

Learn & Earn Request for Proposals

Pre-proposal Conference

**April 18th, 2024
2:00PM**

Welcome & Agenda

 **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

- **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

RFP Timeline

Teola Deane-Dossou, ADACCO, PACE Team,
DYCD

RFP Timeline

- **Proposal Due Date: May 21, 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: Summer 2024**
- **Anticipated master contract term: The anticipated contract term will be for 6 years (July 1, 2024, through June 30, 2030), with no options to renew.**
- **Questions: *MUST* be received no later than May 14, 2024**

(Questions should be submitted through Discussion Forum in PASSPORT)

PASSPort Resources



**PASSPORT
RESOURCES**



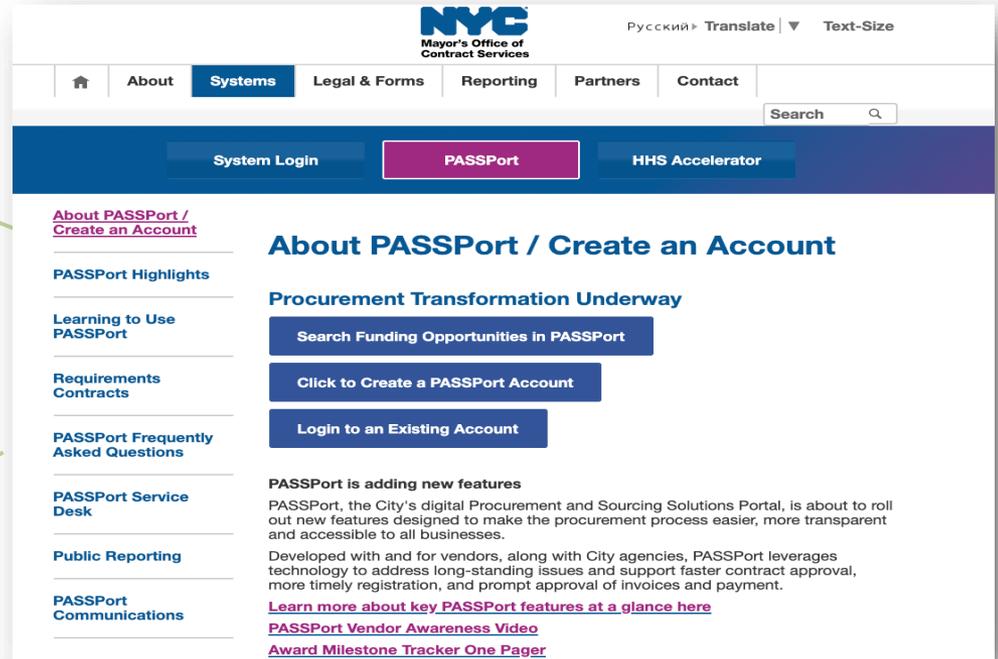
**LEARNING TO USE
PASSPORT**

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.



NYC
Mayor's Office of Contract Services

Русский Translate Text-Size

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

Search

System Login **PASSPort** HHS Accelerator

[About PASSPort / Create an Account](#)

About PASSPort / Create an Account

Procurement Transformation Underway

[Search Funding Opportunities in PASSPort](#)

[Click to Create a PASSPort Account](#)

[Login to an Existing Account](#)

PASSPort is adding new features

PASSPort, the City's digital Procurement and Sourcing Solutions Portal, is about to roll out new features designed to make the procurement process easier, more transparent and accessible to all businesses.

Developed with and for vendors, along with City agencies, PASSPort leverages technology to address long-standing issues and support faster contract approval, more timely registration, and prompt approval of invoices and payment.

[Learn more about key PASSPort features at a glance here](#)

[PASSPort Vendor Awareness Video](#)

[Award Milestone Tracker One Pager](#)

[PASSPort Highlights](#)

[Learning to Use PASSPort](#)

[Requirements Contracts](#)

[PASSPort Frequently Asked Questions](#)

[PASSPort Service Desk](#)

[Public Reporting](#)

[PASSPort Communications](#)

Learning to Use PASSPort

The screenshot shows the NYC Mayor's Office of Contract Services website. The header includes the NYC logo, a language selector for Korean, and a text size option. The navigation menu includes Home, About, Systems (highlighted), Legal & Forms, Reporting, Partners, and Contact. Below the navigation is a search bar and three buttons: System Login, PASSPort (highlighted), and HHS Accelerator. The main content area is titled "Learning to Use PASSPort" and features a "Create a PASSPort Account" section. This section includes a list of steps for creating an account, a note about existing NYC.ID users, and instructions on completing the vendor enrollment package. Below this is a "PASSPort User Materials and Videos" section with a list of resources including user manuals, quick guides, videos, e-learning courses, and webinars. At the bottom, there is contact information for the MOCS Service Desk.

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

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.

Learn & Earn: Program Model Overview

Nurus Salam, Senior Director of In-School Programs, Workforce
Janae Russell, Director of In-School Programs, Workforce

Proposals will be evaluated using the following criteria:

Organizational Experience and Capability– 20%

Staffing– 20%

Service Requirements– 30%

Community Partnerships– 10%

DYCD Approaches– 5%

Program Facility and Equipment– 10%

Budget Management– 5%

Program Mission

WIOA Youth programs nationwide are intended to provide comprehensive youth workforce development services that support youth in gaining work readiness skills, work experience, credentials, academic skills, and supportive services, with the ultimate goal of placement in postsecondary education or training or employment.

The overall goal of the Learn & Earn Program is to help youth acquire the academic and work readiness skills and support services they need to graduate from high school prepared for postsecondary education and/or employment.

Target Population



Learn & Earn is targeted to high school juniors and seniors attending NYC Public Schools who are low-income and face barriers to postsecondary education and/or employment.

- Basic skills deficient
- An English language learner
- In foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or in out-of-home placement
- A homeless youth or a runaway
- Court-involved youth
- A youth with a disability
- A youth who is pregnant or parenting

Program Goals

- **High School Completion:** Facilitate participants' successful completion of high school and attainment of a high school diploma through the provision of academic supports such as tutoring, study skills and test preparation
- **College Exploration:** Expose youth to a range of postsecondary options including two (2) year, four (4) year and non-degree certificate programs, and help them identify and apply for programs that fit their needs and goals based on individual assessment
- **Career Exploration:** Expose youth to promising industries and careers and provide youth with meaningful work-based learning opportunities along with work readiness training
- **Work-based Learning:** Create internship and work-based learning experiences in line with a student's interest that supports career exploration and compliments the school experience
- **Wrap-around Supports:** Utilize principles of youth development to support the holistic needs of youth and address barriers to completing high school and securing employment through case management, comprehensive guidance, and counseling
- **Follow-Up Services:** Provide placement services to ensure that participants are engaged in either postsecondary education, training, unsubsidized employment, the military, or some combination of those activities after program completion

Program Outcomes

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

Measurable Skills Gain (MSGs)

Percentage of participants achieving documented progress (i.e. grades) towards a high school diploma

Credential Rate

Percentage of participants who attain a high school diploma or equivalent

Placement in Employment, Education or Training

Percentage of participants placed in postsecondary education or placed in training, apprenticeship, or employment

Program Elements

WIOA's Youth Program Elements



Tutoring, study skills training, and instruction



Leadership development opportunities



Paid work experience



Supportive services, counseling & comprehensive guidance



Postsecondary preparation and transition activities



Follow-up services for up to 12 months after program exit

School Selection

Schools were chosen based on a mix of factors including, but not limited to, high economic needs index and poverty rates, low post-secondary enrollment and college readiness rates, class sizes, graduation rates, attendance, and credit accumulation. Contractors proposing their own school must meet the following criteria:

- 1 Contractor must have **at least two years** of previous experience working with the school
- 2 School must have a minimum of 100 students enrolled in both the tenth and in the eleventh grades (100 in each) for the 2023-24 school year
- 3 School must serve at least 200 students with a WIOA-defined barrier:
English Language Learners, Justice-Involved, Runaway or homeless/
in temporary housing, pregnant/parenting, and/or have an IEP/disability
- 4 School must serve a low-income population (as defined by one of the criteria below)
 - Proposed school is above 50% Economic Needs Index and/or poverty rate; or
 - At least 200 students reside in households on cash assistance and/or food stamps

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.

Case Manager

Provides case management and encourage participant engagement and retention in education and work experience activities

Job Developer

Dedicated to identifying and providing participants with high-quality internship and work experiences and monitor worksites. The job developer should also provide support in general post-secondary success, such as college and general career counseling.

Program Coordinator

Integrates partnerships integral to the program goals such as mentoring, leadership activities, and college exploration activities. This may also include integrating school-year work experience and college credit.

Program Schedule

- Must be offered year-round, with each participant receiving up to 2 years of direct services and up to 12 full months of follow-up
- During the summer, participants will be supported with a subsidized work experience
- It is DYCD's preference and recommendation that Learn & Earn programs be delivered **in-person**



Contractors will have the option of delivering some services remotely depending on the needs of participants on a limited basis and will need to justify remote programming in the proposal.

Cohort Overview

Half of the participants served each year should be juniors and half should be seniors, except for the last year of services. Juniors should be retained through their senior year. **All participants should have one year of follow-up.**

Year 1 FY25	Year 2 FY26	Year 3 FY27	Year 4 FY28	Year 5 FY29	Year 6 FY30
35 Seniors	Follow-up (Year 1 Seniors)	Follow-up (Year 2 Seniors)	Follow-up (Year 3 Seniors)	Follow-up (Year 4 Seniors)	Follow-up (Year 5 Seniors)
35 Juniors	35 Seniors (retained from Year 1 Juniors)	35 Seniors (retained from Year 2 Juniors)	35 Seniors (retained from Year 3 Juniors)	35 Seniors (retained from Year 4 Juniors)	
	35 New Juniors	35 New Juniors	35 New Juniors	35 New Juniors	

Learn & Earn: Proposal Overview

Nurus Salam, Senior Director of In-School Programs, Workforce
Janae Russell, Director of In-School Programs, Workforce
Astrid Spota-Wolfe, Senior Director OPA, PPIE

Contract and Funding Overview

Anticipated Contract Term: 6 years (July 1, 2024 – June 30, 2030)

Learn & Earn	
Anticipated Total ANNUAL Funding	\$5,159,700* / year
Price per Participant Rate	\$4,900*
Total Awards	15
ANNUAL Service Level	70 Participants per contract/year ~\$344,000 per contract/year
Competitions	5 (one for each borough)

*Price Per Participant and Total Funding do not include wages for the paid work experience component of Learn & Earn. Wages are funded separately by DYCD directly to participants.

Program Model Changes

Key Takeaways from stakeholder feedback include:

School-Based Programming

- Leveraged supports through schools
- Stronger integration with DYCD, NYCPS, and CUNY priorities
- *Contractors can propose schools that are not included in the preferred list

Staffing

- Increase funding for staff to address turnover and vacancies, as well as administrative needs of the programs
- Include support staff dedicated to identifying high-quality work experience and internship opportunities, including employer partnership development, and other counseling around general post-secondary success

Organizational Experience and Capacity

- ✓ **Proposers should have **three years** of experience in the last five years providing workforce services that:**
 - implement effective recruitment and retention strategies;
 - develop and sustain strong staffing patterns;
 - have high rates of attendance;
 - meet or exceed program goals as evidenced by quality monitoring tools, assessments undertaken by public/private funders, or formal/external evaluations; and
 - use quantitative measures to demonstrate program effectiveness and make adjustments designed to improve program quality based on data analysis.

Required Documents



- ✓ School Partnership Agreement for each proposed school
- ✓ At least one Community Partnership Form
- ✓ One Service Level Form
- ✓ One Organizational Chart
- ✓ Staff Resumes and/or Job Descriptions
- ✓ Budget Summary

Community Partnerships

At least one School Partnership Agreement:

- Upload a signed, complete form for each *proposed* school partnership.
- Make sure to complete the box to describe how you will work with the proposed partner to meet the expectations outlined in the RFP.
- In the box provided, provide a justification for any schools not on the preferred school list.

At least one Community Partnership Form for a post-secondary education institution such as a community college:

- At least one signed, completed forms should be submitted with the proposal.
- Make sure to complete the box to describe how you will work with the proposed partner to meet the expectations outlined in the RFP

School Selection Requirements

- **Each Contractor can submit ONE proposal per borough**
- All contractors are required to locate their programs in a NYC Public School
- In each proposal, contractors can propose up to THREE public schools within the designated borough:
 - A signed school partnership agreement must be submitted for each proposed school
 - See Attachment 07 for a list of preferred NYCPS-approved New York City public high schools for Learn & Earn programming.

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 (~\$344,000/year).
- You do NOT need to include the cost of wages for paid work experience in your budget.

Proposal Details Section in PASSPort

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

Please note, this answer should be consistent with the competition for which you are applying to.

Answer this question for the specific proposal you are submitting

➔ **Select the school(s) this proposal is for. If the school(s) is not listed, enter the school(s) name in the comments section.**

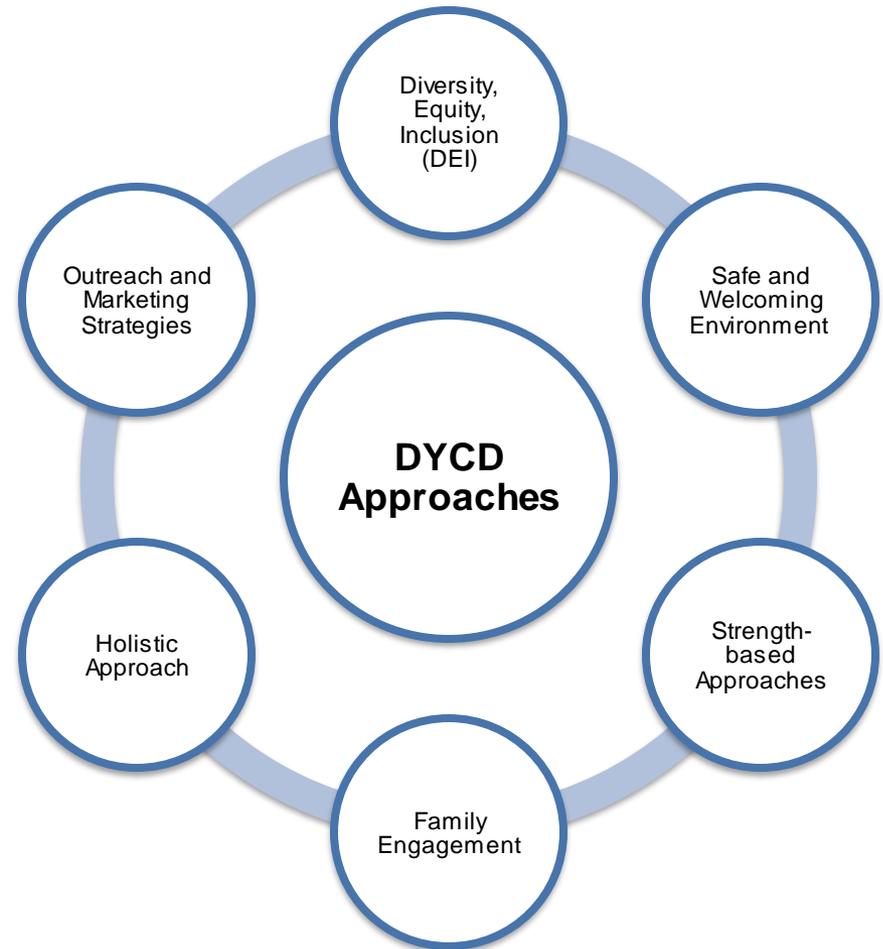
Answer this question for the specific proposal you are submitting – include all proposed schools. Justification for non-preferred schools will go in the School and Community Partnerships section.

➔ **How many proposals will your organization submit in total?**

Answer this question for ALL proposals submitted across all Learn & Earn competitions/boroughs

Section E: DYCD-wide Approaches

DYCD has developed a set of agency-wide approaches that contractors are expected to adopt irrespective of program area or focus.



Post Award Requirements

Teola Deane-Dossou, ADACCO, PACE Team, DYCD

Responsibility Determination, WIOA & 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 WIOA 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 goods, supplies, services, and equipment from MWBEs. MWBEs are listed on the NYC Online Directory of Certified MWBE Businesses, available at <http://mtprawvwsbawtp1-1.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/>.

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.</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