



February 7, 2012

ADDENDUM #1

Re: Arches: A Transformative Mentoring Intervention
Request for Applications
PIN: 78112ARCHESRFA

Dear Prospective Proposer:

The Department of Probation (DOP) is issuing **Addendum #1** to the Arches: A Transformative Mentoring Intervention Request for Applications (RFA) PIN 78112ARCHESRFA.

ADDENDUM ITEMS

1. **Cover Page of the RFA, page 1: Deadline for Proposals, the date:**

February 21, 2012

is deleted and replaced with the following:

February 27, 2012

2. **Section I- Timetable, page 4, C. Application Due Date and Time and Location: The date:**

February 21, 2012

is deleted and replaced with the following:

February 27, 2012

3. **Section II- Summary of the Request for Applications, page 7, F. Anticipated Payment Structure: The second and third sentence of the first paragraph:**

The estimated price per participant for Arches is \$4,100. The minimum contract amount awarded will be \$164,000.

is deleted and replaced with the following:

The estimated price per participant for Arches is \$4,270. The minimum contract amount awarded will be \$170,800.

4. Section II- Summary of the Request for Applications, page 7, Footnote 2:

Of the \$4.7 million provided annually, \$3,526,000 will be awarded to providers (\$4,100 per participant x 860 participants). In addition, \$235,000 is designated for technical assistance and training of mentors and staff at provider organizations. The Mayor’s Fund will retain \$688,000 for participant cash stipends (\$800 per participant x 860); \$43,000 to purchase the curriculum (\$50 per participant x 860); \$22,360 (\$26 per participants x 860) for additional participant incentives, such as graduation ceremonies and other events that bring participants together citywide; and \$140,640 for administrative costs.

is deleted and replaced with the following:

Of the \$4.7 million provided annually, \$3,586,800 will be awarded to providers (\$4,270 per participant x 840 participants). In addition, \$235,000 is designated for technical assistance and training of mentors and staff at provider organizations. The Mayor’s Fund will retain \$672,000 for participant cash stipends (\$800 per participant x 840); \$42,000 to purchase the curriculum (\$50 per participant x 840); \$18,328 (\$21.82 per participants x 840) for additional participant incentives, such as graduation ceremonies and other events that bring participants together citywide; and \$145,872 for administrative costs.

5. Section II- Summary of the Request For Applications, page 7, Footnote 3: The first sentence:

The per- participant cost of \$4,100

is deleted and replaced with the following

The per-participant cost of \$4,270

6. Section II- Summary of the Request for Applications, page 8, G. Geographic Service Areas/Targeted Areas: The “Targeted Geographic Areas” table:

<i>Target Geographic Areas</i>	<i># Served</i>
<i>Bedford Stuyvesant (Brooklyn CD 3)</i>	<i>80</i>
<i>Brownsville (Brooklyn CD 16)</i>	<i>100</i>
<i>East New York (Brooklyn CD 5)</i>	<i>100</i>
<i>Harlem (Manhattan CDs 9, 10, & 11)</i>	<i>200</i>
<i>South Jamaica (Queens CD 12)</i>	<i>80</i>
<i>South Bronx (CDs 1, 2, & 3)</i>	<i>300</i>

is deleted and replaced with the following:

<u>Target Geographic Areas</u>	<u># Served</u>
<u>Bedford Stuyvesant (Brooklyn CD 3)</u>	<u>120</u>
<u>Brownsville (Brooklyn CD 16)</u>	<u>80</u>
<u>East New York (Brooklyn CD 5)</u>	<u>80</u>
<u>Harlem (Manhattan CDs 9, 10, & 11)</u>	<u>200</u>
<u>South Jamaica (Queens CD 12)</u>	<u>80</u>
<u>South Bronx (CDs 1, 2, & 3)</u>	<u>280</u>

7. **Section II- Summary of the Request for Applications, page 8, H- Subcontracting/Consultants:** The second bulleted item:

Agency assumptions regarding provider approach as set out in the Scope of Services and other sections of this RFP apply equally to any proposed subcontractor.

is deleted and replaced with the following:

Agency assumptions regarding provider approach as set out in the Scope of Services and other sections of this RFA apply equally to any proposed subcontractor.

8. **Section III- Scope of Services, Page 9, Overview:** The third paragraph:

Arches will target approximately 860 young adults annually who are: (1) under probation supervision; (2) between the ages of 16 and 24 (the vast majority of whom are between the ages of 18 and 24); and (3) reside in or adjacent to one of the six targeted neighborhoods: Bedford Stuyvesant (80), Brownsville (100), East New York (100), Harlem (200), Jamaica (80), and the South Bronx (300).

is deleted and replaced with the following:

Arches will target approximately 840 young adults annually who are: (1) under probation supervision; (2) between the ages of 16 and 24 (the vast majority of whom are between the ages of 18 and 24); and (3) reside in or adjacent to one of the six targeted neighborhoods: Bedford Stuyvesant (120), Brownsville (80), East New York (80), Harlem (200), Jamaica (80), and the South Bronx (280).

9. **Section III- Scope of Services, page 9:** Below the third paragraph, the following heading and section:

Qualifications for Participating Organizations

Arches is part of DOP's larger Justice Reinvestment Strategy, which aims to reinvest resources and help to build capacity in neighborhoods where large numbers of people on probation live. Thus, for this contract: (1) applicants must be currently located in the targeted neighborhood or plan to located in the targeted neighborhood before the onset of this award; (2) applicants must be able to demonstrate experience in or a unique understanding of the targeted neighborhood; and (3) delivery of the services must occur in the targeted neighborhoods. Applicants with annual budgets of \$2 million or less are encouraged to apply.

Qualified vendors should have experience working with justice-involved young adult populations, an understanding of the New York City criminal justice system, and experience applying the values, principles, and practices of positive youth development. In addition, applicant vendors should be able to demonstrate that they have:

- **Relevant experience within the past five years providing one or more of the following types of programs/services:**
 - **Operation of a court-involved young adult program and/or provision of services to people involved in the justice system.**
 - **Provision of services to disconnected and/or high need young adults**
 - **Provision of services to young adults ages 16 to 24**
 - **Operation of a program that involved a group process for young adults**

- Application of the values, principles and practices of positive youth development
- Provision of cognitive-behavioral therapeutic interventions/programs
- Provision of mentoring or coaching interventions
- Provision of services outside of 9:00 am to 5:00 pm business hours
- Capacity to incorporate the proposed program into overall operations
- Designation as a 501(c)(3) or use of a fiscal sponsor, as appropriate
- Capacity to manage the program, ideally with an average annual operating budget of at least two times the amount of the total Arches funding requested in the past three years
- Human resource and fiscal capacity, including the ability to perform payroll services for part-time and contracted mentors
- Data management capacity, including the capacity to measure, analyze and report on process, output and outcome measures for programs
- Technology to support effective information management systems and inter-agency communications
- Willingness and ability to assess the quality of services, policies and procedures, and take corrective actions
- Ability to recruit and hire mentors who are culturally sensitive, competent and sensitive to providing services to persons of diverse cultural backgrounds, responsive to the needs of minority individuals, and have first-hand knowledge and experience working with justice-involved young adults

is added.

10. Section III- Scope of Services, page 10: At the top of the page, the following section heading:

Program Approach

is added.

11. Section III- Scope of Services, page 10: Under Group Process, at the end of the first paragraph, the following sentence:

Providers would incorporate extrinsic and intrinsic incentives into the program model, including non-financial incentives.

is added.

12. Section III- Scope of Services, page 10, Group Process: The last sentence of the second paragraph:

Participants who complete the six month program can choose to continue with the group for additional sessions.

is deleted and replaced with the following:

If a participant completes the six month program and continues with the group for additional sessions, that participant will no longer count towards contracted enrollment numbers and cannot be included in budget reimbursement requests, including stipend payment requests.

13. Section III- Scope of Services, page 10, Interactive Journaling Curriculum: The following footnote:

For more information on the Interactive Journaling Curriculum, the Change Companies' website can be accessed at: <http://www.changecompanies.net/preview/products.php>.

is added.

14. Section III- Scope of Services, page 12, Technical Assistance and Training for the Arches Mentoring Intervention: The second sentence of the first bulleted item:

We anticipate that there will be on average 25 hours of training over the course of a year.

is deleted and replaced with the following:

It is anticipated that there will be approximately 25 to 35 hours of training over the course of the first year.

15. Section III- Scope of Services, page 12, Program Design: Under Target Population, the last sentence of the second paragraph:

DOP also anticipates that some organizations may run a group for young adult women on probation.

is deleted and replaced with the following:

DOP also anticipates that some organizations may run a group that includes women on probation.

16. Section III- Scope of Services, page 13, Program Design: Under Staffing, the second sentence of the fourth paragraph:

At least one mentor in each group should have experience with group facilitation and will be designated as the team leader.

is deleted and replaced with the following:

One mentor in each group would be designated the team leader and would have at least one year of experience with group facilitation.

17. Section III- Scope of Services, page 13, Program Design: Under Staffing, the last sentence of the fifth paragraph:

In addition, outreach to qualified, recently laid-off DOP staff must be part of any recruitment plan.

is deleted and replaced with the following:

In addition, organizations would include outreach to qualified, recently laid-off DOP Probation Officer Trainees as part of the recruitment plan if awarded. For example: provide job vacancy notices to DOP's Human Resources Office for dissemination to previously laid-off agency employees who may be interested in applying for open positions.

18. Section III- Scope of Services, page 13, Qualifications for Participating Organizations: The following section:

Qualifications for Participating Organizations

Arches is part of DOP’s larger Justice Reinvestment Strategy, which aims to reinvest resources and help to build capacity in neighborhoods where large numbers of people on probation live. Thus, for this contract: (1) applicants must be currently located in the targeted neighborhood or plan to located in the targeted neighborhood before the onset of this award; (2) applicants must be able to demonstrate experience in or a unique understanding of the targeted neighborhood; and (3) delivery of the services must occur in the targeted neighborhoods. Applicants with annual budgets of \$2 million or less are encouraged to apply.

Qualified vendors should have experience working with justice-involved young adult populations, an understanding of the New York City criminal justice system, and experience applying the values, principles, and practices of positive youth development. In addition, applicant vendors should be able to demonstrate that they have:

- *Capacity to manage the program, ideally with an average operating budget of at least two times the amount of the grant award in the past 3 years*
- *Human resource and fiscal capacity, including the ability to perform payroll services for part-time and contracted mentors*
- *Data management capacity, including the capacity to measure, analyze, and report on process, output and outcome measures for programs*
- *Technology to support effective management information systems and inter-agency communications*
- *Willingness and ability to assess the quality of services, policies and procedures and take corrective actions*
- *Ability to recruit and hire mentors who are culturally sensitive as well as competent and sensitive to providing services to persons of diverse cultural backgrounds as well as responsive to the needs of minority individuals, as well as mentors that have first-hand knowledge and experience with justice-involved young adults*

is deleted.

19. Section III- Scope of Services, page 13: The following section:

Partnerships, Collaborations and Linkages:

The provider would leverage additional resources, for example, by developing partnerships, collaborations and/or linkages with appropriate community organizations and other service providers to help participants achieve program outcomes.

is added.

20. Section III- Scope of Services, page 15: Below the last paragraph, the following section:

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 names 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, providers responding to this solicitation are required to complete the attached Doing Business Data Form and return it with this application and should do so in a separate sealed envelope. (If the responding vendor is a proposed joint venture, the entities that comprise the joint venture must each complete a Data Form). 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 the agency and will be given four (4) calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to the agency. Failure to do so will result in a determination that the application is non-responsive. 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 no later than five (5) days from the date of mailing or upon delivery, if delivered.

is added.

- 21. Section IV- Format and Content of the Application, page 16, Program Application:** Under Organizational Experience, the last sentence of the third bulleted item:

Include resumes for personnel already identified to serve as program staff for Arches.

is deleted.

- 22. Section IV- Format and Content of the Application, page 16, Program Application:** Under Organizational Experience, the following bulleted item:

Attach up to three work samples of previously completed projects similar in nature and relevant to the program proposed.

is added.

- 23. Section IV- Format and Content of the Application, page 17, Program Application:** Under Program Approach- Leadership and Staffing, the fifth bulleted item:

Attach job descriptions for the project coordinator, mentors and any other staff position relevant to this program, including qualifications required.

is deleted and replaced with the following:

Demonstrate that project coordinator(s), the mentor team leader(s), and any other staff relevant to this program will be appropriately qualified. Attach resumes for staff already identified and job descriptions for positions not yet filled indicating qualifications required.

- 24. Section IV- Format and Content of the Application, page 17, Program Application:** Under Program Approach- Leadership and Staffing, the last bulleted item:

Describe your organization's plan to outreach to qualified, recently laid-off DOP staff.

is deleted.

25. Section IV- Format and Content of the Application, page 18, Program Application: The following section:

3. Program Facility

- *Describe the facility and demonstrate that it will be appropriate in size and design to accommodate group and one-on-one sessions with mentors*
- *Demonstrate that the facility is in the targeted neighborhood*
- *Demonstrate that the building and all equipment therein meet the local fire, health, and safety standards. State whether the facility will meet Americans for Disability (ADA) requirements*
- *Demonstrate that the facility will be easily accessible by public transportation*
- *Demonstrate that the facility creates an safe environment conducive to positive youth development*

is deleted.

26. Section IV- Format and Content of the Application, page 18, Program Application: The following section:

5. Attendance and Retention

Describe:

- *Procedures for intake, orientation, and placement of participants into mentoring groups*
- *Procedures for monitoring attendance, participation, and intervening to support retention*
- *Anticipated major barriers to program retention and how the program will address these issues*

is deleted.

27. Section IV- Format and Content of the Application, page 18, Program Application: Under 7- The Group Process, the following is added as a footnote to the first bulleted item:

For the purposes of this RFA, proposers should include the use of the Forward Thinking series of the Interactive Journaling curriculum as part of their proposed program approach. DOP's final selection of a specific curriculum series will be explained to awardees at the time of contract award.

28. Section IV- Format and Content of the Application, page 18, Program Application: Under 7- The Group Process, the following bulleted items:

- **Procedures for intake, orientation, and placement of participants into mentoring groups**
- **The facility and demonstrate that it will be appropriate in size and design to accommodate group and one-on-one sessions with mentors**
- **Demonstrate that the facility is in the targeted neighborhood**
- **Demonstrate that the building and all equipment therein meet the local fire, health, and safety standards. State whether the facility will meet Americans for Disability (ADA) requirements. If facilities do not meet ADA requirements (<http://www.ada.gov/index.html>), explain alternate measures that would be taken to make activities accessible to persons with disabilities.**
- **Demonstrate that the facility will be easily accessible by public transportation**
- **Demonstrate how a safe environment conducive to positive youth development will be created**

are added.

29. Section IV- Format and Content of the Application, page 19, Program Application: Under 10-Outcomes, Data Collection and Reporting, the following bulleted items:

- **Describe the procedures for monitoring attendance, participation, and intervening to support retention**
- **Describe anticipated major barriers to program retention and how the program will address these issues**

are added.

30. Section IV- Format and Content of the Application, page 20, Application Package Checklist: Under program application, below the tenth bulleted item, the following bulleted item:

Annual report

is added.

31. Section V- Application Evaluation and Contract Award Procedure, page 22: The last paragraph:

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 names 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, providers responding to this solicitation are required to complete the attached Doing Business Data Form and return it with this application and should do so in a separate sealed envelope. (If the responding vendor is a proposed joint venture, the entities that comprise the joint venture must each complete a Data Form). 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 the agency and will be given four (4) calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to the agency. Failure to do so will result in a determination that the application is non-responsive. 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 no later than five (5) days from the date of mailing or upon delivery, if delivered.

is deleted.

CLARIFICATIONS

1. Providers would utilize extrinsic incentives and other motivational approaches to assist participants in developing their own sense of accomplishment through the Arches program. DOP anticipates that as participants progress through the program, their success would serve as its own reward, or intrinsic incentive.
2. Providers would employ at least one full-time Project Coordinator for every three mentoring groups proposed to run simultaneously. Specific qualifications for the Project Coordinator position can be found on pages 11 and 13 of the RFA.
3. Providers would ensure that mentors are culturally appropriate and responsive to the needs of the target population and that each group of mentors contains an appropriate mix of backgrounds and experiences. Applicant organizations would detail the plan for recruitment of appropriate mentors. DOP's assumptions regarding qualifications of mentors can be found on page 13 of the RFA.

4. At least one mentor (or the Project Coordinator) would be available to respond to participant's requests for support, advice, and/or guidance. Any request should be answered within no more than two (2) business days. Proposers should indicate how they would structure availability to meet these requirements.
5. If selected, the lead-contracting agency submitting an application in response to this RFA will need to demonstrate not-for-profit incorporation and federal tax exemption under Internal Revenue Code Section 501(c)(3) prior to the contract start date.
6. Applications submitted in conjunction with a fiscal sponsor should indicate which entity would function as the lead-contracting agency. In addition, the organizational capability of both entities should be clearly demonstrated as it pertains to the relevant sections of the RFA. The fiscal sponsor would sign the Corporate Governance Certification (Attachment 3) and any other relevant forms, as appropriate.
7. The minimum number of participants that an applicant agency could propose to serve is 40 annually (two consecutive groups of 20 participants for six months each).
8. The Linkage Agreement Form (Attachment 4) should be utilized to document proposed programmatic linkages, including agreements for space usage. The nature of the linkage should be detailed on the form. For linkages with schools, the authorized representative signing on behalf of the linked organization should be the school's principal.
9. While it is possible that the applicant organization would identify potential participants eligible for the Arches program, the participant's probation officer would ultimately make the referral for participation in Arches.
10. Participants in the Arches Program would be eligible to participate in other YMI programs, through a referral from the probation officer, provided that the programs are for separate services.



Vincent Perneti
Agency Chief Contracting Officer