

Boxing Community Center

Request for Proposal

EPIN: 26026P0002

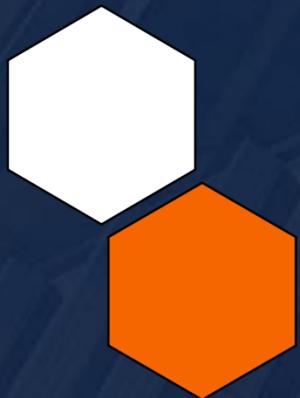
Pre-Proposal Conference

   @nycyouth

  @dycdnyc

Welcome

- This conference is for the Boxing Community Center RFP
- This conference is being recorded
- Please do not use any AI note taking or recording tools
- Everyone is being muted, please continue to remain on mute
- The chat is available – Please enter your questions. Be sure to include: Your Name, Organization's Name, Page number your question references if Applicable)



About DYCD

Mission: The New York City Department of Youth and Community Development (DYCD) invests in a network of community-based organizations and programs to alleviate the effects of poverty and to provide opportunities for New Yorkers and communities to flourish.

Vision: DYCD strives to improve the quality of life of New Yorkers by collaborating with local organizations and investing in the talents and assets of our communities to help them develop, grow and thrive.

Empowering individuals, Strengthening Families. Investing in Communities



Welcome & Agenda

-  RFP Timeline
-  PASSPORT Resources
-  Program Expectations
-  Post Award Requirements
-  Question and Answer Session

Note: All questions will be answered at the end of the conference, during the Q&A Session. Please submit your questions via the chat feature.



RFP TIMELINE

RFP Timeline

- Proposal Due Date: February 27, 2026 @ 2:00 PM
- Award Announcement: Spring 2026
- Questions: Must be received 1 week prior to RFP closing date

(Questions should be submitted through Discussion Forum in PASSPORT)

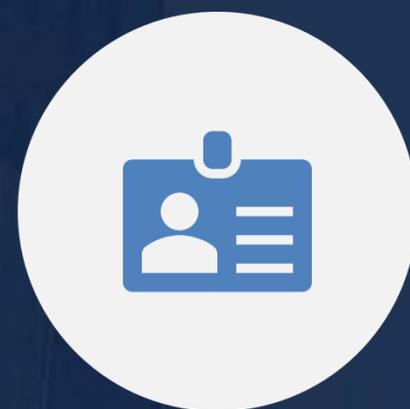


PASSPort Resources

PASSPORT RESOURCES



**PASSPORT
RESOURCES**



**LEARNING TO
USE PASSPORT**





nyc.gov/passport

The screenshot shows the NYC Mayor's Office of Contract Services website. The navigation bar includes 'About', 'Systems' (highlighted), 'Legal & Forms', 'Reporting', 'Partners', and 'Contact'. Below the navigation bar are buttons for 'System Login', 'PASSPort' (highlighted), and 'HHS Accelerator'. The main content area is titled 'About PASSPort / Create an Account' and features three prominent buttons: 'Search Funding Opportunities in PASSPort', 'Click to Create a PASSPort Account', and 'Login to an Existing Account'. A sidebar on the left contains links for 'About PASSPort / Create an Account', 'PASSPort Highlights', 'Learning to Use PASSPort', 'Requirements Contracts', 'PASSPort Frequently Asked Questions', 'PASSPort Service Desk', 'Public Reporting', and 'PASSPort Communications'. The main text describes the portal's purpose and provides links for more information.

Create accounts to view and respond to opportunities in the system. Search Funding Opportunities through the Public Portal.

You can also find answers to common questions and submit messages directly to our support team through the PASSPort Service Desk tab.



NYC
Mayor's Office of Contract Services

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Home About **Systems** Legal & Forms Reporting Partners Contact

Search

System Login **PASSPort** HHS Accelerator

About PASSPort / Create an Account

Learning to Use PASSPort

PASSPort Highlights

Learning to Use PASSPort

Requirements Contracts

PASSPort Frequently Asked Questions

PASSPort Service Desk

Public Reporting

PASSPort Communications

Share Print

Learning to Use PASSPort

Create a PASSPort Account

You must have a PASSPort account to do business with the City of New York. It's a two-step process and easy to complete. Follow these directions:

1. Create NYC.ID [here](#)
 - a. Note: if you are using HHS Accelerator or the Payee Information Portal, you already have a NYC.ID, it's the email you use to log in to these systems
2. Using your NYC.ID, log in to PASSPort [here](#) and submit an account request for your organization

Once your account is approved, complete the vendor enrollment package in PASSPort.

PASSPort User Materials and Videos

PASSPort is the City of New York's end-to-end digital procurement platform, managing every stage of the procurement process from vendor sourcing – who we purchase goods and services from (that's you – the vendor), releasing and responding to solicitations (referred to as "RFx" in the system), and contract award, development, registration and management. Resources provided below are regularly updated and expanded to support your use of PASSPort at every stage. We offer five different types of materials:

- User Manuals: Step-by-step instructions with screen shots that walk a user through PASSport system features and functions
- Quick Guides: Typically, one-page documents that provide key information for a PASSPort feature or function
- Videos: Recordings of system demonstrations – you are inside the PASSPort system, seeing the screens and functionalities
- E-Learning Courses: Self-paced, digital courses with interactive, multimedia elements
- Webinars: Recordings of online, live training sessions hosted by MOCS for City contractors

You can also contact the MOCS Service Desk at help@mocs.nyc.gov at any time for assistance.

Finding and Responding to RFx (Solicitations)

- [User Manual: Finding and Responding to RFx](#)
- [E-Course: Finding and Responding to RFx](#)
- [Quick Guide: RFx Vendor Response Authorizations](#)
- [Quick Guide: Discussion Forum for Vendors](#)
- [Quick Guide: Subcontractors and Joint Ventures](#)
- [Video: Finding RFx](#)
- [For HHS Providers - Webinar: Finding and Responding to RFx for HHS Providers](#)
- [For HHS Providers - Quick Guide: HHS Accelerator and PASSPort Need to Know](#)
- [For M/WBEs - Quick Guide: M/WBE Noncompetitive Small Purchase](#)

Learning to Use PASSPort

Access user guides, videos, one-pagers, HHS Accelerator to PASSPort quick guide, Finding and Responding to RFx e-learning course, Finding and Responding to RFx for HHS Providers recorded training webinar, and more.

Program Expectations

Boxing Community Center - *Quick Guide to the RFP*

The goal of this presentation is to give an overview of the program. We will:

- Highlight key features of the Program Model
- Go through the Questionnaire

Important Note:

**We will not cover all the contents of the RFP.
Please refer to the RFP for more information.**



Program Overview

The Van Dyke Houses Boxing Community Center is a specialized program that provides boxing training and mentoring activities for high-risk youth and young adults, a fitness center for Brownsville residents of all ages, and onsite case management.

The Center will operate at the New York City Housing Authority (NYCHA) Van Dyke Houses at 392 Blake Avenue in Brooklyn, serving 315 participants annually.

Program Goals: The Van Dyke Houses Boxing Community Center aims to promote health and wellness, and enhance community safety through the achievement of the following three overall goals:

- **Goal 1:** Engage individuals at high risk for involvement in crime in the group boxing and mentoring classes to help steer them towards better futures.
- **Goal 2:** Provide opportunities for Brownsville residents of all ages and genders to engage in fitness activities that enhance their physical and mental well-being.
- **Goal 3:** Contribute to public safety and overall well-being in the Brownsville community.



Program Overview – Anticipated Procurement Funding

	Fiscal Year 2027	Fiscal Year 2028	Fiscal Year 2029	Total Funding (Contract Term)
Slots PPP	315 \$2,736	315 \$2,736	315 \$2,736	\$2,585,520
Funding	\$861,840	\$861,840	\$861,840	



Program Overview – *Summary of Service Requirements*

Program Operations

Year-Round - Minimum 44 weeks/year

Minimum Weekly Hours

72 hours per week, 6 days a week, divided as follows:

- *Open Gym* for Brownsville residents: **30 hours/week**
- *Structured Activities for High-Risk participants*: **42 hours/week**

Structured Activities/Services

Required:

- Group Boxing Training: *At least once per week*
- Group Mentoring: *At least once per week*
- Workshops on Boxing Industry: *At least once per month*
- Case Management: *5 days/week* for any Brownsville resident

Encouraged:

- Boxing Exhibitions/Competitions are optional but if scheduled, will count towards the minimum hours for the required structured activities. See **RFP page 14**.



Program Overview – *Staffing Requirements*

Required Roles

- Center Manager (1), FT: *Must be onsite 8+ hours each service day*
- Assistant Manager (1), FT: *In charge in the absence of Center Manager*
- Boxing Coaches (4), FT: *Age ≥ 21 ; needs HS diploma and valid boxing certification*
- Case Manager (1), FT
- Front Desk Receptionists/Security (2), FT
- Janitorial Staff



Program Overview – *Expected Outcomes*

Total Participant Enrollment

315 enrolled annually in structured and unstructured activities

Participation of High-Risk Participants in Structured Activities

70 participants per week

Retention

Program must seek to retain as many of the same high-risk participants as possible

Case Management

- Develop Individual Service Plan (ISP) and identify at least one goal for *each* case-managed participant
- 100 participants must participate in at least one case management session



Program Overview – *Other Requirements*

These include:

- Staff Professional Development and Staffing Standards (see RFP page 21)
- Safety Requirements - including effective staff supervision and training (see RFP page 16)
- Mental Health Supports (see RFP pages 16 -17)
- Support for Participants with Disabilities (see RFP page 17)
- Marketing and Outreach Plan (see RFP page 18)
- Community Partnerships (see RFP page 22-23)
- Facility Maintenance (see RFP pages 24-25)
- Equipment (see RFP pages 25)



Questionnaire - *Overview, 100 Points total*

Sections include:

- Organizational Experience and Capability (24 points)
- Service Requirement (25 points)
- Staffing (20 points)
- Community Partnerships (10 points)
- DYCD Approaches (6 points)
- Facility Maintenance (10 points)
- Budget Management (5 points)



Questionnaire - *Organizational Experience and Capability, 24 Points*

- 1. Boxing Experience:** In 2,400 characters (approximately 300 words) or less, summarize the experience of your organization or that of a proposed subcontractor providing structured boxing training classes
- 2. Mentoring Experience:** In 2,400 characters (approximately 300 words) or less, summarize your organization's experience providing group mentoring activities
- 3. Neighborhood Experience:** In 3,200 characters (approximately 400 words) or less, summarize your organization's experience providing services in Brownsville or in a comparable neighborhood in New York City
- 4. Recruitment, Retainment, Achievement:** In 3,200 characters (approximately 400 words) or less, summarize the successful experience of your organization and/or of a proposed subcontractor recruiting and retaining individuals at high risk for involvement in crime in program activities, and achieving high rates of attendance.

Proposers will be evaluated on demonstrated success and capacity to operate the Boxing Community Center program per the contractor expectations (see RFP page 13).

Be as specific as you can about your experience in all four areas.

In your response to Question 4, make sure you include data that demonstrates your success in recruiting and retaining high risk individuals and achieving high rates of attendance.

Questionnaire - *Service Requirements and Program Outcomes, 25 Points*

Evaluation Criteria:

Proposals will be evaluated based on how well the proposer demonstrates the ability to meet service requirements, as defined in the contractor expectations and scope of work.

1. **Service Level Form (Attachment 05):** Complete and upload a service level form in the Documents Submission tab that includes:
2. **Community Input and Feedback.** In 2,400 characters (approximately 300 words) or less, describe how your organization would collect and incorporate input and feedback from community members to ensure structured program activities align with participant needs.
2. **Identifying and Engaging High Risk Participants.** In 3,200 characters (approximately 400 words) or less, describe how your organization would identify and engage individuals at high risk for involvement in crime in program activities.



Questionnaire – *Staffing, 20 points*

- 1. Roles and Responsibilities:** In 4,000 characters (approximately 500 words) or less, describe the roles, qualifications, responsibilities, and job expectations for all key staff in the proposed Boxing Community Center program.

In addition, in the Document Submission tab, **upload an organizational chart and resumes, in one PDF document**, for key staff already identified, to demonstrate how the proposed program would be integrated into your existing operations and that staff would be qualified for their specific roles. **If staff have not yet been identified for required roles, include draft job descriptions that you would use for recruitment purposes.**

- 2. Recruitment of Culturally Competent Staff:** In 3,200 characters (approximately 400 words) or less, indicate how your organization would recruit staff who are relatable to the target population and have the cultural competencies and knowledge necessary to effectively serve individuals at high-risk for involvement in crime, as described in the RFP.

Carefully Review the qualifications and other requirements relating to each staff role specified in the RFP before answering this question.

If possible, offer examples of effective strategies you have used in the past to recruit culturally competent staff.

Questionnaire – *Community Partnerships, 10 Points*

Community Partnerships - “An agreement with an entity (e.g., an organization/agency separate from the proposer) whereby the partner will provide specific services or resources that support programs

Proposers must submit three (3) signed Community Partnership Agreements with entities providing specific services or resources

- Fall within DYCD's Strategic Partnerships Continuum (Coordinating, Cooperating, Collaborating) - **See Footnote 22 on page 22 of RFP**
- Enhance and maximize program impact through added activity options and/or enhanced service quality
- Preferably have 3 years of experience in last 5 years providing relevant services
- May be subcontractors, co-locators, or organizations willing to accept referrals

Please see Attachment 6 for Community Partnership Agreements.

Additional Expectations

- Partner with organizations with established connections and/or based in/connected to Brownsville community
- One of three partnerships may be internal (within own organization), the other two must be with external entities.

Subcontractors allowed; no more than 45% of total budget may be subcontracted



Questionnaire – *DYCD Approaches, 6 Points*

In 4,000 characters (approximately 500 words) or less, summarize your organization's overall program approach and philosophy and explain how these align with the DYCD Approaches set out in the RFP. Specifically, describe how you would foster the following approaches:

- Inclusion
- Safe & Welcoming Environment
- Strengths-Based Approaches
- Holistic Approach

Consider how your organization's overall approach and philosophy align with the four DYCD Approaches.



Questionnaire – *Facility Maintenance, 10 points*

In 3,200 characters (approximately 400 words) or less, describe how your organization would ensure proper maintenance of the facility.

Contractor is responsible for providing maintenance services at the Center:

- Clean floors and stairs by sweeping, mopping, scrubbing, and/or vacuuming
- Empty, clean, and maintain trash receptacles and recycling bins
- Service, clean, and supply restrooms
- Clean and sanitize sinks, countertops, and appliances in kitchens
- Clean walls, windows, glass partitions, and mirrors
- Dust all furniture and fixtures as required
- Remove snow from entryways and spread snow melting chemicals
- Etc.



Questionnaire – Budget Management, 5 Points

Upload the budget summary in the Documents Submission Tab. Then, in 3,200 characters (approximately 400 words) or less, describe how your proposed budget would enable the effective delivery of the proposed program services

Components of the Budget include:

- **Personnel**, such as salaries/wages and fringe benefits
- **Non-staff Services**, such as consultants and contractors
- **Other than Personnel Services**, such as supplies, equipment, and other operational costs

Include NYC's Indirect Cost Rate (ICR):

- Proposal submissions should be based on de minimis 10% rate with remaining funds allocated to direct services
- If organization has a higher City Accepted ICR, DYCD will add additional funding associated with Accepted ICR to awarded contract at a later date

Please see Attachment 7 – Boxing Budget Summary.

You must use the Price Per Participants stated in the RFP for FY 2027: \$2,736.

For the narrative, describe how your proposed budget would enable the effective delivery of the proposed program services.

Explain each item included in the Budget.



POST AWARD REQUIREMENTS

Notice for Proposer Subcontractor Compliance

- Please be advised there is a requirement to utilize PASSPORT to identify all subcontractors and to enter all subcontractor payment information, and other related information during the contract term.



Responsibility Determination

- Please be advised that it is a requirement for all prospective contractors to be determined responsible in the Post Award phase. Therefore, please make sure your Charities' filings are current and ensure that any outstanding liens or adverse information has been resolved. Unresolved issues often cause significant delays in the post award process.



NYC Insurance Requirements

- Commercial General Liability Insurance: \$1 million per occurrence and \$2 million aggregate
- Motor Vehicle Liability (if applicable)
 - ❑ \$1 million per accident combined single limit
- Workers' Compensation, Disability Benefits Insurance, and Employer's Liability
- DYCD will not be able to proceed with processing an awarded contract until it has obtained acceptable proof of the necessary insurance coverage.
- DYCD reserves the right to notify contactors of additional insurance requirements at the time of contract award.



Use of MWBE Businesses

- DYCD is committed to the utilization of MWBE businesses and individual proprietors. Contractors funded through this RFP are highly encouraged to purchase thirty percent of goods, supplies, services, and equipment that fall within the eligible MWBE expense categories (Consultants, Subcontractors, Vendors, Supplies, Equipment, Equipment Other, Other Costs, Fiscal Agent Services) from MWBEs.
- MWBEs are listed on the NYC Online Directory of Certified MWBE Businesses, available at <http://mtprawvwsbswtp1-1.nyc.gov/Home.aspx>, and on the NYS Directory of Certified Firms at <https://ny.newnycontracts.com/>.
- Required to document and report to DYCD on their compliance with the thirty percent MWBE goal.

Note: All applicable subcontracts are subject to report payments in PASSPORT



Conflict of Interest

Human Services Contract Section	Section in ≤\$100k Discretionary	Section in \$100k+ Discretionary	Subject	What the Contract says*
6.05	Article 5(B)(4)-(6)	6.05	Board of Directors-size, composition and rule against employees supervising or making decisions about family members	<p>Employees and members of their immediate families may not serve on the Board or any committee with authority to affect his/her job or the employment of any candidates in the program.</p> <p>The above rule does not apply if the Board has more than 5 members, provided that (1) employees and members of their immediate families are prohibited from deliberation and/or voting on any such personnel matters and must fully disclose all conflicts to the Board, and (2) Contractor employees and members of their immediate families may not serve as either Chairperson or Treasurer of the Board, nor constitute more than one-third of the Board or any committee.</p> <p>No person may hold a job with Contractor if their immediate family exercises any authority over him/her without the permission of the Commissioner, unless the position is voluntary and unpaid.</p> <p>Contractor must have at least 5 Board members if its contracts with the City over any 12-month period total more than \$1 million dollars and this amount makes up more than 50% of Contractor's total revenue.</p> <p>**Immediate family includes the following: husband, wife, domestic partner, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, son, son-in-law, daughter, daughter-in-law, niece, nephew, aunt, uncle, first cousin, and separated spouse. This also includes the immediate family of a spouse or domestic partner. *</p>
6.06	Article 5(C)(1)	6.06	Conflict of Interest Policy required; Disclosure of interests	<p>If required by New York's Not-for-Profit Corporation Law §715-a(a), the Contractor must maintain a Conflict-of-Interest Policy that includes:</p> <ul style="list-style-type: none"> A definition of the circumstances that constitute a conflict of interest; Procedures for disclosing a conflict of interest or possible conflict; A requirement that the person with the conflict of interest not be present at or participate in board or committee deliberation or vote on the matter giving rise to such conflict; A prohibition against any attempt by the person with the conflict to influence improperly the deliberation or voting on the matter giving rise to such conflict; A requirement that the existence and resolution of the conflict be documented in the corporation's records, including in the minutes of any meeting at which it was discussed or voted upon; and <p>Procedures for disclosing, addressing, and documenting related party transactions in accordance with this section.</p> <p>A requirement that each director annually submit the statement required by Section 6.06(b) or Article 5(c)(2) for ≤ \$100k Discretionary</p>
Appendix A, 2.02	Article 5(B)(1)-(3)	Appendix A, 2.02	Prohibition on Conflicts of Interest	<p>None of the key members of the Contractor can have any interest that may possibly conflict with the performance of the agreement.</p> <p>Consistent with NYC Charter § 2604, no elected official or other officer or employee of the City, nor any person whose salary is payable from the City Treasury can participate in decisions relating to this Agreement that affect his/her personal interests or outside professional interests. § 2604 details prohibited conduct and interests in New York City.</p> <p>This does not apply when the employee's sole personal interest is in the Contractor.</p> <p>Contractors cannot employ a person or allow a person to serve on the Board of Directors or as an officer if the employment would violate Charter Chapter 68, which governs the City's conflict of interest rules.</p>
4.06	Article 3(B), (C)	4.06	Prohibition on Related Party Transactions	<p>No funds obtained through this Agreement shall be spent for any expense not incurred in accordance with the terms of the Agreement.</p> <p>Any cost found by DYCD, the City, or an auditing authority that examines the financial records of Contractor to be improperly incurred, including but not limited to Improper Related Party Transactions, shall be subject to reimbursement to the City.</p>
Appendix A, Section 13.04	Article 8(D)	Appendix A, Section 13.04	Compliance with Law	<p>The Contractor shall perform all services under this Agreement in accordance with all applicable Laws as are in effect at the time such services are performed.</p>

Questions and Answers Session

- **Please Stay Muted**
- **The chat is available – Please enter your questions. Be sure to include: Your Name, Organization's Name, Page number your question references if Applicable)**
- **Raise your hand if you have questions that were not already addressed**

Transcript, presentation and attendance rosters will be posted to DYCD website for viewing www.nyc.gov/DYCD



Reminders

- Due Date: February 27, 2026, at 2:00pm
 - It is strongly recommended that providers complete and submit their proposals which includes entering information, uploading documents, and entering log-in credentials, at least 72 hours in advance of the proposal Due Date and Time
- Questions must be received at least one week prior to the proposal due date. Please submit in the Discussion Forum in PASSPort
- All Addenda will be released in the PASSPort System

