

# Literacy Re-Issue Program Request for Proposals

Pre-proposal  
Conference

July 31, 2025  
1:00PM

# 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

Renise Ferguson, Deputy ACCO

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# *RFP Timeline*

- Proposal Due Date: August 18, 2025 at 2:00pm
- Award Announcement: Fall 2025
- Anticipated master contract term: October 1, 2025 – June 30, 2027 (option to renew for up to 3 years)
- Questions: Must be received by August 11, 2025

**(Questions should be submitted through Discussion Forum in PASSPORT)**

# *PASSPort Resources*



**PASSPORT  
RESOURCES**



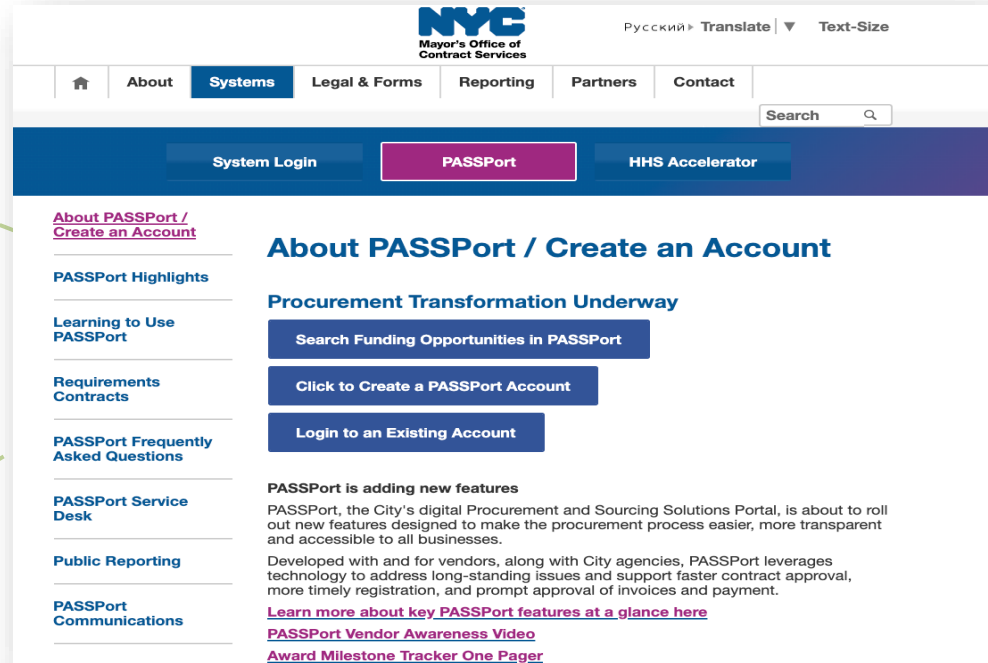
**LEARNING TO USE  
PASSPORT**

# PASSPort Resources

 [nyc.gov/passport](https://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 interface. At the top, the NYC logo is on the left, and 'Русский Translate' and 'Text-Size' are on the right. Below this 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 of text 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](mailto: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– 20%**

**Staffing– 15%**

**Service Requirements– 30%**

**Community Partnerships– 10%**

**DYCD Approaches– 13%**

**Program Facility and Equipment– 7%**

**Budget Management– 5%**

# Literacy Re-Issue Program Expectations

Kathleen Almanzar, Senior Director, Community Development  
Astrid Spota-Wolfe, Senior Director, Program Planning and Evaluation

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# RFP Details

Anticipated Contract Term: October 1, 2025 – June 30, 2027 with the option to for DYCD to renew contracts for 3 additional years.

Service Option	ABE/HSE Literacy Program
Anticipated TOTAL Funding	\$762,816
Price per Participant Rate	\$1,373
Competitions	2 awards

\*Note: Proposers may propose for one or more service option, with a separate proposal for each. Proposers may propose multiple sites within one proposal for the same service option.

# Geographic Requirements

- Your program must be located in the Neighborhood Tabulation Area (NTA) associated with the competition in which you are applying: NTA BK0802 (Crown Heights (North)) or NTA BK0301 (Bedford-Stuyvesant (West))
- To view NTA boundaries, and see which NTA specific addresses are located in these NTAs, please use NYC's Population FactFinder following link: <https://popfactfinder.planning.nyc.gov/#13.65/40.71214/-73.99052>
- Please note:
  - Program's current address does not determine eligibility to apply to provide programming in a particular NTA. Program will need to locate classes in the selected NTA upon award.
  - Participants do not need to reside in the NTA to be eligible for services. The Geographic requirements apply to site locations only.

# Organizational Experience, Subcontracting and Consultants

- Organizational Experience expectations are outlined in the RFP on Page 10. At a minimum contractors should have at least 3 years of experience serving the target population for the related service option.
- Subcontracting and Consultants are allowed, but they are both subject to the specific conditions listed in the RFP on page 4 of the RFP. Please note:
  - Proposed subcontractors must be identified in the proposal.
  - No more than 30 percent of the total budget may be subcontracted.
  - All subcontracts valued over \$20,000 are subject to DYCD approval.

## **ABE/HSE Literacy Program**

- For adults (18+) who lack sufficient mastery of basic educational skills and/or lack high school diplomas to improve reading, writing, speaking, and comprehension skills.

# Service Option #2: ABE/HSE Program

- Target Population:
  - Adults at least 18 years and older, not enrolled or required to be enrolled in secondary school lacking sufficient mastery of basic educational skills and a high school diploma.
  - A portion of participants will be subject to income eligibility requirements set by the federal CSBG policy.
- Required Activities:
  - Classroom instruction for both ABE and HSE or HSE only
  - Digital literacy support
  - Case management
  - Education/career counseling
  - Referrals to career readiness and job development programs, if applicable
  - Referrals to GED testing (if GED is a supported pathway)

# Service Option #2: ABE/HSE Program

- Case Management:
    - Support participants' ability to identify and overcome attendance barriers
    - help participants navigate, engage, and access resources and services
    - make appropriate referrals
  - Program Hours and Minimum Requirements
    - September through June. Summer classes are optional.
    - Minimum 6 hours of instruction weekly / 72 hours in total for each course
    - 40% of instructional time in-person; maximum of 60% remote
    - Case management and counseling can be delivered in-person or remotely
- Optional Activities
- Referrals to learning disability screening services, if applicable
  - One-on-one support to navigate the technologies required by classes and course work



# Service Option #2: ABE/HSE Program

- Staffing and Requirements
  - Program Director: Bachelors' Degree (Part-time 25%)
  - Instructor(s): Bachelor's Degree (Instruction hours + 6 hours)
  - Part-time Program Assistant: Experience in Data Entry and Reporting (19 hours a week)
  - Part-time Family Development Coach: Bachelor's Degree; or Associates with FDC or 3 years Case Management Experience (15 hours a week)
  - A dedicated staff person to help participants navigate digital technologies (doesn't need to be separate staff line)
- Community Partnerships
  - Required:
    - College Preparatory Program or Community College
    - Workforce Development Program
  - At least three additional community partnerships. Suggested:
    - Mental Health Services Provider
    - NYC Financial Empowerment Centers
    - Providers that meet the identified needs of the participants
    - Providers that help contractors meet participants' literacy goals
    - Learning Disability Screening Service Provider

# Service Option #2: ABE/HSE Program

Outcome	Indicator	Verification
Participants will be engaged in programs.	Meets total number of slots allocated annually.  50% of participants will attend classes for at least 72 hours.  12-15 participants will attend each class.	DYCD's Participant Tracking System (PTS)
Participants will have an Individual Service Plan (ISP).	100% of enrolled participants will have an ISP.	PTS
Participants will demonstrate improved literacy skills.	54% of enrolled participants are expected to advance at least one ABE level.  50% of participants enrolled in HSE exam preparation classes are referred to take the GED test.	TABE test (Complete Battery)  PTS
Participants will attain an HSE diploma.	50% of participants that are referred to take the GED test will pass.	HSE diploma
Participants will achieve one (1) or more goals outlined in ISP.	60% of enrolled participants complete at least one (1) goal identified in the ISP by the end of the program year.	Case notes in PTS

\*Any participant who attends one literacy class is considered enrolled

# *Common Features of Programs: Instruction and Marketing*

- Instruction
  - Contractors will develop lesson plans and/or have a curriculum or syllabi in place that outlines the skills to be taught, as well as assessment tools and materials to be used.
  - Literacy instruction will include the following learning goals:
    - Numeracy skills
    - Digital literacy and problem-solving skills
    - Critical literacy and critical thinking skills
    - Workforce development and career readiness skills
- Marketing, Recruitment, and Enrollment and Retention
  - Contractors will submit and implement a comprehensive, strategic marketing and outreach plan to recruit and retain program participants, as well as boost attendance year-round

# Common Features of Programs: Mental Health Supports

## DYCD Mental Health Supports Policy:

### Staff Training

**All staff must complete the Mayor's Office of Community Mental Health's (OCMH's) Building Connections to Mental Health Support Training.**

- **Program Director must complete OCMH's Building Bridges to Support (recorded, 1 hour and 40 minutes).**

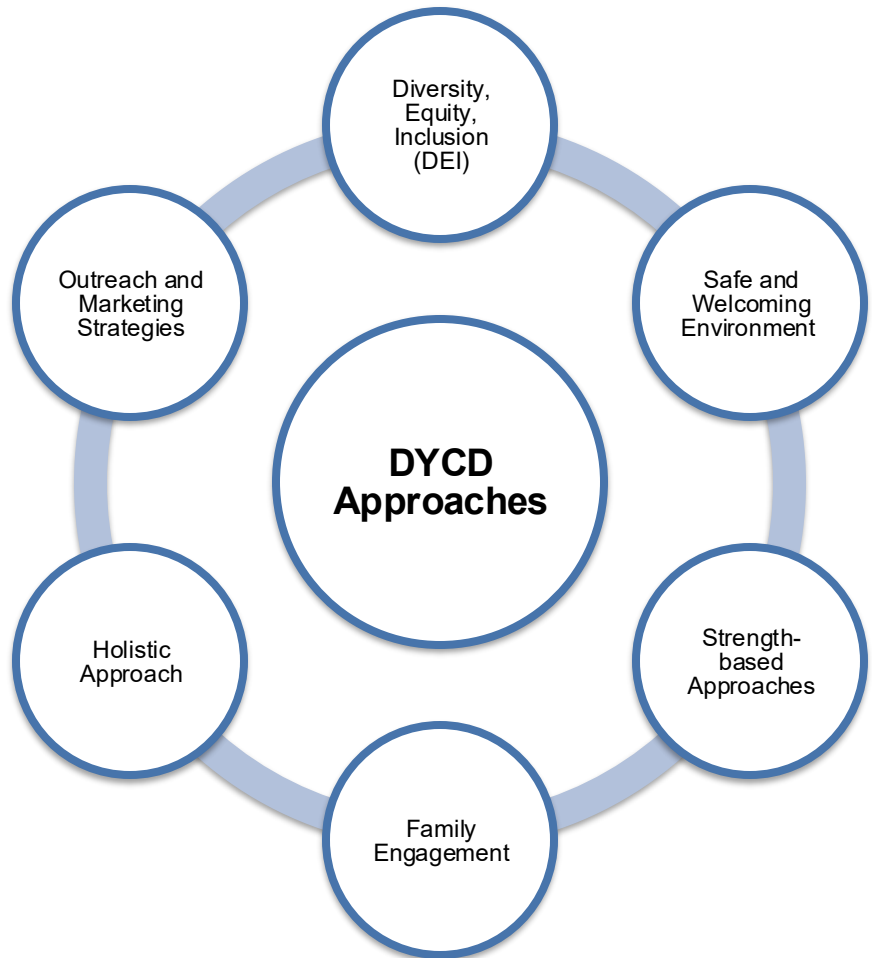
### Referral Plan

**Contractors must create a plan and process for mental health referrals**

# Common Features of Programs:

## DYCD-wide Approaches

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

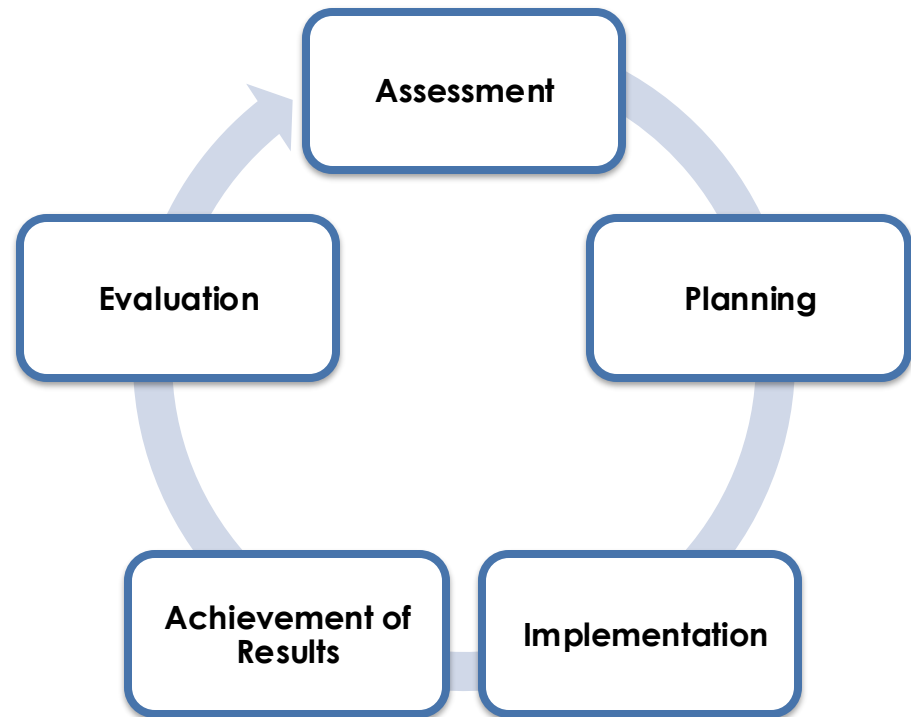


# Common Features of Programs: ROMA

DYCD adheres to the Results Oriented Measurement and Accountability (ROMA) framework when planning programs supported by CSBG funding.

It expects the funded organizations to also consider the ROMA framework to maximize the achievement of results.

The ROMA “Accountability Cycle”



# *Common Features of Programs: Program Facility and Equipment*

Each contractor will:

- Have site control of an adequate program facility, demonstrated by a lease or letter of intent:
  - Located in the proposed NTA
  - Appropriate in size and design
  - Compliant with the local fire, health, and safety standards
  - Easily accessible by public transportation.
  - Compliant with the Americans with Disabilities Act (ADA)
- Have adequate and appropriate technology and equipment to deliver service requirements
- Ensure staff members have access to:
  - Computers and a high-speed Internet connection with Microsoft Windows and browsers
  - Antivirus software
  - Firewall software or hardware is strongly recommended.

# *Administrative Requirements*

- Each contractor will:
  - 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
  - Ensure safety and emergency plans
  - Notify DYCD within 24 hours when an employee separates from employment or has been terminated



- Each contractor should:
  - 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.
  - Base total funding request on the anticipated funding and payment structure.

# Post Award Requirements

Latrell Johnson, ADACCO, PACE Team, DYCD

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# *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
- Community Hiring Rider

# NYC Insurance Requirements

- Commercial General Liability
  - \$1 million per occurrence and \$2 million aggregate
- Workers' Compensation
- Employers' Liability
- Unemployment, Motor vehicle and Professional Liability - if applicable
  - A certificate of insurance naming the City of New York, together with its officials and employees, as additional insured.
  - An additional insured endorsement naming the City of New York, together with its officials and employees, as additional insured
  - A 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://mtprawvwsbswtp1-1.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 in PASSPORT.*

## *Notice for Proposer Subcontractor Compliance*

Please be advised there is a requirement to utilize the Payee Information Portal (PIP) & PASSPORT 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"> <li>A definition of the circumstances that constitute a conflict of interest;</li> <li>Procedures for disclosing a conflict of interest or possible conflict;</li> <li>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;</li> <li>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;</li> <li>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</li> <li>Procedures for disclosing, addressing, and documenting related party transactions in accordance with this section.</li> </ul> <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](http://www.nyc.gov/DYCD)