



**DEPARTMENT OF YOUTH AND COMMUNITY  
DEVELOPMENT**

**OFFICE OF CONTRACT PROCUREMENT**  
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**JEANNE B. MULLGRAV**  
Commissioner

February 16, 2007

**ADDENDUM #1**

**Re:** Fatherhood Program  
Request for Proposals  
PIN: 26007FATHRFP

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 Fatherhood Program Request for Proposals (RFP) PIN: 26007FATHRFP.

**ADDENDUM ITEMS**

1. Table of Contents, page 2: This section is amended to delete the letter ‘s’ from the word “Attachments” to read “Attachment.”
2. Section II – Summary of the Request for Proposals, I, page 8, Voter Registration and Health Insurance Options Plan: This section is amended to add a new paragraph which reads as follows:

Pursuant to Section 9918(b)(2)(C) of Chapter 106 of Title 42, United States Code Service [42 USCS §9918(b)(2)(C)], programs such as those under this Fatherhood Program RFP, paid with Community Services Block Grant funds, are prohibited from engaging in any voter registration activity.

3. Section II – Summary of the Request for Proposals, I, page 9, Staff Screening: The first sentence in this section is amended to read as follows:

All staff members, paid and volunteer, *directly serving participants* under 21 years of age shall be fingerprinted.

4. Section III – Scope of Services, C4, page 12, Program Activities: This section is amended to add the following activity to the list of “essential activities”:

- o Family Budgeting and Consumer Education

5. Section III – Scope of Services, C4, page 12, Outcomes:

The third sentence is amended to read as follows:

The three milestones (steps on the way to outcome achievement) are 1) participates in assessment and attends first session, 2) indicates motivation and begins making progress, and 3) makes substantial progress toward achieving aims and goals.

6. Attachment: The Attachment has been amended, and a new Attachment section is provided with this addendum. It has also been posted on DYCD’s Web site. The amendments to the Attachment are listed below:

a. Attachment Page 2 and Page 5, Form 1 - Proposal Summary:

The information request for “City” is amended to read “Borough.”

b. Attachment Page 2, Form 1 - Proposal Summary, Proposed Service Option:

The qualification “16-24 years of age” should be deleted from the Option III check off to read, “Option III: Ex-Offender”.

c. Attachment Page 3, Service Information:

The expression “Annual DYCD Funding Per Participant” is amended to read “Annual DYCD *Price* Per Participant.”

d. Attachment Page 4, Targeted Recruitment Areas, Option III: Ex-offenders:

This list of targeted community districts is amended as follows:

**Option III: Ex-offenders**

- |                                   |                                      |                                       |                                    |  |
|-----------------------------------|--------------------------------------|---------------------------------------|------------------------------------|--|
| <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 13 |  |
|                                   | <input type="checkbox"/> Brooklyn 17 |                                       | <input type="checkbox"/> Queens 14 |  |
|                                   | <input type="checkbox"/> Brooklyn 18 |                                       |                                    |  |

e. Attachment Page 8, Item 3 chart:

An additional row “5)” has been added to the chart.

f. Attachment Page 19, Form 3 – Linkage Agreement Form:

A space for response has been provided below the instruction, “Describe the proposed programmatic linkage, including how referrals and follow-up services for individuals will be maintained.”

g. Attachment Page 35, Corporate Governance Certification:

The label at the top of the page should read “Form 6”.

## CLARIFICATION ITEMS

7. Section III – Scope of Services, page 11, C2, Target Population:

In the first sentence, “low income” refers to persons and families living in households in New York City with an income of less than 150% of the national poverty index. Pursuant to the statutory provisions of the Community Services Block Grant (CSBG) under which the Fatherhood Program will be funded, CSBG services and funding are targeted to low income persons and families living at, or below, the national poverty index. However, CSBG also provides for adjustments to the national standard based on local economic indices. Based on these economic indices, the “low income” standard for New York City is set at 150% of the national poverty index. Contractors should target low-income persons for the Fatherhood Program but **not** use this low income standard as an eligibility requirement for enrollment.

*Patricia Chabla / ABC*

Patricia Chabla

Agency Chief Contracting Officer