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March 1, 2016

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NEW YORK CITY
DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT
CAPACITY BUILDING TECHNICAL ASSISTANCE RFP
PRE-PROPOSAL CONFERENCE

March 1, 2016
2:09 p.m.

Transcribed by:

Nicole Ellis

PANEL MEMBERS:

MERYL JONES	Assistant Commissioner Capacity Building
MIGUEL BONILLA	Director of Organization Development Capacity Building
BOB FRENZEL-BERRA	Director of Planning Research and Program Development
KEITH BUNCH	Moderator Assistant Deputy Agency Chief Contracting Officer

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SPEAKERS:

KATE McNALLY	New York Council of Non-Profits
LISA FURST	MHA-NYC
JOSE RIVERA	Rivera, Sierra & Co.
SUZANNE OTIS	The Leadership Program
LILLIAN CASTRO	Morning Side Center for Teaching
SARAH DURAM	Big Duck
YAYUN CHANG-CAHILL	Catapult Learning LLC
LEORA ESTERSOM	Non-Profit Helpdesk
LEAH BROWN	American Institute of Research
AGNITA LEON-SOON	Advance Talent Solutions

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MR. BUNCH: Good afternoon, everyone.
On behalf of Commissioner Bill Chong, I
would like to welcome you to Department of
Youth and Community Development's
Pre-Proposal Conference for Capacity
Building Technical Assistance RFP. My
name is Keith Bunch, I'm the Assistant
Deputy Agency Chief Contracting Officer, I
come from the Procurement Unit here at
DYCD.

So on the screen you see we have our
agenda, so I'll be going over the RFP
timeline and requirements. And at this
time I'd like to just present to you our
panel for today. We have from Capacity
Building, Ms. Meryl Jones, she's the
Assistant Commissioner. She'll be going
over Capacity Building. We also have
Miguel Bonilla, he'll be going over RFP
content areas, he's the Director of
Organization Development. We also have
Robert Frenzel-Berra, he's the Director of
Research and Program Development. He'll
be going over format and content, and at

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the end we'll discuss some post-award requirements. And at the end we'll finally have a Q&A session. If you have any questions regarding the RFP or during the presentation for today, you'll be able to ask any questions you may have.

So about DYCD, just wanted to go over with you our mission statement. The New York City Department of Youth and Community Development, or 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. Our 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. We empower individuals, strengthening families, invest in communities.

I want to thank you for joining us today. At this time, I'd like to go over

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some important dates and general information. So the proposal due date is March 22, 2016 at 2 p.m., so again your proposals will be due on March 22, 2016 at 2 p.m., I'll go over in terms of how you'll submit your proposals in a second. The award announcement will be sometime in late spring, and if you have any questions they must be received by March 11, 2016. If you have any questions, you e-mail RFPquestions@dycd.nyc.gov.

So the proposal submission. Proposal packages must be hand-delivered to the Office of Contract Procurement, Attention Dana Cantelmi, Agency Chief Contracting Officer, 2 Lafayette Street, 14th Floor, New York 10007. This also is referenced on page 4 of the RFP. If your proposal is e-mailed or faxed it will not be accepted, so this is very important. If you're going to submit your proposal, please make sure that it's hand-delivered. Also proposal package must include one original hardcopy and one exact electronic copy.

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Again this is referenced on page 30 of your RFP. The cover of the proposal package must include the correct service option and subcategory proposed. And lastly, a separate and complete proposal must be submitted for each service option and each subcategory proposed. So basically if you'd like to propose for, say, four service options, you have to make sure you submit a separate and complete proposal for each service option. You can't submit one proposal for four service options, they have to be separate for each one.

Before I go into the M/WBE requirement, show of hands, does everyone have a copy of page 30 of the RFP?

(Audience complies.)

MR. BUNCH: Okay, I just want to make sure. That's going to be a very important piece of paper. Again, some of the things I reference on the presentation will be up there, so you may want to peruse through that a couple times, and just make sure if

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you have any questions, anything like that, it's a very important piece of information for you.

So the M/WBE requirement is only for vendors that are for-profit. So if you're a for-profit, this is very important information. So Schedule B M/WBE Utilization Plan is also known as Attachment 6, or again, Schedule B of the RFP must be filled out completely and submitted to DYCD prior to proposal submission for review and approval. So Utilization Plans must be submitted to DYCD no later than March 15, 2016. The earlier you submit it to us, the better, and also DYCD will respond to all Utilization Plans received no later than March 18, 2016. Please note that approved Utilization Plans are part of the proposal submission and must be included in the proposal package submitted to DYCD. Lastly, if a proposal is submitted without the required Utilization Plan, your proposal will be deemed non-responsive and

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will not be further considered. So it's very important that if this slide pertains to you, if you're a for-profit vendor, you want to make sure you fill out the Schedule B Utilization Plan completely and correctly and make sure you send it to DYCD no later than March 15, 2016.

All right. I'd like now to turn this conference over to our panel. I ask that you please hold your questions until the end of the panel presentation. At this time we'll have Meryl Jones go over Capacity Building.

MS. JONES: Good afternoon. So as Keith noted, I'm Meryl Jones, Assistant Commissioner of Capacity Building and Professional Development here at DYCD. And on behalf of DYCD I welcome you to this Pre-Proposal Conference for Capacity Building Services Request For Proposal.

So regarding our Capacity Building mission and goals. The mission of Capacity Building is really to strengthen the capacity of DYCD-funded organizations

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to ensure that youth and families receive high quality, effective services. Entities eligible to receive these services are all DYCD-funded organizations. And our targeted audience, organizations that are ready to receive these intensive services, and are ready, willing, and able to benefit from Capacity Building.

Over the past decade, DYCD has invested in the building of capacity of non-profits as a strategy for ensuring that youth and families receive high quality, effective services. DYCD's Capacity Building Unit is responsible for professional development and technical assistance, program quality monitoring, strategic partnerships, special projects and pilots. Our current approach to supporting program quality includes partnering with content specialists, focusing on more intensive, peer-based learning opportunities, and the development of an online management tool,

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which will enable analysis of critical data to assess trends and impacts of Capacity Building services among DYCD-provided organizations.

By bringing together practitioners, researchers, and other experts to strengthen organizations and programs, DYCD looks to strengthen organizations by investing in planning, leadership development and infrastructure, enhance program quality by building frontline and supervisory staff knowledge and skills, and promote learning and continuous improvement by developing practitioner learning communities and supporting the adoption of data-driven, decision-making practices.

To support our Capacity Building strategies, we leverage the expertise of technical assistance partners to offer community-based organizations support from leaders in the field of youth development, workforce development, mentoring, mental health services, and organizational

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development. Hundreds of organizations have benefited from such a range of services, such as intensive organizational development consulting, focusing on board development, financial planning and management, program design and implementation and performance management. Trainings on key topics in youth and family services, including positive youth development, classroom management, serving LGBTQ youth, and planning STEM, fitness, and arts activities. Resources for staff on a range of topics, such as youth-worker competencies, leading work readiness workshops, and strength-based case management assessment. Over 5,000 individuals are served each year. We have wait lists for most of our offerings, and there are approximately 15 to 20 professional activities per month.

Our approach to Capacity Building has shifted to the adoption of adult learning principles, which emphasizes experiential writing and opportunities for peer

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networks, coaching, and more intensive professional development activities. Additionally, DYCD has implemented new strategies to bolster the capacity of our providers, mainly to cultivate partnerships with resource-rich organizations that can help enhance programs. And we developed events that engage CBOs and innovative programming and model exemplary practices.

DYCD partnered with leading universities and other specialists to create unique staff development opportunities and resources. This includes a partnership with the City University of New York to encourage youth workers to deepen their knowledge and training through undergraduate and graduate-level courses. The Family Development Training and Credentialing program using a curriculum developed by Cornell University, FDC has a strength-based approach to empowering families. In partnership with the

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National Institute on Out-of-School Time at Wellesley College, we offered experienced youth-work professionals an opportunity to conduct research and publish papers, and our DYCD Scholars supports youth-work professionals in completing their college degree. A partnership with the New York Academy of Sciences has resulted in over 20 universities and research institutions sending STEM mentors to work in Out-Of-School Time programs. The Courant Institute of Mathematical Sciences at NYU has provided training and support to nonprofit staff and DYCD-funded programs to engage middle school youth in structured math games. To support STEM and literacy learning opportunities in our funded programs, we have also developed partnerships with Google, the New York State Department of Environmental Conservation, the National Center For Families Learning, the New York Department of Design and Construction, the Intrepid

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Sea, Air, and Space Museum, just to name a few. And in collaboration with (inaudible), DYCD has facilitated the launch of Pathfinder, a web-based career site where trainers, employers, and people who work with youth in after-school, expanded learning time, and youth programs can connect online to share job training and career opportunities in New York City.

This investment in Capacity Building has helped us cement DYCD's standing as a field-leading government agency that creates exemplary program models and resources, strengthens community-based organizations, and strives to continuously improve services for youth and families. Building on past successes, the Capacity Building Division will continue to provide programmatic technical assistance services that focuses on issues of national and local importance, strengthen services for participants, and increase positive outcomes such as designing programs that are grounded in positive youth and family

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development and provide opportunities for family involvement. Supporting youth academic successes during enrichment activities including engaging effective literacy programming, strengthening the STEM pipeline through high quality learning experiences for youth, creating opportunities for youth to explore college and career starting in elementary school including engaging mentors that support -- that provide support and guidance, implementing trauma-informed, strength-based case management practices, preparing and connecting disconnected youth to post-secondary opportunities, and serving vulnerable youth such as homeless youth, LGBTQ youth, youth in foster care, and youths with Disabilities.

DYCD Capacity Building services will also continue to bolster community-based organizations in their field by offering organizational development, technical assistance services, creating leadership development opportunities, preparing staff

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to be effective managing and supervisors,
encouraging workers to pursue
certifications and college degrees,
promoting peer networks and developing
partnerships and other resources that
support program quality. Thank you.

MR. BUNCH: Thank you, Meryl. This
time I would like to turn over to Miguel
Bonilla, he'll be going over RFP content
areas.

MR. BONILLA: Good afternoon. Nice
to see all these smiling faces, you guys
look more nervous than us.

So I'm going to take you through some
of the content areas, and kind of give you
the bigger picture perspective of why
we're doing this. I'm going to assume you
know nothing about our agency and give you
a little bit of background. Sound good to
you?

So before we jump in, you know, you
should know that proposers -- you can
submit one proposal per category. Some
people -- we've gotten a question asking

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us if it's one proposal per option, and that's not the case. It's actually 23 different competitions; is that clear? And I'll go through the different competitions. You could be a for-profit or nonprofit and you must have control of the training facility, all right, and you're going to be asked for proof that you have control of your own training facility in the form of a lease. Okay, so just wanted to put that out there.

So first of all, the types of non-profits that we work with -- if you're not familiar with DYCD -- we fund hundreds of non-profits, from very, very small grassroots organizations to large settlement houses with, you know, thousands of employees. So the range of non-profits is pretty big. The types of programs that we fund are also big. People think we only fund youth programs, but what you'll see is that we also fund community development programs, senior services, homeless shelters, so the types

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of staff that you would be working with would range a lot. You might work with individual staff that are working in an after-school site or groups of staff that may be working at the homeless shelter. And then the way -- and this is all in the RFP by the way -- the way that the non-profits access Capacity Building can vary as well. A lot of our staff at DYCD monitor these programs, and so sometimes they are referred to a consultant to get them some assistance to help them improve their program. So that's one way the non-profits access Capacity Building or they self-select, they want to make an improvement, and they contact us and we work with them and see how we can help them.

So the first area is after-school program. So for those of you that are not familiar with this, we fund various types of after-school programs. We work with elementary-aged young people to high-school-aged kids. The after-school

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programs can be at community centers, they can be in schools, they could also be inside of NYCHA facilities in our Cornerstone Programs, which are community centers inside NYCHA facilities. So the space where these after-school programs can be located and the age ranges significantly. Given that, these are the areas where we're looking for consultants. We're looking for consultants in literacy, life science, technology, computer science, engineering, built environments, math, youth development, and in our reporting system called DYCD Online.

The contract period is three years for most of these except for DYCD Online, that's a one-year contract. Now for community development, those are programs that can range a lot as well. Under community development we support programs that help immigrants with legal services, senior programs, homeless youth centers, opportunity youth, which is youth neither working nor in school, non-custodial

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fathers, which is our fatherhood program. So the types of programs again can range, the staff experience can also range in that area. We're looking for consultants that are experts and can support our programs and improving case management, strategic partnerships, workforce development, measuring and using outcomes, youth mental health, and LGBTQ youth, and these are three-year contracts.

Option 3 is Workforce Innovation and Opportunity Act funded programs. That's mostly on our out-of-school youth programs and in-school youth programs. Just a note for you, on, I believe it's Schedule B of the RFP, we have a description of all of the programs that we fund in more detail, so if you need to know more about the different types of programs you can look there, and it's also on our website. So Option 3 is workforce development and looking for consultants again in case management, career development, and literacy -- adult literacy. And these are

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one-year contracts with an option to renew on a yearly basis.

And then finally, the first three options really have more to do with the types -- the big buckets where DYCD funds programs. This one has more to do with the types of skills that we -- we believe, based on our experience, are needed for the staff that are running these programs. So facilitation skills and program designs are critical for all three areas, if you're running a homeless program or fatherhood program, these are applicable to everybody. And so we're looking for experts in curriculum development and lesson planning, conflict mediation, managing classroom behavior, family engagement, social and emotional learning, recruitment and retention, and youth leadership. And these are three-year contracts.

And then finally if you need more information about some of the resources we discussed earlier, they're all in our

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1 website. We also have a copy of our
2 annual report which tells you more about
3 us as an agency, annual funding amounts,
4 the types of programs that we fund, if you
5 want more information on DYCD Online, for
6 example, they're all located in this
7 particular page in our website. So it's
8 under DYCD, Resources For Non-Profits, and
9 then Publications, so there's all this
10 information available to you.
11

12 MR. BUNCH: Thank you, Miguel. At
13 this time we'd like to have Robert
14 Frenzel-Berra, he's going to go over
15 content and format.

16 MR. FRENZEL-BERRA: Good afternoon,
17 everyone. I'm going to be brief, this
18 section is pretty self-evident in what it
19 asks for. It's the section of the RFP
20 where we give you instructions on how to
21 put your proposal together. And in
22 reviewing it and preparing remarks for
23 this afternoon, we also noticed that there
24 are going to be some changes made through
25 Addendum No. 1, so I'll try to alert you

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to those few places where we plan to have some changes.

So it opens up with instructions and guidance on the proposal format, and this is one set of descriptions that we're going to give more guidance on. So if you have some questions about it, for example, the font size, the margins, all those kind of great details, we plan to provide those in the Addendum No. 1. I will say, too, on the few bullets in this proposal format, that we will allow you to submit your proposal with a compact disc or USB drive electronically, in addition to the hardcopy that we expect you to drop off to us.

So -- excuse me. So the section is divided into the experience, your organizations capability, and the program approach and price proposal. It pretty much follows the scope of services, where we layout our expectations, and also the proposal evaluation point assignments for each of those big areas.

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So under experience, that's -- our statements there in the format content are going to be slightly revised in the Addendum. I'll just say here that we state that we're looking for five years of experience, and that's going to be five years in the last seven. So we're looking for recent experience in both service option and the subcategory that you're applying for. And in that experience, not only will we be asking you to write about your proposal organizations experience, but also if you plan to engage in the subcontractors, we want to hear something about their experience, and of course the key staff you plan to bring on and assign to this project. We also will bring up a statement that was mistakenly put in the capability section regarding your successful joint efforts with other organizations and agencies in providing Capacity Building services and other related services. So that's going to fall under experience as it is in the earlier

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section of the RFP.

One slight difference in some of our other RFPs, we usually ask for staff résumés here. You don't have to submit a résumé, but we are asking you to submit what we call a résumé snapshot. And we give you the format for that so that there's some consistency that would normally appear in individual résumés by six people, so keep an eye out for that. And a correction with respect to that in our checklist on page 30, what you should include in your proposal, we say résumés. Well we're going to change that to read the résumé snapshots. Okay.

Under organizational capability, as you -- we expect that items we want you to address include the effectiveness of the proposers process for managing Capacity Building and how your organization will leverage resources or use existing relationships within the Capacity Building field to enhance your program -- your service delivery.

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And if you plan to apply to more than -- submit more than one proposal, we're asking that you complete Attachment 2.

Just an FYI, there's a little presentation there on that format, we're going to address that in the Addendum, but it's an attachment you would submit to tell us how you're going to oversee and supervise different programs should you get funded on multiple proposals you submit. And in this section we're going to add a bullet for non-profits who are applying. They will be asked to submit Attachment 3, which is a form you fill out informing us about your governance board, and we want to hear about how they'll be involved in the work that you do.

The third big area is the proposed programming approach. And I'll just point out a few things, we're going to be asking about: A summary of your basic approach to Capacity Building, staffing; who you're going to assign the positions, how they'll be organized; assessment, we're calling

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for -- some of you may be familiar with our Capacity Building work processes -- we ask that providers undertake a pre-service assessment of contractor capacity and building needs, especially in reference to organization consultations where you go out and work with one particular organization. So again, in your proposal we're going to ask you about how you would undertake that assessment and attach any copies of assessment tools that you would be using.

We'll ask you about your training facility, and then we have what we call the Capacity Building approach exercise. Unlike programs where you can tell us how you're going to structure the components, this is technical assistance and Capacity Building, so we're going to give you an exercise to give us a sense of how you would approach different issues. And the way we set that up is, under each subcategory you will be given two topics and you'll pick one, and the one you pick

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will be asking you to address in two ways. The first way is to create some workshops, think about how you would set those up. And the other is you're doing an organizational consultant with one organization, and we're going to be asking you there what are seven key questions that a consultant would ask a nonprofit to create the appropriate intervention. An example would be, just to take the first one we list, in service option one on after-school programs, the first topic on literacy, which is the first in the category, topic one is engaging middle school boys in after school literacy activities. Topic two, creating innovative literacy projects. So you could pick one of those topics and then we're going to be asking you to address those in that topic in two ways, as I mentioned.

The proposal section of your proposal, we're going to ask you to prepare a one-page budget with a few

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distinct items regarding your total funding request, your full date expense rate, and the proposed FDEs and any subcontractors that you're proposing for your work. We're also going to ask you to complete Attachment 4, which is a line item budget, so we can get a sense of how your expenses breakdown that way, and then we'll ask you to submit a budget narrative to talk about the proposed FDE rates, which I think we set as a maximum of \$1,500, and to include in that narrative a breakdown of the percentages that will be used to cover items, such as cost and materials.

And I think that's about it. So I hope -- I anticipate some of your questions with the Addendum items. We acknowledge that there were some mistakes made in the way it was presented in the format content, but hopefully they'll all be corrected in the Addendum. So, thank you.

MR. BUNCH: Thanks, Bob. All right I

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think it's time for our Q&A session. So if anyone who wishes to ask a question and needs further clarification on what you heard from today regarding any of our presenters, or the slides, or RFP itself, we would like for you to line up in front of the microphone to my left. Please be sure to state your name and agency and reference the page of the RFP that pertains to your question. If you want to ask multiple questions, you can feel free to come back up, but every time you come back up just make sure you state your name and organization for the record, thank you.

If you have any questions feel free to line up.

MS. McNALLY: Good afternoon. I'm Kate McNally from the New York Council of Non-Profits. My question is about site control for the training facility on page 24. And I'm wondering if we have office space with shared training, how do we address that? Is that allowed and what

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2 would we have to document?

3 MS. JONES: So as the RFP requests,
4 you would have to demonstrate a lease or a
5 rental agreement that shows you have
6 control of that space for at least the
7 term of your contract.

8 MS. McNALLY: And is it allowable if
9 that space is shared with another
10 organization?

11 MS. JONES: Yeah, sure.

12 MS. McNALLY: Okay, thank you.

13 MS. FURST: Hi, Lisa Furst, Mental
14 Health Association of New York City. I'm
15 down here, thank you.

16 (Laughter.)

17 MS. FURST: So my question,
18 throughout the RFP there's a reference
19 both to subcontractors and the ability of
20 the proposal, the grant holder to
21 subcontract, there's also mention of the
22 word consultant. I'm assuming those are
23 two different kinds of entities, could
24 that be clarified?

25 MR. BONILLA: So a subcontractor,

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2 it's up to you if you want to bring a
3 subcontractor, which would be a different
4 entity, to work with you. And I think
5 there's a requirement that it can't be
6 more than 49 percent of your contract.
7 And what was the other option?

8 MS. FURST: A consultant is different
9 than a subcontractor?

10 MR. BONILLA: Yes. Consultant would
11 be somebody that you --

12 MS. FURST: A person that you --
13 great, thank you.

14 MR. RIVERA: Good afternoon, I'm up
15 here.

16 (Laughter.)

17 MR. RIVERA: I'm Jose Rivera from
18 Rivera, Sierra & Company. I have an M/WBE
19 question. How does the M/WBE Utilization
20 Plan work when you're an M/WBE?

21 MR. BONILLA: So I think we're going
22 to have to defer that to ACCO.

23 MR. BUNCH: Are you for-profit or
24 nonprofit?

25 MR. RIVERA: For-profit M/WBE who's

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2 already an M/WBE, how does the Utilization
3 Plan work since all my people are M/WBEs?

4 MR. BUNCH: You still have to fill
5 that part out.

6 MS. CANTELMi: Good afternoon,
7 everyone. Dana Cantelmi, I'm the ACCO for
8 DYCD. So in terms of the M/WBE
9 Utilization Plan, if we could take that
10 conversation offline because there is a
11 whole process that we have to go through.
12 In terms of -- so I don't want to get
13 everybody confused, but you do have to
14 fill out the Utilization Plan. If you're
15 able to provide the services on your own,
16 then you're actually requesting a waiver.

17 MR. RIVERA: And there's waiver
18 requests in --

19 MS. CANTELMi: It's in the form, so
20 you'll be requesting it there.

21 MR. RIVERA: All right. Bless your
22 heart.

23 (Laughter.)

24 MS. OTIS: Hi. I'm Suzanne Otis from
25 The Leadership Program. Is there any sort

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of criteria about the duration of services? Are you looking for services that are broken down by single day and that you can simply create a series if you need to, but that you have the flexibility, or are you looking for a series of say three-day workshops, is there any parameters around the duration of services?

MR. BONILLA: I think at this point we're really looking to see what you have to propose, what you bring to the table, what you're -- it's really very open-ended. We do give some guidance of what type of Capacity Building we normally fund, so consulting, trainings, but we're really putting it on you to let us know what you can do given this budget.

MS. OTIS: I have a second question if that's okay.

So for a client whom we would be training, they have costs associated with that employee devoting a day to training, is that also something that can be put

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2 into the budget or is the client expected
3 to pay that --

4 MS. JONES: No, no.

5 MS. CASTRO: Lillian Castro from
6 Morning Side Center. On page 8, the FDE
7 rate. If we propose work to be done on
8 any of the series, can we do more than one
9 person a day or are we going to be limited
10 that what we offer can only be one
11 workshop -- for instance, a workshop that
12 has 40, we would use two folks that day,
13 we would charge for two trainers that day
14 not for one?

15 MR. BONILLA: That's up to you. That
16 sounds like the type of question we would
17 negotiate once you got awarded. At this
18 point we're looking for people that are
19 competent in the areas and can deliver the
20 services, but that really depends on --

21 MS. CASTRO: On the thing we put
22 together. Okay, thank you.

23 MS. DURAM: Hi, Sarah Duram from Big
24 Duck. For the résumé snapshots, do you
25 want support staff or just the lead

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trainers, lead facilitators.

MS. JONES: Lead trainers and facilitators.

MS. YAYUN: Hi. Yayun from Catapult Learning. My question is, is this multiple or singular awards in each content area?

MR. BONILLA: Yes.

MS. YAYUN: Yes, singular?

MR. BONILLA: Yes, it's per subcategory.

FEMALE SPEAKER: Could you restate that?

MS. JONES: One award per each individual option.

MS. YAYUN: So one for literacy, one for math?

MS. JONES: Yes.

MS. ESTERSOM: Leora Estersom, Nonprofit Helpdesk. On page 10, if you go to Section B and then No. 1, it mentions in the first bullet point, at the end it says, as described in Section 2B5, we couldn't find that section. I'm wondering

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2 was it meant to say 3, is that why?

3 MR. BONILLA: Say that again, please.

4 MS. ESTERSOM: The last few words of
5 the first bullet point under B1 it says,
6 as described in Section 2B5, we couldn't
7 find that section.

8 MR. FRENZEL-BERRA: It's Section 3B5,
9 another minor correction.

10 MS. ESTERSOM: Thank you very much,
11 that's helpful.

12 MS. BROWN: Leah Brown from the
13 American Institute of Research. For the
14 résumé snapshots, is there a limit on the
15 length of them?

16 MR. BONILLA: We're just looking for
17 the key information that's indicated in
18 the RFP.

19 MS. BROWN: So there's no limit on
20 how long it can be as long as it has the
21 information?

22 MS. JONES: As long as it fits the
23 format.

24 MR. BONILLA: It's a snapshot.

25 MS. ESTERSOM: Leora Estersom,

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Nonprofit Helpdesk. As far as access to a site. If we have a statement that says that we have control of the facility but for a certain amount of dates, meaning let's say 50 days a year, is that okay or it has to be unlimited?

MS. JONES: That's fine.

MS. ESTERSOM: Okay, thank you.

MR. BUNCH: Any more questions? Any more questions for Bob, Meryl? Come on up.

MS. YAYUN: Yayun again from Catapult. Will this PowerPoint be available?

MR. BUNCH: Yeah, it will be available on the website.

MS. JONES: And the transcript as well, and any documents referenced in the RFP are also in the section of the website.

MS. BROWN: Leah Brown from American Institute of Research. For the project director, if you're applying for more than one of these, is it okay to have one

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2 project director hundred-percent full-time
3 equivalency with some of that percentage
4 divided between the different projects?

5 MS. JONES: Yes.

6 MS. LEON-SOON: Agnita Leon-Soon from
7 Advance Talent Solutions. I had a
8 question about the budget. For the
9 subcategories that are at least three
10 years, is the total amount over the term
11 of three years or is it for each year?

12 MS. JONES: For each year.

13 MS. FURST: Lisa Furst again. I
14 noted in the document it says questions
15 may be submitted electronically through
16 March 11th, is that still the case after
17 today incase we think of other things?

18 MS. JONES: Yes.

19 MS. FURST: Thanks.

20 MR. BUNCH: Any more questions? Come
21 on up.

22 FEMALE SPEAKER: Are you posting the
23 frequently asked questions and answers
24 that are submitted?

25 MR. BUNCH: Could you say that again?

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2 FEMALE SPEAKER: Will you be posting
3 the questions that are submitted, will you
4 be posting the answers to those on the
5 website for everybody?

6 MR. BUNCH: Which questions?

7 FEMALE SPEAKER: From March 11th.

8 MR. BUNCH: Oh, those, I believe,
9 those are just sort of questions directed
10 at DYCD. It will be responded to --

11 MS. CANTELMY: Are you asking about
12 the questions that are happening here
13 during the conference?

14 FEMALE SPEAKER: No, if we submit a
15 question, will it --

16 MS. CANTELMY: If there's a
17 substantial change, we will release it to
18 you in an Addendum. But if it's just a
19 clarification point, then we'll answer the
20 individual who's asking the question.

21 MR. FRENZEL-BERRA: But we will not
22 be posting everyone's questions and our
23 answers for you to inspect.

24 MR. BUNCH: Any more questions?

25 MS. ESTERSOM: Leora Estersom,

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Nonprofit Helpdesk. If we have experience in Capacity Building with a specific organization, let's say, youth mental health support, but the actual Capacity Building services that we had offered in the past were not necessarily specific to specific programs they run but for nonprofit management, would we still be qualified to apply to work with such an organization?

MS. JONES: You have to demonstrate support in the content time area that you're applying for.

MS. McNALLY: You're saying the specific programs within that organization, not just their broad nonprofit management within youth mental health?

MR. BONILLA: We're looking for people that are deeply rooted, have expertise in each of these subcategories. So if you're providing Capacity Building around math, for example, you really have to be able to demonstrate that you've done

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that before, that you've helped programs think about engage in activities, math activities for young people, that's what we're looking for, people that are really deeply rooted and have knowledge in each of these subcategories. Which is why we split it up the way we did.

MS. McNALLY: Okay, thank you.

MR. BUNCH: Any more questions?

Just a few more things for you. Real quickly, post-award requirements, general information and regulatory requirements. Just wanted to touch over responsibility determination. So we at DYCD stress the importance of finding all awarded vendors responsible through our responsibility determination. Therefore, please make sure your VENDEX filings are up-to-date, your charities filings are current, and ensure that any outstanding links or adverse information has been resolved. If you're awarded a contract, we want to make sure we get your contract registered as soon as possible, we want to make sure any

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issues are cleared up.

One other thing in regard to subcontractor compliance. All subcontractors and subcontracts are subject to DYCD approval before any expenses are incurred or any payments are made to them by the prime contractors and must be reported using the Payee Information Portal, also known as PIP or P-I-P. And it's important to identify all subcontractors as soon as possible.

And as Bob mentioned earlier, transcript, presentation, and attendance rosters will be posted to the DYCD website for viewing. He also mentioned that there will be an Addendum issued to this RFP. Any additional Addendum to the RFP will be posted on DYCD's website. However, please make sure the information you submitted to us when downloading the RFP is correct, such as your e-mail address, so that you will receive notification of the Addendum.

One last point, please make sure to remember that the due date for the

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proposals are March 22, 2016 at 2 p.m.,
must be hand-delivered.

All right, at this time that
concludes our Pre-Proposal Conference.
Thank you for coming.

(Time noted: 2:54 p.m.)

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C E R T I F I C A T E

STATE OF NEW YORK)
COUNTY OF QUEENS) : ss.:

I, NICOLE ELLIS, a Notary Public for and within
the State of New York, do hereby certify:

I reported the proceedings in the within-entitled matter, and that the within transcript is a true record of such proceedings.

I further certify that I am not related to any of the parties in this matter by blood or by marriage and that I am in no way interested in the outcome of this matter.

IN WITNESS WHEREOF, I have hereunto set my hand
this 3rd day of March 2016.

NICOLE ELLIS

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