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Mayor

Department of
Probation

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Commissioner

Center for
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Veronica M. White
Executive Director

August 11, 2011

ADDENDUM #1

Re: Young Adult Justice Programs
Request for Proposals
PIN: 78111P0002

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 Young Adult Justice Programs Request for Proposals (RFP) PIN 78111P0002.

ADDENDUM ITEMS

1. **Section II- Summary of the Request for Proposals, page 6, C- Service Options:** The following sentence is added at the end of the paragraph:

For Service Option II, a separate and complete proposal must be submitted for each proposed borough.

2. **Section II- Summary of the Request for Proposals, page 8, G- Geographic Areas to be Served:** Under Service Option 2: Young Adult Justice Community, the following paragraph:

In Service Option 2, proposers are required to recruit and serve court involved youth in one or more of the following geographic areas within New York City. The proposer must specify the community district they plan to serve. It is expected that 80% of Young Adult Justice Community program participants would reside in the targeted CDs. The provider site is required to be located within the targeted Community CD's. Young adult residents of the following areas are most vulnerable to being sentenced to incarceration or probation.

is deleted and replaced with the following:

In Service Option 2, proposers are required to recruit and serve court involved youth in one or more of the following geographic areas within New York City listed below. The proposer must

specify the community district(s) they plan to serve. Proposers may target more than one of the listed areas; however a complete and separate proposal must be submitted for each borough. It is expected that 80% of Young Adult Justice Community program participants would reside in the targeted CD(s). The provider site is required to be located within one of the targeted CD(s). If more than one borough is targeted, the proposer must have at least one site per borough. Young adult residents of the following areas are most vulnerable to being sentenced to incarceration or probation.

3. Section II- Summary of the Request for Proposals, page 8: The following heading is added:

H. NeON Locations

Out of approximately 9000 young adult clients on probation, about 2,500 live in the neighborhoods of Brownsville, Harlem, Jamaica, East New York, and the South Bronx. DOP is launching Neighborhood Opportunity Networks (NeONs) in these five neighborhoods. By 2012, DOP staff will co-locate with neighborhood-based organizations in each of the five NeON communities and join existing networks of employers, educators, and service providers to expand and leverage opportunities for DOP clients. The overarching public safety goal is to help probation clients end any further involvement with the criminal justice system by strengthening their attachment to education, work and community. DOP would make space available at the NeON locations and strongly encourages any provider eligible for award under this RFP to partner with and/or provide program services at these locations as appropriate.

4. Section II- Summary of the Request for Proposals, page 8: The following heading:

H. Subcontracting/Consultants

is deleted and replaced with the following:

I. Subcontracting/Consultants

5. Section II- Summary of the Request for Proposals, page 8: The following paragraph:

I. Regulatory Requirements

Nondiscrimination: The contractor shall provide services to all persons regardless of actual or perceived race, color, creed, national origin, alien 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.

is deleted and replaced with the following:

J. Regulatory Requirements

Nondiscrimination: The contractor shall provide services to all persons regardless of actual or perceived race, color, creed, national origin, alien 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 unless an exemption is granted by the NYC Commission on Human Rights. All documentation on exemption requests must be included in the proposal package.

6. **Section III- Scope of Services Young Adult Justice Programs, page 9, B- Organizational Experience and Capability: Under Service Option 1: Young Adult Justice Scholars, the first bulleted item:**

The contractor and key staff, or at least one of the sub-contractors, would have at least three years of experience in the last five years providing services to court involved young adults.

is deleted and replaced with the following:

The contractor and key staff, or at least one of the sub-contractors, would have at least three years of experience in the last five years providing services to court involved young adults. Teachers would have at least three years of experience working with disconnected youth, experience working with court involved youth is preferred.

7. **Section III- Scope of Services Young Adult Justice Programs, page 10, B, Service Option 2: Young Adult Justice Community: The first bulleted item:**

The contractor and key staff, or at least one of the sub-contractors, would have at least three years of successful experience providing services to court involved young adults

is deleted and replaced with the following:

The contractor and key staff, or at least one of the subcontractors, would have at least three years of successful relevant experience in the last five years providing services to court involved young adults. Teachers would have at least three years of experience working with disconnected youth, experience working with court involved youth is preferred.

8. **Section III- Scope of Services Young Adult Justice Programs, page 10, B, Service Option 1 and 2: The following bullet is added at the bottom:**

The contractor would have the capacity to implement the program by the contract start date.

9. **Section III- Scope of Services Young Adult Justice Programs, page 12, C, 3- Populations to be Served: The first sentence of the first paragraph:**

Target Populations: It is required that 40 percent of the program participants would be referred by the NYC Department of Probation.

is deleted and replaced with the following:

Target Populations: It is required that 40 percent of program participants would be on probation (including interim probation supervision).

10. **Section III- Scope of Services Young Adult Justice Programs, page 12, C, 3- Populations to be Served:** Under Service Option 1- Young Adult Justice Scholars, the first sentence of the second paragraph:

Eligible Populations: The Young Adult Justice Scholars program providers will serve court involved young adults who are ages 16-18 at the time of enrollment.

is deleted and replaced with the following:

Eligible Populations: The Young Adult Justice Scholars program providers will serve young adults, who at the time of enrollment, are between the ages of 16-24 and have been court involved within the last year.

11. **Section III- Scope of Services Young Adult Justice Programs, page 12, C, 3- Populations to be Served:** Under Service Option 2- Young Adult Justice Community, the first sentence of the third paragraph:

Eligible Populations: The Young Adult Justice Community providers will serve court involved young adults ages 16-24 at the time of enrollment within the designated communities

is deleted and replaced with the following:

Eligible Populations: The Young Adult Justice Community providers will serve young adults within the targeted communities, who at the time of enrollment, are between the ages of 16-24 and have been court involved within the last year.

12. **Section III- Scope of Services Young Adult Justice Programs, page 12, C:** The heading:

1. Program Design

is deleted and replaced with the following:

4. Program Design

13. **Section III- Scope of Services Young Adult Justice Programs, page 12, C, 4, a:** Under Outreach, Recruitment and Retention, the last sentence:

It is expected that 40 percent of participants would be referred by the NYC Department of Probation.

is deleted and replaced with the following:

It is required that 40 percent of participants would be on probation (including interim probation supervision).

14. **Section III- Scope of Services Young Adult Justice Programs, page 14, C, 4:** The following heading:

i. Provisions of Instruction

is deleted and replaced with the following:

i. Provisions of Instruction and Implementation

15. **Section III- Scope of Services Young Adult Justice Programs, page 16, C, 4, 1- Placements:** Under Service Option 1- Young Adult Justice Scholars, the following sentence:

Participants would leave the program with a portfolio that includes, at minimum, a resume and documentation of program completion and achievement.

is added.

16. **Section III- Scope of Services Young Adult Justice Programs, page 18, C, 5- Target Outcomes, Data Collection & Reporting:** Under Target Outcomes for Service Option 1- Young Adult Justice Scholars, the first bulleted item:

100% of participants will leave the program with a portfolio that includes, at minimum, a resume and documentation of program completion and achievement.

is deleted.

17. **Section III- Scope of Services Young Adult Justice Programs, page 18, C, 5- Target Outcomes, Data Collection & Reporting:** Under Target Outcomes for Service Option 1- Young Adult Justice Scholars, the sixth bulleted item:

At least 30% of all participants earn a GED or high school diploma within 12 months of program start

is deleted and replaced with the following:

At least 30% of all participants at the eighth grade reading level and above would earn a GED or high school diploma within 12 months of program start.

18. **Section III- Scope of Services Young Adult Justice Programs, page 18, C, 5- Target Outcomes, Data Collection & Reporting:** Under Target Outcomes for Service Option 1- Young Adult Justice Scholars, the eighth bulleted item:

Less than 15% of those who remain engaged for a minimum of one year will be reconvicted of new offense within one year of program intake.

is deleted and replaced with the following:

Less than 15% of those who remain engaged for a minimum of one year will be convicted of, adjudicated a youthful offender for, or be found a juvenile delinquent for, a new criminal offense within one year of program intake.

19. **Section III- Scope of Services Young Adult Justice Programs, page 18, C, 5- Target Outcomes, Data Collection & Reporting:** Under Target Outcomes for Service Option 2- Young Adult Justice Community, the first bulleted item:

100% of participants will leave the program with a portfolio that includes, at minimum, a resume and documentation of program completion and achievement.

is deleted.

20. **Section III- Scope of Services Young Adult Justice Programs, page 18, C, 5- Target Outcomes, Data Collection & Reporting:** Under Target Outcomes for Service Option 2- Young Adult Justice Community, the fifth bulleted item:

Less than 15% of those who complete the program will be reconvicted on any type of new offense within one year of program intake.

is deleted and replaced with the following:

Less than 15% of those who complete the program will be convicted of, adjudicated a youthful offender for, or be found a juvenile delinquent for, a new criminal offense within one year of program intake.

21. **Section IV- Format and Content of the Proposal, page 19:** Under Instructions, the first bulleted item:

The proposal should be typed on 8 1/2" x 11" paper.

is deleted and replaced with the following:

The proposal should be typed on both sides of 8 1/2" x 11" paper.

22. **Section IV- Format and Content of the Proposal, page 19:** Under Instructions, the fourth bulleted item:

Proposals should not exceed 20 pages (excluding requested attachments).

is deleted and replaced with the following:

Proposals should not exceed 25 pages (excluding requested attachments).

23. **Section IV- Format and Content of the Proposal, page 20, A, a. Organizational Experience:** The third subheading:

Complete Attachment 4, Relevant Experience Form, reproduce extra copies as needed, using the most recent quantitative measure to demonstrate that each program cited above was effective in each of the following areas:

is deleted and replaced with the following:

Complete Attachment 5, Relevant Experience Form, reproduce extra copies as needed, using the most recent quantitative measure to demonstrate that each program cited above was effective in each of the following areas:

24. **Section IV- Format and Content of the Proposal, page 20, A, a. Organizational Experience:** The fourth, fifth, sixth, seventh, and eighth bulleted items:

Describe the specific staff, salaried and non-salaried, who will provide the services and demonstrate that such staffing is sufficient to help participants achieve the proposed outcomes

Demonstrate that such staffing covers the key functions outlined in the Scope of Services and is sufficient to help participants achieve program milestones and outcomes.

Demonstrate that all individuals who will be part of the program will provide services in a manner that is sensitive to the characteristics and cultures of the target population(s).

Attach for each staff position a job description, including qualifications that will be required.

Include resumes for personnel already identified in the positions.

are deleted.

25. **Section IV- Format and Content of the Proposal, page 20, A, a. Organizational Experience:** A fourth subheading is added with the following bullets:

Staff Experience

Service Option 1: Young Adult Justice Scholars

- **Describe the successful relevant experience of the key staff within the past five years in providing services to court involved young adults.**
- **Describe the experience of the program administrators, teachers, and case managers as it relates to the standards set out in Section III of the RFP.**
- **Attach for each staff position a job description, including qualifications that will be required.**
- **Include resumes for personnel already identified in the positions.**

Service Option 2: Young Adult Justice Community

- **Describe the successful relevant experience of the key staff within the past five years in providing services to court involved young adults.**
- **Describe the experience of the program administrators, teachers, and case managers as it relates to the standards set out in Section III of the RFP.**
- **Describe the experience of the key staff operating a community benefit project similar to the one proposed.**
- **Attach for each staff position a job description, including qualifications that will be required.**
- **Include resumes for personnel already identified in the positions.**

26. **Section IV- Format and Content of the Proposal, page 20, A, b- Organizational Capability:** The first sentence of the third bulleted item:

Describe the steps that will be taken to ensure program operations will begin by January 2011.

is deleted and replaced with the following:

Demonstrate that the organization has the capacity to implement the program by the contract start date. Include a brief timeline outlining the activities for program startup.

27. **Section IV- Format and Content of the Proposal, page 21, A, c- Organizational Capability:** Under 1- Staffing, the following bullet is added:

Describe how the specific staff, salaried and non-salaried will provide the services outlined in Section III Scope of Services of the RFP and demonstrate that such staffing is sufficient to cover key functions and help participants achieve program milestones and outcomes.

28. **Section IV- Format and Content of the Proposal, page 21, A, c, 2:** Under Partnerships, Collaborations and Linkages, the second sentence:

Complete Attachment 5, Linkage Agreement for each proposed linkage.

is deleted and replaced with the following:

Complete Attachment 4, Linkage Agreement for each proposed linkage.

29. **Section IV- Format and Content of the Proposal, page 24, A, c, 12- Educational Services:** Under Service Option 1: Young Adult Justice Scholars, the 13th bulleted item:

Articulation agreements, Mousy and other partnerships the applicant organization has with other education, job training, and workforce development programs.

is deleted and replaced with the following:

Articulation agreements, MOU's and other partnerships the applicant organization has with other education, job training, and workforce development programs.

30. **An Appendix is added: Appendix A: Target CD Probation Demographic Data**, which is affixed to this addendum and posted on the DOP website.
31. **Attachment 7: Proposal Budget Summary Form, pages 37-39:** Attachment 7 is deleted and replaced with Revised Attachment 7, which is affixed to this addendum and posted on the DOP website.

CLARIFICATIONS

1. Case managers must have a case load of no more than 1:20. Participants in the follow-up period would not be included in the case load ratio.
2. Service Option 2: Young Adult Justice Community is not intended to be a 12 month model for all participants. It is encouraged that participants spend an average of twenty hours per week in the program for 1 to 6 months, with up to 6 months for follow-up services. Providers should structure the model to best accommodate the needs of individual participants.
3. Providers are strongly encouraged to propose appropriate incentives that would motivate participants' engagement. DOP/CEO's expectations for incentives can be found on pages 13 and 14 of the RFP.
4. DOP/CEO expects providers to employ full-time staff, part-time staff, consultants or a combination thereof. Per-diem positions are not considered appropriate for these programs. Consultants may be used for specialized work that requires independent firms or individuals with specific skills, retained to perform limited programmatic tasks or complete projects within the contract that cannot be accomplished by regular staff. Consultants cannot be salaried employees.
5. For the purposes of this RFP, the definition of court involved youth includes criminal matters heard in Family Court. Other non-criminal Family Court matters, such as Persons In Need of Supervision (PINS) cases, would not be included.



Vincent Perneti
Agency Chief Contracting Officer

APPENDIX A

Target CD Probation Demographic Data as of 8/5/2011

YOUNG ADULT JUSTICE PROGRAMS

PIN: 78111P0002

Brooklyn	Community District	Total Probationers, Ages 16 - 24	Male Probationers, Ages 16 - 24	Female Probationers, Ages 16-24
	CD 3	289	239	50
	CD 4	143	119	24
	CD 5	263	229	34
	CD 8	131	111	20
	CD 13	87	66	21
	CD 16	198	161	37
Bronx				
	CD 1	193	161	32
	CD 2	113	96	17
	CD 3	183	155	28
	CD 4	236	204	32
	CD5	235	204	31
	CD 6	160	130	30
CD 9	272	223	49	
Manhattan				
	CD 9	134	118	16
	CD 10	283	236	47
	CD 11	228	198	30
Queens				
	CD 1	42	36	6
	CD 12	152	129	23
	CD 14	45	33	12

ATTACHMENT 7R: Proposal Budget Summary Form

RFP TITLE: YOUNG ADULT JUSTICE PROGRAMS

PIN: 78111P0002

Organization:		EIN:	
Category		DOP/CEO Funding Request:	
Personnel Services			
Salaries and Wages		\$	
Full Time:		\$	
Part Time:		\$	
Fringe Benefits		\$	
Total Personnel Services:		\$	
Non-Staff Services			
Consultants		\$	
Subcontractors		\$	
Stipends/Incentives		\$	
Vendors		\$	
Total Non-Staff Services:		\$	
Other Than Personnel Services			
Consumable Supplies		\$	
Equipment Purchases		\$	
Equipment Other		\$	
Space Costs		\$	
Travel		\$	
Utilities & Telephone		\$	
Other Operational Costs		\$	
Other Costs:		\$	
Indirect Costs:		\$	
Total Other Than Personnel Services:		\$	
Total DOP/CEO Funding Request:		\$	

Proposal Budget Summary Category Definitions

Personnel Services

Salaries and Wages

- The Salaries are divided into two categories:
 - Full Time employees: Persons who work 35 hours or more per week
 - Part Time employees: Persons who work fewer than 35 hours per week

Fringe Benefits

- Fringe Benefits must include FICA. Charges to Fringe Benefits may also include unemployment insurance, worker's 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.

Insurance

- All funded programs must have general liability insurance of \$1 million, with a certificate naming DOP/CEO and the City of New York as additional insureds.

Non-Staff Services

Consultants

- Typically, independent individuals with professional or technical skills retained to perform specific tasks or complete projects related to the program that cannot be accomplished by regular staff. A consultant cannot be a salaried employee.

Subcontractors

- Typically, independent nonprofit entities retained to perform program services. A subcontract will be part of the DOP/CEO contract and will be registered with the NYC Comptroller. Each Subcontractor's EIN must be listed on the subcontract and on its budget.

Stipends

- An incentive allowance ONLY for the benefit of a participant or client.

Vendors

- An independent business entity retained to provide non-program services. Examples: Cleaning services, security, and accounting services.

Other than Personnel Services

Consumable Supplies

- Supplies that are not lasting or permanent in nature, such as office, program, and/or maintenance supplies.

Equipment Purchases

- Purchases of equipment that is durable or permanent, such as furniture, printers, calculators, telephones, and computers. All equipment and furniture purchased with DOP/CEO funds at a cost of \$500 or more become the property of The City of New York/. If the program is terminated, all such items must be returned to DOP/CEO.

Equipment Other

- The rental, lease, repair, and maintenance of office/program equipment utilized in the program's operation. This category also includes Computer Software.

Space Costs

- Public School: Opening fees and room rentals paid to the Department of Education (DOE) or

- **Space Cost/Other:** All other rent paid by a program for all sites utilized by that program. It also includes all related charges associated with the use of the site such as minor repairs and maintenance costs. No renovation or construction projects can be budgeted or paid for with DOP/CEO program funds.
- After being selected, all contractors charging for space cost are required to submit a Space Cost/Cost Allocation Plan. In addition, you will be required to submit a copy of your lease, DOE permit, or month-to-month rental agreement at the time of the budget submission.

Travel

- Local travel (i.e., bus and subway fares) by the employees of the program to and from sites that are being used for day-to-day program functions. Expenditures for employees who use their personal automobile for business are reimbursed a maximum of \$0.28 per mile plus tolls. Charge to this account all participant-related travel, such as bus trips and local travel.

Utilities & Telephone

- Utilities & Telephone costs associated with the proposed program.

Other Operational Costs

- This category is separated into two subcategories:
 - **Other Costs:** Items such as audit costs, postage, printing and publications, subscriptions, Internet fees, etc. Also includes any other operating costs that cannot be classified in any other category. In addition, includes costs associated with and for the benefit of the participants such as food, refreshments, entrance fees, awards, T-shirts, uniforms, and sporting equipment. This category also includes general liability insurance for contractors not in the Central Insurance Program.
 - **Indirect Costs:** The purpose of Indirect Costs is to capture overhead costs incurred by a contractor operating several programs. The maximum allowable rate is 10 percent of the total budget.