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ABBREVIATIONS: [U/I] Unintelligible
[PH] Phonetic spelling
Transcriptionist's note []

<u>PARTICIPANTS</u>	<u>ENGLISH TRANSCRIPTION</u>
	[BEGINNING OF RECORDING]
MS. PARFREY-SMITH:	<p>Thank you so much for everyone who is able to attend the pre-proposal conference this morning. Today's conference is for the Works Plus Brooklyn Expansion RFP. The pin number is 78122P00001. My name is Eileen Parfrey-Smith. I am the Agency Chief Contracting Officer here at the Department of Probation. I will be joined today by a few colleagues who will be presenting as well. We have Samantha Merin from the Mayor's Office of Contract Services. She will be discussing PASSPort, the PASSPort system, and how proposals will be submitted through the system for this particular RFP. I will also be joined by Paul Richards, the Director of YMI Programs for DOP and Shermika Simon, who is one of the Works Plus Program Managers. They will provide some information about the program for everyone. Before we get started, I just want to run through very quickly what the agenda will look like. As I mentioned, we will have the PASSPort presentation first followed by a short presentation from the Works Plus Program folks. After that, we will open up the floor for questions and answers. At that time, you will be to unmute your microphone in order to ask questions. For today's meeting, in order to take attendance, I'd also ask that anyone who has access to the chat, to please put your full name and the organization that you represent in the chat. If you do not have access to the chat, if you could please send an email to the acco@probation.nyc.gov email, just to let us know that you attended. We're having some technical difficulties with the registration feature on the WebEx platform, so we ask just that you take those steps so that we can properly record the attendance for today's meeting. The meeting is being recorded. There will be a transcript available on our website, probably within a week after the proposal conference is over. O.K. And at this time, I'm going to turn things over to Samantha, to give you more information about PASSPort.</p>

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MS. MERIN:	Great, thank you Eileen. I'm going to share my screen.
	[Pause 00:02:27 – 00:02:47]
MS. MERIN:	Give me one second, sorry about that.
	[Pause 00:02:50 – 00:03:05]
MS. MERIN:	It's taking a second to open, so just bear with me.
	[Pause 00:03:08 – 00:03:36]
MS. MERIN:	Alright, please let me know if you can see my screen yet.
MS. PARFREY-SMITH:	Yup, it's coming up now.
MS. MERIN:	O.K. great. It's taking a little bit. Sorry about that.
MS. PARFREY-SMITH:	No worries, we can see it now.
MS. MERIN:	Oh, you can? O.K., great. For some reason I don't see it on my screen, I think it's still loading. You see the title slide?
MS. PARFREY-SMITH:	Yes.
MS. MERIN:	O.K. hold on one moment, I'm just waiting for it to load on my end.

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	[Pause 00:04:13 – 00:04:31]
MS. MERIN:	<p>Any moment now, sorry about that. O.K., there we go. Now I can see it. Alright, thank you DOP. Hi everybody, I hope you're staying... staying well. I'm Samantha Merin and I'm with the Mayor's Office of Contract Services or MOCS. Today we're going to discuss the digital procurement portal, PASSPort, where providers will respond to the HHS (Health and Human Service) Works Plus RFP. Before we get started, for those of you who are not familiar with MOCS or the work that we do, MOCS is an oversight and service agency that's dedicated to transforming existing operations in order to make it easier to do business with the City of New York. We work with agencies, vendors and providers to ensure that the contracting process is fair, efficient, transparent and timely. We oversee the city's vast procurement portfolio which you can see on this slide, totaled over \$22 billion in fiscal year 20, that spanned across various industries and agencies and we also manage the city's digital procurement platforms, HHS Accelerator and PASSPort. Many of you may already be familiar with PASSPort from the previous releases. You may have already been in the system but the latest release of PASSPort, which you'll often hear referred to as Release 3, provides our vendors and providers with a complete digital end-to-end procurement platform, that enhances the transparency, accessibility and efficiency of the entire end-to-end procurement process. With PASSPort you're now able to find and respond to city contracting opportunities online across industries and agencies all in one place. You'll be able to see the status of your proposals and then once you're awarded, you're now going to be able to track where your contracts are each step of the way on the path to registration, digitally, in PASSPort. And PASSPort also eliminates the need for wet signatures and notary requirements, so that's really exciting. No more signing contracts with blue or black ink. All contracts are going to be signed online, using DocuSign. So, we're now going to go over some of the</p>

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	<p>specific requirements that you'll need to complete in order to respond to the DOP, Works Plus, RFP in PASSPort. First, you must create an account in PASSPort so that you're all set and are able to respond to the RFP in PASSPort. You also need an approved HHS prequalification application to respond to Health and Human Services solicitations in PASSPort. HHS prequalification is now streamlined, it's easier than ever to complete, and it's moved from Accelerator to PASSPort, so you're now going to go into PASSPort to complete HHS prequalification applications and I'll go over how to become prequalified in PASSPort on the next few slides. Second, there are two ways to identify HHS solicitations that are released in PASSPort. You can identify these opportunities through the public portal and to browse public RFx and I'm going to walk you through both of those options here today. And just so you know, RFx is a PASSPort term that you'll hear throughout today's presentation and throughout your experience with PASSPort and it's just a universal term that represents all types of solicitation, basically stands for a request for anything and in this context means a request for a proposal or an RFP. And lastly, as I mentioned, you're now going to complete and submit your responses to HHS RFPs in PASSPort. So, I'll now go over how to create a PASSPort account if you don't have one already. So, providers will need a PASSPort account in order to complete HHS prequalification in PASSPort and be able to access and respond to the HHS contracting opportunities that are released in PASSPort. This is an important point, so we want to provide the simple steps you need to complete in order to create an account in PASSPort, here on this side. So, first you need to establish a NYC ID.</p>
<p>MS. PARFREY-SMITH:</p>	<p>Sam... Sam... Sam, the slides aren't moving.</p>
<p>MS. MERIN:</p>	<p>Oh, really? Oh.</p>

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MS. PARFREY-SMITH:	We're still on the first one.
MS. MERIN:	Oh, they're moving on my end. Interesting. It's moving on my end, so I wonder... I'm only able to share this one file, I mean, not anything else on my screen.
MS. PARFREY-SMITH:	Do you want us to try to share...?
MS. MERIN:	Yeah, that might... that might work...
MS. PARFREY-SMITH:	Sam...
MS. MERIN:	... if... if you're able to. I think you have the slide deck, because for some reason it's... it's showing up that I'm only able to share the file and then when I shared it, it was, it was advancing on my end.
MS. PARFREY-SMITH:	O.K., hold on one second. Let's just...
MS. MERIN:	O.K.
MS. PARFREY-SMITH:	... take a pause.
	[Pause 00:09:49 – 00:10:14]
MS. PARFREY-SMITH:	Sorry guys, just hang on one second.

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	[Pause 00:10:17 – 00:11:21]
MS. MERIN:	Do you see it advancing yet, or still no?
MS. PARFREY-SMITH:	Not on my side... hang on, I just pulled it up. [U/I] see...
MS. MERIN:	It's advancing on my ... on my screen.
	[Pause 00:11:34 – 00:12:05]
MS. PARFREY-SMITH:	One second, sorry guys.
MS. MERIN:	No, not a problem. We were on, I believe we were on slide 7.
MS. PARFREY-SMITH:	[U/I] somebody let me know what you see? On my screen now, because mine is....
MS. MERIN:	We see it's showing the notes as well but it's on the screen, you might be able to...
MS. PARFREY-SMITH:	Is that it now?
MS. MERIN:	Perfect.
MS. PARFREY-SMITH:	Yeah? O.K. That's fine.
MS. MERIN:	Yes, that's great.

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MS. PARFREY-SMITH:	Yes, I have... I have [U/I].
MS. MERIN:	So, we're on slide 7.
MS. PARFREY-SMITH:	But it's moving?
MS. MERIN:	It's moving, yes.
MS. PARFREY-SMITH:	Awesome.
MS. MERIN:	Yeah.
MS. PARFREY-SMITH:	Just tell me when to stop.
MS. MERIN:	O.K. Alright, right here. Perfect.
MS. PARFREY-SMITH:	Perfect.
MS. MERIN:	Great, so we just had a little overview about MOCS and PASSPort, so you haven't missed too much information on the slides yet, so now we'll go into the meat of PASSPort. So, right now we're going to go over how to create an account in PASSPort. So, as I mentioned, it's just three simple steps that you'll need to complete in order to create an account. First you need to establish a NYC ID. If your organization already has an account in HHS Accelerator, then you already have a NYC ID, it's the email address that you use to log into Accelerator and you're going to use that same NYC ID to log into PASSPort. Next, you submit a PASSPort account request

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	<p>using your NYC ID. The account request process is simple, you just need to provide some basic information about your organization, you fill out a form and then you submit your request. And once our PASSPort account request is approved, you then must activate your account to log into PASSPort. And a final point we want to highlight is, in order to make the contracting process more timely, after you've created an account, we encourage you to complete your vendor enrollment package which includes those vendor disclosures, in PASSPort as well. Next slide, please. Now, we're going to go over how to complete HHS prequalification in PASSPort. So, as I mentioned, HHS prequalification has moved from HHS Accelerator to PASSPort. So, it's now taking place in PASSPort and because of that transition we also took the opportunity to streamline the application process, while maintaining a basic questionnaire that allows the city to continue to collect information that's required to verify an organization's business readiness. In streamlining the application, we removed duplicative requests for information that were collected at other stage of the procurement process, such as the PASSPort account creation stage, or proposal stage and by streamlining the application, we made it easier for providers, big and small, to participate in city contracting. So, the HHS prequalification application, which was once about 50 questions and document requests in HHS Accelerator, is now about 10 questions in PASSPort. The service application has also been removed and is no longer a component of the application. All HHS solicitations are going to be released to all approved providers in the PASSPort HHS PQL, and not to specific service categories. However, providers are encouraged, if they'd like, to enroll and... and maintain human service commodities in PASSPort, through the commodity enrolment process... if an agency wishes to conduct any targeted outreach in connection with the solicitation. Also, on this slide, we want to draw your attention to the significance of roles in PASSPort. It's critical that providers assign a vendor admin or a procurement level 1 and level 2 user role to somebody at</p>

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	<p>their organization since these are the user roles that will be able to work on and complete and submit an HHS prequalification application in PASSPort. So, procurement level 1 can draft a PQL application. However, only users that have the procurement level 2 or the vendor admin user roles assigned to them, are the only ones that will be able to sign and submit the PQL application to MOCS for review, so you're going to want to make sure you have at least one vendor admin or procurement level 2 user role assigned to somebody in your organization, if you wish to sign and submit that PQL application. Once you submit an application, MOCS will review your organization's application. If we approve the application, users with the procurement level 1 or level 2 and the vendor admin, are going to receive an email notification from PASSPort notifying them of their approved application. Additionally, the approved status will appear in your organization's application history tab of the PQL application in PASSPort. We can also return the application for revision if there's any information missing or any additional clarification is needed. And again, users with that procurement level 1, level 2 and vendor admin user role, are going to receive an email notification from PASSPort, notifying them of their return status and they'll see a comment explaining what updates are necessary. The application status will reflect returned in the application history tab in PASSPort, and then once you revise the application, you resubmit it for review and MOCS approves the updated application, your application status will change to approved, again, in the application history tab and the PQL application in PASSPort. PQL applications are valid for three years, or until filings, documentation expires, whichever occurs first, so the application's validity period has remained the same as HHS Accelerator. If filings documentation expires, the PQL status will change from approved to expired, and as providers submit proposals in response to RFx that are released in PASSPort, when you submit your proposal, you're going to be asked to validate and confirm, in a little checkbox, that the PQL information in your current application is up to date and</p>

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	<p>correct. And this will restart the clock on your approved application status, moving the expiration date to three years after you submitted your proposal and validated that your PQL application was up to date, or when your filings documentation expires, whichever occurs first. And you can always find your organization’s current PQL status in the additional history section of the PQL application. Again, in the application history tab in PASSPort. Providers may also renew their PQL application and their required documentations while they’re in approved status, in order to maintain that approved status. So, if you need to update any content within your approved application, like you need to upload and update a charity’s filings document, or change any information that you may have included in the PQL questionnaire, you can simply click the update-application button, which is located at the top of the screen of your application and then upon clicking, a new application is created with a new unique application ID. And then, to upload any new documentation, you can go to the documents tab, click on the upload-new-version button and then once clicked, the version number will change from one to two, or two to three, to reflect an update. And once providers have finished updating the application, you will then resubmit the application to MOCS for, re-review. Well, I want to take a minute to highlight, this slide, what functionalities will remain, currently in HHS Accelerator, as we’ve begun to transition more and more human service activity to PASSPort. So, HHS Accelerator financials, remains active for budgeting and invoicing on registered HHS contracts. Providers also can still access the document vault, to see any historical documentation that they may have uploaded there and shared with city agencies, though no longer in use, you can also still access the procurements and application modules, which would be available for read-only, historical data purposes only. If your organization’s HHS PQL application was approved in Accelerator at the time of transition, when we transitioned over mid-August, and your organization has a PASSPort account, your organization maintained its</p>

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	<p>approved status in PASSPort. All other providers will need to submit a new HHS PQL application in PASSPort. So, for example, if your organization does not have a PASSPort account, you had an approved PQL application in Accelerator, you would need to resubmit a new HHS PQL application in PASSPort. If your organization is new to prequalification or you had a pending application in Accelerator, we ask that you please submit a new application in PASSPort. Again, it's really simple, about ten questions, so, pretty easy to complete, in PASSPort. And just a final note, again, as applications, or filings documentation like your char 500, expire, you will also receive, notifications from HHS Accelerator in addition to PASSPort, prompting you to renew your application information in PASSPort.</p> <p>We're now going to go over how you can find and respond to the DOP Works Plus RFP in PASSPort. So, we'll start with the review of the PASSPort public portal. The public portal provides the general public with a list of all solicitations that are available across city agencies and industries. The public portal is accessible by going through our PASSPort website, which is nyc.gov/PASSPort, and clicking on the search-funding-opportunities-and-PASSPort button, which you can see outlined on this slide. The link is also available on your PASSPort login home page by clicking the public portal icon, which you also can see highlighted here on this slide. Once you click into the public portal, a screen will appear that lists all available RFX that are released in PASSPort. The RFX on the public portal are searchable by keyword, by industry, by agency and more and the public portal also gives a snapshot of each RFX providing key details upfront, such as the requesting agency, the releasing due dates, and main commodities associated with the procurement and more. And then you can learn more about a solicitation by clicking the pencil icon on the left-hand side of the solicitation, and this will open the view-RFX screen, which contains additional information about the RFX. So, the public portal allows you to</p>

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	<p>view potential opportunities but to actually submit a response, as I've mentioned previously, you must have and login to your PASSPort account. So, once you login to PASSPort, you would navigate to the RFX menu option on the top banner and select to browse public RFX or browse my RFX responses from the dropdown, you can see that highlighted here on this slide. If you click browse public RFX you're going to be greeted by a screen which will list all RFX opportunities available in PASSPort and the screen will have an almost identical structure to the public portal that I just showed you on the previous slide. If you select the browse-my-RFX-responses, you're going to be able to locate and manage RFX responses you had begun working on, or RFX that you've been invited to apply to. You can search and filter through RFX in the same way as the public portal, and you can click the pencil icon again, on the left-hand side to learn more about the RFX, but now that you're logged into PASSPort, you will actually be able to begin your response, now that you're logged into the system. So, as I just mentioned, once you identified the RFX in PASSPort that you wish to respond to, you click that pencil icon again, you'll be greeted by the view-RFX tab which you can see here on the screen, which provides additional information, as I mentioned, about the RFX. So, in this view-RFX tab, you will see a summary tile that provides key agency and procurement details about the solicitation, including the agency, any contact information, the RFX title and RFX status. The description tile will also be available and provides an overview of the procurement, as provided by the agency. There's also a key dates tile, that provides information on the anticipated contract start and end dates, the release date and the RFX due date. And there's also a documents tile that houses core and supplemental material and documentation that's uploaded by the agency that will provide additional context related to the RFX. You'll also be able to find any addendum that's published in connection with the solicitation, in the document section as well. And once you've determined your intent to respond, you would click the participate-in-RFX button that would be</p>

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	<p>available only if you were logged into the system to begin your response. So, there are five tabs in PASSPort that you'll complete as part of the RFX response process. These tabs again, are only going to be available once you log into PASSPort and would not be available simply by clicking on the RFX in the public portal. So, the Acknowledgement tab is where you will acknowledge your receipt of the RFX and your intent to respond. The Manage-Responses tab is where you would complete the RFX questionnaire and upload any required or supplemental documentation. This is also the tab where you will complete the item grid, which I'll go over shortly, and where you will submit your responses and information in connection with the LL34 compliance tab, which is now a digital version of the doing business data form. You'll no longer be filling out any paper for the doing business data form, it has been transformed into the LL34 compliance tab in PASSPort. The Discussion-with-buyer tab is also a form available for you to communicate directly in PASSPort with the contracting agency. Here you can submit questions you have about the RFX and you can also always contact the agency via the contact information provided on that view-RFX tab that I went over on the previous slide. And again, if you have any technical questions related to PASSPort, as you're navigating through the system, we ask that you submit those to our MOCS service desk and I'll share information on how you can contact our MOCS service support team in our resources section in a bit. And finally, the Setup-Team tab provides the ability for you all to add team members to the RFX to assist in the response process. So, for example, you might have your CFO coming and weigh in on the budget piece, or you have a program lead that should weigh in on a part of the questionnaire. This tab will allow you to provide these staff members with access to the RFX in PASSPort. And something we just want to highlight here on this slide is, as you're moving through the various tabs and the various sections in PASSPort, we recommend that you just click save, click the save button frequently, so all of your hard work is saved as you move through the system. PASSPort will</p>

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	<p>automatically log you out after about 15 minutes or so of inactivity. So, as I mentioned, setting up a team in PASSPort allows for group collaboration. PASSPort users with the vendor admin user role, will be able to assign user roles to their colleagues through the RFX setup team tab, so their colleagues can come into the system and assist with the response. Each member of the vendor team added to the response will have an assigned role in the system, and that role determines the users' capabilities, access and restrictions within PASSPort. The user profiles that can create and submit responses to an RFX are detailed here on this slide. So, for example, vendor admins can manage all the contacts in the vendor profile. They receive direct invitations to participate in RFX and they can also add users to the vendor team, so that they can come into the system and respond to the RFX in PASSPort. Vendor procurement levels 1 and levels 2 can also receive direct invites to participate in RFX and they can also help to create and work on a response once they're added to the RFX team by that vendor admin. Also, as I mentioned, and I want to highlight again here, that these are the two user roles that can complete the HHS prequalification application in PASSPort. Vendor admins, though, and procurement levels 2, are the only ones that can sign and submit the application. So, again, you just want to make sure that you have a vendor admin on procurement level 2, assigned to someone in your organization, if you need to submit your PQL application in PASSPort. Contributors, vendor financials levels 1 and levels 2, can also create and edit responses to the RFX once they're added to the team by the vendor admin. And more information on how to add and assign user roles can be found on our learning-to-use-PASSPort section of our PASSPort webpage. We have a lot of great resources available on that website, so I'll share more information on our website and resources at the end of the presentation. Another exciting new feature of PASSPort that I briefly mentioned, is that vendors are now going to be completing digital versions of the doing-business-data form online in PASSPort through the LL34 compliance tab. You</p>

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	<p>must provide this information and complete this tab in order to submit your proposal. So, to complete the LL34 compliance tab, you want to make sure your contacts are updated within your vendor profile to include the positions of principal owners, principal officers and senior managers. You must also indicate that these individuals are LL34 contacts, so they can be linked to this tab, since those are the roles that you will be asked to provide more information about in this LL34 compliance tab. To complete the LL34 compliance tab and to link these contacts, you are going to click the LL34-contact-setup button in the LL34 compliance tab, which is highlighted here as step one, and that will navigate you back to your vendor profile so you can begin to add those contact for selection. Next, once you've clicked that button, you're back in the vendor profile, you're going to click into tab number two which is labeled Contacts, once you're in this tab, you're going to check the LL34 contact checkbox, next to the appropriate contacts, and select their positions from the dropdown as indicated by step number two on this slide. To add a new contact, you're going to click Add-a-new-Contact button and to finish the signing you're going to click the pencil icon. Once the pencil icon is clicked, as you can see on this side, a pop-up window will appear, you're going to check the LL34 contact checkbox as indicated by step number three on this slide, you're going to select and then click a [U/I] Position from the Position dropdown and then you're going to fill out any other required information like the contact's date of birth and their phone number. And then just to note when you're entering the phone number, make sure you enter a ten-digit without dashes and once the information is completed in the pop-up window, you're going to click the save button at the top. Then you're going to navigate back to the LL34 compliance tab, within the proposal and now fill out the LL34 contact information, now that your contacts, your senior managers, your officers and all of that have been assigned in your vendor profile. When the tab is complete, you're going to save your updates by clicking the save-and-close button at the top of the screen. As I mentioned, the questionnaire tab</p>

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	<p>is a very important tab in PASSPort where you're going to answer all of the questions that were configured by the agency related to the RFX. The questionnaire is broken up into different sections that align with the scope of work that's in that document section of the view-RFX tab. Some of the questions might be scored and other might be unscored, just for information gathering and responsiveness purposes. All affirmation documentation such as the Iran divestment or tax affirmation forms are now going to be available digitally for completion in PASSPort. You're no longer going to be filling out anything on paper for the solicitation or for these affirmations. As I also briefly mentioned the item tab is where the agency identifies the required items for the contract and where the provider will submit any budget information. So, budget instructions are embedded in the columns marked with the info icon, so you can hover over those icons, you can read the help text in the bubbles to help and assist as you complete the budget information and we also want to note that the total columns and the item grids are automatically calculated based on the information you input and the total currency box will include the aggregate total for the over [U/I] price proposal based on the total columns in the item grids. So, that was pretty high-level overview of the system, of prequalification, of how to get an account, but there are plenty of resources that are available for you as you're navigating the system and I'll go over some of those now. So, we have a ton of helpful resources and information for our vendors and providers about PASSPort available on our PASSPort webpage, that's nyc.gov/PASSPort, you can see that here on the bottom on the slide. From the site, you can create a PASSPort account, you can log into the system directly, you can access the public portal, and you can go toggle down to the Learning-to-use-PASSPort tab, which includes all of our helpful PASSPort user materials and resources including our job aides, our guides, there's videos on how to create an account, how to submit HHS PQL application, step-by-step user guides and videos on how to find and respond to contracting opportunities, and so on. There's an FAQ there</p>

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	<p>that has commonly asked questions that will update from time to time and there's also a section dedicated to our MOCS service desk where you can submit messages directly to our support team. So, as I mentioned we are here to support you every step of the way as you navigate your PASSPort and you can always reach out to our MOCS service desk for system support via our Service Desk Inquiry Form. So, a hyperlink will be included here on the slide for you to click which will bring you directly to the inquiry form in the PDF version of the presentation that would be included in the addendum but you can also reach out to our MOCS service desk via that PASSPort website that I just shared on the previous slide, going to nyc.gov/PASSPort, you navigate down to the PASSPort Service-Desk subtab, which you can see here on this slide and complete the Service Desk Inquiry Form here as well. So, finally we want to leave you with some key steps that will be helpful for you to complete as you're going through the proposal process in PASSPort. So, again, first step, if you don't have a PASSPort account, number one step to do, is please create a PASSPort account today. You're going to want to also be prequalified in PASSPort as that's required for HHS solicitations. You're going to want to read the Finding and Responding to RFX User Guide, you can watch the Finding and Responding to RFX Webinar which will give you step-by-step instructions on how to respond. You can also take the self-paced Finding and Responding to RFX eLearning Course, and again, if you have any questions at all, you can click this hyperlink here. A hyperlink should also be provided in the documentation of your RFX tab and again you can always reach out to our service desk via our website nyc.gov/PASSPort, but please reach out to our MOCS service desk, submit an inquiry, via the form. We're here to help you as you navigate the system each step of the way. Thank you again, I hope you found this information helpful and I'm now going to turn it back over to DOP and thank you again for bearing with me with the technical difficulty.</p>

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MS. PARFREY-SMITH:	Thank you so much, Samantha. In just one second, I'm going to pass the microphone over to Paul and Shermika to discuss a little bit about the program. Just as background, this particular RFP is an expansion of the Works Plus program which has previously been RFP'd by DOP. This RFP will expand the Works Plus program services into the 69 th and the 70 th precinct in Brooklyn. So, with that said, I am now going to ask Paul and Shermika to take over.
MR. RICHARDS:	Hello, my name is Paul Richards. I am the Director for YMI (Young Men's Initiative) Programming here at the New York City Department of Probation. Reiterating DOP's commitment toward not only serving individuals sentenced to probation, but also servicing the community at large... and we do this by building capacity in the community, working alongside community-based organizations in partnership, sharing resources with the common goal of strengthening and developing community residents. Works Plus is a wraparound service for crisis management that will provide a higher level of work readiness and employability. We all know that employment increases an individual's chances of staying out of prison and we know that the goal here is employment. However, Works Plus will focus on employment readiness, emphasizing readiness. So, in addition to case management and additional support systems, Works Plus will make available eight core activities that we feel will prepare the participant for long-term employment, and here, to offer a brief description of Works Plus, along with those core activities, is my colleague and senior program manager, Shermika Simon.
MS. SIMON:	Hi everyone. Works Plus is a flexible wrap-around program designed to help youth aged 16 to 30 reach a higher level of employability and reduce the likelihood of participation in violent activity providing a range of work readiness opportunities. Participants are identified and referred through

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	<p>the work of the Cure Violence provider partners who are under contract with the Mayor's Office of Criminal Justice. Typically, Cure Violence will serve as your primary source for participants via referrals. In the event that sufficient participants are not available for referrals to meet contracted enrollment numbers to provide and recruit additional appropriate participants to reach program capacity. Each site is required to serve seventeen participants annually for up to six months of work readiness services and up to six months of follow-up services. Participants referred to Works Plus will come from different backgrounds with varying levels of education and prior work experience. Providers will assess participants by completing a baseline assessment to identify individual needs at a level of work readiness. Each participant must receive case management including referrals to supportive services and identifying or dealing with various work readiness. As aforementioned, there are equal components, basic life skills, soft skills, educational opportunities, community benefit projects, career awareness, job search, document assistance and work readiness, work experience, vocational training, job placements. So, we're talking about stress management, financial literacy, computer skills, punctuality, mock interviews, interviewing skills, teamwork, conflict management, assistance with collecting documents needed for work. This program is a stipend [U/I] program, so participants are [U/I] achieve a maximum of \$1,500 for engaging in the program. So, based on the results from the baseline assessment, you're going to complete an individualized plan. Of the eight components each participant must do at least four. We're not saying that you can't offer up all eight but based on the individualized plan, you're making four available for them. Now, keeping in mind that activities should be designed in a manner to meet each participant where they are in terms of intensity of service provided. For this program the milestones align with the components, right? So, there are four main components and four main milestones which are necessary for completion, completion of intake, participant feedback, attendance, aftercare... follow-up.</p>

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	<p>Then, the other milestones you're going to align it with the core components, so we're talking about internship, soft skills, community benefit projects, civic engagement, and placement. Thank you.</p>
<p>MS. PARFREY-SMITH:</p>	<p>Thank you so much, Paul and Shermika. Before we start the question-and-answer session, I just want to go over a few quick reminders. The deadline for submitting proposals is January 26, 2022 at 2 p.m. This gives you a nice long amount of time to assemble your proposals, get everything uploaded into PASSPort and submit. Please, take this time also, if you have not submitted proposals to PASSPort before, to take a look at some of those resources for submitting proposals in PASSPort. A lot of the information, is available there, if you have questions, of course, reach out to the MOCS help desk for technical issues but honestly, sometimes you're able to get those answers a lot faster through the user materials. One difference with PASSPort is that your questionnaire that you will be submitting, will be digital. You'll type that information right into the PASSPort system but you may find within those sections, that there are documents that you need to upload within the sections. So, for instance, your references would be uploaded into a space in the organizational experience section, a staffing plan would be uploaded into the staffing section, things like that, so just keep an eye out for places where your supporting documentation would be uploaded into the questionnaire, which is overall the proposal that you submit. Keep in mind, the same as it was in HHS Accelerator, that nothing should be submitted for your proposal outside of the system. If documents are uploaded into the HHS Accelerator document vault, if documents are emailed, if anything, like a reference letter, is sent to DOP, a hard copy, those things will not be considered as part of your proposal. Everything must be uploaded into the system and submitted as a package through PASSPort in order for it to be reviewed for evaluation. Keep in mind that there are two competitions for this RFP. The first competition is the 69th precinct, the</p>

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	<p>other competition is the 70th precinct. You can submit a proposal for each competition, but you will have to submit a separate proposal package in the PASSPort system for each competition that you're applying for. Keep in mind you'll also need to provide your proposed site address, as the Works Plus program is precinct-driven, we encourage you to double check the location, of the site location, we provide the links to the precinct finder tool on the NYPD website. That's the tool that we use to confirm addresses for precinct locations. So, please check where those sites are located and make sure that you indicate the proposed site location in the field within the questionnaire, when you submit your proposal. If you have any questions that are related to the content of the RFP, please email acco@probation.nyc.gov. That's A-C-C-O at probation dot NYC... NYC dot gov, if you have technical issues regarding PASSPort, you should contact the MOCS help desk using the form that Samantha had shown in her presentation. You can notify us when you submit a help desk ticket if you're having technical issues. A lot of times it's better to let us know in case we need to expedite your ticket. Or if there's something that we need to look into for you. But, technical issues should be submitted directly to the MOCS help desk. Any RFP questions, please do not send those to MOCS, if it's content specific, please make sure you use the acco email address. Again A-C-C-O at probation dot NYC dot gov. Before we head over to question and answers, just a few ground rules. First, if you have not provided your info... your contact information, please make sure to put your name and your organization in the chat. If you don't have access to the chat, please use that ACCO email address so we can take attendance for the session today. We are going to, in a second, I'm going to allow everybody the option to unmute themselves at that time, if you would like to ask a question, please make sure to state your full name and your organization for the record, when you're asking that question, and we will do our best to answer. If you have PASSPort specific questions, please ask them but we will also then be able to follow up with the MOCS team regarding those</p>

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	<p>questions and may have to provide you answers after the session. Right, so with that said I'm going to open up the ability for everybody to unmute and if you have questions, please go ahead and unmute. And let us know who you are and your organization. If anybody's having trouble unmuting, just let us know in the chat also... which, the functionality should be available now.</p>
	<p>[Pause 00:47:48 – 00:48:11]</p>
<p>MS. PARFREY-SMITH:</p>	<p>Nobody has any questions? Just give everybody another minute. Again, if you're having trouble unmuting, just let us know. You can send it in the chat. You can also send an email to the ACCO email, if you're not able to access the chat. But we're here for questions, so please take advantage.</p>
	<p>[Pause 00:48:36 – 00:48:54]</p>
<p>MS. PARFREY-SMITH:</p>	<p>Going once, going twice. No questions? Can anybody confirm in the...? Thank you, thank you. So, many messages confirming in the chat you don't have questions. O.K. Well, with that said, thank you so much for joining us again. Please utilize that acco@probation.nyc.gov email address for any questions that you have after the session. Again, if you're having technical issues, please contact the MOCS help desk. But please also let us know at that ACCO email address, so that we can also, take a look at the ticket and expedite if necessary. Thank you again, and we look forward to seeing your proposals on the 26th.</p>

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	[Pause 00:49:36 – 00:50:22]
	[END OF RECORDING]