



Community Resources for Employment & Development (CRED NYC) Negotiated Acquisition

Summary Document

July 19, 2024

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Timeline



PASSPORT Resources



Program Expectations



Post Award Requirements

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.*

NAQ Timeline

NAQ Timeline

Proposal Due Date: **August 9, 2024 at 2:00pm** in [PASSPort](#)*

***PLEASE NOTE: Proposals submitted after this date will not be accepted. Also, DYCD will not be accepting any offline/hard copies of proposals.

Award Announcement: **Fall 2024**

Anticipated master contract term: **DYCD anticipates the contract term to be for three (3) years from September 1, 2024 through June 30, 2027, with an option for up to three (3), one (1) year renewals, at DYCD's sole discretion.**

Questions: ***MUST* be received no later than one week before the due date**

(Questions should be submitted through Discussion Forum in PASSPORT)

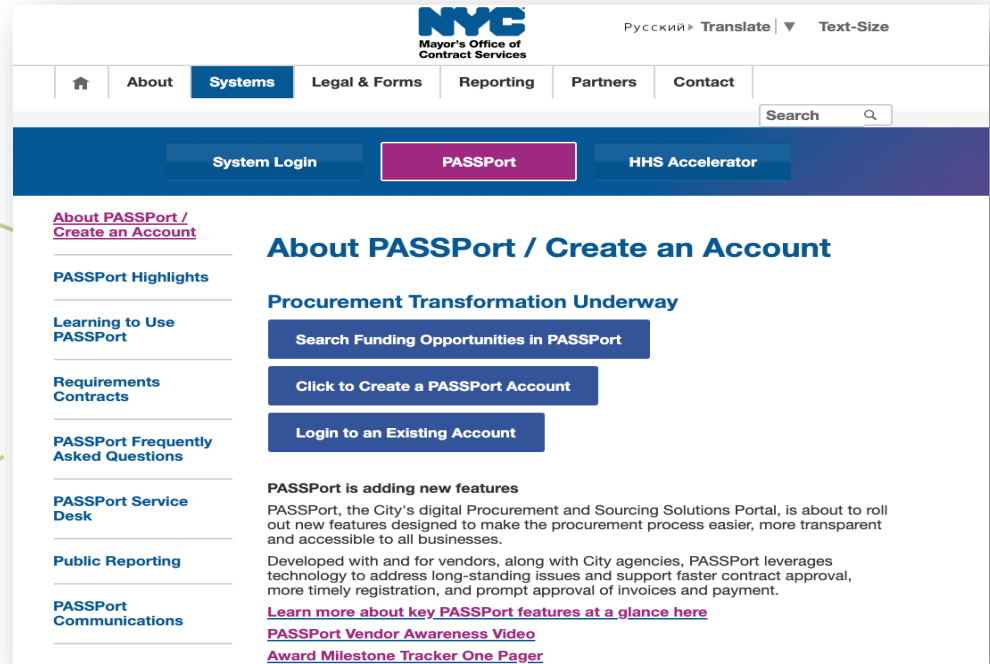
*Vendors must have an HHS prequalification approved before they can propose

PASSPort Resources

 nyc.gov/passport

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.



The screenshot shows the NYC PASSPort website. At the top, the NYC logo is on the left, and 'Русский Translate' and 'Text-Size' are on the right. Below the logo is a navigation bar with links: Home, About, Systems (highlighted), Legal & Forms, Reporting, Partners, and Contact. A search bar is on the right. Below the navigation bar is a dark blue banner with three buttons: 'System Login', 'PASSPort' (highlighted in purple), and 'HHS Accelerator'. The main content area is titled 'About PASSPort / Create an Account'. It features a section 'Procurement Transformation Underway' with three buttons: 'Search Funding Opportunities in PASSPort', 'Click to Create a PASSPort Account', and 'Login to an Existing Account'. Below this, there is a section 'PASSPort is adding new features' with a paragraph and three links: 'Learn more about key PASSPort features at a glance here', 'PASSPort Vendor Awareness Video', and 'Award Milestone Tracker One Pager'. On the left side of the main content area, there is a sidebar with links: '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'.

Learning to Use PASSPort

NYC
Mayor's Office of
Contract Services

한국어 ▶ Translate | ▼ Text-Size

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

Search

System Login **PASSPort** HHS Accelerator

About PASSPort /
Create an Account

PASSPort Highlights

**Learning to Use
PASSPort** ★

Requirements
Contracts

PASSPort Frequently
Asked Questions

PASSPort Service
Desk

Public Reporting

PASSPort
Communications

Facebook Twitter Google+ Email 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.

Evaluating the Proposals

Proposals will be evaluated using the following criteria:

Organizational Experience and Capability– 30%

Staffing– 25%

Service Requirements– 25%

Community Partnerships– 10%

Budget Management– 10%

Contractors are selected based on protocol and criteria listed in the Basis of Award.

CRED NYC: Program Model Overview

Program Mission

The goal of CRED is to provide pathways to employment and economic mobility for people who reside in communities where community violence is most prevalent. Community violence compounds neighborhood and racial income inequality by curtailing economic activity and development in neighborhoods where it is common, reducing home values, job opportunities, and access to capital to develop new ventures. In turn, the concentrated lack of economic mobility destabilizes communities and families and makes involvement in community violence more likely.

This initiative would address the systemic feedback loop, by offering pathways to job readiness, training for sustainable and emerging industries, and supported job placement for continued success, coupled with strong wraparound supports and follow up services tailored towards these communities..

Target Population

The target population for this program are underemployed or unemployed individuals, ages 18 to 40, involved in the criminal justice system or impacted by community violence

- Participant is impacted by community violence, as evidenced by meeting at least one of following conditions:
 - Participant resides in one of the priority precincts (40, 42, 44, 47, 73, 75) identified by the Gun Violence Prevention Taskforce or neighborhoods with high incidence of crime
 - Participant has previously been involved in the criminal justice system or has been impacted by community violence

*Note, these geographical areas are subject to change depending on community trends.

Program Goals

- **Occupational Training:** Provide paid occupational training leading to the attainment of one or more credentials in a specific sector related to in-demand employment
- **Work Readiness:** Provide industry/occupation-specific work readiness training and support on resume development, cover letter writing, and interviewing skills
- **Internship:** Create paid internship experiences in line with a participant's interest that supports career exploration and is sector-aligned
- **Wraparound Supports:** Provide comprehensive support services to address participants' barriers to getting and keeping a job
- **Follow-Up Services:** Provide supportive and placement services to ensure that participants are engaged in unsubsidized employment related to the sector-specific training

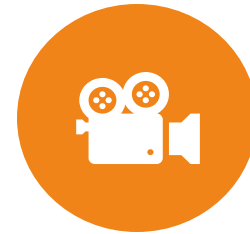
In-Demand Sectors



Technology



**Industrial
& Infrastructure**



**Media &
Entertainment**



Service



Healthcare



Education/Nonprofit

Program Elements



Paid Occupational
Training



Work Readiness
Skills



Paid internships



Supportive services,
counseling &
comprehensive
guidance

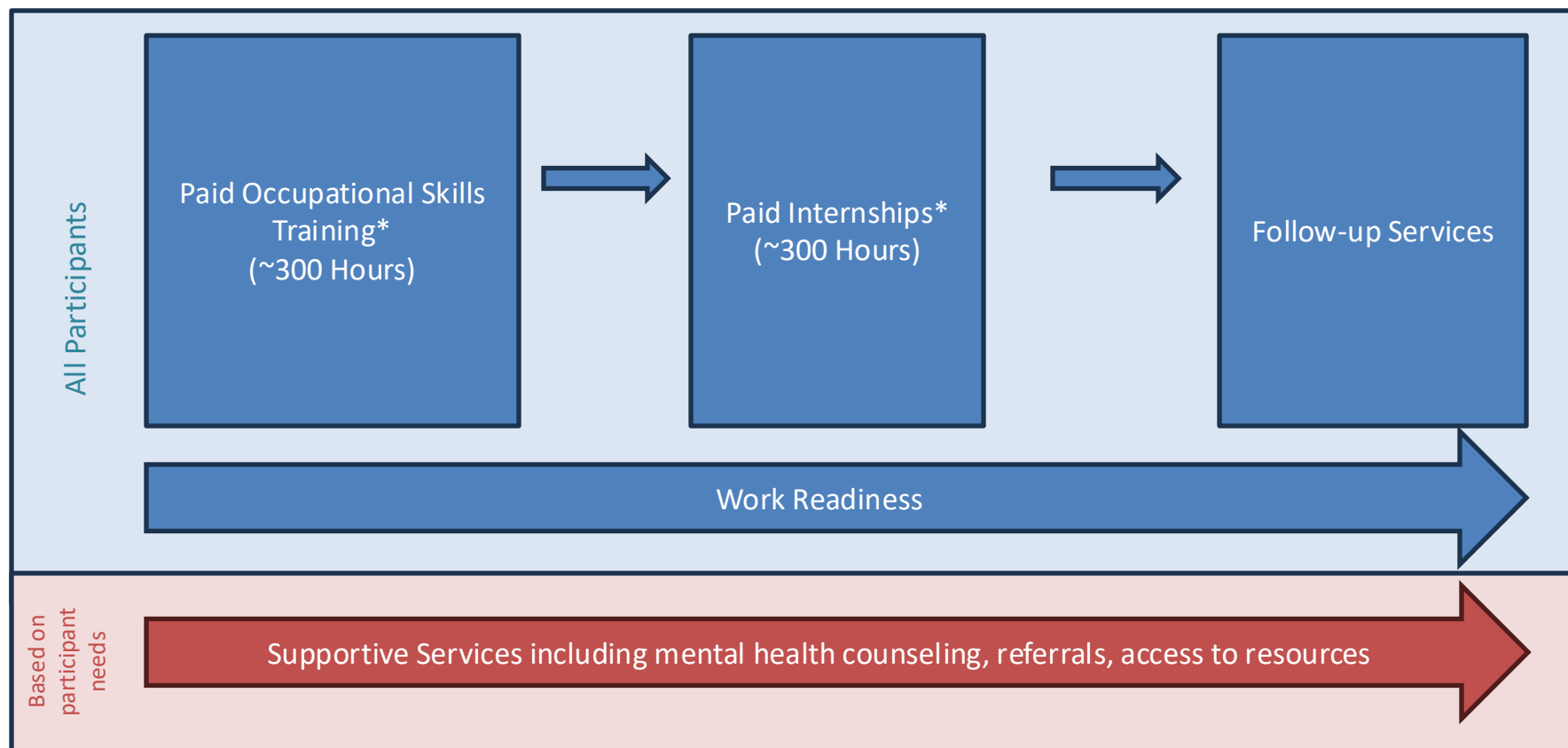


Placement
Services



Follow-up services for
3 months after
training completion
or placement

Program Elements



*Stipend for training and wages for internships are based on \$20/hr

Program Outcomes

Contractors will report on **3 outcomes** in addition to daily attendance, referrals and other participant-level data in DYCD's participant tracking system (PTS*):

100% of awarded slots are enrolled

70% of participants complete training and internships

90% of participants who complete training and internships are placed in unsubsidized employment, registered apprenticeship, military or postsecondary education

*Providers are required to track milestones and case notes for ongoing effective program monitoring and evaluation

Staffing Model

- ☑ **Program Director:** Serves as the primary liaison to DYCD, oversee key program staff, be responsible for administrative deliverables, and lead quality, day-to-day program operations.
- ☑ **Job Developer*:** Dedicated to identifying and providing participants with high-quality internship and work experiences and monitor worksites. The job developer should have strong connections to industry and develop sector-aligned work experiences.
- ☑ **(2) Case Managers:** Provides case management and encourage participant engagement and retention in training and work experience activities
- ☑ **Outreach and Retention Specialist:** Focuses on participant recruitment and supporting case managers with program retention. The specialist should be a “credible messenger” with strong community connections.
- ☑ **Mental Health Professional*:** Offers support on mental health, well-being, self-management, and other supportive service needs of participants through small groups and one-on-one sessions where needed.
- ☑ **(2) Training Instructors*:** Leads and conducts training activities for the advanced occupational training that is sector-specific and industry recognized. (This role can be 2 full-time equivalent positions, up to 4 part-time instructors)

*These required staffing positions can be fulfilled through subcontracting

Program Schedule

- All programs will operate year-round, using a cohort structure, with each participant receiving up to 24 weeks of services and 3 months of follow-up upon the completion of program services.
- Participants will be supported with paid training and a subsidized work experience during programming
- DYCD's preference is for programs to be delivered **in-person**
- Programs should be delivered using a cohort model with a defined enrollment period

CRED NYC: Proposal Overview

Contract and Funding Overview

Anticipated Contract Term: 3 years (September 1, 2024 – June 30, 2027)

CRED - NYC	
Anticipated First Year Funding*	FY25: \$6,173,000
Price per Participant Rate*	\$12,346
Total Awards	8
Annual Service Level	60 Participants per contract ~\$740,000 per contract
Competitions	5 (one for each borough)

*Price Per Participant and Total Funding do not include stipend and wages for the paid training or paid work experience component of CRED (DYCD will pay these directly to participants)

Program Scaling

	FY25	FY26	FY27
Total Slots	500	1,000	1,500
Total Funding	\$6,173,000	\$12,346,000	\$18,519,000

- Proposals should construct their budget based on FY25 funding for a minimum of 60 participants per contract
- Any scaling and additional funding after FY25 will be done at DYCD's sole discretion
- DYCD anticipates the contract term to be for three (3) years from September 1, 2024 through June 30, 2027, with an option for up to three (3), one (1) year renewals, at DYCD's sole discretion

Organizational Experience and Capacity

- ✓ **Non-profits, post-secondary institutions, training providers, employers, unions, and trade associations are eligible to apply**



- Proposers should have **three years of experience** in the last five years providing workforce services including, but not limited to:
 - **Serve unemployed or underemployed individuals, impacted by community violence**
 - **Effectively recruit and retain participants**
 - **Have high rates of attendance**
 - **Lead to job placement and employment**

*Vendors must have an HHS prequalification approved before they can propose

Required Documents



- ❖ Two Community Partnership Forms
- ❖ One Organizational Chart
- ❖ Staff Resumes (if applicable)
- ❖ Vacancies require a posting for TBD Staff
- ❖ Budget Summary

In-Demand Sectors

Please note:

Proposers can propose **more than one** sector per proposal.

Proposers may submit multiple proposals to different competitions which are borough-based.

Tech

ment



Service

Healthcare

Education/Nonprofit

Community Partnerships

There are 2 required community partnerships, all partnerships are required to be aligned with the proposed sector or occupation.

Employer Partnership

At least one employer or trade industry association in the relevant sector(s)

AND:

1) Training Provider

At least one partner to provide training and education services aligned to the sector(s) **(if a proposer is a training provider, they are exempt from this requirement and are required to submit a community partnership for option 2)**

OR

2) Supportive Services Provider

At least one partner to provide supportive services to participants **(if a proposer is a supportive services provider, they are exempt from this requirement and are required to submit a community partnership for option 1)**



Community Partnerships

Community Partnership Form:

- **At least two signed, completed forms should be submitted with the proposal.** If a proposer is exempt from a requirement, the proposer should mark they are exempt in the form and upload with the proposal.

The proposing organization is exempt due to the following (mark with X and sign only the proposing organization lines below):

☐ The proposing organization (or subcontractor) is an employer or trade industry association committed to the goal of hiring participants who successfully complete their proposed training program.

Make sure to complete the box to describe how you will work with the proposed partner to meet the expectations outlined in the NAQ

Budget Management

Each contractor would:

- ✓ Represent the costs to provide services for the proposed program in a proposed budget.
 - The costs associated with the budget would enable the effective delivery of services for the proposed program.
 - The budget would be consistent with the proposed program design.

Budget Summary Form:

- ✓ Upload a budget summary form for the ANNUAL cost of the proposed program, not exceeding the total anticipated annual funding amount per contract (~\$740,000/year).
- ✓ You do NOT need to include the cost of wages for paid work experience in your budget.

Subcontracting and Consultants

Subcontracts

- ❑ No more than 30% of the total budget may be subcontracted
- ❑ Proposed subcontractors must be identified in the proposal
- ❑ Only some staff positions may be subcontracted
 - Mental health professional
 - Job Developer
 - Instructors

*All subcontracts valued over \$20,000 are subject to DYCD approval.

Proposal Details Section in PASSPort



Confirm the competition for which this proposal applies to.

Please note this response should match the competition name you are applying to.
Answer this question for the specific proposal you are submitting



How many proposals will your organization submit in total?

Answer this question for ALL proposals submitted across all CRED NYC competitions



Please enter the number of proposed slots your organization intends to serve in the first year.

Answer this question for ALL proposals submitted across all CRED NYC competitions



Please select the borough(s) for which your site(s) will be located.

Answer this question for the specific proposal you are submitting

Post Award Requirements

Responsibility Determination, CSBG & Insurance

Please be advised that it is a requirement for all prospective contractors to be determined responsible in the Post Award phase.

*****Unresolved issues often cause significant delays in the post award process.**

- Responsibility Determination (RD)
 - PASSPort Disclosures are filed and current
 - All Outstanding liens and/or adverse information are satisfied
 - Charities Compliance are met
- For CSBG requirements
 - System for Award Management (SAM)
 - Vendor Responsibility Questionnaire (Vendor Responsibility Portal)
- Insurance Requirements
- Public Assistance Hiring Commitment Rider

NYC Insurance Requirements

TYPES AND AMOUNTS OF INSURANCE REQUIRED:

· Commercial General Liability Insurance ("CGL")

\$1,000,000 per occurrence for bodily injury and property damage

\$1,000,000 for personal and advertising injury
and

\$2,000,000 aggregate

· Commercial Automobile Liability Insurance (if vehicles used in contracted services delivery)

\$1,000,000 per accident combined single limit

· Professional Liability Insurance or Errors and Omissions Insurance (if applicable)

\$1,000,000 per claim

· Workers' Compensation, Disability Benefits, and Employers' Liability Insurance

Statutory amounts required under New York State Laws.

PROOF OF INSURANCE REQUIRED:

· For CGL, Automobile Liability Insurance, and Professional Liability Insurance or Errors and Omissions Insurance:

A Certificate of Insurance ("COI");

An Additional Insured Endorsement for CGL; and

A completed Certification by Insurance Broker or Agent.

· For Workers' Compensation Insurance and Disability Benefits Insurance:

Proof of insurance or proof of a legal exemption in a form acceptable to the NYS Workers' Compensation Board.

ACORD forms are not acceptable proof of such insurance.

COMMON PROBLEMS REGARDING INSURANCE THAT HOLD UP CONTRACT PROCESSING:

· Gap in insurance coverage

· Missing an Additional Insured Endorsement

· Incorrect language in the COI's Description of Operations/Locations/Vehicles box and Additional Insured Endorsements

· Missing NAIC # in COI

· Missing notarized Certification by Insurance Broker or Agent

*****DYCD will not be able to proceed with processing an awarded contract until it has obtained proof of the necessary insurance coverage.**

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://mtprawwsbswtp1-1.nyc.gov/Home.aspx>, and on the NYS Directory of Certified Firms at <https://ny.newnycontracts.com/>.
- MWBEs are listed 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 through the Payee Information Portal (PIP).*

Notice for Proposer Subcontractor Compliance

Please be advised there is a requirement to utilize the Payee Information Portal (PIP) to identify all subcontractors and to enter all subcontractor payment information, and other related information during the contract term.

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. 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 Procedures for disclosing, addressing, and documenting related party transactions in accordance with this section. <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>

Conflict of Interest continued

Human Services Contract Section	Section in ≤\$100k Discretionary	Section in \$100k+ Discretionary	Subject	What the Contract says*
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 about these should be direct to dycdlegal@dycd.nyc.gov