



**DEPARTMENT OF YOUTH AND COMMUNITY
DEVELOPMENT**
OFFICE OF PROCUREMENT
156 WILLIAM STREET
NEW YORK, NEW YORK 10038
TELEPHONE: (212) 442-5982; FAX: (212) 676-8129

JEANNE B. MULLGRAV
Commissioner

March 13, 2007

ADDENDUM #2

Re: Beacon Community Centers
Request for Proposals
PIN: 26007BCCRFP

Dear Prospective Proposer:

Pursuant to Sections 3-02(i) and 3-03(f)(2) of the Procurement Policy Board (PPB) Rules, the Department of Youth and Community Development (DYCD) is issuing Addendum #2 to the Beacon Community Centers Request for Proposals (RFP) PIN 26007BCCRFP.

ADDENDUM ITEMS

1. Table of Contents, Page 2, ATTACHMENT: This section is amended to revise the page numbers to read as follows:

PROPOSAL FORMAT AND CONTENT FORMS

Form 2	Program Design Form	A-16
Form 3	Linkage Agreement Form	A-34
Form 4	School Linkage Agreement	A-35
Form 5	Budget Forms (5a, 5b and 5c)	A-39
Form 6	Certification Regarding Substantiated Cases of Client Abuse or Neglect	A-55
Form 7	Corporate Governance Certification	A-57
Form 8	Acknowledgement of Addenda	A-60

- 2.

Section II - E. Cash Match, Page 7: This section of the RFP is amended to read as follows:

Each proposer must show proof of the cash match at the time of proposal submission and, if awarded a contract, in each subsequent year's budget. Proposals that do not provide such proof will be deemed non-responsive and will not be further considered (see Page 8: I. Minimum Qualification Requirements). DYCD may terminate contracts that do not meet the cash match requirement in each subsequent year's budget.

Cash match from government sources other than DYCD

Proof of the cash match will be satisfied by a copy of the existing contract or award letter, together with a Letter of Intent from the proposer's Executive Director or Chairperson of the Board indicating how the funds will be used to enhance the proposed Beacon program.

Cash match from existing non-government sources

Proof of the cash match should be a Letter of Intent submitted with the proposal, signed by the proposer's Executive Director or Chairperson of the Board, indicating the amount of the match, the source of the match funds, the purpose for which the funds will be used and the time period in which the funds must be spent.

Cash match from committed non-government sources

Proof of the cash match should be a Letter of Intent from the funding source signed by an authorized representative indicating the amount of the committed funds, the expected date the funds will be delivered, the time period within which the funds must be spent, and the purpose for which the funds are to be used.

3. Section II - I. Minimum Qualification Requirements, Page 8: The third bullet is amended to read as follows:

- Show proof of the required cash match as indicated in "E" above.

4. Section II - Summary of the Request for Proposals, Page 10, Snacks and Meals: The first sentence of this section is amended as follows:

Contractors shall provide snacks and meals in accordance with the New York State School-Age Child Care regulations. For details, see 18 New York Code of Rules and Regulations § 414.12 (2007).

5. Section III - Scope of Services, Page 12, Program Facility: Security, Maintenance and Communication: The second bullet is amended to read as follows:

- The contractor would issue photo identification cards for all Beacon participants and staff (paid or volunteer) **and require all staff engaged with participants to be clearly identifiable as staff through use of distinctive clothing (such as T-shirts) or other means of identification.**

6. Section III - Scope of Services, Page 13, Beacon Program Design: The first bullet is amended to add a new sentence after the second sentence as follows:

- Hours of operation. During the school year, Beacons would operate a minimum of 42 hours a week over 6 days in the afternoons and evenings, on weekends, school holidays, and during school recess. **During the school year, the Beacons would operate from 3 pm or earlier, if the official school dismissal time is earlier.** During the summer, **defined as a period of at least eight (8) weeks following the end of the school year,** Beacons would operate for a minimum of 50 hours per week, Monday through Friday. However, within the total hours of operation, contractors would set aside a minimum of fifteen (15) days for staff training and professional development purposes.

7. Section III - Scope of Services: Page 14, Middle school youth: This paragraph amended as follows:

For the purpose of this RFP, middle school youth are defined as students in public school grades five to eight, including students with special needs. Structured activities for middle school youth in each of the core service areas described below would reflect youth development principles and include intergenerational activities. Where appropriate, the Beacon would seek to involve parents. **Seventy percent (70%) of the hours of structured programming for middle school youth would be provided at the Beacon host-school site.**

8. Section III – Scope of Services, RFP Page 19: The language in the first bullet under Advisory Council/Youth Council is amended to read as follows:

“The contractor would establish an Advisory Council that would **include the Beacon director, at least one other key staff member of the Beacon, and other community representatives such as** Community Board members, the Youth and/or Community Affairs officer for the local police precinct, youth, parents, school personnel, healthcare professionals, local merchants, staff from local substance abuse prevention and/or treatment programs, local elected officials, and representatives of other community-based organizations. *The purpose of the Advisory Council would be to advise, support, and strengthen the Beacon.*”

9. Section III - Scope of Services, Page 20, Host School: The sentence in this section is amended to read as follows:

The contractor would execute and comply with the School Linkage Agreement (**see Form 4**).

10. Section III - Scope of Services, Page 20, Co-locators: The fifth bullet under this section is amended to read as follows:

- Linkage Agreements. The contractor would enter into a Linkage Agreement with co-locator(s) to provide space at the Beacon during its hours of operation at no cost to the co-locator organization(s). The Linkage Agreement (**Form 3**) would include details of the activities it is anticipated the co-locator will provide, the target population that will benefit from these activities, and the contribution of the co-locator to the Beacon's minimum service requirements.

11. Section III - Scope of Services, Page 21, Other Community-Based Service Providers: The second bullet is amended to read as follows:

- Establish a **relationship** with the local police precinct(s) to ensure that issues of safety are properly addressed on an ongoing basis.

12. Section IV - Format and Content, Page 22, Alternative 1: The first sentence of the paragraph is amended to **delete** the words:

...and, if applicable, the Service Learning Program.

13. Section IV - Format and Content, Page 23, Proposal Package Contents (Checklist), Subsection II C: The Checklist is amended to **delete** the following words:

...and School Agreement Form (Form 4)

14. Section IV - Format and Content, Page 23, Proposal Package Contents (Checklist), Subsection IV C: The Checklist is amended to read as follows:

Letter(s) of Intent for the cash match requirement and any additional cash contributions to the proposed program, **and, if applicable, a copy of non-DYCD governmental contract(s) or award letter(s).**

15. Attachment Pages 5 and 6, PROPOSAL NARRATIVE: Under **“organizational experience,”** the instructions for completing items 1 and 3, and the headings of the fourth columns on Page 5 and Page 6, are amended as follows:

Most recent annual total dollar value

Revised Attachment Pages 5 and 6 are attached.

16. Attachment Page 38, Price Proposal: The wording of sub-section c of the Budget Justification is amended to read as follows:

Document the source(s) of **the required cash match and any additional** cash contributions by **attaching, for each contribution, a Letter of Intent as indicated in Item 2 of Addendum #2 and, if applicable, a copy of non-DYCD governmental contract(s) or award(s).**

A revised Attachment Page 38 is attached.

17. Attachments Pages 39 and 46, Form 5a and Form 5b: The heading of column B on Forms 5a and 5b is amended to delete the words "**in-kind**"

Revised Attachment Pages 39 and 46 are attached.

18. Attachment Page 50, RFP BUDGET INSTRUCTIONS - Form 5c: Attachment Page 50 is amended to **delete** all references to In-Kind Contributions.

A revised Attachment Page 50 is attached.



Patricia Chabla
Agency Chief Contracting Officer

PROPOSAL NARRATIVE

A. Organizational Experience

1. As evidence of the proposer's relevant experience in providing services to youth and/or families (and the experience of any proposed subcontractor(s), list up to 5 programs and provide the information requested below. Indicate the year(s) in which the services were provided by the proposer (and subcontractor(s), if any) and the most recent annual total dollar value.

<u>Program Name</u>	<u>Dates of Operation</u>	<u>Target Population(s)</u>	<u>Most recent annual total dollar value</u>
(1)	-		
(2)	-		
(3)	-		
(4)	-		
(5)	-		

2. Describe each of the listed programs above and indicate the staffing, range of activities, the use of sub-contractor(s) if any, and evidence of success. (Preferable page limit: 1½ pages)

3. As evidence of the proposer’s experience in providing services to NYC public school students, list up to 5 programs and provide the information requested below. Indicate the year(s) in which the services were provided by the proposer (and subcontractor(s), if any) and the most recent annual total dollar value.

	<u>Program Name</u>	<u>Dates of Operation</u>	<u>Target Population(s)</u>	<u>Most recent annual total dollar value</u>
(1)		-		
(2)		-		
(3)		-		
(4)		-		
(5)		-		

4. Describe each of the listed programs above and indicate the staffing, range of activities, the use of sub-contractors, if any, and evidence of success. (Preferable page limit: 1½ pages)

- a. Document the source(s) of the required cash match and any additional cash contributions by attaching, for each contribution, a Letter of Intent as indicated in Item 2 of Addendum #2 and, if applicable, a copy of non-DYCD governmental contract(s) or award(s).

**Department of Youth and Community Development
REQUEST FOR PROPOSAL
PIN: 26007BCCRFP
BEACON PROGRAM BUDGET SUMMARY**

FORM 5a

Form Revised 12/06

Proposer's Name _____

Address: _____

Tel #: _____ **Fax #:** _____ **E-mail:** _____

Ex. Director _____ **Tel #:** _____ **E-mail:** _____

Fiscal Officer: _____ **Tel #:** _____ **E-mail:** _____

EIN: _____ **SUI #:** _____

Operating Period: _____ **Through:** _____

		(Column A+B=C)		
		A	B	C
		TOTAL FUNDING	CASH	TOTAL
		REQUEST	CONTRIBUTION	PROGRAM COST
Account Code	<u>PERSONNEL SERVICES</u>			
1100	Salaries and Wages			
1200	Fringe Benefits*			
1300	Central Insurance Program (CIP) **			
TOTAL PERSONNEL SERVICES				
<u>NON STAFF SERVICES</u>				
2100	Consultants			
2200	Sub-Contractors			
2300	Stipends			
2400	Vendors			
TOTAL NON-STAFF SERVICES				
<u>OTHER THAN PERSONNEL SERVICES</u>				
3100	Consumable Supplies			
3200	Equipment Purchases			
3300	Equipment Other			
3400	Space Rental			
3500	Travel			
3600	Utilities & Telephone			
3700	Other Operational Costs			
3900	Fiscal Agent Services			
TOTAL OTHER THAN PERSONNEL SERVICES				
TOTAL COST				

* The maximum rate is 30%; and the minimum rate is 7.65% of the total salaries.

** CIP rate is 4.50% of total budget for insurance coverage

**Department of Youth and Community Development
REQUEST FOR PROPOSAL
PIN: 26007BCCRFP
ACS PROGRAM BUDGET SUMMARY**

FORM 5b

Form Revised 12/06

Proposer's Name _____

Address: _____

Tel #: _____ **Fax #:** _____ **E-mail:** _____

Ex. Director _____ **Tel #:** _____ **E-mail:** _____

Fiscal Officer: _____ **Tel #:** _____ **E-mail:** _____

EIN: _____ **SUI #:** _____

Operating Period: _____ **Through:** _____

		(Column A+B=C)		
		A	B	C
		TOTAL FUNDING	CASH	TOTAL
		REQUEST	CONTRIBUTION	PROGRAM COST
Account Code	<u>PERSONNEL SERVICES</u>			
1100	Salaries and Wages			
1200	Fringe Benefits*			
1300	Central Insurance Program (CIP) **			
TOTAL PERSONNEL SERVICES				
<u>NON STAFF SERVICES</u>				
2100	Consultants			
2200	Sub-Contractors			
2300	Stipends			
2400	Vendors			
TOTAL NON-STAFF SERVICES				
<u>OTHER THAN PERSONNEL SERVICES</u>				
3100	Consumable Supplies			
3200	Equipment Purchases			
3300	Equipment Other			
3400	Space Rental			
3500	Travel			
3600	Utilities & Telephone			
3700	Other Operational Costs			
3900	Fiscal Agent Services			
TOTAL OTHER THAN PERSONNEL SERVICES				
TOTAL COST				

* The maximum rate is 30%; and the minimum rate is 7.65% of the total salaries.

** CIP rate is 4.50% of total budget for insurance coverage

RFP BUDGET INSTRUCTIONS

BUDGET FACE SHEET IDENTIFYING INFORMATION – Page 1 of 4

To assist with proper completion of the budget, DYCD has made the budget forms available for download (in Microsoft Excel and the Instructions in Microsoft Word) on the DYCD Website: www.nyc.gov/dycd

- Indicate the official name of your organization, address, e-mail, telephone number and fax number.
- The **Executive Director** is the person responsible for this proposal, or in charge of the overall agency. Please include his/her e-mail and telephone numbers.
- The **Fiscal Officer** is the person responsible for preparing the financial documents for this contract, i.e., the Comptroller, Bookkeeper and/or Accountant. Please include his/her e-mail and telephone numbers.
- **Federal Employer Identification Number (EIN)**: Indicate the proposer's EIN #. (A copy of any official IRS document reflecting the Federal Employer Identification Number will be required before entering into contract with your organization.)
- **State Unemployment Insurance Number (SUI)**: A number appearing on all correspondence relating to State Unemployment Insurance. It is obtainable through the New York State Department of Labor (1-888-899-8810).
- **Operating Period**: The first 12 month period of your proposed contract should coincide with the dates that activities operate within the budget.

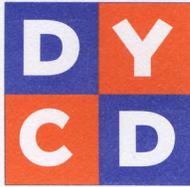
The budget is divided into three columns: A. Total Funding Request, B. Cash Contributions, and C. Total Program Cost.

- A. Total Funding Request Budget Column is the funding requested from DYCD.
- B. Cash Contribution Column is the dollar value of all resources (cash, services, space, and equipment) applied to the proposed program, but not included in the funding requested from DYCD.
- C. Total Program Cost Column is the Grand Total of the proposed budget (Columns A + B).

BUDGET SUMMARY BY THE BUDGET CATEGORIES

To complete the remainder of Page 1 of the budget, first complete Pages 2, 3, and 4 as described below. For proposers completing the budget electronically, the appropriate totals for each budget category will automatically transfer into the corresponding box on Page 1.

The **Cash Contribution** column **must include** the required cash match amount and any additional contributions. Enter the amount contributed for each category on Page 1, where applicable.



**NEW YORK CITY
DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT**
SERVING NEW YORK CITY YOUTH, FAMILIES, AND COMMUNITIES

156 William Street
New York, New York 10038
Phone 212.442.5900 Fax 212.442.9180
TTY 212.442.5903 www.nyc.gov/dycd

JEANNE B. MULLGRAV
Commissioner

March 1, 2007

ADDENDUM #1

Re: Beacon Community Centers
Request for Proposals
PIN: 26007BCCRFP

Dear Prospective Proposer:

Pursuant to Sections 3-02 (i) and 3-03 (f) (2) of the Procurement Policy Board (PPB) Rules, the Department of Youth and Community Development (DYCD) is issuing **Addendum #1** to the Beacon Community Centers Request for Proposals (RFP) PIN: 26007BCCRFP.

NOTICE

It has come to our attention that the fillable form section of the RFP is causing problems when printing. In an effort to correct this, the fillable section has been placed in a separate file that can be downloaded from the DYCD website (www.nyc.gov/dycd) in the same manner as the budget forms.

Patricia A. Chabla
Agency Chief Contracting Officer



**DEPARTMENT OF
YOUTH AND
COMMUNITY
DEVELOPMENT**

**Michael R. Bloomberg
Mayor**

**Jeanne B. Mullgrav
Commissioner**

BEACON COMMUNITY CENTERS

**REQUEST FOR PROPOSALS
PIN 26007BCCRFP**

RFP RELEASE DATE: February 22, 2007

DEADLINE FOR PROPOSALS: March 29, 2007

RETURN TO: Office of Contract Procurement
Department of Youth and Community Development
156 William Street, 2nd Floor
New York, New York 10038

ATTENTION: Ava B. Walker,
Deputy Agency Chief Contracting Officer

PRE-PROPOSAL CONFERENCE: March 7, 2007

**PRE-PROPOSAL CONFERENCE
LOCATION:** 10:00 AM – 12:00 PM
Department of Youth and Community Development
Room 1980, 19th Floor
2 Washington St.
New York, NY 10004

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.

**THE CITY OF NEW YORK
DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT**

**BEACON COMMUNITY CENTERS
REQUEST FOR PROPOSALS (RFP)
PIN 26007BCCRFP**

TABLE OF CONTENTS

	Page #
SECTION I	TIMETABLE 4
SECTION II	SUMMARY OF THE REQUEST FOR PROPOSALS 5
SECTION III	SCOPE OF SERVICES 11
SECTION IV	FORMAT AND CONTENT OF THE PROPOSAL 22
SECTION V	PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES 24
SECTION VI	GENERAL INFORMATION TO PROPOSERS 26
 <u>APPENDICES</u>	
APPENDIX A	Beacon Community Center Sites 27
APPENDIX B1	Maximum Available Funding for the Administration for Children’s Services (ACS) Foster Care Prevention Programs 29
APPENDIX B2	ACS Foster Care Prevention Program: Scope of Services and Proposal Format 30
APPENDIX C	Beacon Program Resources 42
	(1) Financial Literacy 42
	(2) HIV Prevention Education 45
	(3) Civic Engagement 47
	(4) Junior staff: Examples of Promising Practices 50
 <u>ATTACHMENT</u>	
PROPOSAL FORMAT AND CONTENT FORMS	A-1
Form 1	Proposal Summary A-2
Form 2	Program Design Form A-9
Form 3	Linkage Agreement A-16
Form 4	School Linkage Agreement A-17
Form 5	Budget Forms (5a, 5b, and 5c) A-19
Form 6	Certification Regarding Substantiated Cases of Client Abuse or Neglect A-35
Form 7	Corporate Governance Certification A-37
Form 8	Acknowledgement of Addenda A-40

AUTHORIZED AGENCY CONTACT PERSONS

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

Procurement:

Ava B. Walker
Deputy Agency Chief Contracting Officer
Office of Contract Procurement
Dept. of Youth and Community Development
156 William Street, 2nd Floor
New York, New York 10038
Telephone: (212) 442-5982
Facsimile: (212) 676-8129
E-mail: RFPquestions@dycd.nyc.gov

RFP Content & Procedures:

Cressida Wasserman
Senior Planner
Planning, Research & Program Development
Dept. of Youth and Community Development
156 William Street, 2nd Floor
New York, New York 10038
Telephone: (212) 676-8109
Facsimile: (212) 676-8160
E-mail: RFPquestions@dycd.nyc.gov

NOTE ON EMAIL INQUIRIES: Proposers must enter “Beacon Community Centers – PIN 26007BCCRFP” in the subject line of their email message.

DYCD cannot guarantee a timely response to phoned-in and written questions regarding this RFP that are 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: February 22, 2007

B. Pre-Proposal Conference:

Date: March 7, 2007
Time: 10:00 AM – 12:00 PM
Location: Department of Youth and Community Development
Room 1980, 19th Floor
2 Washington Street
New York, New York 10004

Attendance by proposers is optional but recommended by DYCD. Due to limited seating, DYCD request that each organization send no more than two (2) representatives.

C. On-Site Meetings with School Principals:

It is strongly recommended that representatives of organizations interested in submitting a proposal(s) arrange an on-site meeting at the relevant Beacon(s) with the principal(s) to discuss the School Linkage Agreement (see Form 4 of the Attachment) and related matters such as space usage, hours of operation, maintenance and security procedures. For school contact information, see list of Beacon Community Centers (Appendix A) and “Find A School” at the Department of Education website: <http://schools.nyc.gov/default.aspx>.

D. Proposal Due Date and Time and Location:

Date: March 29, 2007
Time: 2:00 PM
Location: Hand-deliver proposals to: Office of Contract Procurement
156 William Street, 2nd Floor
New York, New York 10038
Attention: Ava B. Walker,
Deputy Agency Chief Contracting Officer

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’s Procurement Policy Board Rules, Section 3-03(f)(5). The Agency will consider requests made to the Authorized Agency Contact Person to extend the Proposal Due Date and Time prescribed above. However, unless the Agency issues a written addendum to this RFP which extends the Proposal Due Date and Time for all proposers, the Proposal Due Date and Time prescribed above shall remain in effect.

DYCD will not accept e-mailed or faxed proposals.

E. Anticipated Contract Start Date: September 1, 2007

SECTION II - SUMMARY OF THE REQUEST FOR PROPOSALS

A. Purpose of the RFP

The New York City Department of Youth and Community Development (DYCD) is seeking appropriately qualified organizations to operate Beacon Community Centers (Beacons) during out-of-school hours at 80 school sites throughout New York City.

Now nationally recognized, the Beacons are collaborative, school-based programs that serve the wider community as well as students at the host school. The Beacon model encourages high levels of community involvement and has been a flagship program promoting the principles of positive youth development since the early 1990s, when Beacon programs were first pioneered in New York City.

The Beacons are committed to ensuring the safety, engagement and empowerment of their youth and adult participants. Their staff offer caring adult role models, foster positive social norms and promote the integration of family, school and community support. Through a range of activities and services that reflect local community needs and interests, the Beacons provide opportunities for skill-building, confidence-building and leadership development.

At this juncture, there is a need for greater emphasis on structured programming for middle school youth to reflect a changing environment of resources and challenges. It is widely recognized that participation in out-of-school programs tends to decline when students leave elementary school. In addition, during their middle school years, some students become involved in risky or dangerous behaviors. High quality programs for young adolescents can contribute to their current and their future well-being. Engaging activities that are well-planned and implemented deliver a variety of benefits and serve to counter the pressures that can result in risky behaviors during middle school years. Recent research has drawn attention to the fact that support and services for middle-school youth can help forestall problems that lead to student drop-out during high school.¹ In the absence of programming to promote their healthy development and enrich their education, many adolescents are unable to fulfill their potential.

The emphasis on middle school youth responds to national research showing that school failure and high school dropout are predictable as early as the sixth grade.² This also complements the commitment of the Department of Education (DOE) to raise school performance and bring all public school students to graduation, as first articulated in the 2003 Children First Reform agenda. DOE strategies that specifically target middle school students include ending social promotion for seventh graders; extending the school-day; and improving student engagement by raising standards for school safety, school climate/environment, parental involvement and instructional quality.

The Beacons will, therefore, be required to provide sustained activity for middle school youth in the following six (6) core areas widely recognized as critical for healthy youth development: academic enhancement, life skills, career awareness/school to work transition, civic engagement/community building, recreation/health and fitness, and culture/art.

¹ *Keeping Middle Grades Students On Track to Graduation*. Robert Balfanz and Liza Herzog. Philadelphia Education Fund, February 2006.

² See e.g., Balfanz and Herzog (2006), *ibid*.

In addition to providing structured activities for middle school youth, the Beacons will continue to operate as community centers serving people of all ages and provide a range of drop-in activities and community events. Based on demonstrated need in the community, the Beacons may offer scheduled programming such as summer camp, health and fitness programs, and computer classes. The Beacons will continue to operate a minimum of 42 hours a week over 6 days, in the afternoons and evenings, on weekends, during school holidays and vacation periods, and during the summer.

Each Beacon will work collaboratively with its host school and the community. To foster community involvement, each Beacon will be expected to establish an Advisory Council of community members whose deliberations will inform program development. Each Beacon may establish, in addition, a separate Youth Advisory Council to ensure that the voices of youth influence the menu of activities and services planned and developed by the contractor.

Administration for Children's Services Foster Care Preventive Programs

In collaboration with the Administration for Children's Services (ACS), DYCD will support Foster Care Preventive Programs at 16 Beacons. These programs are designed to help families make positive changes in their lives that reduce the risk of children being placed in foster care. This integration enables Beacons to strengthen, enrich and expand their services designed to preserve families.

B. Service Options/Competitions

There will be one competition for each of the 80 Beacon programs. Additional proposals submitted for the ACS Foster Care Prevention Program will constitute secondary competitions and be separately evaluated from the primary Beacon proposal. A proposer must first be eligible for award of a Beacon to be considered for award of an ACS Foster Care Prevention Program.

Beacons

Proposals are being solicited for 80 Beacons in the schools identified in Appendix A. Proposers may propose to operate more than one Beacon, but a separate and complete proposal must be submitted for each Beacon proposed.

ACS Foster Care Prevention Programs

Sixteen (16) of the 80 Beacon sites (indicated by a check mark in Appendix A) will have an ACS Foster Care Prevention Program. Proposers seeking to operate a Beacon at these sites must also provide the ACS program.

C. Anticipated Contract Term

It is anticipated that the initial term of the contracts awarded from this RFP will be for three (3) years from September 1, 2007 to August 31, 2010. Contracts will include an option to renew for up to three additional years. Prior to contract award, DYCD reserves the right to determine the length of the initial contract term and each option to renew, if any.

D. Maximum Available Funding

Beacons

The total anticipated maximum available annual funding for the Beacons is \$32,000,000. The anticipated maximum amount for each of the 80 Beacon contract awards is \$400,000.

ACS Foster Care Prevention Programs

In addition to the Beacon contract amount, the anticipated maximum available annual contract amount for the ACS Foster Care Prevention Programs at 16 Beacons is listed in Appendix B1.

E. Cash Match

Contractors must provide a cash match of ten percent (10%) of the DYCD contract amount for the Beacon program. There is no cash match requirement for the ACS funded Foster Care Prevention program. The cash match funds must be used to enhance services at the Beacon. Proposers are prohibited from using DYCD funding from other programs for this purpose but may use other government resources.

Proof of Cash Match

All contractors must show proof of the cash match to the satisfaction of DYCD prior to the contract start date and in each subsequent year's annual budget update. DYCD may terminate contracts that do not meet the cash match requirement. Proposals that include cash contributions over and above the required 10 percent match are encouraged.

F. School Opening Fees

DYCD will provide the cost of the annual fees for school opening/space utilization. These costs are not part of the annual award.

G. Anticipated Payment Structure

It is anticipated that the payment structure of the contracts awarded from this RFP will be line-item budget reimbursement. However, DYCD reserves the right to introduce performance measures and to retain up to 10 percent of the maximum annual contract amount pending the contractor's achievement of such measures.

H. Subcontracting/Consulting

For Beacons, a maximum of 30 percent of the total DYCD contract award may be used to provide services through subcontract and consultant agreements. No part of the management of the Beacon may be subcontracted. All subcontracts are subject to prior DYCD approval.

No part of the ACS Foster Care Prevention Programs may be subcontracted. A contractor may, however, retain as a consultant, one or more independent individuals with professional or technical skills to perform specific, limited program-related tasks that cannot be accomplished by the contractor's paid or unpaid staff.

I. Minimum Qualification Requirements

The following are the minimum qualification requirements of this RFP. **Proposals that do not meet all these requirements will be determined to be non-responsive and will not be further considered.**

All Proposers must:

- be incorporated as a not-for-profit organization as documented by the Certificate of Incorporation or show proof of filing for such status with the New York State Department of State, as documented by a copy of the application, by the proposal submission due date indicated in this RFP. (Final contract award shall be contingent upon presentation of a copy of the Certificate of Incorporation.)
- be classified as a tax exempt organization under Section 501(c)(3) of the Internal Revenue Code, as documented by a copy of the exemption certificate, or show proof that an application for such status is pending at the time of proposal submission, as documented by a copy of the application. (Final contract award shall be contingent upon presentation of a copy of the exemption certificate.) The use of a fiscal conduit is not permitted.
- show proof of the required cash match (see “E” above) by submitting Letter(s) of Intent with their proposal.

Proposers for Beacons at sites designated for an ACS Foster Care Prevention Program must submit a complete and separate proposal for the ACS component with their Beacon proposal (see Appendix B2 for ACS Foster Care Prevention Program Scope of Services and Proposal Format).

J. Regulatory Framework

New York State School-Age Child Care (SACC) and Day Camp Regulations

For programs serving seven (7) or more youth under age 13, the contractor shall comply with applicable New York State School-Age Child Care (SACC) regulations. These regulations pertain to program aspects including, but not limited to, program content, facilities, staff qualifications and training. The New York State SACC Regulations are accessible at: www.ocfs.state.ny.us/main/beccs/daycare_regs.asp, or a hard copy may be obtained from DYCD’s Office of Contract Procurement.

DYCD strongly encourages proposers to apply for SACC registration through the Bureau of Day Care of the New York City Department of Health and Mental Hygiene in order to have the proposed program licensed as a SACC program prior to start date. DYCD will not make contract payments to proposers who are awarded a contract until they are licensed or submit a copy of their application receipt.

For programs serving seven (7) or more youth under age 13 during the summer, the contractor shall comply with applicable New York State Day Camp Regulations. Community-based organizations must submit completed applications for Summer Day Camp permits 60 days prior to Day Camp start date. Application forms may be picked up at the **Department of Health and Mental Hygiene/ Licensing**, 253 Broadway, Room 601 (Telephone: 212 - 442-2626).

Non-discrimination

The contractor shall provide services to all persons regardless of actual or perceived race, color, creed, age, national origin, alienage 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.

Fingerprinting

All Beacon staff (paid or volunteer) will be fingerprinted (at no cost to staff or the Beacon) and investigated for criminal conviction history in accordance with DOE policies and procedures. Youth 17 years or younger and still attending school are not required to be fingerprinted. The contractor shall designate a staff person to serve as liaison to DOE with respect to all issues involving fingerprinting and clearance of Beacon program staff.

SACC Regulations. Please refer to Sections 414.2 (Procedures for Applying for and Renewing a Registration), 413.4 (Criminal History Review of Child Day Care Providers), and 413.2 (Definitions) of the SACC Regulations for requirements regarding criminal history record checks and fingerprinting of staff employed in school-age child care programs.

Criminal Convictions and Arrest

Upon receipt of an award, contractor shall conduct due diligence to determine whether any program staff member (proposed or currently employed), including volunteers, has a criminal conviction history. The contractor must report to DYCD and DOE's Office of Personnel Investigation the names of Beacon staff members (proposed or currently employed) who, to its knowledge, have criminal convictions. In consultation with DYCD and DOE's Office of Personnel Investigation, the contractor shall determine the degree to which such history poses a threat to program participants and, if appropriate, remove the staff person from the program. In addition, the contractor shall report the subsequent arrest of any staff member (paid or volunteer) to DYCD and DOE's Office of Personnel Investigation.

Voter Registration and Health Insurance Options Plan

The contractor shall provide non-partisan voter registration opportunities for participants and their families in accordance with Local Law 29 (unless otherwise proscribed by federal law or regulation) and participate in DYCD's Public Health Insurance Options Plan in accordance with Local Law 1. Copies of these Local Laws are available upon request from DYCD.

DYCD Fee Policy

The contractor shall not charge any fee to program participants for services provided under contracts awarded from this RFP or require any other payment, purchase, or participation in any activities that will raise funds as a condition of eligibility for Beacon program(s). Failure to comply with this provision would constitute a material breach of the contractor's agreement with DYCD. However, DYCD reserves the right to amend this policy within the term of the contract in the event that city, state and/or federal regulations require it. DYCD will notify contractors in advance of any amendment and its possible implications.

Staff to Participant Ratios

Pursuant to the SACC regulations for elementary and middle school programs serving seven (7) or more youth under 13 years of age, the staff ratios shall be determined by the age of the youngest child in the group activity. For example, in programs for children in group activities that include children under the age of ten, the maximum group size may not exceed 20 children,

with one staff member per 10 children. The Maximum Anticipated Daily Attendance shall not exceed the SACC registration maximum capacity.

Snacks and Meals

For elementary and middle school programs, the contractor shall provide a snack for participants in programs operating three or more hours on any given day, and a meal in programs operating more than four hours a day.³ This requirement can be met by arranging provision of federally-funded free meals through the host school.

Contract Payments

All payments to contractors shall be made as reimbursements of expenses pursuant to a budget approved by DYCD, and no payments shall be made nor funds applied to other uses. All contract payments are subject to audit.

Extended Use Permit

Each proposer must have an Extended Use Permit from DOE to use classrooms and other space to operate its program in the host school. Information concerning applications for an Extended Use Permit can be found at the following website:

<http://schools.nyc.gov/Offices/DFO/PayrollAdministration/AdministrativeSupportPayroll/WebEmployeeSelfService/extusecalc.htm>

Contractors Operating an ACS Foster Care Prevention Program

The contractor will develop and maintain preventive services in accordance with ACS and New York State regulations.

³ For details, see *New York State School Age Child Care Regulations*, 18 New York Code of Rules and Regulations § 414.12 (2007).

SECTION III - SCOPE OF SERVICES⁴

A. Goals and Objectives

DYCD's goals and objectives for the Beacons are to promote youth and community development, **with particular emphasis on programming for middle school youth**, through programs that:

- Provide a safe and supportive environment;
- Provide structured activities that are engaging and challenging and promote healthy physical, emotional and social development;
- Include community events and drop-in activities that provide opportunities for youth and adults to develop skills and competencies and receive supportive services;
- Provide opportunities for youth and adults to participate in decision-making, help shape programs and services, exercise leadership, and engage in community building and service learning activities;
- Provide youth with positive adult role models and encourage continuity in relationships, parental involvement and intergenerational activities;
- Strengthen linkages and mutual support among communities, schools, families, adults and youth and foster appreciation of diversity and open-mindedness; and
- Enable communities to identify and develop services that respond to their needs.

B. Agency Assumptions Regarding Organizational Capability

DYCD's assumptions regarding the contractor organization are:

- The Board of Directors would exercise oversight of:
 - program management, including regular reviews of executive compensation, audits, and financial controls; and
 - program operations and outcomes.
- The contractor would be fiscally sound and capable of managing the program, with an average annual operating budget of at least \$1 million in the last three years (2003, 2004, and 2005).

C. Assumptions Regarding Contractor Approach

DYCD's assumptions regarding the best approach for achieving the goals and objectives set out above are as follows:

⁴ The ACS Foster Care Prevention Program has additional services listed in Appendix B2.

Contractor/Staff Qualifications – All Beacons

- The contractor would have at least five years of experience in providing services to youth and/or families, preferably in collaboration with New York City public schools.
- The contractor would be actively involved in the Beacon’s development, sustainability, and fundraising efforts.
- The contractor would develop and maintain a policies and procedures manual specific to the Beacon.
- The contractor would identify the Beacon director in advance of proposal submission.
- The Beacon director would be a full-time employee with full responsibility for administration of the Beacon program.
- The Beacon director would have at least an associate’s degree plus three years experience working in a youth-serving program of comparable size or six years experience working in a youth-serving organization, at least two years of which were spent in a supervisory position.
- All Beacon staff would be familiar with the backgrounds and cultures of the program participants and their communities and be able to integrate this knowledge in service delivery.
- The contractor would ensure that staff are qualified and appropriately trained in areas including, but not limited to, youth development, education, services for youth with disabilities, and cultural diversity.⁵
- The contractor would, if requested, provide DYCD with detailed information about training received by all staff members during the contract year, including training/technical assistance delivered under the auspices of DYCD to any staff members.

Program Facility: Security, Maintenance, and Communication

- The contractor would develop a written Security Plan, in coordination with the school safety team and the local precinct. The Security Plan would detail emergency procedures and the means by which the safety and security of program participants, the program site, and school property would be maintained throughout the entire operation of the Beacon, from opening to closing. The emergency procedures would provide information about first aid and CPR training, as well as evacuation procedures. The Security Plan will require the approval of DYCD as well as that of the school principal prior to contract start date.
- The contractor would issue photo identification cards for all Beacon participants and staff (paid and volunteer) and require staff to wear clothing that identifies them as staff.

⁵ National Center for Cultural Competence provides information and useful resources on cultural and linguistic competence at <http://www11.georgetown.edu/research/guchd/nccc/foundations/frameworks.html>

- The contractor would work with the school custodian/local school district and monitor the maintenance costs associated with the operation and upkeep of the Beacon. These costs will not be paid by the contractor.
- For purposes of conducting business with DYCD, the contractor would provide its Beacon director with broadband computer access at the Beacon site, maintain internet service and e-mail addresses for both its executive director and Beacon director. Prior to contract start date, DYCD will provide detailed specifications of system requirements.

Beacon Program Design

- Hours of operation. During the school year, Beacons would operate a minimum of 42 hours a week over 6 days in the afternoons and evenings, on weekends, school holidays, and during school recess. During the summer, Beacons would operate for a minimum of 50 hours per week, Monday through Friday. However, within the total hours of operation, contractors would set aside a minimum of fifteen (15) days for staff training and professional development purposes.
- Range, frequency, duration and key features of program activities. The Beacon would provide a range of activities of sufficient frequency and duration to achieve program goals and respond to the needs in the community. The particular combination of services and activities offered would be shaped by specific neighborhood needs and interests, but all programs would be characterized by positive group experiences designed to foster competencies, life-skills, self-esteem, leadership skills, mutual respect, and responsible citizenship.
- Three programming approaches. The Beacon would provide programming in six (6) core activity areas (see below) in three distinct ways: (1) structured activities for middle school youth and for other age groups based on demonstrated local need for services (for example, summer camp programs, computer classes, ESOL classes, and fitness programs); (2) drop-in activities; (3) community events. All of the activities provided at the Beacon would fall into one of these three approaches.
 - A “structured activity” comprises a purposeful activity that requires regular attendance for a specific period of time to achieve pre-defined learning goals that are outlined in a curriculum or activity plan. An example of a structured activity would be “homework help” where a cohort of participants is required to attend an hour per day, five days a week for a period of six weeks, to practice word problems in math under the guidance of a qualified staff member.
 - A “drop-in activity” is one without attendance requirements or lesson plans that allows individuals to “drop-in” and participate at any session, for any length of time. Regularly scheduled “homework help” sessions that have no attendance requirements and no pre-defined learning goals, but have staff members provide assistance to youth on request, whatever

the subject, would be a drop-in activity. Other examples are teen centers, open gym, and game/computer rooms.

- “Community events” will typically be one day, half-day, evening or weekend events with specific themes such as healthy life-styles or career/employment opportunities. These events may be open to all members of the community or target specific groups such as teenagers.

Utilizing all the approaches described above, the contractor would design and maintain a balanced, quality program for the target population(s). (For details as to minimum service requirements, see “**Program Elements**” below.)

- Middle school youth. Structured activities for middle school youth in each of the core service areas described below would reflect youth development principles and include intergenerational activities. Where appropriate, the Beacon would seek to involve parents.
- Six (6) Core Activity Areas.
 - *Academic enhancement*. Educational services would be designed to support and enhance basic math, reading, writing, and oral English skills, and encourage regular school attendance. Programming would augment school-day activities through alternative learning strategies and would include activities such as tutoring, homework assistance, reading clubs, and computer-assisted and project-based learning, and service learning projects.
 - *Life-skills*. These activities would be designed to increase personal responsibility, self-esteem and confidence, develop decision-making and problem-solving skills, teach respectful attitudes towards others and appreciation of diversity,⁶ and to foster positive social and emotional development. They would be designed to promote self-sufficiency and build capacity for meaningful relationships with peers and adults. Life-skills programming would include the following: (1) financial literacy; (2) substance abuse prevention education;⁷ and (3) HIV prevention education. For resources on financial literacy and HIV education, see Appendix C. Programming might incorporate activities and services such as service learning, mentoring and counseling. Service learning programs combine structured learning with service activities addressing issues such as health, mental health and the importance of education for future well-being.

⁶ Tolerance has been defined by UNESCO as “respect, acceptance and appreciation of the rich diversity of our world’s cultures, our forms of expression and ways of being human. Tolerance is harmony in difference.” (www.teachingtolerance.org)

⁷ The National Survey on Drug Use and Health (Issue 24, 2005) reports that in 2003-2004, 6.4 percent (1.5 million) of youth aged 12 to 17 were classified as needing treatment for alcohol use, and 5.4 percent (1.4 million) needed treatment for illicit drug use.

- ***Career awareness/school-to-work transition.*** Activities would include guidance on the transition from middle school to high school, career exploration workshops, workplace visits, business/industry research, business/corporation presentations, job readiness training, college credit programs, job search/resume writing, internships, work experience and job shadowing. Contractors offering a work readiness program would be required to use a DYCD-approved curriculum covering a broad range of career-oriented and workforce development topics.
- ***Civic engagement/community building.*** Programming would be age-appropriate and designed to strengthen leadership skills and foster civic responsibility. It would include activities and projects such as individual and team volunteering, service learning incorporating a life-skills curriculum, tracking and reporting on local conditions, neighborhood beautification/clean-up, and community forums/youth debates focusing on social issues including poverty and racism.⁸ Participants would, ideally, be involved in the planning of projects that are meaningful for themselves and their communities and provide opportunities for structured reflection.⁹ For selected resources on civic engagement in out-of-school programs, see Appendix C (3).
- ***Recreation/health and fitness.*** Recreational activities would include games and sports such as chess, basketball and swimming, martial arts, organized sports leagues, and “team” activities such as dance troupes and cheerleading. Health and fitness programming would include aerobics and fitness training and other physical activities undertaken on a regular basis.
- ***Culture/art.*** Programming areas would include art, music, dance, spoken word/poetry, and drama. Activities would include field trips to museums, art galleries, and historical sites as well as cultural events and might incorporate projects designed to foster respect for other cultures, appreciation of diversity, and responsible citizenship.¹⁰

Program Elements

The following elements would be incorporated into the program design:

- **Outreach, Recruitment and Enrollment**
 - The contractor would create an effective outreach and recruitment strategy to enroll the required minimum number of middle school students in the sixth to eighth grades based on promising approaches identified in research studies;

⁸ Service learning is one context in which stereotypes that undermine tolerance and an appreciation of diversity can be challenged. See, for example, <http://www.tolerance.org/teach/activities/activity.jsp?ar=743>.

⁹ Peter L. Benson, Peter C. Scales et al. (2006). “Positive Youth Development So Far –Core Hypotheses and Their Implications for Policy and Practice.” Search Institute. *Insights & Evidence*. November 2006 Vol. 3, No. 1, page 3.

¹⁰ For example, see the description of the Holocaust Art Education Project on the website of Teaching Tolerance at <http://www.tolerance.org/teach/activities/activity.jsp?ar=615>.

- Middle school participants would be recruited in advance of the program start date to ensure timely and full enrollment.
- **Participant Orientation**
 - All participants and their parents/caregivers would receive an orientation to the program.
 - Orientation would include, but not be limited to, program participation rules and codes of conduct.
- **Health Insurance Coverage**
 - The contractor would inquire whether incoming participants and their parent(s)/ guardian(s) have health insurance.
 - The contractor would report health insurance information to DYCD.
 - The contractor would make the appropriate referrals of uninsured participants or parent(s)/ guardian(s) to designated organizations (as directed by DYCD).
- **Target Population/Service Level**
 - The contractor would enroll residents from the community school district of the host school and the surrounding neighborhoods.
 - The contractor would serve a minimum of 1,200 individuals annually.
 - The minimum target of 1,200 individuals would include:
 - 200 middle school students who maintain **at least** 216 contact hours in structured activities in the Beacon program annually. DYCD reserves the right to increase the required number of middle school youth to be served and/or contact hours, without additional resources;
 - 200 adults (including, but not limited to, senior citizens);
 - 300 persons who participate in drop-in activities; and
 - 500 persons who attend community events such as fairs and cultural outings.
- Where appropriate, based on an assessment of community needs and services, the contractor would tailor outreach efforts and services to address the needs of specific populations in the Beacon community school district and surrounding neighborhoods, such as at risk or disconnected youth, or immigrant youth or adults.

Tracking and Reporting

- The contractor would track and record attendance at all Beacon activities (whether structured activities, drop-in activities, or community events) through DYCD web-based reporting and tracking software. The contractor would be responsible for meeting reporting and tracking requirements whether or not the activities were provided directly or through a sub-contractor or co-locator. Program participation by 200 middle school youth for the minimum 216 activity hours would be tracked on an individual basis.

- The contractor would comply with all requests by DYCD relating to data collection for the purpose of program monitoring and evaluation. DYCD reserves the right to introduce outcome measures for the Beacons.
- The contractor would regularly submit reports, as required, pursuant to DYCD Beacon policy and procedures.
- The contractor would participate in Comprehensive Contracting Management System (CCMS) and other computer technology training at DYCD. Beacon directors would ensure that all appropriate members of staff participate in DYCD-sponsored training in web-based tracking and reporting software.

Staffing and Staff Training

- The contractor’s staffing plan would reflect the needs of the proposed program in terms of numbers of staff and staff qualifications and would maintain the following minimum staff-participant ratios:

Age of Children	Maximum Group Size*	Minimum staff to participant ratio
Through 9 years	20	1:10
10-14 years	30	1:15

*This refers to the maximum number of children who may be cared for together as a unit.

- The Contractor would not permit a staff member under 18 years of age to supervise groups with children of 14 years or younger, unless another staff member, at least 18 years old, were present.
- The contractor would ensure all staff members are qualified by training and experience, and would screen all applicants for staff positions in accordance with SACC requirements.¹¹
- The contractor would provide appropriate training, supervision, and opportunities for professional development for all staff and for any volunteers likely to have extensive and consistent contact with participants 14 years or younger. The contractor would set aside a minimum of fifteen (15) days for staff training and professional development purposes, including lesson planning.
- To the extent feasible, Beacon part-time as well as full-time staff would participate in school Staff Development training sessions to increase knowledge and strengthen ties to the host school.

¹¹ See *New York State School Age Child Care Regulations*, 18 New York Code of Rules and Regulations § 414.13 (2007).

- Staff providing educational services to middle school youth would, at a minimum, have some post-secondary education. DYCD encourages proposal designs that use certified teachers to deliver or coordinate educational services for middle school youth.
- The contractor would apply the minimum training requirements as specified under the SACC Regulations¹² to all full-time and part-time staff working with youth aged 14 years or younger:
 - Staff working an average of twenty (20) or more hours a week would be expected to complete a minimum training of 30 hours every two years on the following topics: principles of childhood development including appropriate supervision of children and meeting the needs of children with physical and emotional challenges and behavior management and discipline; children’s nutrition and health needs; child day care program development; safety and security procedures; business record maintenance and management; child abuse and maltreatment identification and prevention; statutes and regulations pertaining to child day care; and statutes and regulations pertaining to child abuse and maltreatment.
 - Staff working an average of fewer than twenty (20) hours a week (and any volunteer in such school-age child care programs who has the potential for regular and substantial contact with children) would complete a pro-rated portion of the above training. (For example, staff working an average of 15 hours a week would be required to complete 22.5 hours of training every two years, while those working an average of 17 hours would have to complete 25.5 hours of training.)

Additional DYCD standards for junior staff 16 through 18 years

- The contractor would only hire youth who demonstrate capability and suitability for their designated roles.¹³ Not all high school youth are equipped for the challenges of working in a Beacon program. Youth under 19 often lack basic educational qualifications (such as high school diplomas), and research has demonstrated that the process of maturing from adolescence to adulthood continues into the 20s.¹⁴
- The contractor would provide sufficient relevant training, supervision and support to enable junior staff to perform their designated roles with competence and professionalism.
- Designated roles of junior staff would be appropriate for their age, experience, and level of maturity. They would not lead activities for middle school youth but might do so for elementary school children, provided they work alongside a staff

¹² See the *New York State School Age Child Care Regulations*, 18 New York code of Rules and Regulations § 414.14 (2007).

¹³ Note requirements set out in the *New York State School Age Child Care Regulations*, 18 New York code of Rules and Regulations § 414.13 (2007).

¹⁴ See, e.g. “Research Facts and Findings. ACT for Youth Upstate Center for Excellence.” *Adolescent Brain Development* May 2002, citing Yurgelun-Todd, D. (2002)

member who is at least 19 years old. Youth under 18 years would not be employed as security personnel.

NOTE: DYCD encourages proposals that incorporate training and supervision standards beyond the minimum requirements. For examples of practices designed to raise the quality and performance of junior staff, see Appendix C (4).

- Beacon directors would attend regular Directors' Meetings at DYCD and other meetings and trainings as deemed appropriate by DYCD, including training offered by the Youth Development Institute of the Fund for the City of New York.

Interns and Peer Trainers/Coaches

- The contractor would be permitted to offer internships (paid or unpaid) to high school and middle school students (and others), subject to screening for suitability to work with specific groups of participants and provision of effective training and supervision.
- The contractor would be permitted to use high school participants as peer trainers or coaches for specific purposes (for example, for tutoring or counseling) subject to screening for suitability and provision of effective training and supervision.
- Interns and peer trainers under age 18 would always work alongside an adult staff member.

Advisory Council/Youth Advisory Council

- The contractor would establish an Advisory Council comprising, but not limited to, the contractor's executive director and key staff, community representatives, Community Board members, the Youth and/or Community Affairs Officer for the local police precinct, the school district superintendent, school principal, other school personnel, parents, youth, healthcare professionals, local merchants, staff of local substance abuse prevention and/or treatment providers, and local elected officials and representatives of community-based organizations.
- The contractor would ensure that middle school and high school youth have meaningful opportunities to influence the development of Beacon programming and activities. It would achieve this either by ensuring that youth are adequately represented on the Advisory Council or by establishing a separate Youth Advisory Council and mechanisms to ensure recommendations made by the Youth Advisory Council are taken into account in the Beacon decision-making process.
- DYCD may designate a representative to serve as an *ex-officio* member of the Advisory Council.
- The Advisory Council would assess the needs of the surrounding community and help develop programming to address those needs.

- The Advisory Council would meet, at a minimum, once every three (3) months and submit meeting minutes and attendance sheets to DYCD.

Linkages/ Referrals

As a comprehensive school-based community center provider, the contractor would have knowledge of and collaborate with the host school, co-locators, and organizations offering youth and family services in the surrounding neighborhoods.

- **Host School**

The contractor would execute and comply with the School Linkage Agreement. (See Form 3)

- **Co-locators**

To support or enhance Beacon programming, DYCD allows collaborations with unpaid co-locators, within defined parameters. Co-locators are organizations that use space at the Beacon without charge, in return for which they provide free programming or services for Beacon participants or other community residents.

- Proposals would describe the nature of the relationship between the Beacon and the co-locator and explain and justify the role of co-locators within the overall program design.
- Structured services for middle school youth. The Beacon contractor would be required to provide 70% (151 hours) of the 216 minimum service hours for middle school youth directly. Co-locators would be permitted to provide services for the remaining 30% (65) service hours.
- Services for 1000 other individuals. The Beacon contractor would be required to provide services for 70% (700) individuals directly, but would be permitted (but not required) to use co-locators (or sub-contractors) to provide services for the remaining 300 individuals.
- Co-locators would be permitted to provide up to 100% of services for individuals above the minimum service level of 1200.
- Linkage Agreements. The contractor would enter into a Linkage Agreement with co-locator(s) to provide space at the Beacon during its hours of operation at no cost to the co-locator organization(s). The Linkage Agreement (Form 4) would include details of the activities it is anticipated the co-locator will provide, the target population that will benefit from these activities, and the contribution of the co-locator to the Beacon's minimum service requirements.
- Beacons are prohibited from charging rent or requiring co-locators to pay for services, and co-locators are prohibited from charging fees of any type to participants.
- The contractor would consider, where feasible, linkage agreements with New York City agencies such as the Police Department, the Administration for Children's Services, the Department of Parks and Recreation, the Department of Homeless Services, the Department of Juvenile Justice, the Department of Probation, the Department of Health and Mental Hygiene, the Health and Hospitals Corporation and the New York City Housing Authority.

- **Other Community-Based Service Providers**

The contractor would be expected to:

- Partner with other community-based service providers and not-for-profit organizations to facilitate a comprehensive approach to service delivery and address the multiple needs of the target population.
- Establish a linkage with the local police precinct(s) to ensure that issues of safety are properly addressed on an ongoing basis.
- Establish a reciprocal referral arrangement with at least three (3) community-based service providers such as (but not limited to) those that offer medical, dental, mental health, and substance abuse prevention programs and treatment services.
- Follow-up on each referral to ensure effective delivery of services.

SECTION IV - FORMAT AND CONTENT OF THE PROPOSAL

Proposers have two alternatives for completing proposals in response to this RFP.

Alternative I

The proposer would complete the Beacon proposal and if applicable, the Service Learning Program proposal electronically, using the fillable forms and Proposal Narrative response boxes in Attachment 1 (Proposal Format and Content Forms). DYCD has set a preferred word limit for each response. Proposers who exceed these limits must create their own clearly marked continuation pages. When complete, the forms and proposal narrative should be printed out, double-sided on 8 1/2" X 11" white paper and signed where indicated. All requested attachments should be appended to the back of the proposal. A summary of the proposal package contents and the order in which the proposal materials should appear is given below.

Alternative II

The proposer would fill out hard copies of the forms found in the Attachment (Proposal Format and Content Forms) and create a separate, typed document for the proposal narrative. The proposer would provide all of the required information in the same order, respecting the preferred page limits for each response as specified in Alternative I. In addition:

- The proposal should be typed on both sides of 8 1/2" 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.
- Copies of Forms 1-6 should also be completed and submitted with the relevant sections.

Proposers proposing an ACS Foster Care Prevention Program are required to follow the instructions in the Format and Content section found in Appendix B2 and create a separate, typed document for the proposal narrative. The proposer would provide all the required information in the same order, respecting the preferred page limits for each response as specified in Appendix B2. In addition:

- The proposal should be typed on both sides of 8 1/2" 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.

Alternatives I and II

- All proposals must be submitted in hard copy with the appropriate signatures. DYCD will not accept proposals by e-mail or fax.
- The City of New York requests that all proposals be submitted on paper with no less than 30 percent postconsumer material content, *i.e.*, the minimum recovered fiber content level for reprographic papers recommended by the United States Environmental Protection Agency (for any changes to that standard, please consult: <http://www.epa.gov/epg/products/printing.htm>).

Note: Failure to comply with any of the above instructions will not make the proposal non-responsive.

A. 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.

The proposal package should include one original set and **five** duplicate sets of the documents listed below **in the following order**:

- I. Proposal Summary (Form 1)
- II. Proposal Narrative
 - A. Organizational Experience
 - B. Organizational Capability
 - C. Program Approach including Program Design Form (Form 2) and Linkage Agreement Form(s) (Form 3) and School Agreement Form (Form 4)
 - D. Price Proposal including Budget Forms (Form 5a)
- III. Additional Forms
 - A. Certification Regarding Substantiated Cases of Client Abuse or Neglect (Form 6)
 - B. Corporate Governance Certification (Form 7)
 - C. Acknowledgment of Addenda Form (Form 8)
- IV. Required Attachments (as applicable)
 - A. Certification of Incorporation as a not-for-profit or proof of filing for such status with the Secretary of State
 - B. Exemption Certificate proving tax exempt status under Section 501(c)(3) or proof of filing for such status
 - C. Letter(s) of Intent for the cash match requirement and any additional cash contributions to the proposed program
 - D. Resume of proposed Beacon Director
 - E. Job descriptions, qualifications for all key staff positions and resumes, if applicable
 - F. Organizational Chart
 - G. Letters of support from key stakeholders (no more than 3)
 - H. Audit Report or Certified Financial Statement (with Explanation)
 - I. If applicable: latest Annual Audit, Annual Financial Review, and/or Form CHAR 500
 - J. Copies of the federal 990 forms for 2003, 2004, and 2005.

Enclose the documents listed above in a sealed envelope, label the envelope with the proposer’s name and address, “Beacon Community Center RFP”, Beacon Community Center Site proposed and “PIN:26007BCCRFP” and the name and telephone number of the Proposer’s Contact Person. Hand deliver the sealed envelope to Ava Walker, Deputy Agency Chief Contracting Officer, Office of Procurement, 156 William Street, 2nd Floor, New York, NY 10038.

SECTION V - PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES

A. Evaluation Procedures

All proposals accepted by DYCD will be reviewed initially to determine whether they are responsive or non-responsive to the requirements of this RFP. Proposals which DYCD determines to be non-responsive will not be further considered. DYCD's Evaluation Committees will evaluate and rate the Beacon portion of all remaining proposals based on the Evaluation Criteria prescribed below.

For Beacons with an ACS Foster Care Prevention Program, ACS' Evaluation Committees will evaluate and rate the ACS portion of each Beacon proposal based on the Evaluation Criteria prescribed below.

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 initial proposal should contain proposer's best programmatic and price terms.

B. Evaluation Criteria

Beacons

- Each Beacon proposal (prepared in accordance with Section IV of the RFP) will be scored pursuant to the following evaluation criteria and relative weights:

Demonstrated quantity and quality of successful relevant experience	40 points
Demonstrated level of organizational capability	20 points
Quality of proposed program approach	40 points

- DYCD will determine a competitive range of technically viable proposals based on score. Proposals determined to not be in the competitive range of technically viable proposals based on score will not be further considered.

Beacons with an ACS Foster Care Prevention Program

- The Beacon portion of each proposal (prepared in accordance with Section IV of the RFP) will be scored pursuant to the evaluation criteria cited above.
- DYCD will determine a competitive range of technically viable proposals based on Beacon portion score. Proposals determined to not be in the competitive range of technically viable proposals based on the Beacon portion score will not be further considered.
- The ACS portion of each proposal (prepared in accordance with Appendix B2 of the RFP) determined to be in the competitive range based on Beacon portion score, will be separately scored pursuant to the following evaluation criteria and relative weights:

Demonstrated quantity and quality of successful relevant experience	25 points
Demonstrated level of organizational capability	5 points
Quality of proposed program approach	20 points

- DYCD will determine a competitive range of technically viable proposals based on the ACS portion score. Proposals determined to no longer be in the competitive range of technically viable proposals based on the ACS portion score will not be further considered.

- The Beacon portion score and the ACS portion score of each proposal still in the competitive range of technically viable proposals will be combined to obtain an overall score.

C. Basis for Contract Award

DYCD will award contracts to appropriately qualified organizations whose proposals are determined to be the most advantageous to the City, taking into consideration the price, program design, staff quality, and such other factors or criteria set forth in this RFP. Contract award will be subject to timely completion of contract negotiations between DYCD and the selected proposer, demonstration by the selected proposer of not-for-profit incorporation and federal tax exemption under Internal Revenue Code Section 501C(3) prior to the contract start date and the availability of funds.

DYCD reserves the right to limit the number of Beacons a single proposer may operate based upon demonstrated organizational capability to successfully perform on multiple contracts as determined by DYCD.

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, 10th Floor, 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 accessing the City's website at nyc.gov/ppb.

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/Certificates 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.

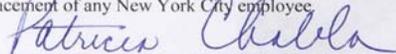
I. Confidential, Proprietary Information or Trade Secrets. Proposers should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification of why such materials, upon request, 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.

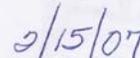
K. Proposer Costs. Proposers will not be reimbursed for any costs incurred to prepare proposals.

L. Charter Section 312(a) Certification.

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



Date

BEACON COMMUNITY CENTER SITES

**Beacon Community Centers
Request for Proposals PIN 26007BCCRF**

Beacon Site	Neighborhood	Address	County	Zip	ACS FCPP	Minimum Number of Families in ACS FCPP
Academy of Applied Mathematics and Technology	Mott Haven	345 Brook Ave - Room 109	Bronx	10454		
PS 86	Kingsbridge	2756 Reservoir Ave	Bronx	10468		
PS 8	Fordham	3010 Briggs Avenue	Bronx	10458		
MS 201	Hunts Point	730 Bryant Avenue	Bronx	10474	✓	75
PS 214	Mid-Bronx	1970 West Farms Rd	Bronx	10460		
JHS 45	Fordham	2502 Lorillard Place	Bronx	10458	✓	60
PS 11	North Bronx	1257 Ogden Ave	Bronx	10452		
IS 217/IS 216	South Bronx	977 Fox St	Bronx	10459		
IS 219 New Venture School	Claremont	3630 Third Ave., Rm 227	Bronx	10456		
IS 192	Throggsneck	650 Hollywood Ave	Bronx	10465		
IS 117	Tremont	1865 Morris Ave	Bronx	10453		
MS 113	Gun Hill	3710 Barnes Ave	Bronx	10467		
MS 142	Bay Chester	3750 Baychester Ave	Bronx	10466		
PS 181	Flatbush	1023 New York Ave	Brooklyn	11203		
PS 1	Sunset Park	309 47 th Street.	Brooklyn	11220		
IS 232	East Flatbush	905 Winthrop St	Brooklyn	11203	✓	60
KAPPA V	Brownsville	985 Rockaway Ave, Rm 111	Brooklyn	11212		
MS 2	Flatbush	655 Parkside Ave	Brooklyn	11226		
JHS 302	Cypress Hill/East New York	350 Linwood St.	Brooklyn	11208	✓	45
JHS 296	Ridgewood Bushwick	125 Covert St, Rm 149B	Brooklyn	11207		
JHS 265	Fort Greene	101 Park Ave	Brooklyn	11205		
PS 15	Red Hook	71 Sullivan St.	Brooklyn	11231	✓	90
IS 96	Bensonhurst	99 Ave. P	Brooklyn	11204		
PS 314	Sunset Park	330 59th St	Brooklyn	11210	✓	60
JHS 166	East New York	800 Van Siclen Ave.	Brooklyn	11207		
IS 68	Canarsie	956 East 82nd St.	Brooklyn	11236		
PS 138	Brooklyn Heights	760 Prospect Place	Brooklyn	11216		
IS 35	Bedford Stuyvesant	272 Macdonough St	Brooklyn	11233		
PS 269	Flatbush	1957 Nostrand Ave	Brooklyn	11210	✓	45
IS 220	Boro Park	4812 9th Ave., Rm 252	Brooklyn	11220		
IS 291	Bushwick	231 Palmetto St	Brooklyn	11221		
IS 50	Williamsburg	183 S. Third Street	Brooklyn	11211		
IS 323	Brownsville	210 Chester Street	Brooklyn	11212		
JHS 218	CypressHill/East New York	370 Fountain Ave	Brooklyn	11208		
IS 347 - 349	Bushwick	35 Starr St	Brooklyn	11221		
IS 259	Dyker Heights	7301 Ft. Hamilton Pkwy	Brooklyn	11228		

IS 126	Greenpoint	424 Leonard St, Rm 105	Brooklyn	11222		
IS 271	Bedford Stuyvesant	1137 Herkimer Street	Brooklyn	11233		
Grand Street HS	East Williamsburg	850 Grand St	Brooklyn	11211		
PS 288	Coney Island	2950 West 25th St.	Brooklyn	11224	✓	105
PS 194	Central Harlem	244 West 144th St	New York	10030	✓	120
IS 217	Roosevelt Island	645 Main St	New York	10044		
PS 198	Upper East Side	1700 Third Ave	New York	10128		
Wadleigh Secondary School for the Performing & Visual Arts	Harlem	215 West 114th St	New York	10026	✓	45
NYC Museum School	Chelsea	333 West 17th St	New York	10011		
East Side Community High School	Lower East Side	420 East 12th Street	New York	10009		
IS 195	West Harlem	625 West 133rd St	New York	10027	✓	90
MS 258	Upper West Side	154 West 93rd St	New York	10025		
MS 328 Manhattan Middle School for Scientific Inquiry	Washington Heights	401 West 164th St	New York	10032		
Marta Valle Secondary School	Lower East Side	145 Stanton St.	New York	10002		
JHS 45	East Harlem	2351 First Ave. Rm 154	New York	10035	✓	60
MS 54	Manhattan Valley	103 West 107th St.	New York	10025		
IS 131	Chinatown	100 Hester St	New York	10002	✓	60
Academy of Environmental Science Secondary High School	East Harlem	410 East 100 St	New York	10029		
JHS 143	Washington Heights	511 West 182nd St	New York	10033		
JHS 72/Catherine & Count Basie School	Jamaica	133-25 Guy R. Brewer Blvd	Queens	11434	✓	45
IS 43	Far Rockaway	160 Beach 29th St	Queens	11691		
JHS 189	Flushing	144-80 Barclay Ave	Queens	11355		
JHS 226	South Ozone Park	121-10 Rockaway Blvd	Queens	11420		
PS 149	Jackson Heights	93-11 34th Ave	Queens	11372		
IS 93	Ridgewood	66-56 Forest Ave	Queens	11385		
PS 19	Corona	98-02 Roosevelt Avenue	Queens	11368		
PS/MS 333/Goldie Maple Academy	Arverne	3-65 Beach 56th St	Queens	11361		
MS 158Q	Floral Park	46-35 Oceania St	Queens	11361		
JHS 190	Forest Hills	68-17 Austin St	Queens	11375		
MS 8 New Prep School for Tech	Jamaica	108-35167th St	Queens	11433	✓	60
IS 168	Flushing	158-40 76th Rd	Queens	11366		
IS 10	Astoria	45-11 31st Ave	Queens	11103		
JHS 210	Ozone Park	93-11 101st Ave.	Queens	11416		
JHS 216	Fresh Meadows	64-20 175th St	Queens	11365		
JHS 204	Long Island City	36-41 28th	Queens	11106		
MS 172	Bayside	81-14 257th St	Queens	11004		
PS 176	Springfield Gardens	120-45 235th St.	Queens	11411		
JHS 194	White Stone	154-60 17th Ave	Queens	11357		
IS 141	Astoria	37-11 21st Ave	Queens	11105		
IS 5	Flushing	50-40 Jacobus St	Queens	11373		
IS 49	Stapleton	101 Warren St., B-33	Staten Island	10304		
PS 18	West Brighton	221 Broadway	Staten Island	10310	✓	60
Tottenville HS	South Shore	100 Luten Ave.	Staten Island	10312		
IS 2	Midland	333 Midland Ave	Staten Island	10306		

**MAXIMUM AVAILABLE FUNDING
FOR
THE ADMINISTRATION FOR CHILDREN’S SERVICES (ACS)
FOSTER CARE PREVENTION PROGRAMS**

BEACON COMMUNITY CENTERS

Request For Proposals PIN 26007BCCRF

This section applies to those Beacon sites that have been identified by an asterisk in Appendix A as ACS Foster Care Prevention Program sites.

Beacon Community Center Site	Borough	ACS Program# Families Served	ACS Program Cost Per Family	Total ACS Budget	Total Beacon Budget	Combined ACS-Beacon Budget
M.S. 45	Bronx	60	\$7,030	\$421,800	\$400,000	\$821,800
M.S. 201*	Bronx	75	\$6,454	\$484,050	\$400,000	\$884,050
P.S. 269	Brooklyn	45	\$7,071	\$318,195	\$400,000	\$718,195
I.S. 302	Brooklyn	45	\$7,071	\$318,195	\$400,000	\$718,195
I.S. 232	Brooklyn	60	\$7,030	\$421,800	\$400,000	\$821,800
P.S. 314	Brooklyn	60	\$7,030	\$421,800	\$400,000	\$821,800
P.S. 15	Brooklyn	90	\$6,542	\$588,780	\$400,000	\$988,780
P.S. 288	Brooklyn	105	\$6,306	\$662,130	\$400,000	\$1,062,130
I.S. 88	Manhattan	45	\$7,071	\$318,195	\$400,000	\$718,195
J.H.S. 45	Manhattan	60	\$7,030	\$421,800	\$400,000	\$821,800
I.S. 131	Manhattan	60	\$7,030	\$421,800	\$400,000	\$821,800
I.S. 195	Manhattan	90	\$6,542	\$588,780	\$400,000	\$988,780
P.S. 194	Manhattan	120	\$6,334	\$760,080	\$400,000	\$1,160,080
I.S. 72	Queens	45	\$7,071	\$318,195	\$400,000	\$718,195
J.H.S. 8	Queens	60	\$7,030	\$421,800	\$400,000	\$821,800
P.S. 18	Staten Island	60	\$7,030	\$421,800	\$400,000	\$821,800
			TOTALS:	\$7,309,200	\$6,400,000	\$13,709,200

The chart above reflects the source of funds comprising the anticipated minimum operating budget for providers of a Beacon Community Center with an Administration of Children’s Services (ACS) Foster Care Prevention program under this RFP. Please note the following points: (1) The total operating budget increases with the number of families to be served under the ACS Foster Care Prevention program; (2) The cost per family decreases slightly as more families are served due to economies of scale related to administrative costs of the ACS Foster Care Prevention program.

* ACS preventive services that are provided at MS 201 in the Bronx will also be provided at MS 219 in the Bronx. The figure for the # of families served (75) reflects sum of both sites.

ACS FOSTER CARE PREVENTION PROGRAM: SCOPE OF SERVICES AND PROPOSAL FORMAT

Beacon Community Centers Request For Proposals PIN 26007BCCRFP

This section applies to those Beacon sites that have been identified in Appendix B as ACS Foster Care Prevention Program sites.

SCOPE OF SERVICES

A. ACS Foster Care Prevention Program Goals and Objectives

The goals and objectives for the ACS Foster Care Prevention Program are to:

- prevent child abuse and neglect;
- reduce the number and percentage of placements into foster care for youth receiving preventive services;
- reduce the number and percentage of youth who are the subject of subsequent abuse and neglect reports;
- serve youth and their families in their neighborhood of origin;
- promote the optimal health, well being, and development of youth; and
- strengthen families.

B. Assumptions Regarding the ACS Foster Care Prevention Program Approach:

Contractor/Staff Qualifications

- The contractor would provide preventive services to families with youth at risk of foster care placement in a manner which ensures the safety of the youth and seeks to preserve, support and strengthen the family, when appropriate.
- The design and delivery of all preventive services would be family-focused and inclusive of the needs and culture of the community. Services would address the individual needs of the youth and the family members residing with the youth.
- The contractor would employ a holistic approach to child welfare services and engage in ongoing efforts to bring about the necessary changes in service delivery culture.
- Contractors would provide preventive services in accordance with all existing Federal, State, and City laws, rules, and regulations, and consistent with policies, procedures, and standards promulgated by ACS. This includes the ACS Guide to Standards and Indicators for Preventive Programs.
- Per ACS expectations, the contractor will maintain a program utilization level of 100 percent.
- The contractor would provide support services and counseling to at risk youth and families within their own neighborhood or as close to their own neighborhood as possible, when appropriate.
- The contractor would ensure that culturally and linguistically competent services are provided

through a staff that is representative of the community served and fluent in the languages spoken by participating youth and family members. To the extent possible, the contractor would also recruit and hire appropriately qualified staff from the community served.

- Whenever possible, the contractor would employ social work staff who have MSW credentials or equivalent levels of education and/or experience.

Staff Qualifications

- The contractor would review prospective staff members' qualifications and make hiring decisions in the context of the size of the program. A small program needs a higher proportion of staff with strong child welfare (child protective, foster care or preventive services) experience than does a large program because of its lack of managerial/supervisory depth.
- The **director** would have an MSW degree or an equivalent human services graduate degree as approved by ACS, and significant experience in an administrative or supervisory position in a community-based public or private agency doing related work with a similar population. Any preventive program of 60 slots or larger must have a full-time Program Director.
- The **supervisor** would have an MSW degree or an equivalent human service graduate degree as approved by ACS, and at least two years of documented satisfactory experience working with a similar population. Supervisory experience is required, although not necessarily in a formal supervisory position.
- **Intake worker(s)** would be on a supervisory level and have at least a BA degree and supervisory experience.
- The **case planner** would have a BA/BS/BSW/MSW degree and at least two years of documented satisfactory experience working with similar populations.
- **Other professional staff and consultants** would have degree/professional accreditation/licensure and experience appropriate to the particular position. Psychologists, nurses, and others requiring licensure must document each year a current New York State license/registration.
- **Parent aides** would have at least one year of appropriate experience working with a similar population or successful completion of and graduation from an ACS Family Rehabilitation Program or similar program.
- **Childcare worker(s)** would have one year of appropriate experience working with a similar population or successful completion of and graduation from an ACS Family Rehabilitation Program or similar program.
- **Other paraprofessionals** would have at least a high school diploma/GED and training and experience appropriate to the particular position.
- **Social work staff** would have demonstrated experience and skill with, and commitment to, the practices and concept of family treatment, as well as knowledge of and experience with domestic violence issues. Social work staff would also have experience and skill with substance abuse issues.

* **Caseload/Supervisory Ratios:** actual ratios may vary with an average annual caseload of 15 for case planners. New York OCFS regulations require that a preventive services provider would assign a family to not more than one case planner at a time. Individual caseloads significantly higher than 15 are not recommended because of the level of services families require. A supervisory caseload is not to exceed 5 case planners with a total of 75 families.

Program Accessibility of Services

- Participants would have access to all services in the Beacon.
- The contractor would operate during hours that reflect the needs of the youth and families to be served, including after school and evening availability.
- The contractor would assess the communication skills of each youth and family to be served.
- The contractor would make services accessible to youth with physical disabilities, including but not limited to, TDD service, large print informational reading materials, and establishing referral protocols to programs serving disabled communities.
- The contractor would assist each parent in obtaining appropriately supervised child care services.

C. Program Design

Core Service Areas

- **Social Work Services and Advocacy**
 - Caseworkers would identify and provide those specific services that address those issues placing a youth at risk of foster care placement or delaying successful discharge and family reunification.
 - Caseworkers would prioritize assessment of the safety of youth in each household and take all necessary and appropriate measures to ensure their safety - including, but not limited to, all actions required of mandated reporters.
 - In their initial assessments, the caseworkers would consider youth and family history information available from individuals significantly involved in the youth's life, including, but not limited to the youth's parents, extended family members, teachers, friends, and recreational personnel. The contractor would incorporate these individuals into the youth's and family's support network, to the extent that such inclusion is deemed appropriate. In addition, the contractor would conduct domestic violence screenings during initial case assessments and establish protocols for addressing such issues when indicated.
 - Caseworkers would be responsible for case planning and ensure that youth and parents and primary caretakers are actively involved in goal setting and service planning. Youth participation would be assumed appropriate for youth aged ten (10) and older unless deemed inappropriate and supporting reasons for such a determination are documented. Caseworkers must review the service plans with the family and adjust the goals and services as needed to meet the needs of the family.
 - The contractor would promote and support frequent and positive parent-child interactions, such as family counseling, parent-child homework groups, and recreational and socialization activities.
 - During the initial stages of participation in the program, caseworkers would schedule weekly casework contacts, including extensive home-based casework contact with the youth and family members living in the home, and with nonresident family members to the extent appropriate to achieve the family's agreed upon goals as indicated in the

approved service plan. Casework contacts must meet or exceed the recommended minimums specified in ACS regulations.

- Caseworkers would serve as advocates on behalf of the youth and families, with activities including, but not limited to, coordinating services for the family, assisting youth and their resident family members in navigating governmental and private sector systems to the extent required to successfully address the individual's needs, including, but not limited to, interactions with the managed care plans, Department of Education, Human Resources Administration, and the New York City Housing Authority.
- The contractor would perform outreach and engage non-custodial and/or incarcerated parents to the extent necessary to successfully implement the youth's and family's approved service plan.
- **Alcohol and Substance Abuse**
 - Qualified key staff members would assess alcohol and substance abuse issues affecting youth and their resident family members using formal assessment instruments.
 - The contractor would provide counseling services, advocacy, and referrals to address substance abuse issues.
- **Health Services**
 - Within 30 days of referral, whenever appropriate and necessary, the contractor would assess the youth's eligibility for Medicaid, or for Child Health Plus and assist families in obtaining health services coverage when eligible.
 - The contractor would obtain a youth's health history and assess the youth's health and well-being within the first 90 day Family Assessment and Service Plan (FASP)* period. This includes obtaining immunization history and information about the health service providers involved with the family. The contractor would encourage parent/caretaker cooperation in the collection of such data, and educate and assist families in recording and maintaining their own health records/histories.
 - Case plans and goals would include a full comprehensive medical examination for each youth in the household, if one has not been performed within the last year. The contractor would work with parents to facilitate the scheduling of appointments and follow-up visits to ensure the updating of youth immunizations.
 - The contractor would educate parents on preventive care, make educational materials available on-site and for discussion during group/individual counseling. Educational materials would include but not be limited to information on HIV/AIDS, substance abuse, good prenatal care, domestic violence (including partner abuse, teen relationship violence and elder abuse), smoking and good nutrition. The contractor would also provide information about how to access health services in the community.
 - The contractor would assist the youth's parent in the selection of a neighborhood-based

primary care physician, if one is needed, and making appointments with the physician, where necessary.

- The contractor would recognize indicators of mental health issues and provide necessary counseling and treatment referrals.
- The contractor would assist pregnant clients with obtaining quality, neighborhood-based prenatal and postnatal counseling and services or pregnancy termination counseling and services where such services are appropriate and available.
- **Parenting Skills**

The contractor would provide parenting skills training in a manner that is sensitive and responsive to the needs of specific parent categories, such as teen parents, non-English speaking parents, or terminally ill parents. The contractor would also provide individualized parenting skills training in cases where group participation is not appropriate.
- **Housing and Housing Subsidies**
 - The contractor would assist clients in obtaining appropriate housing where housing issues, including those arising from domestic violence situations, are a presenting problem for the family and stand in the way of the youth's safety, or health, or delay reunification.
 - The contractor would promote and monitor its staff's appropriate use of housing subsidy services targeted to the eligible preventive service population.
- **Education Employment and Job Training Services**
 - The contractor would promote parent/caretaker involvement in their youth's education program, such as assuring youth's enrollment and attendance in school, monitoring homework, attending parent-teacher meetings and school open houses, participating in parent advocacy groups, and communicating their youth's educational needs to teachers, guidance counselors and school administrators.
 - The contractor would provide up-to-date information on vocational and college preparatory programs and assist with enrolling in such programs.

Program Elements

- **Outreach**
 - The contractor would receive referrals from ACS, the host school, other schools, CBOs (including the lead agency), and other Beacons.
 - The contractor would reach out to referred youth and families to ensure family participation and retention in Preventive Programs.
 - The contractor would identify families resistant to services and develop and implement a strategy for addressing the particular challenges posed by such families.

- **Discharge/Termination/Transition**

- The contractor would create a "community of care" by actively coordinating the planning of services between preventive service agencies, foster care agencies and local neighborhood providers in a manner that ensures the continuous provision of supervision, services and support to a youth and her/his family during the critical point of transition between foster care placement and family reunification. Specifically, the contractor would interact with foster care agencies prior to the youth's final discharge home in cases where the foster care agency has identified the need for Preventive Services after final discharge, made a formal referral for services, and received ACS approval for such services.
- The mechanism for coordination between the foster care agency and the preventive agency as described above would be a formal referral from the foster care agency to the preventive agency. Upon referral, the preventive service contractor would participate in discharge planning to the extent necessary and appropriate.
- The contractor would facilitate and encourage a Family to Family approach when providing Preventive Services to youth, their families and foster parents who have participated in foster care services and where it is appropriate to continue the relationship between the birth family and foster family.

Target Population/Service Level

The contractor would receive referrals from ACS, the host school, other schools, CBOs (including the lead agency), and other Beacons. See the chart in Appendix B1 of the RFP for the minimum number of families to be served.

Staff Development and Training

- Training for all staff would include, but not be limited to, basic interviewing and communications skills, assessment and goal setting, cultural and language competency, mandated reporting, safety and risk assessment, case planner and supervisor common core, family therapy, mediation, recognizing indicators of developmental delays, substance and alcohol abuse, stress management, client outreach, engagement and retention skills, application procedures for public assistance programs and Medicaid or Medicare, working with physically and developmentally disabled clients, indicators of mental health issues and appropriate actions to take upon indication, indicators of domestic violence (including partner abuse, teen relationship violence, and elder abuse) and appropriate actions to take upon indication, working with HIV/AIDS populations, and range of crisis intervention services available to address clients needs.
- The contractor would ensure that all appropriate staff receive training specific to the provision of neighborhood-based services, including training on community characteristics, resources, and needs, and on how to successfully negotiate services for youth within a neighborhood-based environment.
- The contractor would ensure that training includes the participation of representatives from community-based service providers, such as local hospitals, police precincts, and drug treatment centers, as well as community residents.

- The contractor would ensure that all appropriate staff receive training about the Family to Family service philosophy, including training about how to facilitate the foster parent's role as mentor to the birth parents or caretakers in appropriate areas of youth behavior and management, as well as in various aspects of daily living.
- The contractor would educate staff and clients about welfare reform work requirements and demonstrate how it will assist clients in complying with participation requirements and setting goals.

Partnerships/Linkages

- The contractor would meet the full range of client needs either directly or through linkages with other neighborhood-based service providers. The contractor would access specialized services outside of the community in instances in which the youth's or family's needs cannot be addressed by providers within the community.
- The contractor would establish a formal referral and treatment arrangement and coordinate service delivery with at least one New York State Office of Alcoholism and Substance Abuse Services (OASAS) licensed substance abuse treatment program providing drug-free and alcohol-free services, and/or a Health and Hospitals Corporation (HHC) substance abuse treatment program.
- The contractor would establish linkages to appropriate self-help groups, such as Alcoholics Anonymous, Narcotics Anonymous and Al-anon for those youth with substance abuse issues and their family members. The contractor would also encourage and facilitate client participation in such services.
- The contractor would partner with health providers to assure that health services are accessible, comprehensive, coordinated/integrated, timely, continuous, of high quality, youth-focused, and family-friendly.
- The contractor would establish linkages with organizations providing expert and specialized services to individuals with chronic physical, mental or developmental disabilities.
- The contractor would establish linkages with neighborhood-based employment agencies, vocational training institutions and community college programs.
- The contractor would establish a formal referral and treatment arrangement with at least one neighborhood-based mental health treatment provider, to the extent that such providers exist.

Monitoring, Evaluation and Quality Improvement

- The contractor would conduct interviews with youth to assess services on an ongoing basis and ascertain the effectiveness and satisfaction with the services which have been provided. The contractor would develop its own interview and written survey instruments, which will be subject to ACS approval.

- The contractor would cooperate with ACS assessment and evaluation systems, including the Evaluation Quality Improvement Protocol (EQUIP), and provide all information necessary to allow ACS to fulfill these responsibilities.
- The contractor would maintain adequate case files and fiscal records, and shall ensure that staff follow appropriate record-keeping practices and procedures in a manner which is in compliance with and supports all existing Federal, State and City laws, rules and regulations, and is consistent with policies, procedures and standards promulgated by ACS.
- To the maximum extent possible, at both the case and program level, ACS would collect and monitor data reported by the contractor in the PROMIS and Connections management information systems to assess critical service activities and to ensure that the stated goals of the child welfare system are effectively and appropriately being met.
- The contractor would provide sufficient information to ACS to enable it to collect data on and monitor additional performance indicators as appropriate and as part of a full evaluation process.
- The contractor would conduct exit interviews with each child and her/his parent(s) or caretakers upon discharge from preventive services to ascertain the effectiveness of the preventive program and to learn more about the child's and family's experience. When appropriate, exit interviews would also be conducted with members of the child's household. The contractor would develop its own interview instruments which will be subject to ACS approval. The utilization of additional methods for soliciting input on an on-going basis, such as consumer satisfaction surveys, is also strongly encouraged.

D. Subcontract Agreements

The contractor may not subcontract any ACS Foster Care Prevention Program services.

FORMAT AND CONTENT OF THE PROPOSAL
ACS FOSTER CARE PREVENTION PROGRAM

Instructions: Proposers should provide all of the information requested in the format indicated below. Using an 11 point font size, proposals should preferably be **no more than 20 pages** (excluding attachments) on typed on 8 1/2" x 11" white paper, **double-spaced** with no less than 1" margins. Pages should be numbered and include a header or footer identifying the proposer.

The City of New York requests that all proposals 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 changes to that standard, please consult: <http://www.epa.gov/epg/products/printing.htm>).

Note: Failure to comply with any of these instructions will not make the proposal nonresponsive.

A. Proposal Format

1. Proposal Summary

Complete the information requested on the ACS Foster Care Prevention Program in Attachment, Form 1.

2. Program Proposal

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

a. Experience (Preferable page limit: 5 pages, excluding requested attachments)

- (1) Demonstrate the proposer's understanding of the issues and challenges in implementing foster care prevention services as expressed in the Scope of Services.
- (2) Attach a job description and resume (if available) for each key staff position including the required qualifications. Include the languages spoken and areas of specialization. Describe how the required qualifications impact upon and address service needs of the targeted population. (See the Scope of Services.) Also (if available) attach the following:
 - a. Staff roster, signed by Executive Director, specifying for each staff member: educational credentials; experience; date of hire (or promotion/job change if it effects the due date of evaluations); date the last performance evaluation was due, and the date of its completion.
 - b. Copies of (as appropriate to position/qualification requirement):
 - diploma, final transcript, or equivalent verification from degree granting institution for each staff member; **OR**

- approval of a request for a Waiver of Qualification Requirements by ACS' Preventive Services Development Director.
- (3) Describe the proposer's creative neighborhood-based child welfare strategy and demonstrate that the proposed strategy will be effective and responsive to the needs of youth.
 - (4) Demonstrate the strength of the proposer's current community involvement in areas now being served.

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

- (1) Demonstrate the effectiveness of proposed methods and procedures set forth by agencies to incorporate a continuous review of: procedures; human resource allocations; training; management information systems; measures of compliance with schedules, and ACS standards, and monitoring of outcomes for youth.
- (2) Demonstrate the effectiveness of proposed practices to assess progress in achieving goals and the proposer's capacity to implement those practices.
- (3) Demonstrate the capability to financially manage the proposed program; and the adequacy of internal mechanisms set forth for ensuring the integrity of the financial operations; including mechanisms for regularly reviewing financial management and correcting deficiencies identified in such reviews; and the timeliness of schedules for sharing such internal reviews and improvement strategies with ACS.

c. Program Approach (Preferable page limit: 10 pages, excluding requested attachments)

Describe in detail how the proposer will provide the proposed program and demonstrate that the proposer's proposed program approach will fulfill the ACS Foster Care Prevention Program goals and objectives stated above by addressing each of the following:

(1) Target Population

Describe the characteristics of the target population and their needs. Demonstrate your organization's ability to serve this population and address their needs.

(2) Program Design

Describe the overall design of the ACS Foster Care Prevention Program, including the information below and the Scope of Services above.

- a. Demonstrate how the proposer would integrate the ACS Foster Care Prevention Program into the Beacon program.

- b. Describe and demonstrate how each ACS Foster Care Prevention Program Core Service Area described in the Scope of Services will be incorporated in the program design, including activities which (1) prevent child abuse and neglect; (2) reduce the number and percentage of placements into foster care for youth receiving preventive services; (3) reduce the number and percentage of youth receiving preventive services who are the subject of subsequent abuse and neglect reports; (4) serve youth and their families in their neighborhood of origin; (5) promote the optimal health, well being, and development of youth; and (6) strengthen families.
- c. Identify and describe the foster care prevention program activity/service. For each activity/service in each core service area explain:
 - 1. Why the activity/service is appropriate for target population
 - 2. Number of participants involved in the activity/service; including the ages of youth participants
 - 3. Frequency of the activity/service
 - 4. Duration and scheduled time of the day
 - 5. When the activity/service will occur, i.e. weekdays, weekends, holiday breaks and/or summer break
 - 6. Type and number of staff assigned
- d. Describe in detail and demonstrate how each Program Element, set forth in the Scope of Services, will be implemented, including the process to be used, staff assigned and time frames for outreach, recruitment, enrollment and orientation, and discharge.
- e. Describe how the program will achieve and maintain a 100 percent utilization level.
- f. Describe the plan for locating the program in the physical space of the Beacon host school, including challenges and how the proposer would address those challenges.
- g. Demonstrate that the proposed program services are accessible and easily and readily accessible by youth with disabilities.
- h. Indicate the time frames proposed for phasing in each program component, including start and end dates when full implementation is expected to occur. Demonstrate the feasibility of those timeframes.

(3) Staff

- a. Demonstrate the adequacy and appropriateness of the proposed level of staffing, staff qualifications, management support and supervision, and resource allocations which will support the proposed program.
- b. Describe the plan for recruiting, hiring, and training professional staff in a timely manner, and the adequacy of their proposed training strategies, including the type of staff to receive training.

(4) Program Budget

Using the Budget Instructions in Form 5c, complete Attachment Form 5b to present the Budget for the ACS Foster Care Prevention Program.

(5) Partnerships/Linkages

- a. Describe the proposer's existing and proposed partnerships and linkages with community groups, City agencies and other service providers that are relevant to the program.
- b. Complete and attach a signed Linkage Agreement Form (use Attachment, Form 3) for each linkage described.

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.

The proposal package should include one original set and **eight** duplicate sets of the documents listed below in the following order:

- Proposal Summary Form (Attachment, Form 1)
- Program Proposal
 - Table of Contents
 - Narrative
 - Resumes and/or Description of Qualifications for Key Staff Positions
 - Organizational Chart
- General Linkage Agreement Form(s) (Attachment, Form 3)
- Price Proposal
 - Narrative
 - Budget Form (Attachment, Form 5b)

Enclose the documents listed above in a sealed envelope, label the envelope with the proposer's name and address, "ACS Foster Care prevention Program Proposal", Beacon Community Center Site proposed and "PIN:26007BCCRFP" and the name and telephone number of the Proposer's Contact Person. Hand deliver the sealed envelope to Ava Walker, Deputy Agency Chief Contracting Officer, Office of Procurement, 156 William Street, 2nd Floor, New York, NY 10038.

BEACON PROGRAM RESOURCES

(1) FINANCIAL LITERACY¹⁵

Cents Ability www.cents-ability.org/

Cents Ability offers a short financial literacy program in schools and community-based settings in underprivileged neighborhoods in New York City. The six-hour curriculum is taught in three sessions, usually on the same day over consecutive weeks, with short homework assignments administered between classes. Teachers are professionals who work for schools, law firms, banks, and other nonprofits and student-to-teacher ratios never exceed 5-to-1. The aim is to provide high school students with the financial tools and knowledge to achieve their life goals. Classes and materials are free.

Citibank's Young Investors Network www.citigroup.com/citigroup/financialeducation/websites.htm

The *Young Investors Network* program is designed to promote financial literacy among middle-school and high school youth and features learning tools to teach the fundamentals of saving, investing and enhancing fiscal responsibility. The website also includes activities to increase comprehension such as a virtual portfolio function, goal and budget tracking pages, and a college expense calculator. Highlights include *Smith Barney's* national in-school financial curriculum and stock portfolio contest.

Investing Pays Off® (IPO) http://community.ml.com/index.asp?id=66319_67034_67417

IPO aims to equip young people with knowledge and skills that promote financial and career success. IPO also exposes youngsters to learning and experiences that will motivate them to become the next generation of entrepreneurs. The IPO curriculum and volunteer guide cover 15 strategies for success in the essential areas of leadership, entrepreneurship, personal finance, and business savvy. These resources are free to the public and can be used in a variety of settings from classrooms to community centers to living rooms. IPO partners with the parent organizations of leading nonprofits to generate new resources to strengthen the financial readiness of under-served young people. **Merrill Lynch** employees volunteer their time and talents to teach, mentor and coach children and youth.

Jump\$tart Coalition for Personal Financial Literacy www.jumpstart.org/

Jump\$tart is a national coalition whose aim is to identify high-quality personal finance materials for educational use. The Clearinghouse is a database of personal finance resources available from a variety of education providers such as government, business and non-profit organizations. Many of the materials available through Jump\$tart are low cost or free of charge.

Junior Achievement www.ja.org/

Junior Achievement (JA) is a non-profit organization that bridges the worlds of education and business. JA seeks to educate and inspire young people to value free enterprise, business, and economics to improve the quality of their lives. It has a range of programs for students in middle school and junior high school. *JA Economics for Success™* program explores personal finance and students' education and career options based on their skills, interests, and values. An overview of JA programs for middle school youth can be found at www.ja.org/programs/programs_mid_overview.shtml.

¹⁵ The organizations listed are well-known financial literacy education resources. DYCD does not endorse any particular program or approach.

The National Council on Economic Education (NCEE) www.fffl.ncee.net/

NCEE provides personal finance and economics education through classroom curricula and the Internet. Its *Financial Fitness for Life* curriculum is a multifaceted, comprehensive economic and financial literacy program for grades K-12. The materials for the program are sponsored by **Bank of America** and present key concepts in economics and personal finance, using a variety of real life examples appropriate to particular age groups.

National Endowment for Financial Education (NEFE) www.nefe.org/pages/educational.html

NEFE is a foundation dedicated to helping Americans gain financial literacy skills. Its well-established *High School Financial Planning Program* uses contemporary materials to teach the basics of personal finance to young people while they are developing habits and attitudes about money that will influence them for the rest of their lives. High school students access the resources on their own to gain understanding of credit, budgeting, and wise spending through www.nefe.org/hsfpportal/index.html. NEFE also has a *Teen Resource Bureau* at www.ntrbonline.org.

Operation Hope www.operationhope.org/

Operation Hope, Inc. (OHI), a private nonprofit financial empowerment organization. OHI's *Banking on Our Future (BOOF)* program is financial literacy curriculum designed for youth 9-18 years (grades 4 through 12) in under-served urban communities. The program is delivered by volunteer instructors from the banking industry trained to share their professional knowledge in terms that youth can understand and use immediately, leaving them with a message of empowerment, responsibility, and hope. OHI also has an interactive online program for teens at www.bankingonourfuture.org/master.cfm/main/home.

Partnership for After-School Education (PASE) Dollars & Sense Program

<http://www.pasetter.org/demonstrationPrograms/nasd.html>

Dollars & Sense: Building Financial Dreams, funded by the National Association of Security Dealers (NASD), is designed to educate young adults (18-24) in work readiness programs about the value of saving to help promote their financial security. The primary program components are (1) Integration with existing PASE training involving a new site-based training series and centralized training modules for the after-school field; (2) Development and dissemination of materials such as curricula, Young Adult Guide to Retirement Planning, and resource lists; and (3) "Training of Trainers" education for staff and young adult employees of youth-serving agencies who then deliver the program to others in their agency.

Working In Support of Education (W!SE)

W!SE works with an array of private, public, and non-profit entities and private citizens. Its financial education initiatives include J.P. Morgan Chase Foundation and Jump\$tart Financial Literacy Program which helps nonprofits develop financial education products and/or services for distributions to organizations with a focus on school-based and after-school programs, and youth entrepreneurship and welfare to work programs, in low and moderate income communities. *Moneypower* is the website of The New York Financial Literacy Coalition, an initiative of W!SE whose mission is to promote financial literacy among young adults. (See www.moneypower.org:8080/wise/withframes.jsp) The Coalition is also the New York affiliate of the Jump\$tart Coalition for Personal Financial Literacy, a clearinghouse and advocacy network promoting financial literacy among youth. *Moneypower* has links to the Federal Reserve Education Website and other resources.

(2) HIV PREVENTION

HIV in New York City. A significant number of new HIV infections in the United States occur among young people under the age of 25, the majority being infected through sexual contact. In 2005, in New York City, 24% of new HIV infections were among women under 25 years old. Men under 25 accounted for 38% of new HIV infections among men. HIV is spreading in communities of color in New York City at disproportionate rates. In 2003, 66% of all adolescents with HIV in New York City were African American and 26% were Latino.¹⁶ One quarter of sexually active New York City public high school students did not use a condom during their last sexual encounter.¹⁷ In the spring of 2006, in response to the escalating HIV epidemic among New York City youth, the Department of Education implemented an updated HIV curriculum, thereby recommitting to providing medically accurate, age appropriate HIV prevention education to all public school students in grades K - 12.

Beacons and HIV prevention. The Beacons are uniquely suited to integrate HIV prevention into youth development activities and share critical life-saving HIV prevention information and resources with young people and their parents or guardians. The provision of HIV education through community based programs can increase the chance that HIV prevention messages will be heard and acted upon. An assets-based youth development philosophy that promotes a range of life skills (decision making, communication, assertiveness, goal setting etc.) and enhances feelings of self worth can equip young people with the tools they need to avert HIV and other health problems.

Staff Training. All staff working directly with youth should feel comfortable and knowledgeable enough to proactively address HIV with the young people and families they serve. The New York State AIDS Institute (www.health.state.ny.us/diseases/aids/training/index.htm) and the New York City DOHMH HIV Training Institute (www.nyc.gov/html/doh/downloads/pdf/ah/hiv-training) offer a range of free training related to HIV. It may be possible to arrange for onsite training for your entire youth development team.

HIV Prevention Advisory Committee. A useful mechanism for generating awareness of and support for HIV prevention is through a Beacon community-wide HIV Advisory committee made up youth, staff, parents and others concerned about the risk of HIV/AIDS among young people to serve as This can be a subcommittee of the Beacon Advisory Group.

Parents as HIV Prevention Partners. National polls indicate that the majority of parents of teenagers want their children to be informed about HIV and other sexual health issues. Youth development programs should respect the role of parents and guardians as their child's primary sexuality educators. They are valuable potential partners in HIV prevention but many lack access to up-to-date HIV/AIDS information; do not know how to approach the subject with their children; or are unaware of local HIV prevention and other health resources to which they can turn. Beacons can encourage, support and partner with families to decrease young people's risk for HIV, reaching out to parents and guardians prior to taking on the issue with young people and showing respect for their values and the values of their community. For example, Beacons can:

- ❑ Send a letter (in the languages most families can read) to inform parents of their concern about risk for HIV among young people and the Beacon's plan to offer HIV prevention education for youth and their families.

¹⁶ NYCDOHMH, <http://www.nyc.gov/html/doh/downloads/pdf/dires/dires-2005-report-qtr4.pdf>

¹⁷ 2003 New York City Youth Risk Behavior Survey Data – Fornek, M.L., Thorpe, L.E., Mostashari, F., Henning, K., “*Risky Business? Health Behaviors of New York City Public High School Students.*” NYC Vital Signs 2004:3@; 1- 4.

- ❑ Include with the letter a brochure or article that promotes family communication about HIV and sexuality. A free resource in English and Spanish, *Talking with Children About HIV/AIDS: A Handbook for Parents and Caregivers* is available from the New York State AIDS Institute. (<http://www.health.state.ny.us/diseases/aids/publications/>),
- ❑ Offer opportunities for parents to contribute to or give feedback about the HIV prevention plan. For example, host a feedback meeting, name a contact person to whom parents can direct any concerns, by email or telephone, and invite parents to join the Beacon-wide HIV Advisory Committee.
- ❑ Invite a guest speaker to provide factual information about HIV and share strategies for communicating with their children about sexuality. (Provide translation, refreshments and, if possible, child care for young children to facilitate attendance by parents.)
- ❑ Develop and distribute a resource list of local health and HIV prevention services and other print and web-based resources for teens and their families.
- ❑ In advance, plan a way for parents who are not comfortable with their children participating in HIV prevention, to opt out. Put the onus on the family to send a letter to the Beacon Director that requests that their children do not participate in HIV prevention.

HIV Prevention Materials. Providers can order and distribute easy-to-read, age, culture and linguistically appropriate HIV prevention materials. Free materials can be ordered from the New York State AIDS Institute <http://www.health.state.ny.us/diseases/aids/publications/>. Beacons might also:

- ❑ Engage a group of young people to research, design and publish their own HIV prevention brochure, listing hotline numbers and local, adolescent-friendly HIV and other health providers.
- ❑ Subject to the agreement of the school principal, combat the stigma and silence often associated with HIV by posting HIV prevention posters throughout the building to let the community know that HIV is “spoken” here. Posters are also available from the NYS AIDS Institute website.
- ❑ Sponsor an HIV prevention poster contest and display youth-made posters in a heavily trafficked site. Offer prizes to encourage participation.

Integrate HIV Prevention into Youth Development and Community Programs. HIV prevention can easily be integrated into many activities youth development programs are already offering. Examples of ways to naturally integrate HIV prevention education include the following:

- ❑ Host presentations about HIV when a parent committee or youth groups meet.
- ❑ Add questions about HIV prevention to intake forms and providing referrals to resources, as needed.
- ❑ Design a community service project that addresses HIV in your community.
- ❑ Devote an issue of a Beacon newsletter to HIV in the local community. This can report the facts and positive action being taking in the community to fight HIV/AIDS and youth reporters can cover different angles of the issue.
- ❑ Host a Dance-A-Thon or a basketball tournament, to raise awareness and support a local HIV/AIDS organization. Invite inspirational guest speakers to address the crowd at halftime.
- ❑ Organize a Beacon team to walk in the annual spring AIDS Walk New York. Beacon youth can design t-shirts for team members who raise a certain amount of money.
- ❑ Teach young people technology and desktop publishing skills as they develop their own HIV prevention materials.
- ❑ Make a documentary about HIV in your community, if there is access to video making equipment.
- ❑ Host a health fair to which local AIDS service organizations are invited.
- ❑ Link HIV prevention messages with Valentine’s Day celebrations.
- ❑ Organize a group of youth to write a public service announcement or infomercial to air at the Beacon.

- Acknowledge the impact of HIV on a particular cultural group during cultural heritage or women's history months.

Team Up With Experts. Many of the activities suggested above involve collaboration with AIDS service organizations and health providers. There are many HIV prevention resources throughout New York City to support Beacon HIV prevention efforts: curricula, websites, books, newsletters, videos, brochures and hotlines as well as local organizations that provide guest speakers, peer education workshops or theater performances (see www.advocatesforyouth.org, www.seicus.org).

Peer Education. Many HIV prevention activities can be planned and conducted by peer educators. Beacons can take advantage of the power of peer influence during adolescence by developing a HIV prevention peer project. An existing group of youth leaders or a small group of motivated young people could serve as role models and be trained to impart HIV information to their peers. Several peer education training curricula exist. (<http://www.seicus.org/pubs/biblio/bibs0010.html>)

Condoms, Testing and Health Care. Beacon providers can create and distribute a list of resources where teens and other can get free condoms, HIV testing and related health care. They should make sure they have an effective referral process by visiting and establishing a formal linkage with a youth-friendly HIV/AIDS service provider and always following up on referrals.

Celebrate World AIDS Day (December 1st). To remember those who have died of AIDS and support family members and those living with the virus, a range of free activities commemorates World AIDS Day. New York City Beacons can organize a field trip to an event, show a video, or invite a guest speaker or an HIV theater company and engage youth in making red ribbons to distribute with HIV prevention brochures in the community.

(2) CIVIC ENGAGEMENT¹⁸

- **Forum for Youth Investment (FYI) Out-of-School Time Policy Commentary #8 (2004): Out-of-School Time and Civic Engagement.**
www.forumfyi.org/Files/OSTPC8.pdf
This FYI Commentary provides a useful overview of civic engagement programs in OST contexts with examples of activities suitable for different age groups, including middle school youth.
- **Cynthia Gibson. From Inspiration to Participation: A Review of Perspectives on Youth Civic Engagement. The Grantmaker Forum on Community and National Service, November 2001.** This is a useful review of four different approaches to civic engagement, including service learning.
- **Harvard Family Research Project Out-of-School Time Program Evaluation Bibliography. Youth Leadership Programs**
www.gse.harvard.edu/hfrp/projects/afterschool/bibliography/leadership.html
This resource has profiles of youth leadership out-of-school time programs and their evaluations being tracked by HFRP.
- **Teaching Tolerance.** <http://www.tolerance.org/teach/>
Teaching Tolerance supports efforts to promote respect for differences and an appreciation of diversity. There are resources for children of all ages. These include materials such as educational kits and a twice-yearly Magazine giving examples of innovative tolerance initiatives are provided free to educators, employees of youth-serving nonprofit organizations and others.
- **City Year (CY)** www.cityyear.org/sites/new_york/
CY is a member of Americorps. Its signature program is *Youth Service Corps* for youth ages 17-24 who spend one year undertaking community service projects in New York. Corps members perform civically-oriented tasks, including staffing community-based organizations, beautifying neighborhoods and providing services to school-age children. Corps members lead community and corporate volunteers in service days to transform the community and inspire citizens to civic action. Each week, corps members also lead hundreds of elementary and middle school children in out-of-school community service “mini City Year” programs.
- **Children for Children (CFC)** <http://www.childrenforchildren.org/service.asp>
CFC provides resources that enable youth, families, educators and community-based organizations to focus on helping others and gain personal skills, including responsibility and leadership skills, critical thinking and problem solving skills, self-respect, character development and self-discipline. CFC youth service and philanthropy programs include *Celebrations Program, Children's Action Board - Service Project of the Month, Sweat for Nets Malaria Program, Book Programs, Special Events and Projects, Do Your Own Thing.* (For details see <http://www.childrenforchildren.org/programs.asp>.) CFC programs are usually free of charge and provide access to meaningful service opportunities for children of different ages and abilities and interests. CFC participants contribute thousands of volunteer hours by gathering books to benefit schools, painting murals, planting gardens, setting up lemonade stands and bake sales and other projects.

¹⁸ DYCD does not endorse any particular program or approach, but these examples serve to illustrate the range of civic engagement possibilities for middle school students as well as other age groups.

- **Computerized Neighborhood Environment Tracking (ComNET)** www.fcny.org/portal.php/govt/cmgp/
 ComNET is a program of the Center on Municipal Government Performance that introduces user-friendly, hand-held personal digital assistants (PDA) to young people so they can quickly record and tabulate street level conditions. Teams (with at least two people) assess an area identified by the group and work systematically to produce reports for review and discussion by the community to determine priorities and desirable action. The computer-generated reports are submitted to government agencies and other organizations responsible for correcting the problems identified. Program participants track how conditions change over time and assess the impact of their reporting.
- **Fresh Youth Initiatives (FYI)** www.freshyouth.org/Preview/home.htm.
 FYI participants, 10-18 years old, live in very low-income households in Washington Heights. Most start by participating in everyday service projects with the goal of later joining a youth-led project. Activities include painting murals, volunteering in community gardens, making/distributing homemade sleeping bags for the homeless, helping run FYI's youth-led *Helping Hands Food Pantry*. FYI also has a *Neighborhood Service Leaders program* that provides opportunities for teens to develop and run their own community service group.
- **Future Voters of America (FVA)**. www.futurevotersofamerica.org
 FVA is a youth-led civic engagement group that organizes an annual Spring Youth Congress where youth discuss and vote on issues they think are important to New York City. Youth receive leadership training for the Youth Congress and also meet elected officials from NYC and Albany. FVA's most well known resolution was for lowering the voting age in municipal elections in New York City to 16 that was introduced at city council meeting June 2005. Other resolutions include starting a Future Voters Newsletter, opening a pilot Youth Court in South Jamaica, Queens, and bringing more college representatives to public high schools.
- **Girls Learn International™ (GLI)** www.girlslearninternational.org
 GLI is a non-profit service learning initiative involving American students in the international effort for universal girls' education. GLI chapters are based in middle schools and high schools in urban, suburban and rural communities. College students participate as Chapter facilitators as part of the Girls Learn International™ College Leadership Division. Each GLI chapter is paired with a "Partner Classroom" providing quality education to girls in a community in which girls have traditionally been denied access to, or discouraged from completing, education.
- **Girls Scouts (GS)** <http://www.gscgny.org/HTML/home/Home%20Page.htm>
 GS is the largest girl-serving organization in New York City. GS have 7,000 adult volunteers and a membership of nearly 22,000 girls aged 4-17 years. GS offers a broad range of activities that teach their members new skills, foster self-confidence, encourage new friendships, and provide services to their communities.
- **IMPACT Coalition**. www.impactcoalition.org/dsch/dsch_citi.html
 The IMPACT Coalition is a nonprofit, mentoring and educational development organization that provides debate training/curricula, and support services to promote informed, concerned citizenship. IMPACT's Community Forum Debate (CFD) program creates opportunities for community based organizations to host debates on relevant issues. The most recent CFD

tournaments focused on 7th and 8th grade debaters and their mentors and gave students and mentors from the Project Live program the opportunity to debate issues like Teen Pregnancy and Peer Pressure. IMPACT's Coalition Institute and Training Initiative (CITI) is a FREE high school summer program that gives students from all backgrounds and levels of debate the benefit of top-notch debate training. Instructors lead large and small group sessions to improve speaking skills, conduct mock debate rounds, prepare topic specific research, and teach general debate theory.

- **YMCA Teens Take The City Program** www.cb7.org/teens.pdf
This is a 12-week civic engagement program culminating in teens "taking over" city hall for a mock legislative session. Teens are nominated for the program by their local YMCA. They learn about the democratic process and put together a legislative agenda and take on roles as mock lawyers, City Council members, activists and (one) mayor.
During the legislative session, teens debate agenda items, offer testimony and vote on agenda items.

- **Youth Service Opportunity Project (YSOP)** www.ysop.org/
YSOP Intense Workcamps immersion program focuses on service and homelessness. Student volunteers, work in small service teams in overnight, service day and week-long workcamps. They prepare and serve meals at soup kitchens. provide recreational activities/companionship to young, formerly homeless children, distribute food and supplies at food pantries, socialize and bring snacks to people in drop-in centers, and occasionally join in special projects, such as painting a new shelter with residents or distributing clothing at a clothing bank. The volunteers pay a fee that ranges from \$50 to \$110 to participate in the program.

(2) JUNIOR STAFF: EXAMPLES OF PROMISING PRACTICES¹⁹

Hiring the right candidates:

- Require formal job applications and review resumes
- Limit candidates to those with prior successful participation in internship, traineeship, and leadership programs.
- Conduct round robin interviews.
- Give candidates practical tests to establish creativity, teamwork skills, personality, willingness to learn, baseline literacy skills etc.
- Require candidates who may work with middle school/high school youth to lead an activity and then collect feedback from the participants.

Maintaining standards after youth have been hired:

- Require participation in a minimum number of (unpaid) training hours to test commitment and interest, and measure aspects of performance such as punctuality and focus.
- Clearly articulate staff roles and responsibilities, and a written manual laying out the organization's policies, procedures, expectations regarding staff demeanor, and conduct etc.
- Establish a probationary period before a staff position is confirmed for the school year.
- Create mechanisms to facilitate confidential reporting of concerns about staff by participants of all ages.
- Assign college-age staff 18 or older to lead activities for middle school youth.

Training/Professional Development:

- Management of groups, effective discipline techniques, and conflict management.
- Project-based learning.
- Effective co-facilitation.
- Integration of research materials and development of meaningful activities for children of different ages.
- Training specific to activities that junior staff will lead, including homework help.
- "Blended Learning" approaches that incorporate online training.

Formal and informal supervision and support:

- Pair junior staff with more experienced staff to create formal and informal mentoring relationships.
- Require attendance at regular staff meetings and encourage everyone to raise concerns/issues in a non-confrontational and supportive manner.
- Provide hands-on coaching from experienced staff to prepare group leaders and assistant group leaders for the following week's activities.
- Require regular formal supervision sessions (weekly/bi-weekly/monthly as needed) with experienced staff and quarterly performance evaluations.
- De-brief staff after events or activities.
- Foster peer-to-peer learning using electronic newsletters and email connections among staff.
- Check that junior staff fulfill commitments relating to school/college.

¹⁹ These are examples based on practices adopted by some DYCD-funded youth serving contractors as well as on promising approaches identified in the research literature (see, for example, Capturing Promising Practices in Recruitment and Retention of Frontline Youth Workers. National Collaboration for Youth. April 2006; Wilson-Ahstrom, A., and Yohalem, N. (2006). *Voices and Choices: Illinois Youth Work Professionals Discuss Challenges and Options for the Profession*. A report of the Next Generation Youth Work Coalition. Washington DC. The Forum for Youth Investment. National Youth Development Learning Network Professional Development Series E-Newsletters-e. g. June 2005, March 2004 www.nydic.org/nydic/staffing/profdevelopment/index.htm; Wilson-Ahstrom, A., and Yohalem, N. (2006). *Voices and Choices: Illinois Youth Work Professionals Discuss Challenges and Options for the Profession*. A report of the Next Generation Youth Work Coalition. Washington DC. The Forum for Youth Investment.

ATTACHMENT

PROPOSAL FORMAT AND CONTENT FORMS

Please note that the following forms represent *only a portion of the Beacon Community Centers Request for Proposals (RFP)*. These forms are being provided for the convenience of proposers who elect to complete their proposals by using the fillable forms, as instructed in Section IV (Format and Content of the Proposal) of the RFP.

To respond to the RFP, *you must obtain the entire RFP and fill out the accompanying form with the requested information*. The requested information enables the Department of Youth and Community Development to keep prospective proposers apprised of all developments in this RFP process as required by the rules of the City of New York Procurement Policy Board.

Proposers have two alternatives for completing proposals in response to this RFP. All proposals must be submitted in hard copy with the appropriate signatures. DYCD will not accept proposals by e-mail or fax.

Alternative I

The proposer would complete the Beacon proposal and if applicable, the Service Learning Program proposal electronically, using the fillable forms and Proposal Narrative response boxes in Attachment 1 (Proposal Format and Content Forms). DYCD has set a preferred word limit for each response. Proposers who exceed these limits must create their own clearly marked continuation pages. When complete, the forms and proposal narrative should be printed out, double-sided on 8 ½" X 11" white paper and signed where indicated. All requested attachments should be appended to the back of the proposal. A summary of the proposal package contents and the order in which the proposal materials should appear is given below.

Alternative II

The proposer would fill out hard copies of the forms found in the Attachment (Proposal Format and Content Forms) and create a separate, typed document for the proposal narrative. The proposer would provide all of the required information in the same order, respecting the preferred page limits for each response as specified in Alternative I. In addition:

- The proposal should be typed on both sides of 8 1/2" 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.
- Copies of Forms 1-6 should also be completed and submitted with the relevant sections.

Proposers proposing an ACS Foster Care Prevention Program are required to follow the instructions in the Format and Content section found in Appendix B2 and create a separate, typed document for the proposal narrative. The proposer would provide all the required information in the same order, respecting the preferred page limits for each response as specified in Appendix B2. In addition:

- The proposal should be typed on both sides of 8 1/2" 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.

Note: Further guidelines for preparing the proposal are provided in Section IV – Format and Content of the Proposal, pages 22-23 of the RFP.

PROPOSAL SUMMARY²⁰

RFP TITLE: BEACON COMMUNITY CENTERS

PIN: 26007BCCRFP

Proposer Name:

Address:

City

State

Zip Code

Tax Identification #

Contact Person:

Title:

Telephone #:

Fax No.:

E-Mail Address:

Authorized Representative:

Title:

Signature: _____ Date: ____/____/____

Compliance Certification: (Check the applicable items to indicate proposer is in compliance with both the Not-for-Profit and Tax exempt status minimum qualification requirements.)

Not-for-Profit Status:

- Proposer is a not-for-profit incorporated entity in NYS (Attach a copy of the certificate.)
- Or
- has proof of filing with the Secretary of State for such status by the proposal submission due date indicated in this RFP. (Attach a copy of the application.)

Tax exempt Status:

- Proposer is a tax exempt organization under Section 501(c)(3) of the Internal Revenue Code (Attach a copy of the exemption certificate.)
- Or
- has proof of applying for such status by the proposal submission due date indicated in this RFP. (Attach a copy of the application.)

Proposed Service Options/Competitions: (Check the box that applies)

- Beacon Community Center only
- Beacon plus ACS Foster Care Prevention Program

²⁰ Note that Beacons with ACS Foster Care Prevention Programs require a separate proposal for the ACS program as set out in Appendix B2.

Organizations proposing an ACS Foster Care Prevention Program must submit separate and complete proposal in addition to the proposal for the Beacon Community Center.

Program Costs and Resources:	Beacon Center	ACS Foster Care Prevention	Total
a. Total annual DYCD funding request			
b. Annual cash contributions			
c. Annual Totals (a +b)			(=Total annual program costs)

Service Information:

Proposed Annual Enrollment for the Beacon Center program:

(a) Middle school youth (b) Elementary school youth (c) Other groups

Proposed Annual Enrollment for the ACS Foster Care Program, if applicable:

Sub-contracts

Will any services be sub-contracted? Yes No

SACC License (required for programs serving 7 or more youth under 13 years)

Have current License Yes No
Application submitted awaiting decision
Will apply prior to program start date

Additional proposals submitted in response to this RFP. Yes No

If yes, how many?

Proposed Site Location

Proposer Name:

Address:

City

State

Zip Code

Region

Community District

Community Board

PROPOSAL NARRATIVE

A. Organizational Experience

1. As evidence of the proposer's relevant experience in providing services to youth and/or families (and the experience of any proposed subcontractor(s)), list up to 5 programs and provide the information requested below. Indicate the year(s) in which the services were provided by the proposer (and subcontractor(s), if any) and their total dollar value.

	<u>Program Name</u>	<u>Dates of Operation</u>	<u>Target Population(s)</u>	<u>Total dollar value</u>
(1)		-		
(2)		-		
(3)		-		
(4)		-		
(5)		-		

2. Describe each of the listed programs above and indicate the staffing, range of activities, the use of sub-contractor(s) if any, and evidence of success. (Preferable page limit: 1½ pages)

3. As evidence of the proposer’s experience in providing services to NYC public school students, list up to 5 programs and provide the information requested below. Indicate the year(s) in which the services were provided by the proposer (and subcontractor(s), if any) and their total dollar value.

	<u>Program Name</u>	<u>Dates of Operation</u>	<u>Target Population(s)</u>	<u>Total dollar value</u>
(1)		-		
(2)		-		
(3)		-		
(4)		-		
(5)		-		

4. Describe each of the listed programs above and indicate the staffing, range of activities, the use of sub-contractors, if any, and evidence of success. (Preferable page limit: 1½ pages)

5. As a hard-copy attachment, provide the resume of the proposed Beacon Director.
6. As a hard-copy attachment, provide a job description with the required qualifications for each key staff position. For staff who have been identified, attach a resume and describe their qualifications and experience in delivering services to youth and/or families.
7. List at least two relevant references from funding sources for services similar to those described in Section III - Scope of Services. Include the name of the reference entity, a brief statement describing the relationship between the proposer and the reference entity, and the name, title and telephone number of a contact person at the reference entity. (Preferable page limit: 1 page)

8. As a hard-copy attachment, provide up to three letters of support from key stakeholders in the community district in which the host school is located.

B. Organizational Capability

Demonstrate the proposer's organizational programmatic, managerial and financial capability to carry out the program described in Section III – Scope of Services of the RFP as follows:

1. Identify the members of the Board of Directors, including their names, addresses and telephone numbers, and describe their oversight of program management (including regular reviews of executive compensation, audits, and financial controls) and program operations and outcomes. (Preferable page limit: 1 page)

2. As a hard-copy attachment, provide an organizational chart of the proposer's organization and the proposed program. Describe below the proposer's capacity to integrate the proposed program into its overall operations, including how the proposed program and program staff will relate to the overall organization. (Preferable page limit: 1 page)

3. Does the proposer have a track record of providing services to youth and/or families through successful collaborations with other organizations and agencies?

YES NO

4. If “Yes,” list up to three community-based organizations (CBOs) with which services were provided, the communities targeted by the services, and the type of families targeted by the services.

	<u>Name of CBO</u>	<u>Communities Served</u>	<u>Types of Youth/Families Served</u>
(1)			
(2)			
(3)			

5. Describe each of the collaborations listed above to indicate range of services, the contribution of each collaborator, and evidence of success. (Preferable page limit: 1½ pages)

6. Describe the proposer's internal monitoring system and demonstrate how it is used to both assure quality and identify program, personnel and fiscal issues, including the organization's corrective action procedure. (Preferable page limit: 1 page)

7. As a hard-copy attachment, provide a copy of the most recent 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 financial statement, indicating the period covered AND an explanation of why no audited financial statement is available.

8. Attach federal 990 forms for calendar years 2003, 2004, and 2005.

9. Is the proposer registered as a charitable organization in New York State?

YES NO

If “yes,” then as a hard-copy attachment, provide a copy of the latest Form CHAR 500 and its required attachments filed with the New York State Attorney General Charities Bureau.

10. Is the proposer required to file with the federal Office of Management and Budget pursuant to Circular A-133?

YES NO

If “yes,” then as a hard-copy attachment, provide a copy of the latest report filed with that office, indicating the period covered.

11. If the proposer has submitted more than one proposal in response to this RFP, describe the organization’s capability (programmatic, managerial, and financial) to successfully provide **all** the proposed programs, as indicated on the Proposal Summary form (Form 1), **concurrently**. (Preferable page limit: 1 page)

C. Program Approach

Describe in detail how the proposer will provide the proposed program and demonstrate that the proposed program approach will fulfill DYCD's program goals and objectives in Section III – Scope of Services of the RFP by addressing each of the following:

1. Program Facility

- a. Describe the security measures, including emergency procedures that will be used at the facility and demonstrate how they will ensure a secure and safe environment for program activities and the safety of program participants.

- b. Describe the proposer's working relationship with the school custodian of the host school, and the local community school district and how costs associated with the operation and upkeep of the Beacon Center will be monitored.
(Preferable page limit: ½ page)

2. Program Design

Complete the Program Design Form (Form 2) provided below.

PROGRAM DESIGN FORM

RFP TITLE: BEACON COMMUNITY CENTERS

PIN: 26007BCCRFP

Proposer Name:

Proposed Beacon School Site:
PS/IS/MS/HS

Address:

City State Zip Code

Program Operation Period: **School Year:** Start Date: End Date:
Summer: Start Date: End Date:

Overall Hours of Operation:

School Year:	Summer:
hrs. Monday – Friday	hrs. Monday – Friday
hrs. Saturday	hrs. Saturday
hrs. Sunday	hrs. Sunday
hrs. per week	hrs. per week
weeks per school year	weeks per summer
total hours per school year	total hours per summer

Total Hours Year-round: (school year plus summer)

Total number of participants to be served:
Female Male

Age Range: 6 – 9 10-14 15 – 21 21+

Activity Plans: Use the following key to complete the three activity plan charts (school year, summer, and recess) set out below:

<u>Core Areas</u>	<u>Activity Type</u>	<u>Target Group/s</u>	<u>Recess Periods</u>
1 = Educational Enhancement 2 = Life Skills 3 = Career Awareness 4 = Civic Engagement 5 = Recreation /Health 6 = Culture/Art	S = Structured D = Drop-in activities C = Community Event	E = 1 st -5 th grades M = 6 th -8 th grades H = 9 th -12 th grades O = Out of School Youth 16-21 yrs. A = Adults 21 yrs. and over	H = Holiday S = Spring recess W = Winter recess

School Year Activity Plan

Core Area	Activity Name	Activity Type	Target group/s	# of cycles per year	Frequency: Hrs./Days/Weeks	Total Hours per year	Staff to Partic. Ratio
1							
2							
3							
4							
5							
6							

Summer Activity Plan

Core Area	Activity Name	Activity Type	Target group/s	# of cycles per year	Frequency: Hrs./Days/Weeks	Total Hours per year	Staff to Partic. Ratio
1							
2							
3							
4							
5							
6							

Recess Activity Plan

Core Area	Activity Name	Activity Type	Target group/s	# of cycles per year	Frequency: Hrs./Days/Weeks	Total Hours per year	Staff to Partic. Ratio
1							
2							
3							
4							
5							
6							

3. Activity Details: Structured programming

For each Core Service Area in Section III (3) – Scope of Services, provide the following details on the proposed activity/ies:

- a. State the total annual hours of structured programming for middle school youth.
Hours
- b. State how each structured activity (a) for middle school youth and (b) for any additional groups will achieve the goals of the Beacon program in relation to the primary target population(s) for that activity. In addition, indicate the anticipated number of participants for each structured activity. (Preferable page limit: 1 page)

- c. Describe the expected benefit(s) of each activity noted in response to 3b above in terms of skill building/achievement, emotional and/or attitudinal change, or positive behavioral change(s). (Preferable page limit: 1 page)

- d. State the qualifications and experience of the proposed staff for each structured activity. (Preferable page limit: 1 page)

4. Activity Details: Drop-in Activities

For each proposed of the proposed drop-in activities: state the Core Service Area in Section III (3) – Scope of Services to which it relates, and describe the nature and purpose of the activity, how it will achieve the goals of the Beacon program in relation to the target population(s), and staffing arrangements. (Preferable page limit: 1 page)

5. Activity Details: *Community Events*

For each proposed of the proposed community events: state the Core Service Area in Section III (3) – Scope of Services to which it relates, describe the nature and purpose of the event, how it will achieve the goals of the Beacon program in relation to the target population(s), and staffing arrangements. (Preferable page limit: 1page)

6. Program Elements

- a. Outreach, Recruitment and Enrollment: describe the proposed outreach and recruitment strategy in relation to the target population(s). (Preferable page limit: ½ page)

- b. Participant Orientation: describe the orientation procedures. (Preferable page limit: ½ page)

- c. **Health Insurance Coverage:** describe arrangements for fulfilling the requirements concerning participants' health insurance. (Preferable page limit: ½ page)

- d. Tracking and Reporting: describe how the proposer will comply with all DYCD requirements related to tracking and reporting. (Preferable page limit: 1 page)

- e. Staffing: describe the proposed overall staffing for the program, including staff to participant ratios, the number of staff over 18 years and under 18 years, their designated roles, recruitment and screening processes, and details of training and supervision arrangements. (Preferable page limit: 2 pages)

- f. Interns and Peer Trainers/Coaches (if applicable): describe how interns and/or peer trainers/coaches will be screened, recruited, trained and supervised, as well as their ages and the level of any stipends or payments. (Preferable page limit: 1 page)

- g. Advisory Council/Youth Advisory Council: describe the process that will be used to establish and recruit members for the Advisory Council. If applicable, also describe how a Youth Advisory Council will be established, how its members will be recruited, and how it will contribute to the development of Beacon programming. (Preferable page limit: 1 page)

- h. Linkages and Referrals: describe proposed linkages and referral arrangements and demonstrate how each will enhance the Beacon Program. (Preferable page limit: ½ page)

- i. Complete and attach a Linkage Agreement Form (Form 3) for each linkage described in 6h. above.
- j. School Linkage Agreement: confirm that a School Linkage Agreement (Form 4) will be signed by the school principal prior to the conclusion of contract negotiations.

LINKAGE AGREEMENT FORM

Proposer:

PIN #: 26007BCCRFP

INSTRUCTIONS: The purpose of this form is to demonstrate a commitment on the part of the proposer to integrate and enhance service delivery through working relationships with other organizations. It is not a consultant agreement. Proposers should use a separate Linkage Agreement Form for each proposed linked organization, duplicating the form as needed.

Pursuant to the proposal submitted by (Proposer Organization) in response to the Beacon Request for Proposals from the Department of Youth and Community Development, the proposer, if funded, will establish programmatic linkages with (Linked Organization) .

Describe below the nature of the Linkage Agreement, including (as applicable) the following: (1) How the Linkage Agreement will facilitate referrals and follow-up services; (2) If the Linked Organization is a co-locator state: what services the co-locator will provide; which Beacon participants will benefit from services provided through the co-locator; the anticipated service hours provided through the co-locator; and how the Linkage Agreement with this co-locator will contribute to the Beacon minimum service requirements.

PROPOSER ORGANIZATION:

LINKED ORGANIZATION:

Authorized Representative

Authorized Representative

Title

Title

Signature

Work Address

Date

Work Telephone Number

Signature

Date

FORM 4

SCHOOL LINKAGE AGREEMENT FORM

Proposer:

PIN #: 26007BCCRFP

This confirms that (Name of School) located at (Address of School) supports the proposal being submitted to the Department of Youth and Community Development in response to the Beacon Request For Proposals by (Proposer Organization) to operate a Beacon Community Center Program at the school.

Signed by: _____
(Principal or Authorized Signatory for the School)

Executive Director of Proposer Organization

Date: _____

D. Price Proposal

- 1. Using the Budget Instructions in Form 5c, complete and submit Budget Form 5a below. Note that the Budget Form 5A in this document is not fillable. Fillable budget forms may be downloaded from DYCD's website, <http://www.nyc.gov/dycd>.**
2. Budget Justification
 - a. Justify how the requested funds will be used to achieve program outcomes. Proposers should ensure that the budget and budget justification are consistent with the proposed program. (Preferable page limit: 1 page)

- b. Identify the source(s) of the required cash match and any additional cash contributions. Indicate the amount and state how the contributions will be used to enhance the proposed program. (Preferable page limit: 1 page)

- c. Document the source(s) of all cash contributions by submitting as a hard-copy attachment, a Letter of Intent from the chairperson or executive director of each contribution source.

Department of Youth and Community Development
REQUEST FOR PROPOSAL
PIN: 26007BCCRF
BEACON PROGRAM BUDGET SUMMARY

FORM 5a

Form Revised 12/06

Proposer's Name _____
Address: _____

Tel #: _____ **Fax #:** _____ **E-mail:** _____
Ex. Director _____ **Tel #:** _____ **E-mail:** _____
Fiscal Officer: _____ **Tel #:** _____ **E-mail:** _____
EIN: _____ **SUI #:** _____
Operating Period: _____ **Through:** _____

		(Column A+B=C)		
		A	B	C
		TOTAL FUNDING	IN KIND / CASH	TOTAL
Account Code		REQUEST	CONTRIBUTION	PROGRAM COST
PERSONNEL SERVICES				
1100	Salaries and Wages			
1200	Fringe Benefits*			
1300	Central Insurance Program (CIP) **			
TOTAL PERSONNEL SERVICES				
NON STAFF SERVICES				
2100	Consultants			
2200	Sub-Contractors			
2300	Stipends			
2400	Vendors			
TOTAL NON-STAFF SERVICES				
OTHER THAN PERSONNEL SERVICES				
3100	Consumable Supplies			
3200	Equipment Purchases			
3300	Equipment Other			
3400	Space Rental			
3500	Travel			
3600	Utilities & Telephone			
3700	Other Operational Costs			
3900	Fiscal Agent Services			
TOTAL OTHER THAN PERSONNEL SERVICES				
TOTAL COST				

* The maximum rate is 30%; and the minimum rate is 7.65% of the total salaries.
 ** CIP rate is 4.50% of total budget for insurance coverage

Acct Code



1200 FRINGE BENEFITS

FICA @ 7.65%, Unemployment Insurance, Medical,
Workers' Compensation, Disability, Life insurance, & Pension.

The maximum fringe benefit rate is 30%; and the minimum rate is 7.65% of the total salaries.

If under the Fiscal Agent, the minimum fringe benefit rate is 12.65% of the total salaries.

1300 CENTRAL INSURANCE PROGRAM (CIP)

Central Insurance Package

4.5 % of Total Budgeted Amount

General Liability, Workers' Compensation,
Disability, Special Accident, and Property
Insurance are covered under the DYCD Central
Insurance Program.



2100 CONSULTANTS (Total)

(Total of all Consultants)

Description and amount for each Consultant (If additional space is required submit attachments)

2200 SUB-CONTRACTORS (Total)

(Total of Sub-Contractors)

Description and amount for each Sub-Contractor (If additional space is required submit attachments)

2300 STIPENDS (Total)

Description (If additional space is required submit attachments)

2400 VENDORS (Total)

Description (If additional space is required submit attachments)

Acct Code	FUNDING REQUESTED
OTHER THAN PERSONNEL SERVICES	
3100 CONSUMABLE SUPPLIES Office , Program and Maintenance Supplies	<input type="text"/>
3200 EQUIPMENT PURCHASES * <i>*Attach description or itemized equipment list.</i> Copiers, Computers, Printers, and Furniture Etc.	<input type="text"/>

3300 EQUIPMENT OTHER Maintenance, Repairs, Rentals, & Computer Software	<input type="text"/>
3400 SPACE RENTAL (Total of Lines 3410 & 3420)	<input type="text"/>
3410 Public School	<input type="text"/>
3420 Rent / Other	<input type="text"/>
3500 TRAVEL Staff Travel , Bus Trips, Other	<input type="text"/>
3600 TOTAL UTILITIES AND TELEPHONE	<input type="text"/>
3700 OTHER OPERATIONAL COSTS (Total of Lines 3710 & 3720) Postage, Admission tickets, Printing and Publications Bank Charges, Training and Conferences, Audit Fee, Internet Fee Food and Refreshments, Participant Costs, and Liability Ins, Etc.	<input type="text"/>
3710 Other Costs	<input type="text"/>
3720 Indirect Costs * % _____	<input type="text"/>
3900 FISCAL AGENT SERVICES See Fee Scale on Budget Instructions	<input type="text"/>

* Maximum rate is 10% of Total Budget.

Please note: All highlighted fields (Blue) are calculated automatically and cannot be changed manually.

DYCD Title Codes

AA	ADMINISTRATIVE ASSISTANT
AB	ASSISTANT BOOKKEEPER
AC	ACCOUNT SPECIALIST
AD	ADMINISTRATOR
AE	ASSISTANT EXECUTIVE DIRECTOR
AI	ARTISTIC INSTRUCTOR
AP	AFTER SCHOOL PROGRAM DIRECTOR
AR	ART SPECIALIST – ARTS PARTNER
AS	ACTIVITY SPECIALIST
AT	ATTENDANT
AX	ACTOR
BA	BA CASE PLANNER
BK	BOOKKEEPER
BM	BUDGET MANAGER
BS	BILINGUAL SPECIALIST
CA	COACHES
CC	CHILD CARE PROVIDER
CI	CAMP INSTRUCTOR
CK	COOK
CL	CLERK
CM	CONTRACT MANAGER
CO	COUNSELOR
CP	CASE PLANNER
CR	COORDINATOR
CS	COUNSELING SPECIALIST
CT	CONTROLLER
CU	CUSTODIAN
CW	CASE WORKER
CZ	COMPUTER SPECIALIST
DC	DRUG COUNSELOR
DD	DEPUTY DIRECTOR
DE	DIRECTOR
DF	DIRECTOR OF FINANCE
DI	DANCE INSTRUCTOR
DP	DIRECTOR OF PERSONNEL
DR	DOCTOR
DS	DEVELOPMENT SPECIALIST
DT	DIRECTOR OF PROGRAM AND JOB DEVELOPMENT
DV	DRIVER
EA	EDUCATIONAL ADVISOR
EC	EDUCATION COORDINATOR (TEACHER LICENSE)

DYCD Title Codes (Continued)

ED	EXECUTIVE DIRECTOR
EI	EDITOR
EP	EXHIBITION PREPARER
ES	EMPLOYMENT/EDUCATION SPECIALIST
FA	FACILITATOR
FC	FAMILY COUNSELOR
FD	FOSTER CARE DIRECTOR
FO	FISCAL OFFICER
FW	FAMILY WORKER
GL	GROUP LEADER
GW	GROUP WORKER
HC	HEALTH COUNSELOR
HM	HOUSE MANAGER
HP	HOUSE PARENT
HS	HOUSING/HOMELESS SPECIALIST
IC	IMMIGRATION COORDINATOR
IN	INSTRUCTOR
IS	IMMIGRATION SPECIALIST
JA	JANITOR
JC	JUVENILE COORDINATOR
JD	JOB DEVELOPER
JR	JOB READINESS COUNSELOR
LA	LITERARY ARTIST
LC	LATCHKEY COORDINATOR
LD	LEADERSHIP DEVELOPMENT SPECIALIST
LG	LIFEGUARD
LS	LEADERSHIP SPECIALIST
MA	MAINTENANCE
MC	MEDIATOR COUNSELOR
ME	MENTOR
MI	MUSIC INSTRUCTOR
MS	MSW CASE PLANNER
OM	OFFICE MANAGER
OW	OUTREACH WORKER
PA	PROGRAM DIRECTOR ASSISTANT
PB	PHYSICIAN'S ASSISTANT
PC	PROGRAM COORDINATOR
PD	PROGRAM DIRECTOR
PE	PARENT AIDE
PJ	PROJECT COORDINATOR
PL	PARALEGAL
PM	PROGRAM DIRECTOR (MD LICENSE)
PO	DIRECTOR OF PROGRAM OPERATIONS

DYCD Title Codes (Continued)

PR	PROGRAM AIDE
PS	PROGRAM SUPERVISOR
PT	PROGRAM DIRECTOR (TEACHER LICENSE)
RC	RECEPTIONIST
RD	REGIONAL DIRECTOR
RE	RELIEF
RN	REGISTERED NURSE
RR	RECREATION COORDINATOR
RS	RECREATION SPECIALIST
SA	STAFF ATTORNEY
SC	SERVICES COORDINATOR
SE	SECRETARY
SF	ADMINISTRATIVE SECRETARY
SG	SECURITY GUARD
SI	SHOP INSTRUCTOR
SN	SENIOR ACCOUNTANT
SS	SUMMER STAFF
ST	STREET WORKER
SU	SUPERVISOR
SW	SOCIAL WORKER (M.S.W.)
TA	TEACHER AIDE
TE	TEACHER (TEACHER LICENSE)
TH	THERAPIST
TL	TEAM LEADER
TM	TRAINING MONITOR
TS	TRAINING SPECIALIST
TU	TUTOR
TY	TYPIST/TEACHER AIDE
UD	UNIT DIRECTOR
UH	URBAN HOUSING SPECIALIST
VA	VISUAL ARTIST
VC	VOLUNTEER COORDINATOR
WF	WORKSHOP FACILITATOR
WI	WRITING INSTRUCTOR
WL	WORKSHOP LEADER
WS	WATER SAFETY INSTRUCTOR
YC	YOUTH COUNSELOR
YE	YOUTH EMPLOYMENT COORDINATOR
YW	YOUTH WORKER

Department of Youth and Community Development
REQUEST FOR PROPOSAL
PIN: 26007BCCRF
ACS PROGRAM BUDGET SUMMARY

FORM 5b

Form Revised 12/06

Proposer's Name _____
Address: _____

Tel #: _____ **Fax #:** _____ **E-mail:** _____
Ex. Director _____ **Tel #:** _____ **E-mail:** _____
Fiscal Officer: _____ **Tel #:** _____ **E-mail:** _____
EIN: _____ **SUI #:** _____
Operating Period: _____ **Through:** _____

		(Column A+B=C)		
		A	B	C
		TOTAL FUNDING	IN KIND / CASH	TOTAL
Account Code		REQUEST	CONTRIBUTION	PROGRAM COST
PERSONNEL SERVICES				
1100	Salaries and Wages			
1200	Fringe Benefits*			
1300	Central Insurance Program (CIP) **			
TOTAL PERSONNEL SERVICES				
NON STAFF SERVICES				
2100	Consultants			
2200	Sub-Contractors			
2300	Stipends			
2400	Vendors			
TOTAL NON-STAFF SERVICES				
OTHER THAN PERSONNEL SERVICES				
3100	Consumable Supplies			
3200	Equipment Purchases			
3300	Equipment Other			
3400	Space Rental			
3500	Travel			
3600	Utilities & Telephone			
3700	Other Operational Costs			
3900	Fiscal Agent Services			
TOTAL OTHER THAN PERSONNEL SERVICES				
TOTAL COST				

* The maximum rate is 30%; and the minimum rate is 7.65% of the total salaries.
 ** CIP rate is 4.50% of total budget for insurance coverage

Acct Code



1200 FRINGE BENEFITS

FICA @ 7.65%, Unemployment Insurance, Medical,

Workers' Compensation, Disability, Life insurance, & Pension.

The maximum fringe benefit rate is 30%; and the minimum rate is 7.65% of the total salaries.

If under the Fiscal Agent, the minimum fringe benefit rate is 12.65% of the total salaries.

1300 CENTRAL INSURANCE PROGRAM (CIP)

Central Insurance Package

4.5 % of Total Budgeted Amount

General Liability, Workers' Compensation, Disability, Special Accident, and Property Insurance are covered under the DYCD Central Insurance Program.



2100 CONSULTANTS (Total)

(Total of all Consultants)

Description and amount for each Consultant (If additional space is required submit attachments)

2200 SUB-CONTRACTORS (Total)

(Total of Sub-Contractors)

Description and amount for each Sub-Contractor (If additional space is required submit attachments)

2300 STIPENDS (Total)

Description (If additional space is required submit attachments)

2400 VENDORS (Total)

Description (If additional space is required submit attachments)

Acct Code	FUNDING REQUESTED
OTHER THAN PERSONNEL SERVICES	
3100 CONSUMABLE SUPPLIES Office , Program and Maintenance Supplies	<input type="text"/>
3200 EQUIPMENT PURCHASES * <i><u>*Attach description or itemized equipment list.</u></i> Copiers, Computers, Printers, and Furniture Etc.	<input type="text"/>

3300 EQUIPMENT OTHER Maintenance, Repairs, Rentals, & Computer Software	<input type="text"/>
3400 SPACE RENTAL (Total of Lines 3410 & 3420)	<input type="text"/>
3410 Public School	<input type="text"/>
3420 Rent / Other	<input type="text"/>
3500 T R A V E L Staff Travel , Bus Trips, Other	<input type="text"/>
3600 TOTAL UTILITIES AND TELEPHONE	<input type="text"/>
3700 OTHER OPERATIONAL COSTS (Total of Lines 3710 & 3720) Postage, Admission tickets, Printing and Publications Bank Charges, Training and Conferences, Audit Fee, Internet Fee Food and Refreshments, Participant Costs, and Liability Ins, Etc.	<input type="text"/>
3710 Other Costs	<input type="text"/>
3720 Indirect Costs * % _____	<input type="text"/>
3900 FISCAL AGENT SERVICES See Fee Scale on Budget Instructions	<input type="text"/>

* Maximum rate is 10% of Total Budget.

Please note: All highlighted fields (Blue) are calculated automatically and cannot be changed manually.

RFP BUDGET INSTRUCTIONS

BUDGET FACE SHEET IDENTIFYING INFORMATION – Page 1 of 4

To assist with proper completion of the budget, DYCD has made the budget forms available for download (in Microsoft Excel and the Instructions in Microsoft Word) on the DYCD Website: www.nyc.gov/dycd

- Indicate the official name of your organization, address, e-mail, telephone number and fax number.
- The **Executive Director** is the person responsible for this proposal, or in charge of the overall agency. Please include his/her e-mail and telephone numbers.
- The **Fiscal Officer** is the person responsible for preparing the financial documents for this contract, i.e., the Comptroller, Bookkeeper and/or Accountant. Please include his/her e-mail and telephone numbers.
- **Federal Employer Identification Number (EIN)**: Indicate the proposer's EIN #. (A copy of any official IRS document reflecting the Federal Employer Identification Number will be required before entering into contract with your organization.)
- **State Unemployment Insurance Number (SUI)**: A number appearing on all correspondence relating to State Unemployment Insurance. It is obtainable through the New York State Department of Labor (1-888-899-8810).
- **Operating Period**: The first 12 month period of your proposed contract should coincide with the dates that activities operate within the budget.

The budget is divided into three columns: A. Total Funding Request, B. In-Kind/Cash Contributions and C. Total Program Cost.

- A. Total Funding Request Budget Column is the funding requested from DYCD.
- B. In-Kind/Cash Contribution Column is the dollar value of all resources (cash, services, space, and equipment) applied to the proposed program, but not included in the funding requested from DYCD.
- C. Total Program Cost Column is the Grand Total of the proposed budget (Columns A + B).

BUDGET SUMMARY BY THE BUDGET CATEGORIES

To complete the remainder of Page 1 of the budget, first complete Pages 2, 3, and 4 as described below. For proposers completing the budget electronically, the appropriate totals for each budget category will automatically transfer into the corresponding box on Page 1.

The **In-Kind/Cash Contribution** column **must include** the required cash match amount and any additional contributions. Enter the amount contributed for each category on Page 1, where applicable.

I. BUDGET SALARIES AND WAGES SUPPORT SHEET- Page 2of 4

1100 The Salaries are divided in two categories:

Category 1 Full Time employees: Persons who work **35 hours or more** per week

Category 2 Part Time employees: Persons who work **less than 35 hours** per week

All required information should be entered on the budget, including all personnel, Full-Time (35 hours or more) and Part-Time (less than 35 hours), who will receive a salary from this program. For Full-Time employees, enter the title, salary, number of positions within the title and percent of salary that will be allocated to this contract. For Part-Time staff, enter the title, hourly wage rate, number of positions number of annual hours on the program per position, and the percent of the wages that will be allocated to this program.

Helpful Hints

To calculate the annual salary for FY 2008 multiply the hourly rate by 1827 hours per year (35 hours per week).

To calculate the number of hours per year multiply the number of hours worked per day by the number of days per year. (FY 2008=261 days)

To calculate the annual salary for FY 2008, multiply the hourly rate by 2088 hours per year (40 hours per week).

The minimum wage is \$7.15 effective January 1, 2007. This is subject to change. Part Time salaries should be calculated by consolidating same titles with the maximum hourly rate. The Sub-Total of all salaries should be calculated and transferred to Page 1, Salaries and Wages (1100) both boxes.

II. FRINGE BENEFITS – Page 3 of 4

1200 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.**

CONSULTANTS/SUBCONTRACTORS/STIPENDS/VENDORS

- 2100 Consultant:** An independent individual with professional and/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 Subcontractor:** An independent 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 Stipend:** An incentive allowance **ONLY** for the benefit of a participant and/or client.
- 2400 Vendor:** An independent business entity retained to provide non-program services. Examples: Cleaning Services, Security and Accounting Services.

OTHER THAN PERSONNEL SERVICES (OTPS) - Page 4 of 4

- 3100 Consumable Supplies:** Supplies that are not lasting or permanent in nature, such as office, program and/or maintenance supplies.
- 3200 Equipment Purchase:** Purchase of equipment that is durable or permanent, such as furniture, printers, calculators, telephones, computers. All equipment and/or furniture purchased with DYCD funds at a cost of \$200 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. Indicate items being purchased.
- 3300 Equipment Other:** The rental, lease, repair and maintenance of office/programmatic equipment utilized in the program's operation. This category also includes Computer Software.
- 3400 Space Rental:** This category is separated into two subcategories (3410 and 3420).
- 3410 Public School:** Opening fees and room rentals paid to the Department of Education (DOE).
- 3420 Rent/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 rent are required to submit a Space Rental - Cost Allocation Plan. In addition, you will be required to submit a copy of your lease, DOE permit and/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 programmatic functions. Expenditures for employees who use their personal automobile for business are reimbursed a maximum of \$0.35 per mile plus tolls. Charge to this account all participant related travel, such as bus trips and local travel.
- 3600 Utilities and Telephone:** Self-explanatory.
- 3700 Other Operational Costs:** This category is separated into two subcategories (3710 and 3720).

3710 Other Costs: Items such as 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. Please note regarding audit costs, DYCD will accept a portion of your audit fees for Fiscal Year 2008. If your organization receives additional funding besides that from DYCD, you may only include DYCD's proportionate share. The proportionate share should be calculated by dividing the total DYCD budget by the agency's total budget and applying that percentage to the total audit cost. You must submit an Audit Cost Allocation Plan with your budget.

3720 Indirect Cost: The purpose of Indirect Cost is to capture overhead costs incurred by a contractor operating several programs. The following guides are to be used to request Indirect Cost:

- A detailed justification and/or an analysis from a CPA or Audit detailing how the rate was determined must be provided.
- The maximum allowable rate is 10% of the total budget.

3900 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.
- 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

E. Certification Regarding Substantiated Cases of Client Abuse and Neglect

Complete the Certification Regarding Substantiated Cases of Client Abuse or Neglect (Form 6 below).

**CERTIFICATION REGARDING SUBSTANTIATED CASES OF
CLIENT ABUSE OR NEGLECT**

**Beacon Community Centers RFP
Pin #26007BCCRFP**

The City requires each organization with which it contracts for the provision of human client services to:
1) certify that no substantiated case of client abuse or neglect by any employee of the organization (including a foster parent, if applicable) occurred during the latest 12 month period; OR 2) disclose each such substantiated case and provide a brief description of the case, the date of occurrence, the level of severity, and the case disposition, including an explanation of the action taken against the offender(s) and, if applicable, the organization. Complete the form below to certify, or disclose, as applicable.

- This is to certify that no substantiated case of client abuse or neglect by any employee (including foster parents) of the organization named below has occurred during the latest 12 month period.

- This is to disclose that _____ case(s) of client abuse or neglect by an employee(s) of the organization named below was/were substantiated as having occurred during the latest 12-month period. An attachment to this form provides for each substantiated case: a brief description of the case, the date of occurrence, level of severity, and the case disposition, including an explanation of the action taken against the offender(s) and, if applicable, the organization.

Name of Organization (Print)

Name of Authorized Representative (Print)

Title of Authorized Representative (Print)

Signature of Authorized Representative _____

Date ____ / ____ / ____

F. Corporate Governance Certification

Complete and notarize the Corporate Governance Certification (Form 7 below) as instructed on the form.

**Beacon Community Centers RFP
Pin #26007BCCRF**

CORPORATE GOVERNANCE CERTIFICATION

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 to 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

G. Acknowledgement of Addenda

The Acknowledgement of Addenda (Form 8 below) serves as the proposer's acknowledgement of the receipt of addenda to this RFP that may have been issued by DYCD prior to the Proposal Due Date and Time. The proposer should complete this acknowledgement as instructed on the form.

ACKNOWLEDGEMENT OF ADDENDA

Proposer:	PIN #: 260007BCCRFP
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Service Option: (Check all that apply.)

- Beacon Community Centers**
- ACS Foster Care Prevention Program**

Beacon Host School:



DIRECTIONS: COMPLETE PART I OR PART II, WHICHEVER IS APPLICABLE.

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

- ADDENDUM #1 DATED: , 2007**
- ADDENDUM #2 DATED: , 2007**
- ADDENDUM #3 DATED: , 2007**
- ADDENDUM #4 DATED: , 2007**
- ADDENDUM #5 DATED: , 2007**
- ADDENDUM #6 DATED: , 2007**
- ADDENDUM #7 DATED: , 2007**

PART II: **NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFP.**

DATE / /2007

PROPOSER (NAME):

PROPOSER (SIGNATURE): _____