, and
- Assist immigrants to improve their living conditions

The specific goals and objectives of the services for immigrants funded through this RFP are set out below under each service option.

B. Assumptions Regarding Organizational Capability [ALL SERVICE OPTIONS]

- The contractor would be fiscally sound and capable of managing the proposed program.
- The contractor's Board of Directors would remain free of conflicts and exercise active oversight of
 - ◆ program management, including regular reviews of executive compensation, audits, and financial controls, and
 - ◆ program operations and outcomes.
- The contractor would engage in successful joint efforts with other organizations providing services to the target population.
- The contractor would have the capacity to integrate the proposed program into its overall operations.
- The contractor's internal monitoring system would be effectively used to identify program, personnel, and fiscal issues and provide corrective action procedures.
- The contractor would have a continuous quality improvement protocol that includes quality assurance measures for all aspects of the program.
- The contractor would have an effective computerized system for data collection and management that meets the following specifications:
 - Microsoft Internet Explorer 7 or greater or Mozilla Firefox 3.5 or greater.
 - A minimum connection speed of 512 kb/s download speed (basic DSL) is required. Dial-up modems are not sufficient.
 - Up-to-date antivirus software is required.
 - Firewall software or hardware is strongly recommended.
 - A computer system that employs hierarchical password protection to define and restrict access to specified users who are program staff members is required.
- The contractor would ensure that program staff has access to computers and the Internet.

C. Assumptions Regarding Experience and Qualifications [ALL SERVICE OPTIONS]

- The contractor would have at least three years of successful experience within the last five years providing the services relevant to the proposed service option, including significant experience in working with the targeted participants.
- The contractor's key staff would have at least two years of successful and relevant experience within the last five years, together with any additional qualifications detailed below under each service option. For additional assumptions regarding staff qualifications see "Minimum Staffing Requirements" below for each service option.
- All program staff would be qualified and appropriately trained and have the necessary cultural competence to provide services to the participants.

D. Assumptions Regarding Contractor Approach [ALL SERVICE OPTIONS]

1. Participants to be served

The participants targeted by the RFP would be immigrants residing in New York City. They are described below in more detail under each service option.

2. Program Facility

- The program facility would be appropriate in size and design to accommodate program staff, participants, and services.
- The contractor would ensure that the building and all facilities and equipment therein meet the local fire, health, and safety standards and comply with American Disabilities Act (ADA) standards. If facilities do not meet ADA standards, DYCD-approved alternative measures such as access to other suitable space would be used to make activities accessible to persons with disabilities.
- The facility would be easily accessible by public transportation.

3. Program Design

Common Elements

Youth Development

The contractor would ensure that all staff members who work with youth are guided by the *Core Competencies for Youth Workers* and *Core Competencies for Supervisors of Youth Workers* developed by DYCD.¹⁵

Cultural Competency and Sensitivity

The contractor's staff, including volunteers, would be linguistically and culturally competent and ensure that services are provided to participants in a manner that is sensitive to their cultural heritage and traditions, life experiences, sexual orientation and gender identity. Whenever possible, services would be provided in the languages spoken by the participants.

Case management

The contractor would comply with DYCD case management standards for delivery of services to individual participants. These standards include an initial assessment of participant needs, identification of short term and long term goals, follow-up (for example, where the participant has been given a referral to other service providers) and tracking participant progress towards the specified goals. This information would be entered in DYCD Capricorn, a web-based participant case management, attendance reporting and enrollment database system.

Legal Representation

Only licensed attorneys and other persons fully accredited as representatives by the Board of Immigration Appeals (BIA), the administrative appellate component of the Executive Office for Immigration Review (EOIR), may represent persons in proceedings before the USCIS and the EOIR.¹⁶ Legal representation might include removal proceedings, but only in cases where the participant has a clear pathway to lawful immigration status.¹⁷

¹⁵ Both sets of core competencies can be accessed through the following web links:

http://www.nyc.gov/html/dycd/downloads/pdf/core_competencies_for_yw_professionals.pdf; and http://www.nyc.gov/html/dycd/downloads/pdf/supervisor_core_competencies-full_document102009.pdf

¹⁶ 8 C.F.R. §§1.1, 292.1, 1001.1, 1292.1. These attorneys and representatives are subject to rules of conduct and disciplinary procedures established by the USCIS (8 C.F.R. §292.3) and the EOIR (8 C.F.R. §§1003.101-109 and 1292.3). The EOIR comprises the Office of the Chief Immigration Judge, the Board of Immigration Appeals, the Office of the Chief Administrative Hearing Officer (OCAHO), the Office of General Counsel (which includes the bar/disciplinary counsel), and the administrative components. The Office of the Chief Immigration Judge oversees the immigration judges sitting in the immigration courts located throughout the United States. 8 C.F.R. §§1003.0, 1003.9. The Office of the Chief Administrative Hearing Officer oversees the administrative law judges who adjudicate cases and issues regarding the unauthorized employment of aliens, unfair immigration-related employment practices, and related document fraud. INA §§274A, 274B, and 274C, codified as amended at 8 U.S.C. §§1324a, 1324b, and 1324c, and 8 C.F.R. §§274a.9, 1274a.9.

Referrals, Advocacy, and Follow-up

The services provided by the contractor would include referral assistance and advocacy¹⁸ to facilitate participants' access to government benefits and services such as the Earned Income Tax Credit, food stamps, subsidized housing, after school programs, health services, ESOL classes, and other essential support services. The contractor would follow up on referrals to ensure recommended services were accessed.

Required Program Activities

The contractor would undertake the program activities summarized under each service option. See Appendix A for additional details concerning program activities that are based on definitions in the DYCD Community Services Block Grant (CSBG) Program Activity Definitions Directory.

Translation services

The contractor would provide necessary interpretation and translation services, directly or through subcontractors or linkages.

Linkages

The contractor would have linkages with other community-based organizations, law firms and other agencies that are willing to support and enhance program services as detailed under each service option. All linkages would be documented in Linkage Agreements (see Attachment 4) submitted with the proposal.

Data Collection: Reporting and Accountability

The contractor would collect and report statistical information as requested by DYCD, including individual-level data on enrollment, participant demographics, specific services provided, and outcomes achieved, and would cooperate with DYCD or an external evaluator in any evaluation of the program. Documents used to demonstrate required outcomes will be subject to DYCD review and approval. The contractor would also be required to use the DYCD Capricorn database system.

Record Review

Contractor would make participant files available to DYCD for review and audit inspection. DYCD will accommodate the review process for contractors whose caseloads include sensitive matters where there are legal requirements to maintain confidentiality.

Mandatory Meetings

The contractor would ensure that designated staff members attend all meetings related to their respective program area(s) that are deemed mandatory by DYCD.

Decisions by these immigration judges and administrative law judges may be appealed administratively to the Board of Immigration Appeals. 8 C.F.R. §1003.1

¹⁷ For example, where there has been a breach of federal civil immigration law that can easily be cured. In contrast, the program would not include legal representation where criminal defense work is involved.

¹⁸ Advocacy for the purpose of the RFP means activities such as intervening and negotiating through telephone calls; accompanying participants to school suspension/truancy meetings, discrimination or entitlement hearings, administrative proceedings, and other meetings.

Option 1 – Legal Services for Immigrants

Goals

- To help participants attain lawful immigration status such as permanent residence, asylum, U.S. citizenship, or other special immigration status (e.g., U or T visa) by providing legal counseling, application assistance (including registration of permanent residence or adjustment of status applications¹⁹) and legal representation.
- Address identified social services needs, directly or through referrals.

Participants

Legal assistance under this option would target immigrants residing in the City, regardless of age, gender, country of origin, or immigration status.

Program Activities

- **Assessment.** The contractor would assess the eligibility of each participant for permanent residence, asylum, citizenship, or other lawful immigration status.
- **Immigration Application Assistance.** The contractor would provide application assistance to participants eligible for immigration benefits, including assistance with filing required forms and supporting documentation and any follow-up services needed to ensure the proper processing of the application.
- **Legal Assistance.** The contractor would provide legal assistance, including preparation of papers, telephone advocacy with U.S. Citizenship and Immigration Services (USCIS), and legal representation in court and at administrative hearings, reviews and appeals.
- **Access Services.** The contractor would address the significant social services needs of participants directly or through referrals.

Required Outcomes

Services would result in at least one of the two outcomes set out below.

Contractors may provide services that result in more than one outcome per participant, but will only report one. Of the total reported outcomes, at least 70 percent must be within the first category (filing applications for lawful immigration status).

1. Participants successfully file required forms and supporting documentation to obtain permanent residence, citizenship, asylum or other special immigration status, such as a U visa or a T visa, for which they are eligible.

Outcome indicator: Proof of successful filing as evidenced by the official receipt or notice issued by the USCIS (e.g., Notice of Action Form I-797).

2. Participants are represented in administrative proceedings or court hearings relating to their immigration status, through resolution, by an attorney (or BIA-accredited representative) employed or retained by the contractor.

Outcome indicator: Proof of resolution of the issue relating to the participant's immigration status as evidenced by official documents issued by the USCIS or EOIR.

¹⁹ See <http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=3faf2c1a6855d010VgnVCM10000048f3d6a1RCRD>

Minimum Staffing Requirements

The contractor would have:

- At least one attorney on staff or on retainer, and at least one paralegal on staff.²⁰
- A dedicated staff person with relevant experience providing non-legal services to immigrants. The role of this staff person would be primarily to inform participants about government benefits for which they are eligible, identify their needs for social services, and make appropriate referrals.
- An effective system of staff supervision.

Linkages

The contractor would have linkages with organizations and agencies that provide support services for immigrants such as assistance accessing government benefits and services and provision of health and mental health services.

Option 2 – Legal Services for Immigrant Youth

Goals

The specific goals of the services under this service option are to:

- Assist youth in the foster care system with applications for Special Immigrant Juvenile Status (SIJS).
- Assist unaccompanied immigrant youth with applications for lawful immigration status.
- Address the needs of participants for housing, education, health and mental health care and other social services and benefits for which they qualify.

Participants

Under this option, legal assistance would target two separate groups of youth:

- 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.²¹
- Unaccompanied youth under age 21, including victims of illegal trafficking.

Program Activities

- **Assessment.** The contractor would assess the eligibility of participants for SIJS or other pathways to legal immigration status.
- **Immigration Application Assistance and Legal Assistance.** The contractor would assist eligible youth with applications for SIJS or other immigration benefits, including help filing the required forms and supporting documentation. The contractor would also provide legal representation, in court and at administrative hearings and appeals, and follow-up services.

²⁰ A paralegal is defined as someone with at least two years of experience within the last five years in the area of immigration law (specifically, knowledge and demonstrated application of the Immigration and Nationality Act). Alternatively, a paralegal will have a degree from a paralegal studies program approved by the American Association for Paralegal Education (AAfPE).

²¹ SIJS provides relief for undocumented immigrant youth under age 21 at the time the SIJS petition is filed who are unmarried and whom the juvenile court has declared court dependent or committed to a state department or agency. The SIJS application must include a juvenile court finding that the child has been deemed "eligible for long-term foster care." This means that administrative or judicial proceedings have determined there was abuse, neglect or abandonment, parental reunification is not an option, and it was not in the child's best interest to be returned to the home country. For further details, see, e.g., Lisa Mendel-Hirsa. Understanding Special Immigrant Juvenile Status - An Advocates Call to Action. Empire Justice Center January 16, 2010 <http://www.empirejustice.org/issue-areas/immigrant-rights/access-to-status/understanding-special.html>; Unaccompanied Immigrant Children Representation Training Manual. The National Center for Refugee and Immigrant Children. 2005. <http://www.refugees.org/data/nationalcenter/htx/manual.pdf>

- **Access Services.** The contractor would inform participants about available government benefits, identify their needs for social services, and make appropriate referrals, for example to housing, education, or health and mental health care services. Staff would follow-up to ensure participants receive the services for which referrals were made.

Required Outcomes

Participants would achieve the “Filing” outcome and at least one of the “Services” outcomes described below:

Filing outcome:

- Participants file all the required papers to attain SIJS or other legal immigration status such as a U or T visa.

Outcome Indicator: Proof of successful filing of forms and supporting documentation for SIJS or other immigration status as evidenced by the official receipt or notice issued by the USCIS (e.g., Notice of Action Form I-797).

Services outcomes:

- Participants secure adequate, safe housing.
- Participants enroll in educational and/or training programs.
- Participants receive health and/or mental health services.

Outcome indicators: Documentary proof demonstrating that the specified outcome has been achieved. For example, proof that the participant secured adequate safe housing may be evidenced by a lease.

Minimum Staffing Requirements

The contractor would have:

- At least one attorney on staff or on retainer, and at least one paralegal on staff.
- A dedicated staff person, with appropriate training and at least 3 years relevant experience in the last 5 years providing non-legal services to immigrant youth. The role of this staff person would be to identify and address (directly or through referrals) the needs of each participant for social services, and provide follow-up to ensure the services are received.
- An effective system of staff supervision to ensure service quality.

Linkages

The contractor would have linkages with organizations and agencies that can help address the social services needs of the participants, including:

- The Administration for Children’s Services, not-for-profit organizations contracted to provide foster care, or both.
- Health and mental health care providers with capacity to effectively address the needs of immigrant youth with prior histories of abuse, neglect and trauma.
- Schools and institutions of higher education willing to provide educational support and programming that will help participants attain their educational goals.

Option 3 – Services for Victims of Domestic Violence and Trafficking

Goals

The specific goals of the services under this service option are to:

- Provide domestic violence prevention and intervention services to immigrant victims and their families, directly or through referrals, so that they secure a safe environment and their family situation is stabilized.
- Help immigrant victims of domestic violence or trafficking and other crimes to attain lawful immigration status, for example through VAWA self-petitions or applications for a U or T visa under the VTVPA.

Participants

Services would target immigrant victims of domestic violence and their family members (including children, male victims, and victims in same-sex relationships). Services would target victims who require immigration application assistance to help them adjust their status or who are eligible to self-petition under VAWA or apply for a U or T visa under the VTVPA.

Program Activities

The contractor would adopt a comprehensive and integrated approach to the needs of program participants and provide the services needed to meet the outcomes specified below. In particular, the contractor would provide the following services:

- **Assessment.** The contractor would assess the eligibility of each participant to apply for immigration relief under VAWA or a U or a T visa under the Victims of Trafficking and Violence Protection Act of 2000
- **Domestic Violence Prevention/Intervention.** The contractor would identify the social services and safety needs of all participants. These services would be provided directly or through referrals and would include training to foster violence prevention skills and education about healthy relationships,
- **Immigration Application Assistance.** The contractor would help victims eligible for relief under U. S. immigration law with filing relevant applications/petitions and provide related follow-up services.
- **Legal Assistance.** The contractor would provide legal services for victims eligible for relief under U.S. immigration law, including preparation of legal papers and representation in court and at administrative hearings and appeals.
- **Access Services.** The contractor would inform participants about available government benefits, identify their needs for social services, and make appropriate referrals, for example to housing or health and mental health care services. Staff would follow-up to ensure that participants received the services for which they were referred.
- **Group and Individual/Family Counseling.** The contractor would provide or facilitate access to services that build resilience and address psychological, emotional and practical issues.
- **Emergency Services.** The contractor would ensure that immediate needs for shelter, food, or clothing are met.

Required Outcomes

Participants would achieve both the following outcomes:

- Participants attain safe environments, for example, by securing a shelter placement or alternative housing, obtaining an order of protection or a divorce, or implementing a safety plan and attending domestic violence counseling.

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

- Participants file the papers required to adjust their current immigration status to secure permanent residency or citizenship through a self-petition under VAWA or attain lawful immigration status through other available options.

Outcome indicator: Proof of successful filing of forms and supporting documentation relating to immigration relief under VAWA or the VTVPA, as evidenced by the official receipt or notice issued by the USCIS (e.g., Notice of Action Form I-797).

Minimum Staffing Requirements

The contractor would have:

- At least one attorney on staff or retainer and at least one paralegal on staff.
- A dedicated staff person, with appropriate training and at least 3 years relevant experience in the last 5 years providing non-legal services to immigrant victims of domestic violence. The role of this staff person would be to identify and address (directly or through referrals) the social services needs of each participant and provide follow-up to ensure that the participant receives the recommended services and benefits.
- An effective system of staff supervision.

Linkages

To ensure that the contractor meets the goals of the program, it would have linkages with the following kinds of organizations:

- Not-for-profit organizations that provide support services to immigrant victims of domestic violence.
- Health and mental health care providers with capacity to effectively address the needs of immigrant victims of domestic violence and human trafficking.
- Other entities that can contribute to the safety and well-being of program participants.

Option 4 – Services for Immigrant Families

Goals

The specific goals of the Services for Immigrant Families Program are to:

- Teach parents of ELLs about school systems and foster their involvement in their children's education. The term "parent" is defined for the purposes of this RFP to include any adult caretaker responsible for students enrolled in the program.
- Reduce the risk for drop out and raise academic achievement levels among ELL students.
- Help the parents of foreign-born students access the government benefits and services to which they and their children are entitled.

The above goals complement other initiatives being launched by MOIA and the DOE (see Footnote 10 above).

Participants

Services would target immigrant families with ELL students in grades 6 through 12 enrolled in City public and private schools.

Recruitment/Enrollment

The contractor would have effective recruitment strategies for enrollment of ELL students and their parents into the program.

Program Activities

- **Meeting with School Representatives and with Parents.** The contractor would use a variety of approaches to encourage parental involvement in their children's education, including convening meetings between parents and school representatives to foster positive relationships and advocate on behalf of and empower parents in their dealings with teachers and the school system.
- **Educational Workshops and Mentoring.** The contractor would provide educational workshops designed to:
 - Teach ELL students and their parents about school rules relating to attendance, academic and other requirements for high school graduation and college entry.
 - Provide information about support services available to help students stay on track.
 - Provide information about and explain the role of the school's Parent Coordinator.²²
 - Teach parents how to access information about their child's performance, for example, through the Department of Education's Achievement Reporting and Innovation System (ARIS) system and help them use this resource effectively.²³
- **Access Services.** The contractor would address the family's needs for social and educational services such as ESOL classes, directly or through referrals, and, if necessary, conduct home visits.

Required Outcomes

Participants would achieve both the following outcomes:

- Participating parents increase their involvement in their children's education by, for example, attending parent-teacher conferences, Open House evenings, PTA meetings and other school events.

Outcome indicator: Proof that at least one parent attended all parent-teacher meetings and a minimum of two additional school events.

- Participating students remain enrolled in and attend school on a regular basis in accordance with school expectations.

Outcome indicator: School attendance records demonstrating that participating students attended at least 90 percent of all school days during the school year or that portion of the school year during which students and their parents were enrolled in the program.

Minimum Staffing Requirements

The contractor would have:

- A dedicated staff person, with experience serving immigrant families, to help parents and students navigate the school system, advocate on their behalf with school personnel, and identify needs for social services and make appropriate referrals.
- An effective system of staff supervision to ensure service quality.

Linkages

The contractor would have linkages with entities that can help achieve program goals, including:

- Schools serving significant numbers of ELL students for the purpose of referring students and families to the contractor's program as well as sharing information about student progress.
- Community-based organizations offering support services to immigrant families to address health, mental health and other needs.

²² For example, see <http://schools.nyc.gov/Offices/District75/Parent+Services/ParentCoordinators/default.htm>.

²³ For example, the ARIS Parent Link makes available to parents important information that enables them to work with their child, their child's teacher and with the school principal to improve student learning outcomes. See <https://arisparentlink.org/parentlink/?language=en>.

Service Option 5: Services for Immigrant Workers

Goals

The specific goals of the Services for Immigrant Workers Program are to:

- Educate low-wage immigrant workers about labor laws and empower them to protect themselves against violations of their rights.
- Resolve issues relating to employment-rights violations affecting individuals or groups of immigrant workers.

Participants

Services would target low-wage immigrant workers.

Program Activities

- **Informational Workshops.** The contractor would educate participants about employment laws and empower them to protect themselves against violations of their employment rights through workshops and trainings, legal clinics, and forums.²⁴
- **Legal Assistance.** The contractor would provide legal advice on employment-rights disputes, including the nature and merits of the case, available options/remedies, and factors that could affect the enforcement of any settlement or judgment. The contractor would advocate on behalf of individuals or groups of participants to resolve employer violations and/or provide legal assistance in connection with administrative or court proceedings (e.g., in Small Claims Court) and in appropriate cases, representation.
- **Access Services.** The contractor would address social services needs of participants directly or through referrals.

Required Outcomes

Participants would achieve the “Education” outcome and at least one of the “Employment Rights” outcomes specified below:

Education Outcome:

- All participants gain knowledge of their employment rights and advocacy strategies through participation in workshops, legal clinics, trainings or forums that educate immigrants on employment rights.

Outcome indicator: Results from written surveys or questionnaires demonstrating that participants gained knowledge of employment rights and advocacy strategies.

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.

²⁴ Note: the Office of Special Counsel for Immigration-Related Unfair Employment Practices, part of the U.S. Department of Justice Civil Rights Division, has some useful multi-lingual publications. See <http://www.justice.gov/crt/about/osc>.

Minimum Staffing Requirements

The contractor would have:

- At least one attorney on staff or retainer, or access to legal services through a subcontract or a linkage agreement.
- A client advocate to identify the employment rights issues of each participant and assist in resolving that issue and facilitate access to social services through referrals, as needed.
- An effective system of staff supervision.

Linkages

The contractor would have linkages with organizations with capacity to respond effectively to the legal, health, mental health and social services needs of the participants.

E. 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 name of any "person" who 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 (Attachment 7) and return it with this proposal, and should do so in a separate envelope.** 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 DYCD and will be given four calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to DYCD. Failure to do so will result in a determination that the proposal is nonresponsive. 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 not later than five days from the date of mailing or upon delivery, if delivered.

SECTION IV: FORMAT AND CONTENT OF THE PROPOSAL

Instructions: Proposers should provide all information requested in the format below:

- The proposal, including attachments if appropriate, should be typed on both sides of 8½" x 11" white paper.
- Lines should be double-spaced with 1" margins, using 12-point font size.
- Pages should be numbered and include a header or footer identifying the proposer.
- Proposals should preferably not exceed 25 pages (12 sheets front and back plus one additional page), excluding requested attachments.
- The proposal should include a Table of Contents, placed directly following the Proposal Summary Form.
- The City of New York requests that all applications be submitted on paper with no less than 30 percent post consumer material content, i.e., the minimum recovered fiber content level for reprographic papers recommended by the United States Environmental Protection Agency. (For any change to that standard please consult: <http://www.epa.gov/cpg/products/printing.htm>.)

A. Proposal Format

1. Proposal Summary Form

The Proposal Summary Form (**Attachment 1**) transmits the proposal package to DYCD. It should be completed in full, signed, and dated by the Board Chair or Executive Director of the proposing organization. Completing this form fully and accurately assists DYCD in the evaluation of the proposal.

2. Program Proposal

The Program Proposal is a clear, concise narrative which addresses the following:

- a. **Experience and Qualifications** (preferable page limit: 5 pages, excluding requested attachments)

Demonstrate the organization's experience and qualifications by briefly describing up to three programs successfully operated by the proposer within at least 3 of the last 5 years providing services similar to those described in Section III – Scope of Services of the RFP under the service option to which the proposal relates. For each program cited, include the dates of operation and program goals.

In the chart below (reproduce as needed), using the most recent quantitative measures of success, demonstrate that each program cited above was effective in each of the following areas:

- Achievement of enrollment numbers that met or exceeded funder/program expectations (target levels vs. actual enrollments)
- Achievement of outcomes that met or exceeded funder/program expectations (projections vs. actual outcomes)

Program Name _____

Program Time Period (State the time period for which the data apply.)	Target Enrollment	Actual Enrollment
Outcome 1:	Projected Achievement	Actual Achievement
Outcome 2:	Projected Achievement	Actual Achievement
Outcome 3:	Projected Achievement	Actual Achievement

In addition, in narrative form, describe any other factors that demonstrate that each program cited above was effective such as:

- Positive findings from an evaluation
- Securing multi-year funding for a relevant program(s) from diverse public and private sources
- Successful joint efforts with other organizations and agencies to provide employment and education services and other related services.

Attach for each staff position a job description, including qualifications that will be required. Include resumes for personnel already identified for positions. Job descriptions and resumes should specifically address the following:

- The experience of key staff within the past five years providing services to the target population.
- For each key staff person already identified, provide at least one specific example of his/her success implementing a program similar to the one proposed.

b. Organizational Capability (preferable page limit: 5 pages, excluding requested attachments)

Demonstrate the organization's programmatic, managerial, and financial capability to perform the services described in Section III—Scope of Services of the RFP. Specifically address the following:

- Describe the steps that will be taken to ensure that program operations will begin on July 1, 2011. Include a brief timeline outlining the activities for program start-up.
- 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.
- Demonstrate the proposer's capacity to incorporate the proposed program into the organization's overall operations. Attach an organizational chart showing the proposer's organization and where the proposed program will fit within the organization.
 - Describe how the proposed program and program staff will relate to the overall organization.
 - Describe any planned collaborations and resource sharing within the organization.
- Describe the proposing organization's internal monitoring system and demonstrate how it is effectively used to identify personnel and fiscal issues. Describe the corrective action procedures.

- Describe the evaluation and quality improvement protocol that the contractor would implement to ensure continuous improvement of program delivery and participant outcome achievement.
- Describe how the organization manages its data collection and reporting requirements for multiple funding sources.
- Job descriptions and resumes of proposed program staff would address the following:
 - The appropriateness of staff skills, knowledge, and training for providing the proposed services
 - Demonstrate that all individuals, including any volunteers, who will be a part of the program will provide the services in a manner that is sensitive to the ethnic, racial, and linguistic characteristics of the target population.
- State that the organization's computer system meets (or will meet by program start date) the specifications set out in Section IIIB.
- Demonstrate that program staff members have access to computers and the Internet.
- Describe how the proposing organization's Board of Directors will be involved in the proposed program. Describe how past programs have been affected by board involvement. Complete Attachment 3, Corporate Governance Certification.
- Attach a copy of the most recent agency-wide financial audit of the organization conducted by a certified public accountant, indicating the period covered, OR, if no audit has been performed, the most recent agency-wide financial statement certified by the proposer's Board of Directors, indicating the period covered and an explanation of why no agency-wide financial audit is available. Financial audits covering fiscal/calendar years prior 2008 will not be accepted as fulfilling this requirement.
- List at least two relevant funding references, including the name of the funding organization and the name, title, and telephone number of a contact person at the funding organization. If there are no funding sources other than DYCD, other relevant references may be listed.
- If the proposer has submitted more than one proposal in response to this RFP, complete Attachment 2, Multiple Proposals.

c. Proposed Program Approach (preferable page limit: 12 pages, excluding requested attachments)

Describe in detail how the proposer will provide the services described in Section III—Scope of Services of the RFP and demonstrate that the proposed approach will fulfill DYCD's goals and objectives. Specifically address the bulleted points immediately below and under each service option.

- Identify the geographic area(s) to be served and indicate the number of participations to be served in each.
- Indicate the proposer's assumptions regarding the need of the target participants for the proposed program services.
- Describe and demonstrate the effectiveness of the outreach methods that will be utilized to reach the target participants.

Complete the Service Level Form for the proposed service option (**Attachment 5**) in accordance with the accompanying Instructions.

Service Option 1: Legal Services for Immigrants

Describe and demonstrate the effectiveness of the overall design of the proposed program. Include the following details:

- The process of assessing the eligibility of each participant for immigration benefits and which staff members will be responsible for determining eligibility, providing assistance with applications and follow up services, and representing participants in court or administrative proceedings.
- How the proposer will assess and address the social services needs of each participant, and which staff members will be responsible for facilitating access to services.

Service Option 2: Legal Services for Immigrant Youth

Describe and demonstrate the effectiveness of the overall design of the proposed program. Include the following details:

- The process of assessing the eligibility of each participant for SIJS or other available immigration benefits and which staff members will be responsible for determining eligibility, providing assistance with applications and follow up services, and representing participants in court or administrative proceedings.
- How the proposer will assess and address the social services needs of each participant, and which staff members will be responsible for facilitating access to services.

Service Option 3: Services for Victims of Domestic Violence and Trafficking

Describe and demonstrate the effectiveness of the overall design of the proposed program. Include the following details:

- The process of assessing the eligibility of each participant for immigration benefits and which staff members will be responsible for determining eligibility, providing assistance with applications and follow up services, and representing participants in court or administrative proceedings.
- How the proposer will assess and address the social services needs of each participant, and which staff members will be responsible for facilitating access to services.
- The types of violence prevention and intervention services that will be provided.

Service Option 4: Services for Immigrant Families

Describe and demonstrate the effectiveness of the overall design of the proposed program. Include the following details:

- The proposed schedule and topics for the educational workshops and how they will contribute to the attainment of the goals set out in Section III- Scope of Services of the RFP. Specify which staff members will be responsible for this work.
- Recruitment strategies that will be adopted to enroll parents in the educational workshops.
- How the proposer will assess and address the social services needs of each participant, and which staff members will be responsible for facilitating access to services.

Service Option 5: Services for Immigrant Workers

Describe and demonstrate the effectiveness of the overall design of the proposed program. Include the following details:

- The process of assessing employment-rights issues of individuals or groups of participants and determining options and legal assistance services to be provided.
- How participants will be recruited for the workshops, trainings, legal clinics, or forums.
- The content and schedule for the workshops, trainings, legal clinics, or forums.
- How the program will empower participants to protect themselves against violations of their employment rights.
- Describe proposed follow-up services, including type and duration.
- Which staff member will be responsible for the different activities and services described above.

All Service Options

Program Facility

- State the location of the program facility.
- Describe the program facility and demonstrate that it is appropriate to adequately accommodate all program activities, staff, and participants.
- Demonstrate that the building and space in which staff and participants will be housed and all facilities and equipment therein meet the local fire, health, and safety standards. Demonstrate that the facility will meet ADA standards or what alternative measures will make program activities accessible to persons with disabilities.
- Demonstrate that the facility will be easily accessible by public transportation.

Additional Services

Describe additional services (if any) to be provided by the proposer that are integral to the proposed program design.

Staffing

- Describe how the program will be staffed.
- State the qualifications and experience of the salaried (and non-salaried staff, if any) who will provide the proposed program services. Include job descriptions for all positions. Attach resumes for staff members who have already been identified.
- Demonstrate that all staff, paid and unpaid, will provide services in a manner that is sensitive to the cultures and characteristics of the target population.
- Describe the system of staff supervision.

Linkages

- Describe the proposed linkages and explain how they will help participants to access available government benefits and services, health and mental health care services and other needed social services.
- Complete and attach a Linkage Agreement Form (Attachment 4) for each linkage that has been established at the time of proposal submission.

3. Price Proposal

The Price Proposal is the funding request for providing the services described in Section III–Scope of Services. It includes the following:

- Completed Budget Summary Form (**Attachment 6**) for a 12-month contract period.
- Budget Justification (preferable page limit: 3 pages)

Justify how requested funds would be used to deliver program services. Proposers should ensure that the budget and budget justification are consistent with the proposed program. Specifically, justify the expenses under each major budget category by addressing the points listed below.

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.

Personnel Services

List each position (full time and part time). Explain how the costs for each position were determined (such as a percentage of full-time salary or hourly rate multiplied by the number of hours). Indicate which resume or job description is intended to fill that position.

Non-staff Services (as applicable)

- List each consultant and subcontractor and associated cost included in the funding request, and explain how the cost of the assigned work for the program as described in the proposal's Program Approach narrative was calculated.
- If the program design includes payment of stipends, describe how the stipends will be awarded and the rationale for awarding the stated amounts.
- For each type of service purchased from a vendor, describe the nature of that service, why it is needed for the program, and how the costs related to purchasing that service were determined.

Other Than Personnel Services (as applicable)

- For consumable supplies, describe the type and quantity of supplies to be purchased and explain how the costs for these items were determined.
- Explain why each piece of equipment and equipment related expenses are necessary for the proposed program.
- Describe the spaces costs, including those involving a rental expense; their importance in the proposed program; and how costs were determined.
- For travel expenses, describe the purpose of the travel and justify the cost.
- For utility, telephone and other operational expenses, list each item and how the cost for each item was determined.

4. Doing Business Data Form

The proposer should complete the Doing Business Data Form (**Attachment 7**) and return it with the proposal. The submission of a Doing Business Data Form that is not accurate and complete may result in appropriate sanctions.

5. Acknowledgment of Addenda

The Acknowledgment of Addenda form (**Attachment 8**) serves as the proposer's acknowledgment of the receipt of addenda to this RFP which may have been issued by DYCD prior to the Proposal Due Date and Time. The proposer should complete this form as instructed on the form.

B. Proposal Package Contents (“Checklist”)

The Proposal Package should contain the following materials. Proposers should utilize this section as a checklist to assure completeness prior to submitting their proposals to DYCD.

1. The Proposal package should include **one original set and four duplicate sets** of all documents listed below, in the following order:
 - Proposal Summary Form (**Attachment 1**)
 - Multiple Proposals (**Attachment 2**), if submitting more than one proposal
 - Program Proposal
 - Table of Contents
 - Narrative
 - Resumes or Job Descriptions or both for Key Staff Positions
 - Organizational Chart
 - Corporate Governance Certification (**Attachment 3**)
 - Financial audit or certified financial statement with an explanation as to why no financial audit is available
 - References for the Proposer
 - Linkage Agreement Form(s) (**Attachment 4**)
 - Service Level Form (**Attachment 5**)
 - Price Proposal
 - Narrative
 - Budget Summary Form (**Attachment 6**)
2. One original Doing Business Data Form (**Attachment 7**) should be placed in a sealed inner envelope.
3. Acknowledgment of Addenda Form (**Attachment 8**)
4. For each proposal submitted, enclose the documents listed above in a sealed envelope and hand deliver to DYCD Office of Contract Procurement, attention: **Michael Owh, Agency Chief Contracting Officer**. Label the envelope with the following:
 - The title and PIN of this RFP
 - The service option and borough
 - The proposer’s name and address
 - The name and telephone number of the proposer’s contact person

SECTION V: PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES

A. Evaluation Procedures

All proposals accepted by DYCD will be reviewed to determine whether they are responsive or nonresponsive to the requirements of this RFP. Proposals which DYCD determines to be nonresponsive will be rejected. DYCD's Evaluation Committees will evaluate and rate all remaining proposals based on the Evaluation Criteria prescribed below. DYCD reserves the right to conduct site visits, to conduct interviews, or to request that proposers make presentations, as deemed applicable and appropriate. Although DYCD may conduct discussions with proposers submitting acceptable proposals, it 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.

B. Evaluation Criteria

- | | |
|---|-----|
| • Demonstrated quantity and quality of successful relevant experience | 30% |
| • Demonstrated level of organizational capability | 20% |
| • Quality of proposed program approach | 50% |

C. Basis for Contract Award

- DYCD will award contracts to the responsible proposers whose proposals are determined to be the most advantageous to the City, taking into consideration the price and such other factors or criteria which are set forth in this RFP. Proposals will be ranked in descending order of their overall average technical scores. Awards will be made to the highest rated vendors whose proposals are technically viable and whose prices per participant fall within the range set forth in the RFP. DYCD reserves the right to make awards to ensure appropriate distribution of programs across geographic areas, including the high-need areas listed in the RFP.
- DYCD reserves the right to award less than the full amount of funding requested by proposers and to modify the allocation of funds among the competitions in the best interests of the City.
- If a proposer is eligible for more than one contract award from this RFP, DYCD reserves the right to determine, based on the proposer's demonstrated organizational capability and the best interests of the City, respectively, how many contracts the proposer will be awarded, and at what level of services and dollar value.

Contract award shall be subject to:

- Demonstration that the proposer is incorporated as a not-for-profit organization, as documented by a copy of the certificate of incorporation, if not previously demonstrated.
- Demonstration that the proposer has, or will have by the conclusion of negotiations, site control of an appropriate program facility.
- Timely completion of contract negotiations between the agency and the selected proposer.

SECTION VI - GENERAL INFORMATION TO PROPOSERS

A. Complaints. The New York City Comptroller is charged with the audit of contracts in New York City. Any proposer who believes that there has been unfairness, favoritism or impropriety in the proposal process should inform the Comptroller, Office of Contract Administration, 1 Centre Street, Room 835, New York, NY 10007; the telephone number is (212) 669-3000. In addition, the New York City Department of Investigation should be informed of such complaints at its Investigations Division, 80 Maiden Lane, New York, NY 10038; the telephone number is (212) 825-5959.

B. Applicable Laws. This Request for Proposals and the resulting contract award(s), if any, unless otherwise stated, are subject to all applicable provisions of New York State Law, the New York City Administrative Code, New York City Charter and New York City Procurement Policy Board (PPB) Rules. A copy of the PPB Rules may be obtained by contacting the PPB at (212) 788-7820.

C. General Contract Provisions. Contracts shall be subject to New York City's general contract provisions, in substantially the form that they appear in "Appendix A—General Provisions Governing Contracts for Consultants, Professional and Technical Services" or, if the Agency utilizes other than the formal Appendix A, in substantially the form that they appear in the Agency's general contract provisions. A copy of the applicable document is available through the Authorized Agency Contact Person.

D. Contract Award. Contract award is subject to each of the following applicable conditions and any others that may apply: New York City Fair Share Criteria; New York City MacBride Principles Law; submission by the proposer of the requisite New York City Department of Business Services/Division of Labor Services Employment Report and certification by that office; submission by the proposer of the requisite VENDEX Questionnaires/Affidavits of No Change and review of the information contained therein by the New York City Department of Investigation; all other required oversight approvals; applicable provisions of federal, state and local laws and executive orders requiring affirmative action and equal employment opportunity; and Section 6-108.1 of the New York City Administrative Code relating to the Local Based Enterprises program and its implementation rules.

E. Proposer Appeal Rights. Pursuant to New York City's Procurement Policy Board Rules, proposers have the right to appeal Agency non-responsiveness determinations and Agency non-responsibility determinations and to protest an Agency's determination regarding the solicitation or award of a contract.

F. Multi-Year Contracts. Multi-year contracts are subject to modification or cancellation if adequate funds are not appropriated to the Agency to support continuation of performance in any City fiscal year succeeding the first fiscal year and/or if the contractor's performance is not satisfactory. The Agency will notify the contractor as soon as is practicable that the funds are, or are not, available for the continuation of the multi-year contract for each succeeding City fiscal year. In the event of cancellation, the contractor will be reimbursed for those costs, if any, which are so provided for in the contract.

G. Prompt Payment Policy. Pursuant to the New York City's Procurement Policy Board Rules, it is the policy of the City to process contract payments efficiently and expeditiously.

H. Prices Irrevocable. Prices proposed by the proposer shall be irrevocable until contract award, unless the proposal is withdrawn. Proposals may only be withdrawn by submitting a written request to the Agency prior to contract award but after the expiration of 90 days after the opening of proposals. This shall not limit the discretion of the Agency to request proposers to revise proposed prices through the submission of best and final offers and/or the conduct of negotiations.

I. Confidential, Proprietary Information or Trade Secrets. Proposers should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification of why such materials, upon request, should not be disclosed by the City. Such information must be easily separable from the non-confidential sections of the proposal. All information not so identified may be disclosed by the City.

J. RFP Postponement/Cancellation. The Agency reserves the right to postpone or cancel this RFP, in whole or in part, and to reject all proposals.

K. Proposer Costs. Proposers will not be reimbursed for any costs incurred to prepare proposals.

L. Vendex Fees. 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 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. The estimated value for each contract resulting from this RFP is estimated to be (less than or equal to \$1million) (above \$1million).

M. Charter Section 312(a) Certification. [IF APPLICABLE]

The Agency has determined that the contract(s) to be awarded through this Request for Proposals will not directly result in the displacement of any New York City employee.



Agency Chief Contracting Officer

1/12/2011

Date

Message from the New York City Vendor Enrollment Center- Get on mailing lists for New York City contract opportunities! Submit a NYC-FMS Vendor Application – Call (212) 857-1680

Immigration Services RFP**PIN: 26012IMMSRFP****Program Activity Definitions****Access to Services/ Referrals**

Provide information about available government benefits and services and make referrals to providers who can address significant social services and employment-related needs identified during the initial assessment or subsequently. Referrals may be to other units within the contractor organization or to appropriate external providers and will include making telephone calls, arranging appointments, writing letters on behalf of the participants, and follow-up.

Assessment

Interview conducted by an attorney, or a paralegal under the supervision of an attorney, to establish an individual's circumstances and eligibility for any benefit under the Immigration and Nationality Act. 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.

Domestic Violence Prevention/Intervention

Provide knowledge and teach skills for violence prevention. Provide outreach and services to individuals and families who are victims or potential victims of domestic violence.

Informational Workshops

Plan, organize, and convene workshops that teach participants about their rights and learn to navigate government systems and bureaucracies, including the public school system. In addition, provide materials that summarize key information designed to help participants advocate on their own behalf and exercise their legal rights and entitlements. Informational workshops could include legal clinics.

Emergency Services

Provide emergency services to individuals and families in one or more of the following areas: clothing, food, and shelter.

Group Counseling

Engage groups of participants in a process of self-evaluation through a series of planned sessions that help them better understand their issues, consider their options, and find solutions. Examples of issues that might be addressed through group counseling are emotional/psychological well-being and functioning, relationship abuse/violence, and substance abuse.

Immigration Application Assistance

Provide assistance to enable immigrants to apply for permanent residency, "U" and "T" visas, Special Immigrant Juvenile Status and/or citizenship or other immigration benefits. This may include screening immigrants for eligibility, filling out applications, preparing applications for submission to the United States Citizenship and Immigration Services (USCIS), assessing applicants' needs and referring to appropriate English for Speakers of Other Languages (ESOL) or U.S history instructional programs, advocating on behalf of applicants as needed, and following up on applicants' status.

Individual/Family Counseling

Engage individuals and/or families in a process of self-evaluation through a series of planned sessions that help them better understand their issues, consider their options and find solutions. Examples of issues that might be addressed through individual or family counseling sessions include emotional/psychological well-being and functioning, family relationships, and substance abuse.

Legal Assistance

Free legal assistance by a staff attorney or paralegal working under the supervision of a staff attorney, including preparation and filing of legal papers in administrative proceedings and civil disputes; advocating for rights, benefits, and entitlements; and representing participants in court and at administrative hearings and appeals.

Meetings with Parents

Schedule meetings between staff and parents of enrolled children to discuss issues related to each child's progress, development, and /or areas in need of improvement.

Meetings with School Representatives

Schedule meetings between CBO staff and school representatives and, if available, parents of enrolled children, to discuss issues related to each child's progress, development, and/or areas in need of improvement.

Mentoring

Foster one-to-one relationships for the purpose of motivating young people to stay in school and make successful transitions to adulthood. Mentors may be other youth or adults serving as positive role models and able to establish a one-to-one relationship with a young person.

Translation Services

Assist participants in translating, interpreting, and filling out legal and other administrative documents.

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 only one borough and list proposed CDs)

Bronx ☐ Brooklyn ☐ Manhattan ☐ Queens ☐ Staten Island ☐

Proposed CD(s) _____

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: _____

Authorized Representative _____ **Title:** _____

Signature: _____ **Date:** _____

Attachment 2: Multiple Proposals

RFP Title: Immigration Services

PIN: 26012IMMSRFP

Complete this attachment if the proposer has submitted more than one proposal in response to this RFP.

Number of proposals submitted _____

Indicate the personnel who will manage the additional programmatic and administrative (fiscal and personnel) oversight if more than one contract is awarded.

Title	Full-Time Equivalent (100% = 35 hours/week)
_____	_____
_____	_____
_____	_____
_____	_____

What funding sources will cover the above costs?

Attachment 3: Corporate Governance Certification

RFP Title: Immigration Services

PIN: 26012IMMSRFP

To enter into a contract with DYCD, each organization must certify that its organizational capability is sufficient to support the services it has contracted to provide. To certify, complete the form below, including the attached list of the members of the Board of Directors, with the name, title, address, telephone number, and e-mail address of each member.

I, _____, am the Chairperson of the Board of _____ (“Proposer”), a not-for-profit organization that has proposed to provide certain youth or community development services. I hereby certify that the Proposer:

1. Is governed by a Board of Directors, whose names and addresses are fully and accurately set forth on the attached list.
2. Maintains its corporate books and records, including minutes of each meeting, at the Proposer address stated on the Proposal Summary Form (Attachment 1 of this RFP).
3. Has held in the past 12 months _____ meetings of the Board of Directors at which a quorum was present.
4. Reviews, at least annually, at a meeting of the Board of Directors and has reviewed in the past 12 months each of the following topics:
 - a. Executive compensation
 - b. Internal controls, including financial controls
 - c. Audits
 - d. Program operations and outcomes.

Name of Organization (Print)

Name of Board Chairperson (Print)

Signature of Board Chairperson

Sworn to before me this _____ day of _____, 20____.
NOTARY PUBLIC

BOARD OF DIRECTORS

Name of Organization: _____

Board Member Name	Board Position	Business Address/Phone	E-Mail Address

(Attach additional pages if needed.)

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 Immigration 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 youth achieve program outcomes.

Proposing Organization:

Authorized Representative

Title

Signature

Date

Linked Organization:

Authorized Representative

Title

Signature

Work Address

Work Telephone Number

Date

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

RFP Title: Immigration 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	

Activities and Frequency of Proposed Services

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.			

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.

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.

Attachment 6: Budget Summary Form

RFP Title: Immigration Services

PIN: 26012IMMSRFP

Organization:		EIN:	
----------------------	--	-------------	--

Account Code	Category		DYCD Funding Request:
Personnel Services			
1100	Salaries and Wages		\$
	Full Time:	\$	
	Part Time:	\$	
1200	Fringe Benefits		\$
1300	Central Insurance Program		\$
	Total Personnel Services:		\$
Non-Staff Services			
2100	Consultants		\$
2200	Subcontractors		\$
2300	Stipends		\$
2400	Vendors		\$
	Total Non-Staff Services:		\$
Other Than Personnel Services			
3100	Consumable Supplies		\$
3200	Equipment Purchases		\$
3300	Equipment Other		\$
3400	Space Costs		\$
3500	Travel		\$
3600	Utilities & Telephone		\$
3700	Other Operational Costs		\$
	Other Costs:	\$	
	Indirect Costs:	\$	
3800	Fiscal Agent Services		\$
	Total Other Than Personnel Services:		\$
	Total DYCD Funding Request:		\$

Proposal Budget Summary Category Definitions

Personnel Services

1100 Salaries and Wages

- The Salaries are divided into two categories:
 - Full Time employees: Persons who work 35 hours or more per week
 - Part Time employees: Persons who work less than 35 hours per week

1200 Fringe Benefits

- Fringe Benefits must include FICA. Charges to Fringe Benefits may also include unemployment insurance, worker's compensation, disability, pension, life insurance and medical coverage as per your policies. Enter the Fringe Benefit rate as indicated on the budget summary page. Fringe rates must not be less than 7.65% or exceed 30% of total salaries. If the contractor uses the Fiscal Agent, the minimum rate for Fringe Benefits is 12.65%.

1300 Central Insurance Program (CIP)

- Proposers without general liability insurance at the time of selection have the option of purchasing insurance through CIP or other sources. CIP includes general liability, special accident, property insurance (equipment), worker's compensation, and disability, at a cost of 4.5% of the total program cost. CIP only covers DYCD-funded programs and activities. All funded programs must have general liability insurance of \$1 million, with a certificate naming DYCD and the City of New York as additional insureds, if they do not participate in CIP.

Non-Staff Services

2100 Consultants

- An independent entity with professional or technical skills retained to perform specific tasks or complete projects related to the program that cannot be accomplished by regular staff. Consultant cannot be a salaried employee.

2200 Subcontractors

- An independent, usually nonprofit, entity retained to perform program services. A subcontract will be part of the DYCD contract and will be registered with the NYC Comptroller. Each Subcontractor's EIN must be listed on the subcontract and on its budget.

2300 Stipends

- An incentive allowance ONLY for the benefit of a participant or client.

2400 Vendors

- An independent business entity retained to provide non-program services. Examples: Cleaning Services, Security, and Accounting Services.

Other Than Personnel Services

3100 Consumable Supplies

- Supplies that are not lasting or permanent in nature, such as office, program, and/or maintenance supplies.

3200 Equipment Purchases

- Purchase of equipment that is durable or permanent, such as furniture, printers, calculators, telephones, computers. All equipment and furniture purchased with DYCD funds at a cost of \$500 or more become the property of The City of New York/DYCD. If the program is terminated, all such items must be returned to DYCD.

3300 Equipment Other

- The rental, lease, repair, and maintenance of office/program equipment utilized in the program's operation. This category also includes Computer Software.

3400 Space Costs

- Public School: Opening fees and room rentals paid to the Department of Education (DOE) or
- Space Cost/Other: All other rent paid by a program for all sites utilized by that program. It also includes all related charges associated with the use of the site such as minor repairs and maintenance costs. No renovation or construction projects can be budgeted or paid for with DYCD program funds.
- After being selected, all contractors charging for space cost are required to submit a Space Cost/Cost Allocation Plan. In addition, you will be required to submit a copy of your lease, DOE permit, or month-to-month rental agreement at the time of the budget submission.

3500 Travel

- Local travel (i.e., bus and subway fares) by the employees of the program to and from sites that are being used for day-to-day program functions. Expenditures for employees who use their personal automobile for business are reimbursed a maximum of \$0.28 per mile plus tolls. Charge to this account all participant- related travel, such as bus trips and local travel.

3600 Utilities & Telephone

- Utilities & Telephone costs associated with the proposed program.

3700 Other Operational Costs

- This category is separated into two subcategories:
 - **3710 Other Costs:** Items such as audit costs, postage, printing and publications, subscriptions, internet fees, etc. Also include any other operating costs that cannot be classified in any other category. In addition, include costs associated with and for the benefit of the participants such as food, refreshments, entrance fees, awards, T-shirts, uniforms, and sporting equipment. This category also includes general liability insurance for contractors not in the Central Insurance Program.
 - **3720 Indirect Costs:** The purpose of Indirect Costs is to capture overhead costs incurred by a contractor operating several programs. The maximum allowable rate is 10 percent of the total budget.

3800 Fiscal Agent Services

- All contractors now have the option of purchasing the services of the Fiscal Agent. A contractor may also be required by DYCD to have its funds administered by the Fiscal Agent. An agency that chooses or is mandated to utilize the Fiscal Agent must have all DYCD contracts administered by the Fiscal Agent. The following is a brief description of services that will be offered by the Fiscal Agent: Establish financial records, maintain and report on available budget balance, verify invoices, provide payroll services and personnel reporting, be responsible for the timely filing and payments of employment-related taxes, and maintain an Accounts Payable and Ledger system in accordance with generally accepted accounting practices and procedures.
- Fiscal Agent services will be charged from your total budgeted amount at this scale:

<u>Budget \$ Value</u>	<u>Fiscal Agent Services Fee</u>
\$ 0 - \$ 25,000	\$1,200
\$ 25,001 - \$ 50,000	\$3,500
\$ 50,001 - \$100,000	\$5,100
\$100,001 - \$250,000	\$7,100
Over \$250,001	\$10,000



Doing Business Data Form

To be completed by the City Agency prior to distribution			
Agency: _____		Transaction ID: _____	
Check One:	Transaction Type (check one):		
<input type="checkbox"/> Proposal	<input type="checkbox"/> Concession	<input type="checkbox"/> Contract	<input type="checkbox"/> Economic Development Agreement
<input type="checkbox"/> Award	<input type="checkbox"/> Franchise	<input type="checkbox"/> Grant	<input type="checkbox"/> Pension Investment Contract

Any entity receiving, applying for or proposing on an award or agreement must complete a Doing Business Data Form (see Q&A sheet for more information). Please either type responses directly into this fillable form or print answers by hand in black ink, and be sure to fill out the certification box on the last page. **Submission of a complete and accurate form is required for a proposal to be considered responsive or for any entity to receive an award or enter into an agreement.**

This Data Form requires information to be provided on principal officers, owners and senior managers. The name, employer and title of each person identified on the Data Form will be included in a public database of people who do business with the City of New York; no other information reported on this form will be disclosed to the public. **This Data Form is not related to the City's VENDEX requirements.**

Please return the completed Data Form to the City Agency that supplied it. Please contact the Doing Business Accountability Project at DoingBusiness@cityhall.nyc.gov or 212-788-8104 with any questions regarding this Data Form. Thank you for your cooperation.

Section 1: Entity Information

Entity Name: _____

Entity EIN/TIN: _____

Entity Filing Status (select one):

- ☐ Entity has never completed a Doing Business Data Form. *Fill out the entire form.*
- ☐ Change from previous Data Form dated _____. *Fill out only those sections that have changed, and indicate the name of the persons who no longer hold positions with the entity.*
- ☐ No Change from previous Data Form dated _____. *Skip to the bottom of the last page.*

Entity is a Non-Profit: ☐ Yes ☐ No

Entity Type: ☐ Corporation (any type) ☐ Joint Venture ☐ LLC ☐ Partnership (any type)
☐ Sole Proprietor ☐ Other (specify): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Provide your e-mail address and/or fax number in order to receive notices regarding this form by e-mail or fax.

Section 2: Principal Officers

Please fill in the required identification information for each officer listed below. If the entity has no such officer or its equivalent, please check "This position does not exist." If the entity is filing a Change Form and the person listed is replacing someone who was previously disclosed, please check "This person replaced..." and fill in the name of the person being replaced so his/her name can be removed from the *Doing Business Database*, and indicate the date that the change became effective.

Chief Executive Officer (CEO) or equivalent officer☐ This position does not exist

The highest ranking officer or manager, such as the President, Executive Director, Sole Proprietor or Chairperson of the Board.

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

☐ This person replaced former CEO: _____ on date: _____

Chief Financial Officer (CFO) or equivalent officer☐ This position does not exist

The highest ranking financial officer, such as the Treasurer, Comptroller, Financial Director or VP for Finance.

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

☐ This person replaced former CFO: _____ on date: _____

Chief Operating Officer (COO) or equivalent officer☐ This position does not exist

The highest ranking operational officer, such as the Chief Planning Officer, Director of Operations or VP for Operations.

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

☐ This person replaced former COO: _____ on date: _____

Section 3: Principal Owners

Please fill in the required identification information for all individuals who, through stock shares, partnership agreements or other means, **own or control 10% or more of the entity**. If no individual owners exist, please check the appropriate box to indicate why and skip to the next page. If the entity is owned by other companies, those companies do **not** need to be listed. If an owner was identified on the previous page, fill in his/her name and write "See above." If the entity is filing a Change Form, list any individuals who are no longer owners at the bottom of this page. If more space is needed, attach additional pages labeled "Additional Owners."

There are no owners listed because (select one):

- ☐ The entity is not-for-profit ☐ There are no individual owners ☐ No individual owner holds 10% or more shares in the entity
☐ Other (explain): _____

Principal Owners (who own or control 10% or more of the entity):

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

Remove the following previously-reported Principal Owners:

Name: _____ Removal Date: _____

Name: _____ Removal Date: _____

Name: _____ Removal Date: _____

Section 4: Senior Managers

Please fill in the required identification information for all senior managers who oversee any of the entity's relevant transactions with the City (e.g., contract managers if this form is for a contract award/proposal, grant managers if for a grant, etc.). Senior managers include anyone who, either by title or duties, has substantial discretion and high-level oversight regarding the solicitation, letting or administration of any transaction with the City. **At least one senior manager must be listed, or the Data Form will be considered incomplete.** If a senior manager has been identified on a previous page, fill in his/her name and write "See above." If the entity is filing a Change Form, list individuals who are no longer senior managers at the bottom of this section. If more space is needed, attach additional pages labeled "Additional Senior Managers."

Senior Managers:

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

Remove the following previously-reported Senior Managers:

Name: _____ Removal Date: _____

Name: _____ Removal Date: _____

Certification

I certify that the information submitted on these four pages and _____ additional pages is accurate and complete. I understand that willful or fraudulent submission of a materially false statement may result in the entity being found non-responsible and therefore denied future City awards.

Name: _____

Signature: _____ Date: _____

Entity Name: _____

Title: _____ Work Phone #: _____

Return the completed Data Form to the agency that supplied it.

For information or assistance, call the Doing Business Accountability Project at 212-788-8104.



Attachment 8: Acknowledgement of Addenda

RFP Title: Immigration Services

PIN: 26012IMMSRFP

Proposer: _____

COMPLETE PART I OR PART II, WHICHEVER IS APPLICABLE.

PART I: List below the dates of issuance for **each addendum received** in connection with this RFP:

ADDENDUM #1 DATED: _____, 2011

ADDENDUM #2 DATED: _____, 2011

ADDENDUM #3 DATED: _____, 2011

ADDENDUM #4 DATED: _____, 2011

ADDENDUM #5 DATED: _____, 2011

ADDENDUM #6 DATED: _____, 2011

ADDENDUM #7 DATED: _____, 2011

ADDENDUM #8 DATED: _____, 2011

PART II: Check, if applicable.

_____ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFP.

DATE ____/____/____

PROPOSER (NAME): _____

PROPOSER (SIGNATURE): _____