

Fatherhood Initiative Request for Proposal

Pre-proposal
Conference

March 18, 2025
10:00AM & 2:00PM

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.

About DYCD

DYCD's 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.

DYCD's 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.*

RFP Timeline

Renise Ferguson, DACCO, PACE Team, DYCD

RFP Timeline

**Anticipated contract term January 1, 2026 – June 30, 2029
(Option to renew for up to 3 additional years)**

Proposal Due Date	April 14, 2025 at 2:00pm
Award Announcement	Spring/Summer 2025
Questions	Must be received by March 27, 2025

Questions should be submitted through Discussion Forum in PASSPORT

PASSPort Resources



**PASSPORT
RESOURCES**



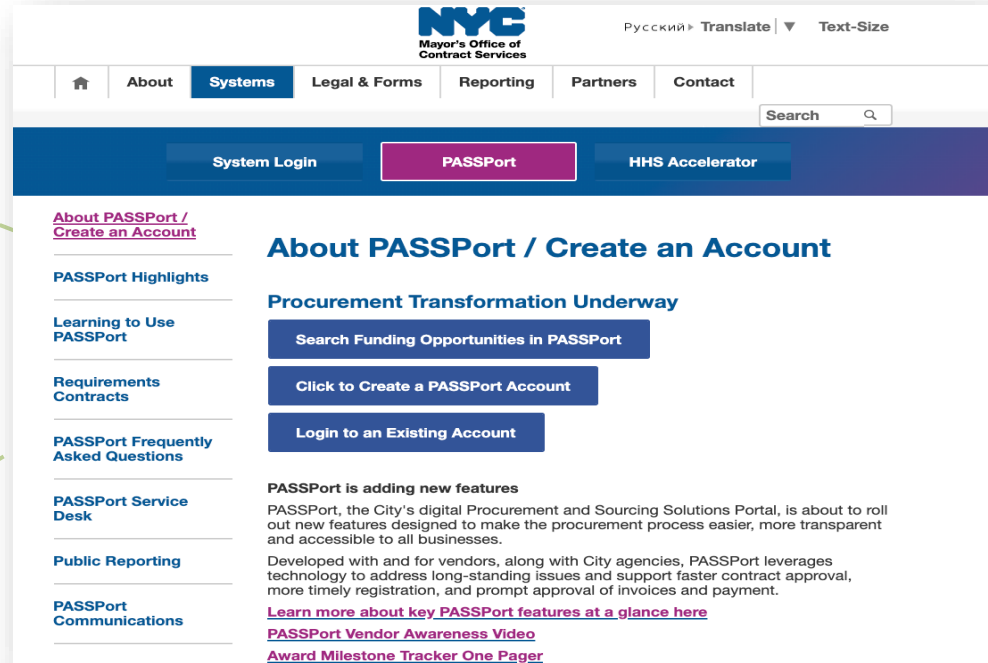
**LEARNING TO USE
PASSPORT**

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, there's a navigation bar with the NYC logo and links for 'About', 'Systems', 'Legal & Forms', 'Reporting', 'Partners', and 'Contact'. A search bar is on the right. Below the navigation bar, there's a dark blue banner with 'System Login', 'PASSPort' (highlighted in a pink box), and 'HHS Accelerator' buttons. 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'. To the left, there's 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'. The main content area also includes 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'.

Learning to Use PASSPort

NYC
Mayor's Office of
Contract Services

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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

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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 –21%**
- **Staffing – 20%**
- **Service Requirements & Outcomes – 35%**
- **Community Partnerships – 8%**
- **DYCD Approaches – 6%**
- **Program Facility and Equipment – 5%**
- **Budget Management– 5%**

Overview of Fatherhood Initiative

Ebony Jordan-Wilson and Natalie Green
Fatherhood Initiative Program, DYCD

Program Mission and Target Population

The Fatherhood Initiative program aims to engage fathers to become **self-sufficient**, support fathers in **establishing relationships and/or reconnecting with their children** and assist fathers in **strengthening their ties to their communities**, in order to strengthen their children's economic, emotional and social futures.

The program aims to serve **custodial and non-custodial fathers** who may be living at or below the poverty level. This includes fathers who:

- are disconnected from or have no visitation with their children
- have supervised visitation with their children
- have unsupervised visitation of their children
- have unsupervised visitation and want to participate with a coparent figure

Competition Details

The anticipated contract term will be for 3.5 years, from **January 1, 2026, through June 30, 2029**, with an option for DYCD to renew contracts for up to three additional years.

	FY26 (Jan 1-June 30)	FY27	FY28	FY29	Total
Minimum Service Level per Contract	87	175	175	175	
Price Per Participant*	\$2,564	\$2,630	\$2,630	\$2,630	
Minimum Funding per Contract	\$223,068	\$460,250	\$460,250	\$460,250	
Minimum Number of Contracts	17	17	17	17	
Total Funding for All Contracts	\$3,846,000	\$7,890,000	\$7,890,000	\$7,890,000	\$27,516,000

Because the contract date will start midway through FY26, contractors will serve only 87 participants . For the proposal budget summary, proposers should use the FY27 contract and slot amounts. Please note the slight increases in accordance with NYC's 2025 COLA initiative.

Organizational Experience and Capability

Contractors need at least 3 years of experience with the following:

Serving low-income custodial and non-custodial fathers and their families, including coparents

Promoting best practices for fathers to establish relationships and/or reconnect with their children

Recruiting and retaining participants, promoting high rates of attendance

Serving the immediate community where the contractor is proposing to work

Demonstrating success and improving program quality through monitoring and assessments, including quantitative measures

Managing required administrative, reporting, and financial controls and systems to meet DYCD standards.

Staffing Pattern

**Minimum
required
staffing:**

Full-time Program Director

Two full-time Family Development
Coaches

One Full-time Training Specialist

One Part-Time Peer Mentor

Identified staff to support IT and
admin/fiscal obligations

Staffing Standards

Staffing Standards:

- Ensure that services are provided by qualified staff with the cultural competencies and knowledge necessary to serve low-income fathers, coparents, and their families
- Staff should also be equipped to discuss themes of systemic and individual racism and/or gender biases with participants and strategies to combat them, as discussed in the required workshops section.
- 12-15 hours of training and staff development per year
 - DYCD required trainings
 - Training selected/offered by the contractor

Service Requirements: Participant Tiers and Activities

Required Activity	Tier 1	Tier 2	Tier 3	Tier 4
	Fathers who are disconnected from or have no visitation with their children	Fathers who have supervised visitation with their children	Fathers who have unsupervised visitation of their children	Fathers who have unsupervised visitation and want to participate with a coparent
Orientation	Attend 1 session			
Parenting Skills Training	Self-paced Modules: ProFathering15 Curriculum + Group Fathering in Action Session		Group Sessions: Supporting Fathering Involvement (SFI) Curriculum	
Supervised Visitation Coaching	N/A	Fathers referred to coaching services	N/A	N/A
Case Management	Monthly Meeting			
Community projects	Co-lead at least 1			
Support groups	Incentivized/encouraged to attend as often as possible			
Family events and activities	Attend at least 1			
Workshops	Attend at least 3			

Service Requirements: Additional Expectations

- Activity-specific expectations:
 - Each activity has specific guidance and expectations for service quality, please see the RFP for more detail on each activity
- Across all activities, contractors should promote interactions and community building between fathers across the four tiers.
- Activity Scheduling/Hours
 - No set enrollment timeframe for each participant, however contractors should pay close attention to schedule offerings to move participants through the program in a timely fashion
 - Specific guidance on the frequency of activity offerings is outlined in outputs table in the RFP. Please also note guidance on remote/hybrid offerings.
- Outreach, Recruitment, Retention:
 - Contractors will need to develop a multi-method outreach and recruitment plan
 - \$200 Incentives will be given to encourage retention. Contractors will plan how \$50 of the incentives will be allotted.

Proposal: Service Requirements

In your proposal, you will be asked to specifically discuss:

- #1: Service Level/Activity Plan
- #2: Interaction between
- #3: Serving Co-parents
- #4: Community Projects
- #5: Support Group sessions
- #6: Outreach and Marketing Plan
- #7: Incentive Plan

Please make sure to review the RFP for the requirements and expectations for each before completing your proposal.

Outputs and Outcomes

Selected Contractors will be expected to meet the following:

- **Contractor level Output Expectations:**
 - **Enrollment-** Contractors Enroll 175 Participants Annually:
 - Tiers 1 and 2: 103 Fathers
 - Tier 3: 36 Fathers
 - Tier 4: 36 Participants (18 fathers and 18 coparents)
 - All activities offered at required frequencies/quantities (see outputs and outcomes table in the RFP)
- **Participant-level Outcome Expectations:**
 - 75% of Fathers attend **1 orientation session**
 - 80% of Fathers/Coparents **complete parenting skills training** (ProFathering15 or SFI).
 - 80% of Fathers/Coparents completing parenting skills training **demonstrate knowledge gain** from pre- to post-test
 - 75% of Fathers/Coparents **complete at least one ISP goal**
 - 50% of Fathers co-lead at least 1 **community project**
 - 75% of Fathers complete at least all 3 **required workshops**

Community Partnerships:

6 Community Partnerships required at the time of proposal:

1. Workforce Development Program
2. Legal Service Provider
3. Cure Violence Provider
4. Atlas Provider
5. Healthy Families Provider
6. Beacon/Cornerstone

Please note:

- DYCD prefers that community partners have 3 years of experience in the last 5 years providing the desired services listed below.
- Proposers should partner with organizations they already have established connections with and/or organizations based within or connected to the same community, where possible.
- Contractors may propose up to three community partnerships within their organization, a completed form is still required for each. **At least three partnerships must be with external entities.**
- **There are 7 additional partnerships required to establish post-award.**

DYCD Approaches

There are 5 standard DYCD approaches that should be incorporated in all DYCD programs:

- Diversity, Equity and Inclusion (DEI)
- Safe and Welcoming Environment
- Strengths-based Approaches
- Family Engagement
- Holistic Approach

Please read the RFP to learn more about the expectations for each approach.

Program Facility and Equipment

Each proposer and selected contractor should:

- Have site control of an adequate program facility for the life of the contract.
 - **A copy of the lease or letter of intent should be submitted with the proposal.**
 - Site changes require DYCD approval
- Have **adequate and appropriate technology** and equipment to deliver service requirements such as having computers available for participants to complete the ProFathering 15 modules.
- Ensure staff members have **access to computers and a high-speed Internet connection**

Budget Management

Proposal requirements

- **Each proposer would:**
 - Submit an **ANNUAL** proposal budget summary with their proposal
 - Base costs on the Fiscal Year 2027 contract amount: \$460,250

Post-Award Policies and Procedures

- **Each contractor would:**
 - Comply with DYCD contract obligations including data collection and reporting
 - Provide Monthly invoice reports
 - Create and maintain accounts through the Payee Informational Portal (PIP) system
 - Comply with DYCD social media policy
 - Access DYCD hosted applications such as DYCD Connect
 - Submit workplans

Post Award Requirements

Renise Ferguson, DACCO, PACE Team, DYCD

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.
- *This slide has been updated post Pre-Proposal Conference*

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 will be required to purchase 30% 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 30% MWBE goal.

Note: *All applicable subcontracts are subject to report payments through the Payee Information Portal (PIP).*

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 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>
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>

Please use the chat to ask any questions you may have about the RFP requirements or proposal process and DYCD staff will answer to the best of our ability.

Transcript, presentation and attendance rosters will be posted to DYCD website for viewing

www.nyc.gov/DYCD