



April 12, 2012

**ADDENDUM #1**

Re: AIM (Advocate Intervene Mentor) Program  
Request for Proposals  
PIN: 78112P0001

Dear Prospective Proposer:

Pursuant to Sections 3-02 (i) and 3-03 (f) (2) of the Procurement Policy Board (PPB) Rules, the Department of Probation (DOP) is issuing **Addendum #1** to the AIM Program Request for Proposals (RFP) PIN 78112P0001.

**ADDENDUM ITEMS**

- 1. **Section II- Summary of the Request for Proposals, page 9, G. Service Levels/Geographic Areas to be Served:** Table 1:

<b>TABLE 1</b>		
<i>Service Option</i>	<i>Targeted CD/Neighborhood</i>	<i>Anticipated # of Slots</i>
<i>1: East New York/Brownsville</i>	<i>CD 5 (East New York) CD 16 (Brownsville)</i>	<i>32</i>
<i>2: South Bronx</i>	<i>CD 1 (Mott Haven/Melrose) CD 2 (Hunt's Point/Longwood) CD 3 (Morrisania/Crotona)</i>	<i>36</i>
<i>3: Jamaica</i>	<i>CD 12 (South Jamaica)</i>	<i>32</i>

is deleted and replaced with the following:

<b>TABLE 1</b>		
<b><u>Service Option</u></b>	<b><u>Targeted CD/Neighborhood</u></b>	<b><u>Anticipated # of Participants</u></b>
<b><u>1: East New York/Brownsville</u></b>	<b><u>CD 5 (East New York) CD 16 (Brownsville)</u></b>	<b><u>32</u></b>
<b><u>2: South Bronx</u></b>	<b><u>CD 1 (Mott Haven/Melrose) CD 2 (Hunt's Point/Longwood) CD 3 (Morrisania/Crotona)</u></b>	<b><u>36</u></b>
<b><u>3: Jamaica</u></b>	<b><u>CD 12 (South Jamaica)</u></b>	<b><u>32</u></b>

2. **Section II- Summary of the Request for Proposals, page 9, G. Service Levels/Geographic Areas to be Served: The first sentence of the third paragraph:**

*AIM will serve approximately 100 youth participants per year: It is anticipated that 32 slots will be available in East New York/Brownsville Brooklyn, 36 slots will be available in the South Bronx, and 32 slots will be available in Jamaica, Queens, subject to change based on current concentration of probationers at the time of contract award<sup>10</sup>.*

is deleted and replaced with the following:

**AIM will serve approximately 100 youth participants per year: It is anticipated that 32 participants will be served in East New York/Brownsville Brooklyn, 36 participants will be served in the South Bronx, and 32 participants will be served in Jamaica, Queens, subject to change based on current concentration of probationers at the time of contract award<sup>10</sup>.**

3. **Section III- Scope of Services, page 12, B. Agency Assumptions Regarding Experience and Organizational Capability, 1. Experience:** The first sentence of the fifth bullet:

*Contractors or their subcontractors must engage a LMSW as the Program Director, with at least three years of relevant experience, to oversee Advocate/mentors and collaborate with appropriate DOP staff to help participants achieve targeted outcomes. The Program Director would have supervisory experience, would be knowledgeable in successful evidence based practices and would have experience administering similar programming for youth, as well as experience leading small group activities.*

is deleted and replaced with the following:

**Contractors or their subcontractors must engage a Program Director, preferably a LMSW, or similarly licensed professional required to report suspected child abuse or mistreatment to the New York State Central Register of Child Abuse and Mistreatment (New York State Mandated Reporter)<sup>1</sup>, to oversee Advocate/mentors and collaborate with appropriate DOP staff to help participants achieve targeted outcomes. The Program Director would have at least three years of relevant experience, including supervisory experience and experience working with high risk youth, including youth who are or have been involved in violence, delinquency, substance abuse, and other risky behaviors. The Program Director would also have experience administering similar programming for youth, leading small group activities and would be knowledgeable in successful evidence based practices.**

4. **Section III- Scope of Services, page 17, C. Agency Assumptions Regarding Contractor Approach, 1. Program Design:** Under Staffing, the first paragraph:

*Providers would hire a LMSW as a full-time program director to supervise the Advocate/mentors and collaborate with DOP staff, as appropriate, to ensure achievement of targeted outcomes.*

is deleted and replaced with the following:

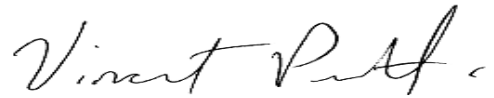
**Providers would hire an appropriately qualified, full-time Program Director to supervise the Advocate/mentors and collaborate with DOP staff, as appropriate, to ensure achievement of targeted outcomes.**

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<sup>1</sup> For more information on Mandated Reporters in New York State, please refer to: [http://www.ocfs.state.ny.us/main/prevention/faqs\\_mandatedreporter.asp#mandated](http://www.ocfs.state.ny.us/main/prevention/faqs_mandatedreporter.asp#mandated)

## CLARIFICATIONS

1. Proposers should indicate the number of participants proposed to be served annually on Attachment 1: Proposal Summary Form.
2. Proposers would identify a site within the specified targeted neighborhood that would serve as an office for administrative functions and meetings related to the AIM program. As most interactions with clients would occur in the field, this site would not serve as a regular program facility. Specific information regarding the AIM program site can be found on pages 8, 9, 20 and 28 of the RFP.
3. Proposers could include stipends and incentives as part of their program design, in recognition of participant's accomplishments, achieving milestones, or paid internships. Stipends and incentives should not be used for program attendance/participation. Any incentive or stipend proposed must be included in the maximum price per participant amount.
4. If awarded, providers would be expected to have all staff, including the Advocate/mentors, identified and hired at the program start.



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Vincent Perneti  
Agency Chief Contracting Officer