



**DEPARTMENT OF YOUTH
AND
COMMUNITY DEVELOPMENT**

Michael R. Bloomberg
Mayor

Jeanne B. Mullgrav
Commissioner

REQUEST FOR PROPOSALS (RFP)

**RUNAWAY AND HOMELESS YOUTH
STREET OUTREACH SERVICES**

PIN: 26007RHORFP

RFP RELEASE DATE: April 7, 2006

DEADLINE FOR PROPOSALS: May 4, 2006

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: April 18, 2006, 2:00 p.m. – 4:00 p.m.

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

Please be advised that this Request for Proposals must be obtained directly from 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**

REQUEST FOR PROPOSALS

**RUNAWAY AND HOMELESS YOUTH
STREET OUTREACH SERVICES**

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AUTHORIZED AGENCY CONTACT PERSONS

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

Procurement

Ava Walker
Deputy Agency Chief Contracting Officer (DACCO)
Office of Contract Procurement
Dept of Youth and Community Development
156 William Street, 2nd Floor
New York, New York 10038
Telephone: (212) 788-9961
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RFP Content

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Email: RHYRFP@dycd.nyc.gov

DYCD cannot guarantee a timely response to phoned-in and written questions regarding this RFP received less than one week prior to the RFP due date.

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

SECTION I - TIMETABLE

A. Release Date: April 7, 2006

B. Pre-Proposal Conference:

Date: April 18, 2006
Time: 2:00 p.m. – 4:00 p.m.
Location: Department of Youth and Community Development
2nd Floor Auditorium
156 William Street
New York, New York 10038

Attendance is optional, but recommended by DYCD. The Pre-Proposal Conference will begin promptly at 2:00 p.m. Please arrive at least one half hour early to be processed by building security and DYCD staff.

C. Proposal Due Date and Time and Location:

Date: May 4, 2006
Time: 2:00 p.m.
Location: Hand-deliver proposals to: **Office of Contract Procurement
Attention: Ava B. Walker, DACCO
156 William Street, 2nd Floor
NY, NY 10038**

DYCD will not accept faxed proposals.

Proposals received at this location after the proposal due date and time are late and shall not be accepted, except as provided under New York City'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, but under no circumstances will an extension beyond three hours be permitted, nor will one be permitted if any competing proposal has been opened. In the event that any proposal is afforded an extension, all proposals similarly filed within the period of extension will be considered timely filed. 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: September 1, 2006

SECTION II – SUMMARY OF THE REQUEST FOR PROPOSALS

A. Purpose of the RFP

The New York City (City) Department of Youth and Community Development (DYCD) is seeking appropriately qualified vendors to strengthen and enhance its street outreach services for the City's runaway and homeless youth (RHY) under 21 years of age. Through this RFP, DYCD intends to fund up to two contractors to provide street outreach services. The contractor would conduct vehicle-based street outreach and referral systems from **9:00 pm to 5:00 am, 7 days per week** in a designated geographic service area (See Section B, below, for service area options). The contractor would employ a direct, street-based approach to network with youth in the streets and other places where RHY congregate, to identify, engage, refer and transport youth to appropriate locations and/or services, including Crisis Shelters, their homes, or other safe environments. The contractor would make at least 4,000 contacts with youth annually. DYCD seeks to establish linkages among Street Outreach services, Drop-In Centers, and RHY Residential programs to provide a continuum of care of runaway and at-risk youth and their families. The Street Outreach programs will serve as major entry points to DYCD-funded residential RHY programs.

Background

Many factors lead to homelessness among youth. These include maltreatment, neglect, physical abuse, and sexual abuse - all of which may cause adolescents to run away from their homes. In addition, poor family relationships and conflicts over matters such as teen pregnancy, substance abuse, and sexual orientation can result in young people being rejected by their families. Experts suggest that lesbian, gay, bisexual, transgender and questioning (LGBTQ) youth, as well as those aging out of foster care, are disproportionately represented among homeless and street-involved youth. Youth who have been in detention facilities may also find themselves homeless after leaving their placements.

Many youth who are homeless or at-risk of homelessness congregate at night in locations throughout the City. During these hours, youth are particularly vulnerable for becoming victims of abuse, exploitation, and other dangers. It is also during these hours that youth have often run out of options and are most willing to accept help and referrals. Street Outreach providers will provide services at night in order to serve the maximum number of youth possible.

B. Service Area Options

DYCD is seeking to fund up to two (2) Street Outreach programs to conduct outreach to RHY and at-risk youth and make appropriate referrals to a network of RHY providers. This RFP is comprised of two service area options:

- **Service Option 1:** Bronx, Queens, and Manhattan (above 59th St.)
- **Service Option 2:** Brooklyn, Staten Island, and Manhattan (59th St. and below).

Proposers may propose to serve more than one service area. However, a separate and complete proposal must be submitted for each service area option proposed. In the case that a proposer is eligible for award in both service area options, DYCD reserves the right to determine, based on the proposer's demonstrated organizational capability and the best interest of the City, respectively, how many and for which service option(s) the proposer will be awarded a contract.

C. Anticipated Maximum Available Annual Funding

The anticipated maximum available annual funding for the each of the two contracts awarded from this RFP is \$200,000 per year. 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.

Proposers are encouraged to enhance programs through additional funding from other sources and in-kind contributions.

Greater consideration will be given to proposers that offer more competitive pricing in combination with a high quality program.

D. Anticipated Contract Term

It is anticipated that the term of the contracts awarded from this RFP will be September 1, 2006 through June 30, 2009. The contracts will include an option for DYCD to renew for up to three additional years.

E. Anticipated Payment Structure

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

F. Subcontracting Requirements/Limitations

- Proposed subcontractors must be identified in the proposal.
- No more than 35 percent of the total value of the contract may be subcontracted.
- All subcontractors and subcontracts will be subject to prior DYCD approval, which will require subcontractor compliance with the applicable minimum qualification requirements set forth below for proposers in Section II(G).
- A prime contractor may not subcontract administrative functions (including, but not limited to, data entry and record keeping) nor allow program services to be performed by entities with which there is no DYCD-approved subcontract.

G. Minimum Qualification Requirement

The following is the Minimum Qualification Requirement of this RFP. Proposers (including proposed subcontractors) who fail to meet this requirement will be determined to be non-responsive and will not be further considered.

- The proposer and each proposed subcontractor, if any, must be classified as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code **OR** must have applied for such status by the proposal due date prescribed in this RFP. (Final contract award shall be subject to presentation of a copy of an exemption certificate.) Proposers shall append a copy of an exemption certificate or application, whichever is applicable, for the proposer and each proposed subcontractor, if any, to Attachment 1 of their proposal in order to document their compliance with this minimum qualification requirement.

SECTION III - SCOPE OF SERVICES

A. Agency Goals and Objectives

In keeping with the federal Runaway and Homeless Youth Act (RHYA) of 1978 and current State RHYA regulations, DYCD will fund programs that are designed to protect runaway and homeless youth and, whenever possible, reunite them with their families. In cases where reunification is not possible, these programs will refer youth to programs that will help them progress from crisis and transitional care to independent living.

DYCD expects the Street Outreach programs to be safe and welcoming for all youth, including young parents, victims of abuse, youth involved with the criminal or juvenile justice system, and LGBTQ youth. Accordingly, RHY program staff will be appropriately trained and experienced in working with vulnerable youth and their families, and sensitive to the diverse cultures and backgrounds of the youth to be served. All youth will be made aware of their rights and responsibilities relating to the program and receive information about services and grievance procedures.

B. Regulatory Framework

Non-discrimination. The contractor shall provide services to all persons regardless of actual or perceived race, color, creed, 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.

Liability Insurance. The City requires that all human service contractors maintain, at a minimum, the following insurance:

- Commercial general liability of \$1 million per occurrence and \$2 million aggregate minimum;
- Motor vehicle liability insurance of \$5 million, if applicable.

Before contract execution, the contractor must provide an **original** certificate of insurance naming DYCD and the City of New York as additional insureds. DYCD will not release funds to any proposer awarded a contract until it has obtained the necessary insurance coverage.

Staff Screening. The contractor shall use due diligence to determine whether any program staff member, paid or volunteer, has a criminal conviction record. If evidence of such history is found, the contractor would inform DYCD of the history and, in consultation with DYCD, would determine whether such history indicates a threat to program participants and, if appropriate, remove the staff member from the program.

ADA Requirements. Program facilities/vehicles must be easily accessible for people with disabilities and meet all requirements of the Americans with Disabilities Act (ADA). If they do not, DYCD-approved alternative measures would be used to make services accessible to youth with disabilities.

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, 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 Requirements. Contractors must:

- Comply with all DYCD policies and administrative procedures, including attendance by senior program staff at DYCD-sponsored monthly meetings;
- Distribute DYCD materials inviting participants to communicate their concerns and comments to DYCD; and
- Ensure program staff receives training that includes cultural diversity awareness, domestic violence awareness, pregnancy prevention and parenting, LGBTQ sensitivity, sexual exploitation, substance abuse, and youth with disabilities.

C. Agency Assumptions Regarding Program Approach

The Agency's assumptions regarding which approach will most likely achieve the goals and objectives set out above are:

Program Parameters

1. Contractor/Staff Qualifications

- The contractor would have at least two years of successful experience within the last five years working with youth who are at risk of homelessness due to factors such as substance abuse, mental health issues, aging out of foster care, court-involvement, and/or sexual/gender identity issues.
- The contractor would be fiscally sound and capable of managing the proposed program.
- The contractor's key staff would have at least two years of successful and relevant experience within the last five years.
- For purposes of conducting business with DYCD, the contractor would provide its director with computer access, maintain internet service, and establish email addresses for its executive director and key program staff.

D. Program Design

1. Program Description

DYCD's Citywide, vehicle-based street outreach services would focus primarily on those areas where youth are known to congregate at night. The role of the street outreach contractor is to distribute information about RHY services, provide resources, materials and referrals, and transport youth to their homes, shelters, or other safe environments. The outreach services would operate between the hours of 9:00 pm and 5:00 am, 7 days a week. Street Outreach providers are not intended to provide scheduled transportation between two safe locations; such transports should be arranged during daytime hours through DYCD's RHY transportation services providers.

The contractor would operate within the area designated in their contract, as well as identify specific locations for focused outreach. The contractor would, at the direction of DYCD, adjust their operations, as necessary, to ensure that locations where youth congregate are covered.

2. Target Population and Service Levels

The target population for the street outreach services is runaway, homeless and at-risk youth under the age of 21 in the City. Each program would make at least **4,000** contacts with youth annually.

3. Required Program Elements

The program would include the following elements:

- **Engagement:** The contractor would actively search for homeless and at-risk youth between the hours of 9:00 pm and 5:00 am. Outreach workers would locate and engage RHY and at-risk youth to encourage acceptance of and participation in services that can help them.
- **Sensitivity:** The contractor would provide sensitive, culturally appropriate responses to runaway, homeless and at-risk youth, including special needs populations such as LGBTQ youth, through night-time street outreach.
- **Urgent Needs Assessment:** The contractor would provide crisis intervention and counseling, offering information about resources and, when youth are willing to accept assistance, helping them access the services they need.
- **Support and Referral Services:** The contractor would provide youth with information and materials, including food. The contractor would also distribute information about drop-in centers, healthcare services and other network service providers to which youth can self-refer. The contractor would provide materials that encourage safe sex and prevent HIV and STDs.
- **Transportation:** Where youth are in need of and willing to accept transportation, the contractor would escort them home, to a shelter or other safe environment, or, if appropriate, to a hospital.
- **Communication network:** The contractor would maintain a means of communication (i.e. cell phone or radio) in order to accept referrals from 311 or a crisis shelter at all times. At the direction of DYCD, the contractor will develop a protocol for transporting youth to a crisis shelter during hours of operation.

4. Staff Qualifications, Training and Development

Street outreach vehicles would be staffed at all times by two workers. Each driver must hold a valid State license, and one worker would hold a relevant two or four year degree. Both workers would have successful and relevant experience working with youth.

The contractor would ensure that program staff members receive training that includes safety and emergency procedures, HIV awareness and education, case records and confidentiality, youth development, child abuse prevention and reporting, suicide prevention, cultural diversity awareness, domestic violence, pregnancy prevention and parenting, LGBTQ sensitivity, sexual exploitation, substance abuse, and youth with disabilities.

In addition, the contractor would be encouraged to promote staff participation in the Family Development Training and Credentialing Program (FDC) as provided by DYCD.

5. Linkages

The contractor would have established linkages with other RHY service providers, youth advocacy networks, and other agencies.

6. Data Collection and Statistical Reporting

The contractor would maintain a log of all youth contacts and provide statistics as directed by DYCD, including the number of youth served daily, the primary geographical locations where services were provided, the number and nature of services and referrals provided, and the information and materials distributed.

SECTION IV - FORMAT AND CONTENT OF THE PROPOSAL

A. Proposal Format

Proposers should provide all of the information requested in the format indicated below. Proposals should meet the following specifications:

- The proposal should be typed on 8 1/2" x 11" white paper;
- Lines should be **double-spaced** with 1" margins, using Times New Roman, 12 point font size;
- Pages should be numbered and include a header or footer identifying the proposer;
- Proposals should preferably **not exceed 23 pages** (excluding requested attachments); and
- The proposal should begin with a table of contents.

Proposals will be evaluated on the basis of their content, not length.

B. Proposal Summary Form

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

C. Program Proposal

The program proposal is a clear, concise narrative. It will set forth the experience, capability, and program approach of the proposer and should include the following:

1. Organizational Experience (Preferable page limit: 3 pages, excluding requested attachments)

Describe the proposer's (including each subcontractor's, if any) successful experience in the last 5 years in each of the following areas:

- Providing services to youth who are at-risk of homelessness, including engagement of youth, needs assessments, support and referral services, transportation, and culturally sensitive services and information.
- Collaboration with other organizations to enhance services.

In addition:

- Indicate the number of staff to be assigned to the program and their job titles. Attached job descriptions, specifying licenses, education, and experience requirements for all paid staff titles. Attach a resume for each key staff person already employed.

2. Organizational Capability (Preferable page limit: 3 pages, excluding requested attachments)

1. Demonstrate the organization's capability (programmatic, managerial and financial) to carry out the program described in Section III - Scope of Services of the RFP. Specifically address the following:

- Describe how the proposed program will be integrated into the organization's overall operations. Provide an organizational chart to indicate where the program (including its staff) will fit in.
 - Describe and demonstrate the success of the proposer's joint efforts with other organizations, particularly through linkage agreements for providing the proposed program model.
 - Describe and demonstrate the effectiveness of the organization's internal monitoring system to identify program, personnel and fiscal issues, and the organization's corrective action procedures.
2. State whether or not the proposer has submitted more than one proposal in response to this RFP. If so, demonstrate the organization's capability (programmatic, managerial and financial) to successfully provide all of the proposed programs indicated on the Proposal Summary Form (Attachment 1) concurrently.
 3. Describe the members of the Board of Directors and other governing bodies and demonstrate how, if at all, the members of the governing body(ies) will be involved in the proposed program.
 4. State whether or not the organization will be recruiting new staff and, if so, describe the proposed recruitment strategies and demonstrate that they will ensure that staff is appropriately qualified.
 5. Indicate the proposer's linkages with other RHY service providers, youth advocacy networks and other agencies. For each linkage indicated, attach a Linkage Agreement Form (Attachment 2) specifying how the linkage would enhance the ability of the program to achieve the desired objectives.
 6. Provide at least three letters of support from members of the local community such as community board members, elected officials, civic associations, faith-based organizations, parent groups, and community leaders, confirming the organization's capability to provide services to the target population.
 7. Describe and demonstrate the effectiveness of the organization's system for data collection and management.
 8. Attach a list of at least two relevant funding references, including the name of the funding organization; the name, title, and telephone number of a contact person at the funding organization; and a brief description of the service provided. If there are no funding sources other than DYCD, other relevant references may be listed.
 9. Demonstrate that the organization has the capability to fully implement the program by September 1, 2006. Provide a timeline in weeks identifying the critical tasks.
 10. 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.

11. State whether or not the organization received gross revenue over \$250,000. State whether or not the organization paid for fundraising services in any of the last five fiscal years. If yes to either circumstance, indicate each fiscal year in which each circumstance occurred and attach both the latest annual audit of the proposer conducted by an independent certified public accountant and a copy of the latest Form CHAR 500 filed by the proposer with the Attorney General.
12. State whether or not the proposer received gross revenue over \$100,000 but less than or equal to \$250,000 in any of the last five fiscal years. If so, indicate each applicable fiscal year in which this circumstance occurred and attach the latest annual financial review of the proposer conducted by an independent certified public accountant and a copy of the latest Form CHAR 500 filed by the proposer with the Attorney General.
13. State whether or not the organization is required to file with the federal Office of Management and Budget pursuant to Circular A-133 and, if so, attach a copy of the latest report filed with that office, indicating the period covered.

3. Program Approach (Preferable page limit: 15 pages, excluding requested attachments)

Describe and proposer's approach to providing the applicable program described in Section III - Scope of Services) and demonstrate that the proposer's approach will successfully fulfill the agency's goals and objectives. Specifically address the following:

- State whether the proposed program will cover Service Option 1: the Bronx, Queens and Manhattan above 59th street; **or** Service Option 2: Brooklyn, Staten Island, and Manhattan at 59th street and below.
- Identify specific neighborhoods and/or locations for targeted outreach within the proposed service area where RHY youth are known to congregate. Include areas where special RHY populations such as LGBTQ youth congregate.
- Describe and demonstrate the effectiveness of proposer's plans to provide focused outreach in areas where youth are known to congregate.
- Describe and demonstrate the adequacy of the proposed facility and vehicle(s) in providing the proposed program.
- Indicate the anticipated number of street outreach contacts on an annual basis.
- Describe and demonstrate the effectiveness of how program staff will engage youth.
- Describe and demonstrate the effectiveness of how staff will provide crisis intervention, urgent needs assessments, support and referral services.
- Describe and demonstrate the appropriateness of the proposed staffing levels in relation to the anticipated number and level of services to be provided.
- Describe and demonstrate the appropriateness of proposed linkages.
- Describe and demonstrate the effectiveness of the proposer's plans to meet staff training requirements as indicated in Section III- Scope of Services.
- Describe and demonstrate the effectiveness of the proposer's security plans and measures, including weapons control, to ensure a secure environment for program activities and the safety of the youth served.
- Describe and demonstrate the effectiveness of the proposer's system for data collection and recording, case tracking, and privacy protection.

D. Price Proposal

1. Complete and submit the Budget Forms (Attachment 3).
2. Attach to the Budget Forms Statement a Budget Justification pursuant to the instructions in Attachment 3. (Preferred page limit: 2 pages, excluding requested attachments)
3. Document the source of all in-kind and cash contributions by submitting a Letter of Intent from the chairperson or executive director of each contribution source.

E. Acknowledgement of Addenda

The Acknowledgement of Addenda form (Attachment 4) 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.

F. Other Documents

Complete and submit the Certification Regarding Client Abuse/Neglect (Attachment 5).

G. 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)
 - Table of Contents
 - Program Proposal
 - Narrative
 - Job descriptions, qualifications for all staff positions and resumes, if applicable
 - Organizational chart
 - Linkage agreement form(s) (Attachment 2)
 - Letters of Support
 - List of funding references
 - Audit report or certified financial statement
 - Copy of tax exemption certificate or application for tax exempt status
 - Price Proposal
 - Budget Form (Attachment 3)
 - Budget Justification
 - Letter(s) of Intent
 - Acknowledgment of Addenda Form (Attachment 4)
 - Certification Regarding Child Abuse/Neglect (Attachment 5)
2. For each proposal submitted, enclose the documents listed above in a sealed envelope and hand deliver to DYCD, Office of Procurement, Attn: Agency Chief Contracting Officer. Label the envelope with the proposer's name and address, "Runaway and Homeless Youth Services RFP" and "PIN: 26007RHORFP," and the name and telephone number of the proposer's contact person.

SECTION V - EVALUATION AND CONTRACT AWARD PROCEDURES

A. Evaluation Procedures

All proposals accepted by DYCD will be reviewed to determine whether they are responsive or non-responsive to the requisites of this RFP. Proposals which are determined to be non-responsive will not be further considered. The DYCD Evaluation Committee will evaluate and rate all remaining proposals based on the evaluation criteria prescribed below. The City reserves the right to conduct site visits of all proposed facilities. Although discussions may be conducted with contractors submitting acceptable proposals, DYCD reserves the right to award contracts on the basis of initial proposals received, without discussion; therefore, the contractor's initial proposal should contain its best programmatic and price terms.

B. Evaluation Criteria

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

C. Basis for Contract Award

DYCD will award contracts to applicants whose proposals are determined to be the most advantageous to the City, taking into consideration the price and such other factors or criteria set forth in this RFP. If a proposer is eligible for award in both service area options, DYCD reserves the right to determine, based on demonstrated organizational capability and the best interests of the City, respectively, how many and for which options the proposer will be awarded a contract. Contract award shall be subject to presentation of a copy of a 501(c)(3) certificate, if not previously submitted, and timely completion of contract negotiations.

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 contacting The Mayor's Office of Contracts 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/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.

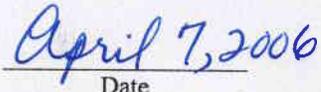
K. Proposer Costs. Proposers will not be reimbursed for any costs incurred to prepare proposals.

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

PROPOSAL SUMMARY**RFP TITLE: RHY STREET OUTREACH SERVICES****PIN 26007RHORFP**

Organization Name: _____

Address: _____

City	State	Zip Code
------	-------	----------

Tax Identification #: _____

Contact Name: _____ Title: _____

Telephone #: () _____ Fax No. () _____

E-Mail Address: _____

Authorized Representative: _____ Title: _____

Signature: _____ Date: ____ / ____ / ____

Proposer Certification of Compliance with Minimum Qualification Requirements (Check all that apply to indicate proposer is in compliance.)

- Proposer is classified as a tax-exempt organization under IRC Section 501(c)(3). Copy of certification is appended to Attachment 1.
- Proposer has applied for tax-exempt status under IRC Section 501(c)(3). Copy of application is appended to Attachment 1.

Proposed Service Option (Check one only.)

- Service Option 1: Bronx, Queens and Manhattan (above 59th St.)
- Service Option 2: Brooklyn, Staten Island and Manhattan (59th St. and below)

Proposer has submitted an additional proposal for the other Service Option in this RFP. YES NO**Program Costs and Resources** (Enter the requested information in the space provided.)

- a. Total annual DYCD funding request \$ _____
- b. Annual cash contributions YES NO
(DYCD does not require cash contributions.) If YES, indicate amount \$ _____
- c. In-kind contributions proposed YES NO
(DYCD does not require in-kind contributions.) If YES, indicate amount \$ _____
- d. Total annual program cost (Sum of a+b+c) \$ _____

Service Information

Annual number of unduplicated youth contacted through street outreach: _____ (Minimum = 4,000 youth)

LINKAGE AGREEMENT FORM

RFP TITLE: RHY STREET OUTREACH SERVICES

PIN 26007RHORFP

Proposer: _____

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

Pursuant to the proposal submitted by _____ in
(Proposer Organization)
response to the Runaway and Homeless Youth Services Request For Proposals from the Department of Youth and Community Development, the proposer, if funded, will establish programmatic linkages with _____ in the form and manner described below.
(Linkage Organization)

Describe the proposed programmatic linkage, including how referrals and follow-up services for individuals will be maintained.

Proposer Organization:

Linked Organization:

Authorized Representative

Authorized Representative

Title

Title

Signature

Work Address

Date

Work Telephone Number

Signature

Date

BUDGET FORMS

BUDGET SUMMARY

RUNAWAY AND HOMELESS YOUTH STREET OUTREACH PROGRAMS

I. Applicant Information

Organization Name: _____ EIN: _____
 Fiscal Contact - Name _____ SUI: _____
 Fiscal Contact - Address _____ Tel#: _____

II. Budget Plan

	DYCD Funding Request	CBO In-Kind/Cash Contribution	Total Program Cost
A PERSONNEL			
i. Full Time Salary & Wage (enter info. on detail page)			
Full Time Fringe Rate			
ii. Part Time Salary & Wage (enter info. on detail page)			
Part Time Fringe Rate			
Personnel Subtotal			
B Central Insurance Program (CIP) [If applicable]			
C OTPS			
i. Consultant/Contract Services			
ii. Subcontractor(s) Services			
iii. Stipends			
iv. Consumable Supplies			
v. Equipment Purchases			
vi. Equipment Other			
vii. Space Rental			
viii. Transportation/Travel			
ix. Utilities and Telephone			
x. Audit Costs			
xi. Other (please specify in narrative)			
OTPS Subtotal			
D INDIRECT COSTS			
(not to exceed 10% of the personnel subtotal in section D.)			
E TOTAL			

BUDGET DETAIL
RUNAWAY AND HOMELESS YOUTH STREET OUTREACH PROGRAMS

Organization Name: _____ EIN: _____
 Fiscal Contact - Name _____ SUI: _____
 Fiscal Contact - Address _____ Tel#: _____

PERSONNEL BUDGET DETAIL

FULL TIME EMPLOYEES				DYCD Funding Request	CBO In-Kind/Cash Contribution	Total Program Cost
Position Title	annual salary	# of positions	% of salary applied to DYCD			
Full Time Staff Subtotal						

PART TIME EMPLOYEES (Part Time = less than 35 hours per week)					DYCD Funding Request	CBO Cash Contribution	Total Program Cost
Position Title	hourly rate	# of positions	# of annual hours on program (per position)	% of wages applied to DYCD			
Part Time Staff Subtotal							

TOTAL (Full Time + Part Time)

INSTRUCTIONS FOR THE COMPLETION OF THE BUDGET FORMS

- **Allowable Program Costs:**

DYCD will provide funding for RHY Programs pursuant to page 6 of this RFP.

A column is included in the budget plan to list in-kind/cash contributions. This information will assist DYCD in evaluating the true cost of RHY programming.

- **Budget Forms – General Information**

1. **To assist with proper completion of the budget, DYCD has made the budget forms available for download (in Microsoft Excel) from www.nyc.gov/dycd.**
2. The applicant identification information on the budget summary page should be completed first. This includes organization's name, Employer Identification Number (EIN), State Unemployment Insurance Number (SUI), and Fiscal Contact Information (Name and Address).
3. Personnel salaries and wages should be completed next on the budget detail page. The totals for full-time plus part-time staff should be transferred to the budget summary page.
4. Fringe Costs, General Liability Insurance, Other Than Personnel Services (OTPS) costs, and Indirect Costs should be completed next on the budget summary page.

- **Budget Forms – Specific Information**

- I. **Applicant Information:** Please indicate the official name of your organization; the name, address, and telephone number of the program's fiscal contact, the organization's Employer Identification Number (EIN), and the organization's State Unemployment Insurance Number (SIU).
- II. **Budget Plan:** Should be prepared based on the proposed level of service.
 - A. **Personnel:**
 - i. All information should be entered on the budget detail page. Include 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 the percent of the salary that will be allocated to this contract. For part-time staff, enter the titles, hourly wage rate, number of positions, number of annual hours, and the percent of the wages that will be allocated to this contract.
 - ii. Fringe Benefits must include FICA. Charges to DYCD may also include unemployment insurance, workers' 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.

- B. Central Insurance Program (CIP):** All programs must have general liability insurance for \$1 million, naming DYCD and the City of New York as additional insureds. Proposers without 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), workers' compensation and disability, at a cost of 4.5% of the total program cost. *CIP only covers DYCD-funded programs and activities.*
- C. OTPS:**
- i. Consultant/Contract Services:** A consultant is an independent entity with professional or technical skills retained to perform specific tasks or complete projects that cannot be accomplished by regular staff. Contracts are agreements entered into with an entity to obtain *non-programmatic* services for a periodic or fixed length of time. Examples include data processing, cleaning services, and accounting services. This category cannot include anybody for whom you pay fringe benefits for.
 - ii. Subcontractor Services:** Subcontractors are independent entities who provide specific *program* services for a periodic or fixed length of time. This category cannot include anyone for whom you pay fringe benefits.
 - iii. Stipends** are an incentive allowance **ONLY** for the benefit of a participant(s).
 - iv. Consumable Supplies** are not lasting or permanent and include office, program and maintenance supplies.
 - v. Equipment Purchases** are of equipment that is durable or permanent, e.g., furniture, telephones, computers. All equipment and furniture purchased with DYCD funds is the property of the City of New York. If and when the program is terminated, all such items will be returned to DYCD.
 - vi. Equipment Other** includes equipment maintenance service contracts and computer software.
 - vii. Space Rental** is rent paid by a program for the sites utilized by this program. It includes all related charges associated with the use of the site, including repairs and maintenance costs. Repairs are limited to minor repairs only. No renovation or construction project can be budgeted or paid for with these funds. After receiving an award letter, a copy of your lease and/or month-to-month rental agreement will be required. All programs receiving funds from sources other than this proposal, should submit a cost allocation plan reflecting how DYCD's portion of rent payment is determined.

viii. Transportation/travel relates to local transit fares for employees of the program to and from sites other than the employee's regular worksite. This category can include any travel by employees using their personal automobile for business. The maximum reimbursable amount is \$0.35 per mile plus tolls. This category will also include the costs associated with transporting program participants to an approved activity (i.e., bus rental or transit fares).

ix. Utilities/Telephone includes telephone and utilities costs.

x. Audit Costs relate to those mandatory annual audits of the program to be conducted by an independent auditor who is a certified public accountant.

xi. Other includes all other operating costs such as printing, postage, admissions, publications, subscription costs, internet fees and costs associated with or for the benefit of program participants such as athletic equipment and uniforms.

D. Indirect Costs may not exceed 10% of the personnel subtotal. Designate your rate and enter the percentage. Values will calculate.

E. Total this is the total budget for this proposal.

- **Budget Justification** (Preferable page limit: 2 pages, excluding requested attachments)

Please attach a separate, typed document describing and justifying the proposed program price per participant and the price per participant for each occupation targeted by training (see Attachment 1). In addition, describe and justify how requested funds will be used to achieve the milestones and target outcomes. Proposers should ensure that the budget and justification are consistent with the proposed program.

1. Personnel: Describe each position and its function in the proposed program. Indicate the time that employees will work in the program (e.g., year round, every day) and the qualifications that the employees will possess.

2. OTPS: Provide a description of the items that are included in each line of this section. If applicable, describe the nature of any consultant, contract and subcontractor services and explain how they will assist the proposer to implement the proposed program. Submit a statement indicating the scope of the consultant, contractual, and subcontractual agreement and signed by authorized representatives of both the applicant and consultant/contractor/subcontractor. If you budgeted an "other" line, please provide relevant detail and explain how it relates to the program model.

3. Indirect costs: Indicate the title and the percentage of the salary that will be charged to this line.

5. Proposer's in-kind/cash contributions: Identify the source of any in-kind/cash contributions. Indicate the amount and state how the contributions will be used to enhance the proposed program.

ACKNOWLEDGEMENT OF ADDENDA

RFP TITLE: RHY STREET OUTREACH SERVICES

PIN 26007RHORFP

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): _____

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

RFP TITLE: RHY STREET OUTREACH SERVICES

PIN 26007RHORFP

Applicant Organization: _____

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, 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 such 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 ___/___/___