



## Request for Applications (RFA)

### Pathways to Education Achievement and Knowledge (PEAK) Centers

#### SECTION 1: OVERVIEW AND PROGRAM COMPONENTS

##### **Purpose:**

Through this Request for Applications (RFA), the New York City Department of Probation (DOP) seeks qualified vendors to provide PEAK Centers, a safe haven where youth/families will have access to skills-building, educational, and recreational activities, as well as wrap-around services/referrals, to promote youth/family safety, resilience, and community connectedness.

##### **Background:**

DOP helps build stronger and safer communities by supervising people on probation, fostering positive change in their decision-making and behavior, and expanding opportunities for them to move out of the criminal and juvenile justice systems through meaningful education, employment, health services, family engagement and civic participation.

##### **Overview:**

The PEAK Center is an innovative multifaceted youth/family hub designed to provide outreach and resources to DOP clients and families. The goal of the PEAK Center is to enhance community safety by increasing positive outcomes for court-involved youth. The PEAK Center will receive referrals from DOP staff for clients under 18 under the jurisdiction of Family Court<sup>1</sup>. It is expected that the PEAK Centers might also serve siblings of referred clients and engage parents/guardians in service delivery, as assessed to be appropriate. Each PEAK Center will be primarily education and employability-focused and will feature a close partnership between a community-based organization (CBO) (“provider”), with particular expertise working with high-risk youth, and DOP. Provider staff will be expected to maintain regular contact with probation officers regarding client participation and engagement. When school is in session, the PEAK Center will operate after-school and evening hours from 3:00 until 8:00 pm, five days a week. When school is in recess, the PEAK Center will maintain a day schedule to allow for day and summer programming and trips. DOP anticipates that two PEAK centers will operate, one located in Brooklyn and one in the Bronx. PEAK Centers should be within walking distance of Family Court in the borough relevant to the service option selected<sup>2</sup>.

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<sup>1</sup> It is expected that providers would maintain relationships with DOP staff/Probation Officers, as well as have a presence in the relevant local DOP office(s) to ensure sufficient/appropriate referrals are made.

<sup>2</sup> Bronx Family Court is located at 900 Sheridan Avenue, Bronx, New York 10451. Brooklyn (Kings) Family Court is located at 330 Jay Street, Brooklyn, New York 11201.

### **Goals:**

- Provide a safe secure atmosphere, where recreation and positive learning experiences can be obtained
- Increase educational opportunities, employability training, and life skills
- Support family relationships and parental partnerships
- Improve client and parent engagement with DOP staff
- Increase the likelihood of successful outcomes for young people under probation supervision and minimize future involvement in the juvenile and criminal justice systems.

### **Key Programmatic Elements:**

Upon receipt of referred participants, it is expected that the Provider will conduct an overall assessment of each participant to determine individual needs, including whether siblings may also be in need of services and how parents/guardians might be engaged in service delivery (if appropriate). The provider will make available the following services and will engage participants in whichever services are deemed appropriate based on the completed assessment. Services will be provided on-site in the PEAK Center to the extent it is practical. Some services may be provided by consultants or subcontractors. It is expected that the provider would employ at minimum a Program Director to oversee and coordinate the operation of the PEAK Center and oversee seamless communication between provider staff and probation officers, as well as a licensed social worker. Providers will be expected to provide some but not all of the following services, either directly or through consultants or subcontractors. The proposed set of services should be based on, and accompanied by, an explanation as to how these services address the specific needs of youth in the target communities.

- **Educational Needs Assessments and Tutorial Services**  
Provider staff will provide an assessment of educational issues or problems. Participants will be provided with assistance to enhance/improve reading and math skills. Additionally youth will be given help with homework and preparation for HSE exams and/or Department of Education (DOE) Citywide tests. Provider “Life coaches” will also work with young people around exploring career pathways, which may in turn motivate young people to connect to appropriate educational programming.
- **Individual and Family Counseling**  
Individual and Family counseling will be provided on site by provider staff and/or any identified member of the assessment team<sup>3</sup> deemed appropriate. Referrals will be made to mental health or preventive services in the community for those with service needs that cannot be met in-house.

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<sup>3</sup> It is anticipated that the assessment team will include collaboration between DOP and provider staff, as appropriate.

- **Crisis Intervention Services**  
 Youth and families will be provided with crisis management services as needed, including but not limited to the death of loved ones, the loss of employment/income or a housing eviction.
- **Job Skills Training**  
 Young people seeking to enter the “world of work” will have access to online trainings and workshops will be offered to provide insight on Careers, Self-Employment/Entrepreneurial Skills, and Interview Skills.
- **Leisure & Out of School Time Activities**  
 On- and offsite organized recreational activities will provide youth with positive interaction with peers and adults as well as the chance to experience physical, musical, artistic, and dramatic activities, which will inspire individual talents or interests. Participating in these activities will improve self-esteem and confidence, build mutual respect among peers, and minimize the amount of time spent unsupervised in the community, all contributing in a reduction in negative behavior.
- **Community Service Opportunities**  
 Providers will assist youth in accessing local, meaningful opportunities to fulfill community service mandates.
- **Life Skills Training**  
 Participants will be offered an opportunity to participate in a series of trainings/workshops, and hear from Motivational Speakers, that will inspire positive change, improve decision making skills, build self-esteem and financial literacy and further enhance personal development. Financial literacy trainings would focus on money management, the importance of maintaining good credit, insurance, and managing a household.
- **Parental Teambuilding**  
 Through a series of collaborative meetings and workshops parents and DOP staff will learn appropriate methods of partnership and how to collaboratively meet the challenges of tackling stress, substance abuse, gang issues and negative peer influences, educational issues to support their court-involved young person.
- **Substance Abuse Prevention and Education**  
 Groups will be offered to enhance knowledge about the effects of drugs and alcohol and on individuals, families, and the community.
- **Health Care Awareness**  
 Through a series of groups and workshops designed to enlighten clients and their families on the importance of maintaining their health, the PEAK Center will provide workshops and screenings focusing on mammograms, STD’s and HIV testing, prenatal care, dental care, hygiene, pregnancy prevention and other health issues.

## SECTION 2: APPLICATION PROCEDURE

### Application Due Date, Time and Location:

Date: September 7, 2016  
Time: 2:00 P.M.  
Location: NYC Department of Probation  
33 Beaver Street, 21<sup>st</sup> Floor  
New York, NY 10004  
Attn: Eileen Parfrey-Smith, Agency Chief Contracting Officer

Each application for a PEAK Center award must be completed on the enclosed application, as explained in these instructions, and delivered by the due date and time. Emailed and faxed Applications will not be accepted. Applications received at the designated location after the application due date and time are late and shall not be accepted.

Service Options: This RFA is comprised of 2 geographic service options:

1. Brooklyn
2. Bronx

Applicants may apply for more than one service option, but a separate and complete application must be submitted for each.

### Authorized DOP Contact Person:

Eileen Parfrey-Smith, Agency Chief Contracting Officer  
Telephone: 212-232-0656  
Email: [ACCO@probation.nyc.gov](mailto:ACCO@probation.nyc.gov)

Inquiries on all matters concerning this application should be directed to the Authorized DOP contact person. All emails pertaining to this RFA should be sent with "PEAK Centers RFA" in the subject line. Please note that any telephone or written responses that may constitute a change to the RFA will not be binding unless DOP subsequently issues such change as a written addendum to the RFA.

Review and Selection Process: All applications will be reviewed and evaluated based on the criteria set forth in this RFA. Preliminary selection of applications will be based on the highest overall average score in each service option, in accordance with the following criteria:

- Demonstrated quantity and quality of successful relevant experience 20%
- Demonstrated level of organizational capability 20%
- Quality of proposed program approach 60%

DOP reserves the right to request clarifications, presentations, site visits, and/or a best and final offer on applications submitted, as deemed applicable and appropriate. However, DOP may select applications without further discussions, therefore, the initial application should contain the applicants best programmatic and financial terms.

Applications should not exceed the anticipated annual funding allocated per PEAK Center, as outlined in Section 3.

Final selection of applications will be subject to approval by the State for funding prior to offer of contract award by DOP.

### SECTION 3: GENERAL INFORMATION

Program Period: It is anticipated that the initial program period will be from October 1, 2016 through September 30, 2017. Continuation of the program beyond the initial program period is subject to continued approval of funding by the State.

Funding Allocation/Anticipated Payment Structure: The anticipated annual funding for each PEAK Center will be a maximum range of \$300,000-\$375,000. Final offer of contract award will be subject to approval of funding by the State.

It is anticipated that the payment structure for this contract may be a combination of line-item budget reimbursement and performance-based milestones. Performance-based component may include a milestone for retention and administration of pre/post assessments. DOP reserves the right to modify the budget amount if lower than anticipated numbers of referrals are received.

Service Level: It is anticipated that each PEAK Center would be staffed to accommodate a minimum of 30 slots at any one time.

Insurance: The contracts that are anticipated to be awarded upon approval of state funding for this project will require insurance.

American With Disabilities Act: Program facilities must be easily accessible to participants and meet all requirements of the Americans With Disabilities Act.

## SECTION 4: APPLICATION GUIDELINES

Instructions: Please follow the guidelines below to complete each section of the Application (Attachment #1). All requested information is essential; do not leave any sections blank. If an item does not pertain to your organization, please indicate "N/A". The application package should include one fully completed original set of the Application and budget, including any requested enclosures. The application must be signed by the Executive Director, or similarly authorized representative of your organization.

### A. Relevant Experience

- The applicant would have successful relevant experience providing similar services in the last 3 years, including services to the target population.
- The applicant would demonstrate that key staff is appropriately qualified and capable of performing the requested services. Applicants would include resumes for staff that have already been identified and named in the application. Job descriptions can be provided for staff yet to be hired.
- If the applicant will use subcontractors or consultants, these organizations and/or individuals should be named in the application, and applicant should demonstrate that they are appropriately qualified and capable to provide the requested services.

### B. Organizational Capability

- The applicant would have the capacity to integrate the proposed services into its existing operations.
- If consultants or subcontractors will be used, the applicant would have the capacity to manage these individuals/organizations.
- The applicant would have an effective internal monitoring system, capable of identifying programmatic, personnel, and fiscal issues and provide corrective actions within a reasonable amount of time.
- The applicant would have a continuous quality improvement process that includes quality assurance measures for all aspects of the program.
- The applicant would be fiscally sound and capable of managing the proposed program.

### C. Program Approach

- The applicant would provide the following services within the PEAK Center to referred participants, as described in Section 1, either directly or through subcontractors/consultants:
  - Educational Needs Assessments/Tutoring Services
  - Individual and Family Counseling
  - Crisis Intervention Services
  - Job Skills Training
  - Leisure and Out of School Time Activities
  - Life Skills Training
  - Parental Teambuilding
  - Substance Abuse Prevention and Education
  - Health Care Awareness

- The applicant would assess DOP referred participants upon referral and engage the participant in the appropriate services identified.
- The applicant would create a plan for each of the services to be provided at the PEAK Center, including a sample schedule of activities.
- The applicant would describe a plan for retention of DOP participants and would provide outreach efforts to ensure participants attend identified services/activities.
- The applicant would ensure that all staff, including volunteers, consultants and those employed by subcontractors, will provide services in a manner that is sensitive to the backgrounds and cultures of program participants, and would accommodate those who have special needs.
- The applicant would ensure that the PEAK Center is appropriately staffed to provide all of the services outlined in Section 1, in accordance with the schedule to be approved by DOP.
- The applicant would engage in successful joint efforts with other organizations providing services to the target population, and would leverage resources within the applicant organization to support participants in the PEAK Centers.
- The applicant would provide a facility to house the PEAK Center, appropriate in size and design to accommodate staff, participants and services. The facility and all equipment therein would meet the local fire, health, and safety standards, and comply with American with Disabilities Act (ADA). The facility would also be easily accessible by public transportation and should be within walking distance of the Family Court location in the borough relevant to the service option selected.
- The budget would appropriately reflect program expenditures and would be accompanied by a detailed narrative explaining each cost attributed to the program.

**Attachment 1: Application**

APPLICANT INFORMATION			
Applicant Organization:		EIN:	
Address:			
	City	State	Zip Code
Contact Name:		Title:	
Contact Email:			
Telephone:		Fax:	

Service Option: (Select only one per application)	<input type="checkbox"/> Bronx	<input type="checkbox"/> Brooklyn
Site Address:		
	City	State Zip

DOP Annual Funding Request:	\$
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Authorized Representative (Print):		Title:	
Signature:		Date:	

**A: Relevant Experience**

Describe the applicant's experience providing similar services in the last three years. Specifically include experience working with each type of service requested in Section 1 and experience providing services to the target population.

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Describe the proposed key staff that would provide the requested services, demonstrating appropriate qualifications and capability. Attach resumes for key staff that have already been identified and named below. Attach job descriptions for staff yet to be hired.

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Identify any proposed subcontractors or consultants, demonstrating that the organization and staff (or individual) is appropriately qualified and has had successful relevant experience providing the proposed service(s).

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**B: Organizational Capability**

Describe the applicant's capacity to integrate the proposed services into existing operations.

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Describe capacity to manage subcontractors and/or consultants, if proposed.

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Describe the organization's internal monitoring system, and capability to identify programmatic, personnel, and fiscal issues, as well as provide correction action within a reasonable amount of time.

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Describe the applicant's quality improvement/assurance processes.

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Describe the applicant's capability to manage the proposed program.

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**C: Program Approach**

Describe the approach to providing all of the following services within the PEAK Center, either directly or through a subcontractor/consultant:

*Educational Needs Assessments/Tutoring services, Individual and Family Counseling, Crisis Intervention Services, Job Skills Training, Leisure/Out of School Time Activities, Life Skills Training, Parental Teambuilding, Substance Abuse Prevention/Education, and Health Care Awareness.*

Attach a sample Center schedule of activities/services.

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Describe the plan for assessing DOP referred participants and engagement in appropriate services.

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Describe the retention plan and outreach efforts to ensure participants attend identified services/activities.

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Describe how the applicant will ensure that staff including volunteers, consultants, and subcontractors, will provide services in a manner that is sensitive to backgrounds and cultures of program participants, and how those with special needs would be accommodated.

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Describe the staffing plan for providing all services within the PEAK Center.

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Describe how the applicant would engage in successful joint efforts with other organizations providing services to the target population, as well as how resources within the applicant organization would be leveraged to support program participants in the PEAK Center.

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Describe the facility that will be utilized for the proposed PEAK Center, including how the space will be appropriate in size and design to accommodate staff, participant, and program services. Describe how the facility is accessible by public transportation and within walking distance of the relevant Family Court location.

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The facility and all equipment therein meet the local fire, health and safety standards.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The facility meets ADA standards	<input type="checkbox"/> Yes <input type="checkbox"/> No

If no, describe alternate measures to make program activities accessible to persons with disabilities:

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### Budget

Instructions: Fill in the budget template below. Attach a narrative detailing each cost attributed to the program that is included in the budget.

Category	Funding Request:
<b>Personnel Services</b>	
Salaries and Wages:	\$
Full Time:	
Part-Time	
Fringe Benefits:	\$
<b>TOTAL PERSONNEL SERVICES:</b>	<b>\$</b>
<b>Non-Staff Services</b>	
Consultants:	\$
Subcontractors:	\$
Stipends/Incentives:	\$
Vendors:	\$
<b>TOTAL NON-STAFF SERVICES:</b>	<b>\$</b>
<b>Other Than Personnel Services</b>	
Consumable Supplies:	\$
Equipment Purchases:	\$
Equipment (Other):	\$
Space Costs:	\$
Travel:	\$
Utilities/Telephone:	\$
Other Operational Costs:	\$
Other Costs:	
Indirect Costs:	
<b>TOTAL OTHER THAN PERSONNEL SERVICES:</b>	<b>\$</b>
<b>Total Annual Funding Request:</b>	<b>\$</b>