



**Department of
Youth & Community
Development**

Jeanne B. Mullgrav
Commissioner

REQUEST FOR PROPOSALS (RFP)

FATHERHOOD PROGRAM

PIN: 26012FATHRFP

RFP RELEASE DATE: November 15, 2010

DEADLINE FOR PROPOSALS: 2:00pm, Monday, January 10, 2011

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

ATTENTION: Michael Owh, Agency Chief Contracting Officer

PRE-PROPOSAL CONFERENCE: December 6, 2010, at 10am or 2pm

PRE-PROPOSAL LOCATION: 2nd Floor Auditorium
Department of Youth and Community Development
156 William Street
New York, New York 10038

This 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.

Fatherhood Program RFP
PIN: 26012FATHRFP

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AUTHORIZED AGENCY CONTACT PERSONS

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

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

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

SECTION I – TIMETABLE

A. Release Date: November 15, 2010

B. Pre-Proposal Conference

Date: December 6, 2010
Time: 10:00am or 2:00pm
Location: 2nd Floor Auditorium
 Department of Youth and Community Development
 156 William Street
 New York, NY 10038

Attendance by proposers is optional, but recommended by DYCD.

C. Proposal Due Date and Time and Location

Date: January 10, 2011
Time: 2:00 pm
Location: Hand deliver proposals to:
 DYCD Office of Contract Procurement
 Attention: Michael Owh, Agency Chief Contracting Officer
 156 William Street, 2nd Floor
 New York, New York 10038.

DYCD will not accept emailed or faxed proposals.

Proposals received at this location after the Proposal Due Date and Time are late and will not be accepted, except as provided under New York City’s Procurement Policy Board Rules, Section 3-03(f)(5).

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

D. Anticipated Contract Start Date: July 1, 2011

SECTION II - SUMMARY OF THE REQUEST FOR PROPOSALS

A. Purpose of the RFP

Building on the success of a hallmark Fatherhood Initiative begun in 2002, the New York City Department of Youth and Community Development (DYCD) is seeking appropriately qualified organizations to operate Fatherhood Programs in New York City (City). Each Fatherhood Program will address the needs of non-custodial fathers aged 16 and over. There will be separate competitions for three specific groups: young fathers (16 to 24 years of age), fathers over 24 years of age, and fathers with prior involvement in the criminal justice system.¹

Increasing attention is being paid nationally and locally to the importance of reconnecting non-custodial fathers to their children. At the federal level, the Obama Administration's efforts to promote responsible fatherhood include a nationwide Fatherhood and Mentoring Initiative; an upcoming transitional jobs initiative for fathers with prior involvement in the criminal justice system and low-income non-custodial fathers; and a new and expanded Fatherhood, Marriage, and Families Innovation Fund.²

In New York City, following a review of the policies and procedures affecting fathers among City Agencies, Mayor Bloomberg announced that a Citywide Fatherhood Coordinator will be hired to launch an initiative to strengthen families. This mayoral initiative will build on the success of fatherhood programs such as those funded by DYCD and the Human Resources Administration. It will include more than a dozen additional programs, ranging from parenting classes at public hospitals and homeless shelters, to educational activities for fathers and their children at New York City Housing Authority community centers.³

Nationally, as many as one-third of all children live apart from their biological fathers. In the City, an even higher proportion of Black (54 percent) and Latino (43 percent) children grow up in households with no father present.⁴ Often, father absence represents the disruption of a complex relationship. Whether preceded by the estrangement of unwed parents, separation, or divorce, the assignment of child custody to the mother can discourage the active participation of fathers in the lives of their children. Court orders restricting access and mandating child support payments can exacerbate acrimony between the parents and lead to the father's withdrawal from the child.

DYCD is committed to enhancing children's development through programs that encourage fathers to become personally involved with their children emotionally and financially and help fathers relate to their co-parents. Extensive research has shown that involvement of non-custodial fathers with their children can positively impact children's academic and social development.⁵ Financial support has been shown to be associated with improved reading and math performance, improved cognitive ability, and fewer problem behaviors. Greater contact between fathers and their children has resulted in improved psychological well-being, fewer problem behaviors, higher academic performance, and better peer relationships.

Young fathers and older fathers face unique individual barriers to full involvement in their children's lives. In the case of teenaged fathers, their emotional state is complicated by the need to reconcile the conflicting roles of adolescent and father and assume the responsibilities of adulthood before they are

¹Fathers with prior involvement in the criminal justice system may be served through any of the three program options in this RFP.

²See <http://www.whitehouse.gov/the-press-office/remarks-president-a-fathers-dayevent>.

³"News from the Blue Room," Mayoral press release, June 17, 2010, <http://www.nyc.gov>.

⁴Taskforce on Fatherhood and Healthy Families, President's Advisory Council on Faith-based and Neighborhood Partnerships, "Key Data on Father-Absence Crisis in America." In A New Era of Partnerships: Report of Recommendations to the President, March 2010. Available at <http://www.whitehouse.gov/sites/default/files/partnerships-fatherhood-healthy-families.pdf>.

⁵National Responsible Fatherhood Clearinghouse, *Research Review*, October 2008, www.fatherhood.gov.

sufficiently mature.⁶ Less likely than older men to have graduated from high school, young fathers may be focused on efforts to complete schooling or find entry-level employment. By contrast, older fathers may have long-term hardships such as chronic unemployment or homelessness, compounded by poor health or substance abuse. Both young and old fathers may have difficulty resolving conflicts, which compounds the difficulty of reuniting with family members.⁷

In addition, more than half of the 1.4 million adults incarcerated in state and federal prisons are parents of children under the age of 18.⁸ Within impoverished neighborhoods, cycles of incarceration, reentry and recidivism are particularly pronounced.⁹ Incarceration may result in long-term father absence and further complicate employment, health issues, and housing prospects. Thus, once released from prison, the father may have particular difficulty re-establishing a positive relationship with the child.

The circumstances confronting non-custodial fathers of any age or status must be addressed in order to empower them to establish positive, healthy, supportive relationships with their children. Through this Request for Proposals (RFP), DYCD will contract with organizations to develop and operate programs that provide services to address multiple barriers and foster healthy parenting. Reflecting experience gained since 2003, this RFP will provide enhanced funding to providers, raising the per-participant funding level from \$1,500 to \$2,200. The new program model will emphasize more intensive, individualized case management, combined with a general course of instruction that includes orientation activities, parenting classes, and group counseling. The enhanced level of funding will permit providers to add an experienced staff member with clinical skills. A life coach will assist participants in meeting their employment and educational goals and assist with financial literacy instruction and job readiness. Providers will measure outcome attainment and participate in evaluation of the programs through administration of a Fatherhood survey that DYCD has created and is now piloting for a second year. DYCD expects to fully launch the survey in 2011. Programs will integrate aspects of conflict management, violence prevention, and other support services to help fathers resolve issues and achieve economic security.

B. Anticipated Contract Term

It is anticipated that the term of the contracts awarded from this RFP will be for three years, from July 1, 2011 to June 30, 2014.

C. Competitions/Service Options

There will be separate competition pools for each of the following service options:

- Option I: Young Fathers, 16-24 years of age
- Option II: Fathers over 24 years of age
- Option III: Fathers with prior involvement in the criminal justice system

Proposers may propose under one or more of the service options. **However, a separate and complete proposal must be submitted for each program proposed.** In the event that a proposer is

⁶Schwartz, Wendy. *Young Fathers: New Support Strategies*. New York: ERIC Clearinghouse on Urban Education, 1999.

⁷Research shows that increased involvement of non-custodial parents often results in parental conflict. Miller, Cynthia and Virginia Knox.. *The Challenge of Helping Low-Income Fathers Support Their Children: Final Lessons From Parents' Fair Share*. New York: Manpower Demonstration Research Corporation, 2001.

⁸Travis, Jeremy, et al. *Families Left Behind: The Hidden Costs of Incarceration and Reentry*. The Urban Institute, Justice Policy Center., October 2003, revised June 2005.

⁹Cadora, Eric, et al. *Criminal Justice and Health and Human Services: An Exploration of Overlapping Needs, Resources, and Interests in Brooklyn Neighborhoods*. Paper produced for a conference funded by the U.S. Department of Health and Human Services, 2002.

eligible for award of more than one program from this RFP, DYCD reserves the right to determine, based on the proposer’s demonstrated capability and best interests of the City, respectively, how many and for which program(s) the proposer will be awarded a contract and at what level of services and dollar value.

D. Anticipated Maximum Available Funding

The anticipated total maximum available annual funding for the contracts awarded from this RFP is \$2,870,315 to be divided among the three competitions as shown below, for a minimum of ten programs. Each program would serve at least 120 fathers for a total of at least 1,293 fathers overall. The anticipated maximum available annual funding for each service option is as follows:

Option I:	Young Fathers, 16-24 years of age	\$ 1,005,515
Option II:	Fathers over 24 years of age	\$ 1,065,600
Option III:	Fathers with prior involvement in the criminal justice system	\$ 799,200

DYCD has determined the maximum acceptable price per participant for a Fatherhood program is \$2,220. DYCD considers that a viable Fatherhood program cannot be provided for a price per participant of less than \$2,000.

The funding allocations indicated in this RFP are based on availability of funding and are subject to change. DYCD reserves the right to award less than the full amount of funding requested by proposers and to modify the allocation of funds among service options in the best interests of the City.

E. Geographic Areas to be Served

Proposers are encouraged to serve fathers who reside in high-need community districts (CDs). In each borough, the CDs that ranked in the top one-third according to an index of need, based on a different indicator for each competition, are designated the “targeted CDs,” which are listed below.

Young Fathers, 16-24 Years of Age¹⁰

Bronx 1	Brooklyn 3	Manhattan 9	Queens 3	Staten Island 1
Bronx 4	Brooklyn 4	Manhattan 10	Queens 4	
Bronx 5	Brooklyn 5	Manhattan 11	Queens 5	
Bronx 9	Brooklyn 7	Manhattan 12	Queens 9	
	Brooklyn 16		Queens 12	
	Brooklyn 17			

¹⁰ Indicator = Number of live births to unmarried women where the father is 13-24 years of age. Source: NYC Department of Health and Mental Health, 2008.

Fathers over 24 Years of Age¹¹

Bronx 4	Brooklyn 3	Manhattan 9	Queens 3	Staten Island 1
Bronx 5	Brooklyn 4	Manhattan 10	Queens 4	
Bronx 7	Brooklyn 5	Manhattan 11	Queens 5	
Bronx 9	Brooklyn 7	Manhattan 12	Queens 7	
	Brooklyn 14		Queens 12	
	Brooklyn 17			

Fathers with Prior Involvement in the Criminal Justice System¹²

Bronx 4	Brooklyn 3	Manhattan 9	Queens 1	Staten Island 1
Bronx 5	Brooklyn 4	Manhattan 10	Queens 7	
Bronx 9	Brooklyn 5	Manhattan 11	Queens 9	
Bronx 12	Brooklyn 16	Manhattan 12	Queens 12	
	Brooklyn 17		Queens 13	
	Brooklyn 18			

F. Anticipated Payment Structure

It is anticipated that the payment structure of the contracts awarded from this RFP will be 100% line-item budget reimbursement.

G. Subcontracting

Subcontracting will not be allowed under this RFP.

H. Regulatory Requirements

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

Personnel Investigation/Arrest Notification. The contractor must undertake appropriate background checks of all staff paid under any DYCD-funded program. Such checks will include verification of prior employment and references through direct contact by the contract or with former employers. The contractor will be required to provide rosters of all staff in the Fatherhood program, whether funded directly by DYCD or otherwise. The contractor will be asked to verify the actual existence of claimed staff through an inspection by senior agency staff. Upon receipt of an award, the contractor shall comply with all federal, State, and City regulations with respect to investigation for criminal conviction histories of program staff members (proposed or currently employed), including volunteers, including the requirement that all such persons in programs serving youth under the age of 21 be fingerprinted. Contractors shall comply with applicable State and federal regulations, including 42 U.S.C. 5119. Fingerprinting procedures have been developed by DCYD, the costs of which are reimbursable under the contract as part of the unit price. Youth staff

¹¹ Indicator = Number of live births to unmarried women where the father is over 24 years of age. Source: NYC Department of Health and Mental Health, 2008.

¹² Indicator = Number of persons on probation as of September 2010. Source: NYC Department of Probation.

(paid and volunteer) who are 17 years old or younger and who are still attending school are not required to be fingerprinted.

Such regulations, policies, and procedures shall also determine whether individuals with criminal conviction histories may continue their employment in the Fatherhood program. In addition, the Fatherhood program shall report any conviction or subsequent arrest of any staff member (paid or volunteer) of which it becomes aware to DYCD.

Compliance with Legal Visitation Restrictions. The contractor shall use due diligence to determine whether program participants are subject to any court orders, rules, or regulations that would restrict their interactions with their children or their children's guardians or both and provide services that comply with any such restrictions.

SECTION III - SCOPE OF SERVICES

A. Goals and Objectives

DYCD's goals and objectives for the Fatherhood Program are:

- to promote positive involvement of fathers in the lives of their children, and
- to facilitate providing economic support for their children.

B. Assumptions Regarding Organizational Capability

- The contractor would be fiscally sound and capable of managing the proposed program.
- The contractor would ensure that services would begin July 1, 2011.
- The contractor's Board of Directors would remain free of conflicts and exercise active oversight of
 - ◆ program management, including regular reviews of executive compensation, audits, and financial controls, and
 - ◆ program operations and outcomes.
- The contractor would engage in successful joint efforts with other organizations providing services to the target population.
- The contractor would have the capacity to integrate the proposed program into its overall operations.
- The contractor's internal monitoring system would be effectively used to identify program, personnel, and fiscal issues and provide corrective action procedures.
- The contractor would have a continuous quality improvement process that includes quality assurance measures for all aspects of the program.
- The contractor would have an effective computerized system for data collection and management that meets the following specifications:
 - ◆ Microsoft Internet Explorer 6 or greater is required.
 - ◆ A minimum connection speed of 512 kb/s download speed (basic DSL) is required. Dial-up modems are not sufficient.
 - ◆ Up-to-date antivirus software is required.
 - ◆ Firewall software or hardware is strongly recommended.
 - ◆ A computer system that employs hierarchical password protection to define and restrict access to specified users who are Fatherhood Program staff members is required.
- The contractor would ensure that program staff has access to computers and the Internet.

C. Assumptions Regarding Contractor and Staff Qualifications

- The contractor would have at least five years of experience within the last ten years providing services to families.

- The contractor would have at least five years of experience providing services to males 16 years and older.
- The contractor would ensure that key staff are qualified and appropriately trained in family development and responsible fatherhood. The contractor would be committed to a strengths-based service approach.
- Program staff would include a clinician with appropriate qualifications and experience such as a Licensed Master Social Worker (LMSW), clinical psychologist, or master in counseling, as well as two case managers and a life/career coach. These key staff would be knowledgeable and experienced in utilizing the appropriate resources and working with City systems such as welfare, child welfare, education, and criminal justice. At least one key staff member would be experienced in mediation and conflict resolution.
- If volunteers are utilized, the contractor would ensure that they are appropriately trained.
- All staff, including any volunteers, would provide services in a manner that is sensitive to the backgrounds and cultures of program participants.

D. Assumptions Regarding Contractor Approach

DYCD's assumptions regarding which approach will best achieve the goals and objectives set out above are the following and apply across all service options:

1. Population to be Served

Services are targeted to low-income, non-custodial City resident fathers aged 16 and over. Each service option has a specific target group:

- Option I: Young Fathers, 16-24 years of age
- Option II: Fathers over 24 years of age
- Option III: Fathers with prior involvement in the criminal justice system

Programs are encouraged to serve diverse target populations.

2. Program Facility

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

3. Program Design

Anticipated Level of Service

The contractor would serve a minimum of 120 fathers and their children per contract annually. Each participant would receive up to six months of core services, with follow-up services provided as needed for up to one year thereafter.

Participant Orientation, Assessment, and Individual Service Plans

All participants would receive an orientation to the program of two to four weeks at the time of enrollment. Orientation would include explanation of and participant commitment to program rules and code of conduct. Participants would be assessed to determine strengths and needs and to establish long- and short-term goals. In collaboration with program staff, each participant would develop an Individual Service Plan (ISP) that would address the five required core areas:

- Parenting skills development
- Effective co-parenting with the child's guardian
- Employment and education
- Child support
- Visitation

Individual needs and goals would be identified and prioritized for each core area, as would strategies to achieve those goals. Goals and outcome objectives would be specific, measurable, achievable, realistic, and time-framed (SMART). Modifications to the ISPs would be made as goals are met or additional needs arise.

Orientation would also include activities designed to allow the participant and staff to get to know one another, build trust, clarify program expectations, and nurture peer support among participants. DYCD's baseline administration of its outcomes survey would occur at the end of the orientation period.

Parenting Skills Development

Contractors would be required to provide a parenting skills workshop series held weekly for a period of eight to twelve weeks. Sessions would be at least one hour in length. Class size would be limited to 15 participants, requiring the provider to offer four class series in each six-month cycle. DYCD anticipates mandating the use of a specific parenting curriculum that would include, but may not be limited to, the following topics: child development, effective co-parenting with the child's guardian, effective communication, non-custodial fathers' rights and responsibilities, managing conflict and handling anger, job retention skills, financial management, substance use and abuse, and nutrition. DYCD reserves the right to change the curriculum during the course of the contract period. DYCD expects that, at a minimum, 90 percent of participants would attend 80 percent of the workshops.

Case Management

The contractor would employ a case management model, which would include the following components: (1) holistic assessment of the participant's strengths and needs and development of an Individual Service Plan (ISP); (2) implementation of the ISP, *i.e.*, coordinating community resources and working with the participant to meet identified goals; (3) regular review of the ISP to assess whether goals have been met or need to be changed; and (4) follow-up to insure that the participant has received requested services. Staff would use a strengths-based approach throughout the case management process, working in partnership

with the participant to build on strengths rather than “fix problems” and work toward goals identified by the participant in an atmosphere of mutual respect and open communication.

Each participant would be assigned to a primary case manager responsible for working with the father on achieving the goals indicated in his ISP and meeting the two required program outcomes. Two caseworkers would each have a maximum caseload of thirty fathers for each six-month period of the program. The caseworkers would make contact with each assigned participant at least once every two weeks during the six months. The caseworker would also connect participants to services that address immediate needs related to housing, substance abuse, physical and mental well-being, violent or risky behavior, and other areas that threaten to inhibit full participation and ability to achieve personal and program goals.

The Fatherhood Program director would be a clinician skilled at providing counseling on serious issues such as anger management, conflict resolution, and domestic violence. The program director would devote at least 80 percent of his/her time to the Fatherhood Program. The program director would supervise and coach the case managers in meeting their assigned tasks. In addition, the program director would schedule two in-depth, comprehensive counseling sessions with each participant at three months and six months after enrollment. These meetings would review the ISP with the father and his primary case manager, including plans to deal with child support order and arrears, and assess progress as well as challenges to meet goals set forth in the plan.

A life/career coach would assist participants in meeting their goals related to employment and education through financial literacy, work readiness, career exploration, securing employment, job retention, and career planning as well as through application, enrollment, and sustained engagement in educational and vocational programs.

Each meeting with a participant would be documented with written progress notes. Progress notes would present an assessment of the situation/individual, including strengths observed, an objective account of the interaction, and a plan for meeting the specific goals listed in the ISP.

Support Group Sessions

Contractors would hold biweekly support group sessions, open to current and past program participants, to address common issues, encourage peer support, and develop relationships with alumni of the program.

Program Activities

The program activities are designed to target all areas of responsible fatherhood in need of development. Contractors would be required to provide **all** of the following essential activities. (Program activity definitions are provided in the Appendix.)

- Educational/Employment Counseling
- Family Budgeting and Consumer Education
- Group Counseling
- Individual/Family Counseling
- Mediation/Conflict Resolution Training
- Parent Skills Training
- either Peer Counseling or father-to-father Mentoring
- Visitation Arrangements

In addition to providing the essential activities, contractors are required to ensure that participants are provided the following support activities, as needed, either directly or through linkages or referrals.

- Adult Basic Education (ABE)

- College Preparation
- Educational Workshops
- Employment Assistance
- English for Speakers of Other Languages (ESOL)
- General Education Development (GED)
- Health/Nutrition Instruction
- Independent Living Skills Training
- Individual/Family Housing Assistance
- Job-readiness Skills
- Sexuality Awareness

4. Outcomes/Outcomes Survey

Contractors would accomplish the two target outcomes listed below. Proposers are expected to project the number of participants who will meet each outcome and specify the criteria to indicate that the target outcomes have been met. The contractor would help each father in the program:

- Increase engagement, availability, and responsibility in relationship with his child/children.

AND

- Provide material and financial support to his child/children.

Outcomes would be measured by the administration of an outcomes survey, developed and provided by DYCD, that would be administered individually at the end of the orientation period and at three-month intervals thereafter, for as long as the participant remains in the program.

5. Evaluation of the Fatherhood Program

Should an evaluation of the Fatherhood Program be implemented, the contractor would be required to participate in the evaluation process.

6. Linkages

The contractor would establish linkages with appropriate community organizations, government agencies and other service providers to help participants achieve program outcomes through supportive services such as counseling, legal, housing, medical, immigration, and job training and placement that are not directly provided by the program.

7. Record-keeping

The contractor would collect data for each participant that would include registration, attendance, qualitative records, participant goals, demographic information, and outcome achievement. Data would be entered into a DYCD database.

E. Compliance with Local Law 34 of 2007

Pursuant to Local Law 34 of 2007, amending the City’s Campaign Finance Law, the City is required to establish a computerized database containing the name of any “person” who has “business dealings with the City” as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, **vendors responding to this solicitation are required to complete the attached Doing Business Data**

Form (Attachment 7) and return it with the proposal, and should do so in a separate envelope. If the City determines that a vendor has failed to submit a Data Form or has submitted a Data Form that is not complete, the vendor will be notified by DYCD and will be given four calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to DYCD. Failure to do so will result in a determination that the proposal is nonresponsive. Receipt of notification is defined as the day notice is e-mailed or faxed (if the vendor has provided an e-mail address or fax number), or not later than five days from the date of mailing or upon delivery, if delivered.

SECTION IV - FORMAT AND CONTENT OF THE PROPOSAL

Instructions: Proposers should provide all information required in the format below.

- The proposal should be typed on 8 1/2" x 11" paper.
- Lines should be double-spaced with 1" margins, using 12-point font size.
- Pages should be numbered and include a header or footer identifying the proposer.
- Proposals should preferably not exceed 25 pages (excluding requested attachments).
- The proposal should include a **Table of Contents**, immediately following the Proposal Summary Form.
- The City 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 change to that standard please consult: <http://www.epa.gov/cpg/products/printing.html>.)

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

A. Proposal Format

1. Proposal Summary Form

The Proposal Summary Form (Attachment 1) transmits the Proposal Package to DYCD. It should be completed, dated, and signed by an authorized representative of the proposing organization. Completing this form fully and accurately assists DYCD in the evaluation of the proposal.

2. Program Proposal

The Program Proposal is a clear, concise statement of the following:

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

- Describe the successful, relevant experience of the proposer within the last ten years in providing services to families.
- Describe the organization's experience in providing services to males, 16 years and older. Greater consideration will be given to proposers that describe experience providing services specifically to non-custodial fathers.
- Describe the organization's family development philosophy and demonstrate that it would deliver services using a strengths-based approach.

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

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

- Achievement of outcomes that met or exceeded funder/program expectations (projections vs. actual outcomes)

Program Name _____

Program Time Period (Describe only one time period for this program.)	Target Enrollment	Actual Enrollment
Outcome 1:	Projected Achievement	Actual Achievement
Outcome 2:	Projected Achievement	Actual Achievement
Outcome 3:	Projected Achievement	Actual Achievement

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

- Positive findings from an evaluation
 - Securing multi-year funding for a relevant program(s) from diverse public and private sources
 - Successful joint efforts with other organizations and agencies to provide employment and education services and other related services
- Attach for each key staff position a job description with the required qualifications. Include resumes for personnel already identified for positions. Job descriptions and resumes should specifically address the following.
 - The experience of key staff providing services to the target population
 - The appropriateness of staff skills, knowledge, and training for providing the proposed services, including knowledge of community services and City systems and skill providing mediation/conflict resolution

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

Demonstrate the proposer’s organizational (programmatic, managerial, and financial) capability to perform the services described in Section III – Scope of Services. Specifically address the following:

- Describe how the members of the proposing organization’s Board of Directors will be involved in the proposed program. Describe how past programs have been affected by Board involvement. Complete Attachment 3, Corporate Governance Certification.

- Describe the steps that will be taken to ensure that program operations will begin by July 1, 2011. Include a brief timeline outlining the activities for program startup.
- Demonstrate successful joint efforts with other organizations and agencies providing adult literacy services and other related services.
- Demonstrate the proposing organization's capacity to incorporate the proposed program into its overall operations. Attach an organizational chart showing the proposer's organization and where the proposed program will fit into it.
 - Describe how the proposed program and program staff will relate to the overall organization.
 - Describe any planned collaborations and resource sharing within the organization.
- Describe the proposing organization's internal monitoring system and demonstrate how it is effectively used to identify personnel and fiscal issues. Describe the organization's corrective action procedures.
- Describe the evaluation and quality improvement protocol that the contractor would implement to ensure continuous improvement of program delivery and participant outcome achievement.
- Describe how the organization manages its data collection and reporting requirements for multiple funding sources.
- State that the organization's computer system meets (or will meet by program startup) the specifications set out in Section III B.
- Demonstrate that program staff members have access to computers and the Internet.
- Attach 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. Financial audits covering time completely prior to calendar year 2008 will not be accepted as fulfilling this requirement.
- List at least two relevant funding references, including the name of the funding organization and the name, title, and telephone number of a contact person at the funding organization. If there are no funding sources other than DYCD, other relevant references may be listed.

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

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

- Describe the program facility and demonstrate that it is appropriate to adequately accommodate all program activities, staff, and participants.

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

(2) Target Population

- Indicate the specific target population to be served.
- Indicate and justify the number of fathers to be served annually.
- Describe the characteristics of the fathers and their needs. Demonstrate the organization's ability to serve these fathers and their families and address their needs.
- Indicate from which of the targeted CDs, if any, participants will be recruited. Describe recruitment and retention strategies.

(3) Program Design

- Indicate and justify the number of fathers who will achieve each of the two required outcomes. Describe the criteria that will be used to determine that the outcomes have been met.
- Describe the essential and suggested support activities and demonstrate how they will be incorporated into the program.
- For *each* activity (see Appendix A for program activity definitions), identify and describe:
 - The core area the activity will support
 - Why the activity is appropriate for the target population
 - Number of fathers involved in the activity
 - Frequency of the activity
 - Duration and scheduled time of the day
 - When the activity will occur, i.e., weekdays, weekends, holiday breaks, summer break
 - Type and number of staff assigned
 - How this activity will help participants achieve the outcomes
- Describe in detail and demonstrate how each program element, set forth in Section III – Scope of Services of the RFP, will be implemented, including the process to be used, staff assigned, and timeframes for outreach, recruitment, enrollment, and orientation.
- Complete the Service Level Form (Attachment 4).
- Describe the follow-up services, including type and duration, that will be provided to participants after they have completed the core services.

(4) Staffing

- Describe the salaried and non-salaried, if any, staff positions that will be utilized to provide the proposed program and demonstrate that such staffing is sufficient to help the participants achieve the outcomes.
- Demonstrate that the staffing level is appropriate to provide the proposed programs and activities and that it meets the requirements specified in Section III—Scope of Services.
- Demonstrate how all individuals, including volunteers, who will be part of the program, will provide the services in a manner that is sensitive to the characteristics of the target population.
- Describe the plan for recruiting, hiring and training staff. Identify how many staff members have a family development credential, and plans, if applicable, to train staff in the Family Development Training and Credentialing Program (FDC) as provided by DYCD.

(5) Linkages

- Identify and describe the proposer's existing and proposed linkages for the proposed program and demonstrate how each linkage will enhance the ability of fathers to achieve their outcomes.
- Complete and attach a Linkage Agreement Form (Attachment 5) for each linkage described.

(6) Record-keeping

- Describe procedures for data collection and required record-keeping as outlined in Section III—Scope of Services.

3. Price Proposal

The price proposal is the funding request for providing the services described in Section III—Scope of Services. It includes the following:

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

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

Personnel Services

- List each position, indicating whether it is full time or part time, and salary included in the funding request. Explain how the costs for each position were determined (as a percentage of full-time salary, hourly rate x number of hours, etc.). Indicate which resume or job description is intended to fill that position.

Non-staff Services (as applicable)

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

Other Than Personnel Services (as applicable)

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

4. Doing Business Data Form

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

5. Acknowledgement of Addenda

The Acknowledgement of Addenda (Attachment 8) 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.

B. Proposal Package Contents (Checklist)

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

1. The proposal package should include one original set and four duplicate sets of the documents listed below in the following order:
 - Proposal Summary Form (Attachment 1)
 - Multiple Proposals Form (Attachment 2)
 - Table of Contents
 - Program Proposal
 - Narrative
 - Job descriptions, with qualifications for all staff positions, and resumes, if applicable
 - Corporate Governance Certification (Attachment 3)
 - Organizational Chart
 - Audit report or certified financial statement
 - List of funding references
 - Service Level Form (Attachment 4)
 - Linkage Agreement Form(s) (Attachment 5)
 -
 - Price Proposal
 - Proposal Budget Summary Form (Attachment 6)
 - Budget Justification
2. One original Doing Business Data Form (Attachment 7) should be placed in a sealed inner envelope.
3. Acknowledgment of Addenda (Attachment 8)

For each proposal submitted, enclose the documents listed above in a sealed envelope and hand deliver to Michael Owh, Agency Chief Contracting Officer, Office of Procurement. Label the envelope with the proposer’s name and address, “Fatherhood Program RFP” and “PIN: 26012FATHRFP,” the proposed service option, and the name and telephone number of the proposer’s contact person.

SECTION V - PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES

A. Evaluation Procedures

All proposals accepted by DYCD will be reviewed to determine whether they are responsive to the requisites of this RFP. Proposals that are determined by DYCD to be nonresponsive will be rejected. DYCD's Evaluation Committee will evaluate and rate all remaining proposals based on the evaluation criteria prescribed below. DYCD reserves the right to conduct site visits, conduct interviews, and request that proposers make presentations, as DYCD deems applicable and appropriate. A site visit after award, but prior to contract execution may occur. Although discussions may be conducted with proposers submitting acceptable proposals, DYCD reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the proposer's initial proposal should contain its best programmatic and price terms.

B. Evaluation Criteria

- Demonstrated quantity and quality of successful relevant experience 40 percent
- Demonstrated level of organizational capability 15 percent
- Quality of proposed program approach 45 percent

C. Basis for Contract Award

DYCD will award contracts to the responsible proposers whose proposals are determined to be the most advantageous to the City, taking into consideration the price and other factors or criteria set forth in this RFP, including target population and geographic distribution of the programs in each borough of New York City. Proposals determined to be responsive will be sorted by competition pool and ranked in descending order of their overall average technical score. Awards will be made to the highest rated vendors whose proposals are technically viable and whose price per participant does not exceed the maximum set forth in this RFP. However,

- DYCD reserves the right to make awards to ensure appropriate geographic distribution of programs in each borough of New York City and to ensure delivery of services to target populations.
- DYCD reserves the right to award less than the full amount of funding requested by each proposer and to modify the allocation of funds among service options in the best interests of the City.
- DYCD reserves the right to limit the number of Fatherhood Programs that a single proposer may operate based upon demonstrated organizational capability to successfully perform on multiple contracts as determined by DYCD.
- DYCD reserves the right to negotiate with any successful proposer to include additional targeted CDs if such proposer indicated in its proposal that it would be willing to provide services to a targeted CD for which it did not propose.

Contract award will be subject to the following:

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

SECTION VI - GENERAL INFORMATION TO PROPOSERS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Agency Chief Contracting Officer

Date

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

Appendix: Program Activity Definitions

I. Essential Activities

Educational/Employment Counseling

Assist participants in the assessment of their educational and/or career goals; assist participants in the process of self-evaluation and future planning.

Family Budgeting and Consumer Education

Provide instruction in learning how to budget income to meet bills and daily and emergency needs (food, clothing, shelter), inform participants about their rights as consumers, and provide credit counseling.

Group Counseling

Provide counseling to groups in planned sessions dealing with issues such as substance abuse, mental and physical abuse or violence, and psychological and emotional issues; involve participants in the process of self-evaluation and assist participants in examining available solutions.

Individual/Family Counseling

Provide counseling to individuals/families in planned sessions dealing with issues such as substance abuse, mental and physical abuse or violence, and psychological and emotional issues; involve participants in the process of self-evaluation and assist participants in examining available solutions.

Mediation/Conflict Resolution Training

Provide basic learning steps in negotiation and understanding and identifying sources of conflict; recognizing and respecting differences in race, culture, ethnicity, class, age, and gender; using conflict resolution skills to enhance interpersonal interaction; applying conflict resolution skills to increase control of anger and/or aggression; learning to utilize neutral language and recognizing implication of nonverbal communication.

Mentoring

Foster one-to-one relationships for the purpose of motivating young people to stay in school and make successful transitions to adulthood. Mentors may be other youth or adults serving as positive role models and able to establish a one-to-one relationship with a young person. A mentoring program should include exposing young people to new educational, cultural, and social experiences; introducing young people to the mentors' careers and workplaces; assisting young people in the exploration of career opportunities and college preparation; and reinforcing positive behavior, attitudes, and ambitions. (Fatherhood Programs must provide **either** Mentoring **or** Peer Counseling.)

Parent Skills Training

Conduct parenting/child-rearing workshops on topics related to issues of understanding children as they progress through various developmental stages; provide practical and useful instruction in the art of parenting.

Peer Counseling

Provide youth with interaction and socialization with other youth to discuss common problems and solutions, to establish common goals, and to provide support and guidance to one another. (Fatherhood Programs must provide **either** Peer Counseling **or** Mentoring.)

Visitation Arrangements

Provide assistance to parents in exercising visitation arrangements for their children and provide services for monitored or supervised visitation.

II. Suggested Support Activities

Adult Basic Education (ABE)

Provide or sponsor adult basic education classes for participants, including providing instruction by a New York City Department of Education teacher or other qualified instructor in areas of writing, reading, and math and administering of a pre-test, periodic assessments, and a post-test to each enrolled participant. Upon completion of the objectives, the contract agency will refer participants to GED preparation classes or other adult education programs, or promote them to other classes offered by the contract agency.

College Preparation

Provide participants with listings of colleges and scholarship opportunities and information on college fairs and visitations. Arrange meetings with college representatives and assist in filling out college, scholarship, and financial aid applications. Also, assist participants in writing college essays and preparing for SAT I, SAT II, Regents exams, and college entrance exams.

Educational Workshops

Plan, organize, and conduct educational workshops as part of a holistic approach. Designated topic areas could include leadership skills training, alternatives to drug use and violence, AIDS awareness, mental health awareness, multicultural awareness, performing arts, pre/postnatal care, child rearing, housing issues, economic development, entitlement assistance, and job-readiness skills

Employment Assistance

Provide employment assistance to individuals, including assessing each participant's employment readiness and providing help in areas such as job development, job placement, and job retention.

English for Speakers of Other Languages (ESOL)

Conduct or sponsor English for Speakers of Other Languages classes to enable participants to read, write, and/or speak English. Administer pre-test, periodic assessments, and post-test to all enrolled participants.

General Education Development (GED)

Conduct or sponsor course for participants preparing for the GED examination which is administered by the New York State Department of Education. Consists of classroom instruction in the subject areas of reading, math, writing, science, and social studies, provided by a New York City Department of Education teacher or other qualified instructor. Also includes administering a pre-test, periodic assessment in each subject area, and a practice GED post-test to all enrolled participants.

Health/Nutrition Instruction

Provide instruction in mental and physical health and nutrition-related issues, including instruction on substance abuse, physical fitness, chronic illnesses, pre/postnatal care, emotional well-being, and mental health awareness; utilize healthcare providers to conduct diagnostic tests such as blood pressure readings and blood tests. Emphasis should be placed on the awareness of immunization; prevention of tuberculosis, HIV-AIDS, and STDs; and how to deal with other health concerns such as stress, hypertension, vision, hearing, lead poisoning, hygiene, and asthma.

Independent Living Skills Training

Provide workshops and other services that focus on skills building and preparation for or promotion of independent and responsible living including, but not limited to, stress management, birth control/safe sex practices, healthy relationships, cooking/nutrition, establishing credit/money management, assertive communication, positive social skills, and substance abuse awareness and prevention.

Individual/Family Housing Assistance

Provide services to individuals and families including assistance in completing application forms for tenancy in New York City Housing or Section 8 housing, rent increase exemptions for senior citizens, homeowners' loan programs under HPD or HUD, rent stabilization; provide housing advocacy in the areas of housing code violation complaints, dispossession, and evictions.

Job-readiness Skills

Provide employment assistance to participants, including assessing each participant's employment readiness and providing help in areas such as resume preparation, interview techniques, job applications, job search skills, and job retention skills, e.g., appropriate workplace conduct, work habits, and time management skills; provide information on labor market trends.

Sexuality Awareness

Provide age-appropriate instruction on the anatomy of the female and male bodies. Provide youth with the opportunity to discuss issues related to dating, relationships, sexual identity, safe sex, pregnancy, and other sexual issues to enable them to make age-appropriate choices and promote healthy growth and development.

Attachment 1: Proposal Summary Form

RFP TITLE: FATHERHOOD PROGRAM

PIN: 26012FATHRFP

Proposing Organization: _____

Address: _____

City

State

Zip Code

Contact Name: _____ Title: _____

Contact E-mail: _____

Telephone: _____ Fax: _____

Proposed Service Option

Indicate **one service option only** and indicate if planning to explicitly recruit participants from one or more of the targeted community districts below

<u>Check One</u>	<u>Service Option</u>	<u>Targeted Community Districts (Recruitment Areas)</u> (if applicable)
<input type="checkbox"/>	Option I: Young Fathers, 16-24 years of age	<input type="checkbox"/> Bronx 1 <input type="checkbox"/> Brooklyn 3 <input type="checkbox"/> Manhattan 9 <input type="checkbox"/> Queens 3 <input type="checkbox"/> Staten Island 1 <input type="checkbox"/> Bronx 4 <input type="checkbox"/> Brooklyn 4 <input type="checkbox"/> Manhattan 10 <input type="checkbox"/> Queens 5 <input type="checkbox"/> Bronx 5 <input type="checkbox"/> Brooklyn 5 <input type="checkbox"/> Manhattan 11 <input type="checkbox"/> Queens 9 <input type="checkbox"/> Bronx 9 <input type="checkbox"/> Brooklyn 7 <input type="checkbox"/> Manhattan 12 <input type="checkbox"/> Queens 12 <input type="checkbox"/> Brooklyn 16 <input type="checkbox"/> Brooklyn 17
<input type="checkbox"/>	Option II: Fathers over 24 years of age	<input type="checkbox"/> Bronx 4 <input type="checkbox"/> Brooklyn 3 <input type="checkbox"/> Manhattan 9 <input type="checkbox"/> Queens 3 <input type="checkbox"/> Staten Island 1 <input type="checkbox"/> Bronx 5 <input type="checkbox"/> Brooklyn 4 <input type="checkbox"/> Manhattan 10 <input type="checkbox"/> Queens 4 <input type="checkbox"/> Bronx 7 <input type="checkbox"/> Brooklyn 5 <input type="checkbox"/> Manhattan 11 <input type="checkbox"/> Queens 5 <input type="checkbox"/> Bronx 9 <input type="checkbox"/> Brooklyn 7 <input type="checkbox"/> Manhattan 12 <input type="checkbox"/> Queens 7 <input type="checkbox"/> Brooklyn 14 <input type="checkbox"/> Brooklyn 17
<input type="checkbox"/>	Option III: Fathers with prior involvement in the criminal justice system	<input type="checkbox"/> Bronx 4 <input type="checkbox"/> Brooklyn 3 <input type="checkbox"/> Manhattan 9 <input type="checkbox"/> Queens 1 <input type="checkbox"/> Staten Island 1 <input type="checkbox"/> Bronx 5 <input type="checkbox"/> Brooklyn 4 <input type="checkbox"/> Manhattan 10 <input type="checkbox"/> Queens 3 <input type="checkbox"/> Bronx 9 <input type="checkbox"/> Brooklyn 5 <input type="checkbox"/> Manhattan 11 <input type="checkbox"/> Queens 12 <input type="checkbox"/> Bronx 12 <input type="checkbox"/> Brooklyn 16 <input type="checkbox"/> Manhattan 12 <input type="checkbox"/> Queens 12 <input type="checkbox"/> Brooklyn 17 <input type="checkbox"/> Brooklyn 18

Price Summary

Participants to be Served	Cost Per Participant	Annual DYCD Funding Request

Proposed Site 1: _____

Address: _____

Proposed Site 2: _____

Address: _____

Proposer is willing to additionally provide services to a targeted CD for which it did not propose. Yes No

Has the proposer submitted more than one proposal in response to this RFP? Yes No

If yes, complete Attachment 2, Multiple Proposals Form.

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

Authorized

Representative

Signature: _____

Title: _____

Date: _____

Attachment 2: Multiple Proposals Form

RFP Title: Fatherhood Program

PIN: 26012FATHRFP

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

Number of proposals submitted _____

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

Title

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

What funding sources will cover the above costs?

Attachment 3: Corporate Governance Certification

RFP TITLE: FATHERHOOD PROGRAM

PIN: 26012FATHRFP

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”), an organization that has proposed to provide certain youth or community development services. I hereby certify that the Proposer:

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

Name of Organization (Print)

Name of Board Chairperson (Print)

Signature of Board Chairperson

Sworn to before me this _____ day of _____, 20__.

NOTARY PUBLIC

Attachment 4: Service Level Form

RFP TITLE: FATHERHOOD PROGRAM

PIN: 26012FATHRFP

1. AGENCY NAME _____ **2. CONTRACT #** _____

3. PROGRAM AREA _____ **4. PROGRAM AREA BUDGET \$** _____ **5. PROGRAM ACTIVITIES** _____

	07/01 09/30		10/01 12/31		01/01 03/31		04/01 06/30		TOTAL		Drop Outs
	Projected	Actual Due 10/7	Projected	Actual Due 01/7	Projected	Actual Due 04/7	Projected	Actual Due 07/7	Projected	Actual	
MILESTONES											
Enrolls in program											
Achieved Performance Outcome											
Drop-outs											

LIST PROGRAM SPECIFIC PERFORMANCE OUTCOME

1. _____

Executive Director's Signature _____

Date _____

Attachment 5: Linkage Agreement Form

RFP TITLE: FATHERHOOD PROGRAM

PIN: 26012FATHRFP

Proposer _____

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

Pursuant to the proposal submitted by _____

(Proposer Organization)

in response to the Fatherhood Program Request For Proposals from the Department of Youth and Community Development, the proposer has established or, if funded, will establish programmatic linkage with

_____ in the form and manner described below.

(Linked Organization)

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

Proposer Organization:

Authorized Representative

Title

Signature

Date

Linked Organization:

Authorized Representative

Title

Work Address

Work Telephone Number

Signature

Date

Attachment 6: Proposal Budget Summary Form

RFP TITLE: FATHERHOOD PROGRAM

PIN: 26012FATHRFP

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

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

Proposal Budget Summary Category Definitions

Personnel Services

1100 Salaries and Wages

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

1200 Fringe Benefits

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

1300 Central Insurance Program (CIP)

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

Non-Staff Services

2100 Consultants

- Typically, independent individuals 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. A consultant cannot be a salaried employee.

2200 Subcontractors

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

2300 Stipends

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

2400 Vendors

- Independent business entities retained to provide non-program services. Examples: Cleaning services, security, and accounting services.

Other than Personnel Services

3100 Consumable Supplies

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

3200 Equipment Purchases

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

3300 Equipment Other

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

3400 Space Costs

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

3500 Travel

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

3600 Utilities & Telephone

- Utilities & Telephone costs associated with the proposed program.

3700 Other Operational Costs

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

3800 Fiscal Agent Services

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

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



Doing Business Data Form

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

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

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

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

Section 1: Entity Information

Entity Name: _____

Entity EIN/TIN: _____

Entity Filing Status (select one): <input type="checkbox"/> Entity has never completed a Doing Business Data Form. <i>Fill out the entire form.</i> <input type="checkbox"/> Change from previous Data Form dated _____. <i>Fill out only those sections that have changed, and indicate the name of the persons who no longer hold positions with the entity.</i> <input type="checkbox"/> No Change from previous Data Form dated _____. <i>Skip to the bottom of the last page.</i>
--

Entity is a Non-Profit: Yes No

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

Address: _____

City: _____ State: _____ Zip: _____

Phone : _____ Fax : _____

E-mail: _____

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

Section 2: Principal Officers

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

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

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

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

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

Home Address: _____

 This person replaced former CEO: _____ on date: _____**Chief Financial Officer (CFO) or equivalent officer** This position does not exist

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

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

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

Home Address: _____

 This person replaced former CFO: _____ on date: _____**Chief Operating Officer (COO) or equivalent officer** This position does not exist

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

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

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

Home Address: _____

 This person replaced former COO: _____ on date: _____

Section 3: Principal Owners

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

There are no owners listed because (select one):

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

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

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

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

Home Address: _____

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

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

Home Address: _____

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

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

Home Address: _____

Remove the following previously-reported Principal Owners:

Name: _____ Removal Date: _____

Name: _____ Removal Date: _____

Name: _____ Removal Date: _____

Section 4: Senior Managers

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

Senior Managers:

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

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

Home Address: _____

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

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

Home Address: _____

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

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

Home Address: _____

Remove the following previously-reported Senior Managers:

Name: _____ Removal Date: _____

Name: _____ Removal Date: _____

Certification

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

Name: _____

Signature: _____ Date: _____

Entity Name: _____

Title: _____ Work Phone #: _____

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

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



Attachment 8: Acknowledgment of Addenda

RFP TITLE: FATHERHOOD PROGRAM

PIN: 26012FATHRFP

Applicant Organization: _____

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: _____, 20__

ADDENDUM #2 DATED: _____, 20__

ADDENDUM #3 DATED: _____, 20__

ADDENDUM #4 DATED: _____, 20__

ADDENDUM #5 DATED: _____, 20__

ADDENDUM #6 DATED: _____, 20__

ADDENDUM #7 DATED: _____, 20__

ADDENDUM #8 DATED: _____, 20__

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

DATE ____/____/____

PROPOSER (NAME): _____

PROPOSER (SIGNATURE): _____