

**Request for Proposals for the Clean Start Initiative
for NYC Department of Health and Mental Hygiene (DOHMH) acting as an agent of the Mayor's
Fund to Advance New York City**

Background Information

The Department of Health and Mental Hygiene (DOHMH) is the City's public health agency and will serve as lead technical partner to the Mayor's Fund for the flood cleanup and mold remediation initiative.

The Mayor's Office of Housing Recovery Operations was established to oversee efforts to house all New Yorkers who have been displaced by the storm.

The Mayor's Fund to Advance New York City ("Mayor's Fund") is a 501(c)(3) not-for-profit organization established to promote partnerships between the City and the private sector in an effort to strengthen public programs. By working closely with City agencies, the Mayor's Fund supports innovative projects serving the needs and general welfare of New Yorkers.

This Request for Proposals (RFP) will be conducted on an expedited schedule in order to provide safe and sanitary housing conditions for New York City residents impacted by the late season hurricane event that hit New York in October 2012 known as Superstorm Sandy. Proposals are due on by 9 am on January 7, 2013.

Project Description

The Mayor's Fund seeks a (one) well-qualified organization to develop and deliver a set of flood cleanup/mold awareness and safe work practices training sessions in areas affected by Superstorm Sandy. Some affected New Yorkers have concerns about mold in their residences. This program is aimed at educating the public on how to prevent mold growth and moisture and how to safely perform flood cleanup and mold removal activities. Trainings and awareness sessions will be free and open to the public.

The specific goals of the initiative are:

- To educate homeowners, do-it-yourselfers and volunteers working on flood clean up in the most impacted areas about mold health concerns;
- To train homeowners, and volunteers in safe work practices for flood cleanup and mold removal, including dust suppression and containment techniques, cleaning and disinfection supplies and methods, ventilation and drying methods, avoiding work area safety and health hazards;
- To empower homeowners to make decisions about their repair and recovery, and provide personal protective equipment and work supplies for flood clean up and mold removal to all trainees.

Training Grant

The partner organization will develop or adopt two types of events:

- 1) Flood cleanup/Mold awareness sessions: This will be a 2 hour health and environmental seminar series for the general public interested in learning about flood cleanup and mold removal and how to address it. A significant number of training sessions in each of the fifteen (15) impacted neighborhoods across the four boroughs need to occur. Applicant organizations will be evaluated in part on the number of sessions it proposes to provide.

- 2) Safe Work Practices for flood cleanup and mold removal trainings: These sessions will be made available to the leadership of volunteer organizations engaging in mold remediation in NYC. There will be a minimum of fifteen (15) sessions.

Upon the award of funds, following a 1-week maximum program development period, trainings will be required to be delivered in 30 days.

The Partnership Organization will develop training curricula for both sessions based upon criteria supplied by DOHMH. DOHMH will review and approve all training curricula and materials before sessions are conducted and may monitor sessions during the term of the contract.

Materials and training packages will be distributed to each participant in the flood cleanup/mold awareness sessions. These materials may be provided by the partner organization, but are not required to be provided by the partner organization. The materials must include: N95 respirator, disposable coverall, work gloves, protective eyewear, and cleaning supplies.

The partner organization will oversee publicity, outreach, and communication about the trainings, in partnership with DOH MH and the NYC Housing Recovery Office.

Data collection and reporting

The partner organization will be required to report the following information to DOHMH on a weekly basis:

- Number of trainings delivered;
- Schedule of trainings for the upcoming week;
- Number of attendees per training;
- Number of mold kits distributed;
- Number of referrals to the Restoration Center (or equipment library) for mold equipment; and
- Dollar value of professional services provided.

Formal report forms as well as a schedule of activities and an agreed-upon outcome metric will be delivered to DOHMH on a schedule to be determined by the Mayor's Fund.

Responsibilities & Deliverables

NYC Partner Agencies will be responsible for:

- Helping to publicize training opportunities;
- Helping to secure mold kits;
- Participating in review of plans and technical materials;
- Reviewing deliverables and results; and
- Providing DOHMH information as needed.

The Partner Organization will be responsible for:

- Designing and delivering the training programs;
- Planning and coordinating logistics, including securing venues appropriate to the impacted homeowners in each of the affected areas;
- Handling logistics and distribution of mold kits and overseeing any other equipment support, which may include soliciting donation materials;
- Reporting all relevant metrics to DOHMH; and
- Ensuring effective expenditure of funds.

Timeline

Project commences upon notification to the awarded selected organization, which must be able to begin operating by January 14, 2013. The project will conclude on **March 15, 2013**. It may be renewed at the mutual agreement of the Mayor's Fund and the awardee for an additional period of time with, or without additional funding.

Partner Organization Qualifications

The organization must be a registered 501(c)(3) not-for-profit organization and should have a demonstrated ability to manage all aspects of a skills-based volunteerism program.

Minimum qualifications include:

- One or more years experience in the New York City region leading skills-based health, safety, construction, or community environmental programs;
- Significant technical background and experience in the field of environmental health, specifically safe work practices, the use of personal protection, dust abatement, safe chemical use and mold remediation; and
- Administrative capacity to publicize, recruit, organize and evaluate training sessions;

Desired qualifications include:

- Two or more years experience in New York City leading skills-based training programs;
- Demonstration of successful project management;
- Demonstrated understanding of the realistic scope of the project,
- Demonstrated ability to execute a collaborative, creative approach with multiple partners;
- Possession of sufficient resources to implement the project; and
- Comprehensive understanding of the activities and costs for implementing the project.

Budget

Interested organizations must submit a detailed program budget based on the project scope. Total project budget should not exceed \$100,000. The budget must cover all personnel, instructional, administrative, materials, transportation, promotional and incidental expenses.

Selection Criteria

The Mayor's Fund, in coordination with DOHMH and the Mayor's Office of Housing Recovery Operations, will use the above-described minimum and desired qualifications as a guideline when reviewing submissions and selecting a proposal, in addition to a proposed budget in the format referenced above. DOHMH will also consider the partner organization's experience in performing similar services and working with diverse community groups.

Content of Project Proposal

Proposals should include ALL of the following information:

- Cover Letter: include a clear, concise statement of the organization’s approach to the project, availability, and qualifications, specifically addressing the matters described in the following RFP sections: Project Description, Deliverables, Timeline, and Organization Qualifications;
- Detailed program budget that the organization will manage as part of this initiative. The budget should be for activities for this program only. Please note that the proposed budget must include and identify the amount the partner organization seeks to obtain in order to fulfill the objectives set forth in this RFP;
- A list of all trainers and their qualifications that the organization intends to use to fulfill the obligations of this contract; and
- Completed Doing Business data-form, attached as Attachment A
- A list of three references that can attest to the quality of service and training conducted by the organization.

The page limit for this submission, not including Attachment A, is five pages.

Submission Information

Responses must be received no later than January 7th at 9 am. Four (4) copies of the proposal identified by “Professional Services” on the envelope must be submitted. One (1) electronic version may also be submitted.

Please send physical submissions to:

NYC Office of Housing Recovery Operations
250 Broadway 24th Floor
New York, NY 10007
Attention: Laura Slutsky

Please direct electronic submissions and questions related to this RFP to: lslutsky@recovery.nyc.gov

Termination

The Mayor’s Fund reserves the right to terminate this partnership for any reason with two (2) weeks of written notification to the partnering organization.

Customer Ownership

All rights related to work done by the organization under this contract shall be deemed “works made for hire,” as defined under the United States Copyright Act. The City of New York shall be deemed the owner of all work done under this contract.

Award Process

- Those organizations deemed to be viable may be requested to make an oral presentation in support of their proposal. DOHMH, in coordination with the Mayor’s Fund, however, reserves the right to award contracts on the basis of initial proposals received, without oral presentations; therefore, each organization’s initial proposal should contain its best programmatic terms.
- The Mayor’s Fund reserves the right not to award a contract to any of the organizations.

- Awards shall be made by the Mayor's Fund, in coordination with DOHMH, to the responsive and responsible organizations that make the most advantageous proposals, subject to all required approvals.