



Department of  
Probation  
Vincent N. Schiraldi  
Commissioner

Center for  
Economic Opportunity  
Veronica M. White  
Executive Director

August 31, 2011

### ADDENDUM # 3

Re: Young Adult Justice Programs  
Request for Proposals  
PIN: 78111P0002

Dear Prospective Proposer:

Pursuant to Sections 3-02 (i) and 3-03 (f) (2) of the Procurement Policy Board (PPB) Rules, the Department of Probation (DOP) is issuing **Addendum # 3** to the Young Adult Justice Programs Request for Proposals (RFP) PIN 78111P0002.

### ADDENDUM ITEMS

1. **Section II – Summary of Request for Proposals, pg. 7, D – Anticipated Available Annual Funding**, the third sentence of the second paragraph:

*In addition, DOP will give greater consideration to proposers that can effectively demonstrate that they have existing partnerships, collaborations, and linkages with appropriate community organizations, government agencies, education providers, and other service providers*

**is deleted**

2. **Section V – Proposal and Evaluation and Contract Award Procedures, pg. 28, C – Basis for Contract Award**, the last sentence of the first bullet:

*In addition, DOP will give greater consideration to proposers that can effectively demonstrate that they have existing partnerships, collaborations, and linkages with appropriate community organizations, government agencies, education providers, and other service providers.*

**is deleted**

### CLARIFICATIONS

For purposes of this RFP, a Linkage Agreement Form (Attachment # 4) is not needed to demonstrate a source of referrals between a City Agency and the proposing organization. A linkage agreement may be used to demonstrate a programmatic service to be delivered with another City Agency, however, the City reserves the right to approve or disapprove any request based on business integrity and past history.

A handwritten signature in black ink, appearing to read "Vincent Perneti".

Vincent Perneti  
Agency Chief Contracting Officer



Department of  
Probation  
Vincent N. Schiraldi  
Commissioner

Center for  
Economic Opportunity  
Veronica M. White  
Executive Director

August 25, 2011

**ADDENDUM #2**

Re: Young Adult Justice Programs  
Request for Proposals  
PIN: 78111P0002

Dear Prospective Proposer:

Pursuant to Sections 3-02 (i) and 3-03 (f) (2) of the Procurement Policy Board (PPB) Rules, the Department of Probation (DOP) is issuing **Addendum #2** to the Young Adult Justice Programs Request for Proposals (RFP) PIN 78111P0002.

**ADDENDUM ITEMS**

The deadline of proposals for the Young Adult Justice Programs RFP has been extended until **2:00pm, Wednesday, September 7, 2011**, therefore:

1. **Cover of the RFP, page 1:** "Deadline for Proposals", the date:

*2:00pm, Thursday, August 25, 2011*

**is deleted and replaced with the following:**

2:00pm, Wednesday, September 7, 2011

2. **Section I – Timetable, page 4:** Under the heading "Proposal Due Date and Time and Location", the date

*August 25, 2011*

**is deleted and replaced with the following:**

September 7, 2011

A handwritten signature in black ink, appearing to read "Vincent Perneti".

Vincent Perneti  
Agency Chief Contracting Officer



Department of  
Probation  
Vincent N. Schiraldi  
Commissioner

Center for  
Economic Opportunity  
Veronica M. White  
Executive Director

August 11, 2011

## ADDENDUM #1

Re: Young Adult Justice Programs  
Request for Proposals  
PIN: 78111P0002

Dear Prospective Proposer:

Pursuant to Sections 3-02 (i) and 3-03 (f) (2) of the Procurement Policy Board (PPB) Rules, the Department of Probation (DOP) is issuing **Addendum #1** to the Young Adult Justice Programs Request for Proposals (RFP) PIN 78111P0002.

## ADDENDUM ITEMS

1. **Section II- Summary of the Request for Proposals, page 6, C- Service Options:** The following sentence is added at the end of the paragraph:

**For Service Option II, a separate and complete proposal must be submitted for each proposed borough.**

2. **Section II- Summary of the Request for Proposals, page 8, G- Geographic Areas to be Served:** Under Service Option 2: Young Adult Justice Community, the following paragraph:

*In Service Option 2, proposers are required to recruit and serve court involved youth in one or more of the following geographic areas within New York City. The proposer must specify the community district they plan to serve. It is expected that 80% of Young Adult Justice Community program participants would reside in the targeted CDs. The provider site is required to be located within the targeted Community CD's. Young adult residents of the following areas are most vulnerable to being sentenced to incarceration or probation.*

is deleted and replaced with the following:

**In Service Option 2, proposers are required to recruit and serve court involved youth in one or more of the following geographic areas within New York City listed below. The proposer must**

specify the community district(s) they plan to serve. Proposers may target more than one of the listed areas; however a complete and separate proposal must be submitted for each borough. It is expected that 80% of Young Adult Justice Community program participants would reside in the targeted CD(s). The provider site is required to be located within one of the targeted CD(s). If more than one borough is targeted, the proposer must have at least one site per borough. Young adult residents of the following areas are most vulnerable to being sentenced to incarceration or probation.

3. Section II- Summary of the Request for Proposals, page 8: The following heading is added:

**H. NeON Locations**

Out of approximately 9000 young adult clients on probation, about 2,500 live in the neighborhoods of Brownsville, Harlem, Jamaica, East New York, and the South Bronx. DOP is launching Neighborhood Opportunity Networks (NeONs) in these five neighborhoods. By 2012, DOP staff will co-locate with neighborhood-based organizations in each of the five NeON communities and join existing networks of employers, educators, and service providers to expand and leverage opportunities for DOP clients. The overarching public safety goal is to help probation clients end any further involvement with the criminal justice system by strengthening their attachment to education, work and community. DOP would make space available at the NeON locations and strongly encourages any provider eligible for award under this RFP to partner with and/or provide program services at these locations as appropriate.

4. Section II- Summary of the Request for Proposals, page 8: The following heading:

*H. Subcontracting/Consultants*

is deleted and replaced with the following:

**I. Subcontracting/Consultants**

5. Section II- Summary of the Request for Proposals, page 8: The following paragraph:

*I. Regulatory Requirements*

*Nondiscrimination: The contractor shall provide services to all persons regardless of actual or perceived race, color, creed, national origin, alien or citizenship status, gender (including gender identity), sexual orientation, disability, marital status, arrest or conviction record, status as a victim of domestic violence, lawful occupation, and family status.*

is deleted and replaced with the following:

**J. Regulatory Requirements**

**Nondiscrimination: The contractor shall provide services to all persons regardless of actual or perceived race, color, creed, national origin, alien or citizenship status, gender (including gender identity), sexual orientation, disability, marital status, arrest or conviction record, status as a victim of domestic violence, lawful occupation, and family status unless an exemption is granted by the NYC Commission on Human Rights. All documentation on exemption requests must be included in the proposal package.**

6. **Section III- Scope of Services Young Adult Justice Programs, page 9, B- Organizational Experience and Capability: Under Service Option 1: Young Adult Justice Scholars, the first bulleted item:**

*The contractor and key staff, or at least one of the sub-contractors, would have at least three years of experience in the last five years providing services to court involved young adults.*

is deleted and replaced with the following:

**The contractor and key staff, or at least one of the sub-contractors, would have at least three years of experience in the last five years providing services to court involved young adults. Teachers would have at least three years of experience working with disconnected youth, experience working with court involved youth is preferred.**

7. **Section III- Scope of Services Young Adult Justice Programs, page 10, B, Service Option 2: Young Adult Justice Community: The first bulleted item:**

*The contractor and key staff, or at least one of the sub-contractors, would have at least three years of successful experience providing services to court involved young adults*

is deleted and replaced with the following:

**The contractor and key staff, or at least one of the subcontractors, would have at least three years of successful relevant experience in the last five years providing services to court involved young adults. Teachers would have at least three years of experience working with disconnected youth, experience working with court involved youth is preferred.**

8. **Section III- Scope of Services Young Adult Justice Programs, page 10, B, Service Option 1 and 2: The following bullet is added at the bottom:**

**The contractor would have the capacity to implement the program by the contract start date.**

9. **Section III- Scope of Services Young Adult Justice Programs, page 12, C, 3- Populations to be Served: The first sentence of the first paragraph:**

*Target Populations: It is required that 40 percent of the program participants would be referred by the NYC Department of Probation.*

is deleted and replaced with the following:

**Target Populations: It is required that 40 percent of program participants would be on probation (including interim probation supervision).**

10. **Section III- Scope of Services Young Adult Justice Programs, page 12, C, 3- Populations to be Served:** Under Service Option 1- Young Adult Justice Scholars, the first sentence of the second paragraph:

*Eligible Populations: The Young Adult Justice Scholars program providers will serve court involved young adults who are ages 16-18 at the time of enrollment.*

is deleted and replaced with the following:

**Eligible Populations: The Young Adult Justice Scholars program providers will serve young adults, who at the time of enrollment, are between the ages of 16-24 and have been court involved within the last year.**

11. **Section III- Scope of Services Young Adult Justice Programs, page 12, C, 3- Populations to be Served:** Under Service Option 2- Young Adult Justice Community, the first sentence of the third paragraph:

*Eligible Populations: The Young Adult Justice Community providers will serve court involved young adults ages 16-24 at the time of enrollment within the designated communities*

is deleted and replaced with the following:

**Eligible Populations: The Young Adult Justice Community providers will serve young adults within the targeted communities, who at the time of enrollment, are between the ages of 16-24 and have been court involved within the last year.**

12. **Section III- Scope of Services Young Adult Justice Programs, page 12, C:** The heading:

*1. Program Design*

is deleted and replaced with the following:

**4. Program Design**

13. **Section III- Scope of Services Young Adult Justice Programs, page 12, C, 4, a:** Under Outreach, Recruitment and Retention, the last sentence:

*It is expected that 40 percent of participants would be referred by the NYC Department of Probation.*

is deleted and replaced with the following:

**It is required that 40 percent of participants would be on probation (including interim probation supervision).**

14. **Section III- Scope of Services Young Adult Justice Programs, page 14, C, 4:** The following heading:

*i. Provisions of Instruction*

is deleted and replaced with the following:

**i. Provisions of Instruction and Implementation**

15. **Section III- Scope of Services Young Adult Justice Programs, page 16, C, 4, 1- Placements:** Under Service Option 1- Young Adult Justice Scholars, the following sentence:

**Participants would leave the program with a portfolio that includes, at minimum, a resume and documentation of program completion and achievement.**

is added.

16. **Section III- Scope of Services Young Adult Justice Programs, page 18, C, 5- Target Outcomes, Data Collection & Reporting:** Under Target Outcomes for Service Option 1- Young Adult Justice Scholars, the first bulleted item:

*100% of participants will leave the program with a portfolio that includes, at minimum, a resume and documentation of program completion and achievement.*

is deleted.

17. **Section III- Scope of Services Young Adult Justice Programs, page 18, C, 5- Target Outcomes, Data Collection & Reporting:** Under Target Outcomes for Service Option 1- Young Adult Justice Scholars, the sixth bulleted item:

*At least 30% of all participants earn a GED or high school diploma within 12 months of program start*

is deleted and replaced with the following:

**At least 30% of all participants at the eighth grade reading level and above would earn a GED or high school diploma within 12 months of program start.**

18. **Section III- Scope of Services Young Adult Justice Programs, page 18, C, 5- Target Outcomes, Data Collection & Reporting:** Under Target Outcomes for Service Option 1- Young Adult Justice Scholars, the eighth bulleted item:

*Less than 15% of those who remain engaged for a minimum of one year will be reconvicted of new offense within one year of program intake.*

is deleted and replaced with the following:

**Less than 15% of those who remain engaged for a minimum of one year will be convicted of, adjudicated a youthful offender for, or be found a juvenile delinquent for, a new criminal offense within one year of program intake.**

19. **Section III- Scope of Services Young Adult Justice Programs, page 18, C, 5- Target Outcomes, Data Collection & Reporting:** Under Target Outcomes for Service Option 2- Young Adult Justice Community, the first bulleted item:

*100% of participants will leave the program with a portfolio that includes, at minimum, a resume and documentation of program completion and achievement.*

is deleted.

20. **Section III- Scope of Services Young Adult Justice Programs, page 18, C, 5- Target Outcomes, Data Collection & Reporting:** Under Target Outcomes for Service Option 2- Young Adult Justice Community, the fifth bulleted item:

*Less than 15% of those who complete the program will be reconvicted on any type of new offense within one year of program intake.*

is deleted and replaced with the following:

**Less than 15% of those who complete the program will be convicted of, adjudicated a youthful offender for, or be found a juvenile delinquent for, a new criminal offense within one year of program intake.**

21. **Section IV- Format and Content of the Proposal, page 19:** Under Instructions, the first bulleted item:

*The proposal should be typed on 8 ½" x 11" paper.*

is deleted and replaced with the following:

**The proposal should be typed on both sides of 8 ½" x 11" paper.**

22. **Section IV- Format and Content of the Proposal, page 19:** Under Instructions, the fourth bulleted item:

*Proposals should not exceed 20 pages (excluding requested attachments).*

is deleted and replaced with the following:

**Proposals should not exceed 25 pages (excluding requested attachments).**



23. **Section IV- Format and Content of the Proposal, page 20, A, a. Organizational Experience:** The third subheading:

*Complete Attachment 4, Relevant Experience Form, reproduce extra copies as needed, using the most recent quantitative measure to demonstrate that each program cited above was effective in each of the following areas:*

is deleted and replaced with the following:

**Complete Attachment 5, Relevant Experience Form, reproduce extra copies as needed, using the most recent quantitative measure to demonstrate that each program cited above was effective in each of the following areas:**

24. **Section IV- Format and Content of the Proposal, page 20, A, a. Organizational Experience:** The fourth, fifth, sixth, seventh, and eighth bulleted items:

*Describe the specific staff, salaried and non-salaried, who will provide the services and demonstrate that such staffing is sufficient to help participants achieve the proposed outcomes*

*Demonstrate that such staffing covers the key functions outlined in the Scope of Services and is sufficient to help participants achieve program milestones and outcomes.*

*Demonstrate that all individuals who will be part of the program will provide services in a manner that is sensitive to the characteristics and cultures of the target population(s).*

*Attach for each staff position a job description, including qualifications that will be required.*

*Include resumes for personnel already identified in the positions.*

are deleted.

25. **Section IV- Format and Content of the Proposal, page 20, A, a. Organizational Experience:** A fourth subheading is added with the following bullets:

**Staff Experience**

**Service Option 1: Young Adult Justice Scholars**

- **Describe the successful relevant experience of the key staff within the past five years in providing services to court involved young adults.**
- **Describe the experience of the program administrators, teachers, and case managers as it relates to the standards set out in Section III of the RFP.**
- **Attach for each staff position a job description, including qualifications that will be required.**
- **Include resumes for personnel already identified in the positions.**

**Service Option 2: Young Adult Justice Community**

- Describe the successful relevant experience of the key staff within the past five years in providing services to court involved young adults.
- Describe the experience of the program administrators, teachers, and case managers as it relates to the standards set out in Section III of the RFP.
- Describe the experience of the key staff operating a community benefit project similar to the one proposed.
- Attach for each staff position a job description, including qualifications that will be required.
- Include resumes for personnel already identified in the positions.

26. **Section IV- Format and Content of the Proposal, page 20, A, b- Organizational Capability:** The first sentence of the third bulleted item:

*Describe the steps that will be taken to ensure program operations will begin by January 2011.*

is deleted and replaced with the following:

**Demonstrate that the organization has the capacity to implement the program by the contract start date. Include a brief timeline outlining the activities for program startup.**

27. **Section IV- Format and Content of the Proposal, page 21, A, c- Organizational Capability:** Under 1- Staffing, the following bullet is added:

**Describe how the specific staff, salaried and non-salaried will provide the services outlined in Section III Scope of Services of the RFP and demonstrate that such staffing is sufficient to cover key functions and help participants achieve program milestones and outcomes.**

28. **Section IV- Format and Content of the Proposal, page 21, A, c, 2:** Under Partnerships, Collaborations and Linkages, the second sentence:

*Complete Attachment 5, Linkage Agreement for each proposed linkage.*

is deleted and replaced with the following:

**Complete Attachment 4, Linkage Agreement for each proposed linkage.**

29. **Section IV- Format and Content of the Proposal, page 24, A, c, 12- Educational Services:** Under Service Option 1: Young Adult Justice Scholars, the 13<sup>th</sup> bulleted item:

*Articulation agreements, Mousy and other partnerships the applicant organization has with other education, job training, and workforce development programs.*

is deleted and replaced with the following:

**Articulation agreements, MOU's and other partnerships the applicant organization has with other education, job training, and workforce development programs.**

30. **An Appendix is added: Appendix A:** Target CD Probation Demographic Data, which is affixed to this addendum and posted on the DOP website.
31. **Attachment 7: Proposal Budget Summary Form, pages 37-39:** Attachment 7 is deleted and replaced with Revised Attachment 7, which is affixed to this addendum and posted on the DOP website.

#### **CLARIFICATIONS**

1. Case managers must have a case load of no more than 1:20. Participants in the follow-up period would not be included in the case load ratio.
2. Service Option 2: Young Adult Justice Community is not intended to be a 12 month model for all participants. It is encouraged that participants spend an average of twenty hours per week in the program for 1 to 6 months, with up to 6 months for follow-up services. Providers should structure the model to best accommodate the needs of individual participants.
3. Providers are strongly encouraged to propose appropriate incentives that would motivate participants' engagement. DOP/CEO's expectations for incentives can be found on pages 13 and 14 of the RFP.
4. DOP/CEO expects providers to employ full-time staff, part-time staff, consultants or a combination thereof. Per-diem positions are not considered appropriate for these programs. Consultants may be used for specialized work that requires independent firms or individuals with specific skills, retained to perform limited programmatic tasks or complete projects within the contract that cannot be accomplished by regular staff. Consultants cannot be salaried employees.
5. For the purposes of this RFP, the definition of court involved youth includes criminal matters heard in Family Court. Other non-criminal Family Court matters, such as Persons In Need of Supervision (PINS) cases, would not be included.



Vincent Perneti  
Agency Chief Contracting Officer

## **APPENDIX A**

### **Target CD Probation Demographic Data as of 8/5/2011**

**YOUNG ADULT JUSTICE PROGRAMS**

**PIN: 78111P0002**

Brooklyn	Community District	Total Probationers, Ages 16 - 24	Male Probationers, Ages 16 - 24	Female Probationers, Ages 16-24
	CD 3	289	239	50
	CD 4	143	119	24
	CD 5	263	229	34
	CD 8	131	111	20
	CD 13	87	66	21
	CD 16	198	161	37
Bronx				
	CD 1	193	161	32
	CD 2	113	96	17
	CD 3	183	155	28
	CD 4	236	204	32
	CD5	235	204	31
	CD 6	160	130	30
	CD 9	272	223	49
Manhattan				
	CD 9	134	118	16
	CD 10	283	236	47
	CD 11	228	198	30
Queens				
	CD 1	42	36	6
	CD 12	152	129	23
	CD 14	45	33	12

## **ATTACHMENT 7R: Proposal Budget Summary Form**

**RFP TITLE: YOUNG ADULT JUSTICE PROGRAMS**

**PIN: 78111P0002**

<b>Organization:</b>		<b>EIN:</b>	
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Category	DOP/CEO Funding Request:
<b>Personnel Services</b>	
<b>Salaries and Wages</b>	\$
<b>Full Time:</b>	\$
<b>Part Time:</b>	\$
<b>Fringe Benefits</b>	\$
<b>Total Personnel Services:</b>	\$
<b>Non-Staff Services</b>	
<b>Consultants</b>	\$
<b>Subcontractors</b>	\$
<b>Stipends/Incentives</b>	\$
<b>Vendors</b>	\$
<b>Total Non-Staff Services:</b>	\$
<b>Other Than Personnel Services</b>	
<b>Consumable Supplies</b>	\$
<b>Equipment Purchases</b>	\$
<b>Equipment Other</b>	\$
<b>Space Costs</b>	\$
<b>Travel</b>	\$
<b>Utilities &amp; Telephone</b>	\$
<b>Other Operational Costs</b>	\$
<b>Other Costs:</b>	\$
<b>Indirect Costs:</b>	\$
<b>Total Other Than Personnel Services:</b>	\$
<b>Total DOP/CEO Funding Request:</b>	\$

# **Proposal Budget Summary Category Definitions**

## **Personnel Services**

### **Salaries and Wages**

- The Salaries are divided into two categories:
  - Full Time employees: Persons who work 35 hours or more per week
  - Part Time employees: Persons who work fewer than 35 hours per week

### **Fringe Benefits**

- Fringe Benefits must include FICA. Charges to Fringe Benefits may also include unemployment insurance, worker's compensation, disability, pension, life insurance and medical coverage as per your policies. Enter the Fringe Benefit rate as indicated on the budget summary page. Fringe rates must not be less than 7.65% or exceed 30% of total salaries.

### **Insurance**

- All funded programs must have general liability insurance of \$1 million, with a certificate naming DOP/CEO and the City of New York as additional insureds.

## **Non-Staff Services**

### **Consultants**

- Typically, independent individuals with professional or technical skills retained to perform specific tasks or complete projects related to the program that cannot be accomplished by regular staff. A consultant cannot be a salaried employee.

### **Subcontractors**

- Typically, independent nonprofit entities retained to perform program services. A subcontract will be part of the DOP/CEO contract and will be registered with the NYC Comptroller. Each Subcontractor's EIN must be listed on the subcontract and on its budget.

### **Stipends**

- An incentive allowance ONLY for the benefit of a participant or client.

### **Vendors**

- An independent business entity retained to provide non-program services. Examples: Cleaning services, security, and accounting services.

## **Other than Personnel Services**

### **Consumable Supplies**

- Supplies that are not lasting or permanent in nature, such as office, program, and/or maintenance supplies.

### **Equipment Purchases**

- Purchases of equipment that is durable or permanent, such as furniture, printers, calculators, telephones, and computers. All equipment and furniture purchased with DOP/CEO funds at a cost of \$500 or more become the property of The City of New York/. If the program is terminated, all such items must be returned to DOP/CEO.

### **Equipment Other**

- The rental, lease, repair, and maintenance of office/program equipment utilized in the program's operation. This category also includes Computer Software.

### **Space Costs**

- Public School: Opening fees and room rentals paid to the Department of Education (DOE) or

- **Space Cost/Other:** All other rent paid by a program for all sites utilized by that program. It also includes all related charges associated with the use of the site such as minor repairs and maintenance costs. No renovation or construction projects can be budgeted or paid for with DOP/CEO program funds.
- After being selected, all contractors charging for space cost are required to submit a Space Cost/Cost Allocation Plan. In addition, you will be required to submit a copy of your lease, DOE permit, or month-to-month rental agreement at the time of the budget submission.

#### **Travel**

- Local travel (i.e., bus and subway fares) by the employees of the program to and from sites that are being used for day-to-day program functions. Expenditures for employees who use their personal automobile for business are reimbursed a maximum of \$0.28 per mile plus tolls. Charge to this account all participant-related travel, such as bus trips and local travel.

#### **Utilities & Telephone**

- Utilities & Telephone costs associated with the proposed program.

#### **Other Operational Costs**

- This category is separated into two subcategories:
  - **Other Costs:** Items such as audit costs, postage, printing and publications, subscriptions, Internet fees, etc. Also includes any other operating costs that cannot be classified in any other category. In addition, includes costs associated with and for the benefit of the participants such as food, refreshments, entrance fees, awards, T-shirts, uniforms, and sporting equipment. This category also includes general liability insurance for contractors not in the Central Insurance Program.
  - **Indirect Costs:** The purpose of Indirect Costs is to capture overhead costs incurred by a contractor operating several programs. The maximum allowable rate is 10 percent of the total budget.



Michael R. Bloomberg  
Mayor

Department of  
Probation

Vincent N. Schiraldi  
Commissioner

Center for  
Economic Opportunity

Veronica M. White  
Executive Director

## **YOUNG ADULT JUSTICE PROGRAMS JUSTICE SCHOLARS & JUSTICE COMMUNITY**

### **REQUEST FOR PROPOSALS (RFP)**

**PIN 78111P0002**

**RFP RELEASE DATE:** July 20, 2011

**DEADLINE FOR PROPOSALS:** **2:00pm Thursday, August 25, 2011**

**RETURN TO:** New York City Department of Probation  
33 Beaver Street, 21<sup>st</sup> Floor  
New York, New York 10004

**ATTENTION:** Vincent Perneti, Agency Chief Contracting Officer

**PRE-PROPOSAL CONFERENCE:** July 29, 2011, at 10 AM or 2 PM  
156 William Street, 2<sup>nd</sup> Floor DYCD Auditorium  
New York, New York 10038

This Request for Proposals (RFP) must be obtained directly from the New York City Department of Probation (DOP) or the Center for Economic Opportunity (CEO) in person or by downloading it from DOP's website, [www.nyc.gov/probation](http://www.nyc.gov/probation), or CEO's website, [www.nyc.gov/ceo](http://www.nyc.gov/ceo). If you obtained a copy of this RFP from any other source, you are not registered as a potential proposer and will not receive addenda DOP/CEO may issue after release of this RFP, which may affect the requirements or terms of the RFP.



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**YOUNG ADULT JUSTICE PROGRAMS  
REQUEST FOR PROPOSALS (RFP)  
PIN: 78111P0002**

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## **AUTHORIZED AGENCY CONTACT PERSONS**

The authorized agency contact persons for all matters concerning this Request for Proposals (RFP) are:

### **Procurement**

Vincent Perneti  
Agency Chief Contracting Officer  
New York City Department of Probation  
33 Beaver Street, 21<sup>st</sup> Floor  
New York, New York 10004  
Tel: (212) 232.0656  
E-mail: vpernetti@probation.nyc.gov

### **RFP Procedures**

Kathryn Cedilnik  
Director of Special Projects, Adult Operations  
New York City Department of Probation  
33 Beaver Street, 23<sup>rd</sup> Floor  
New York, New York 10004  
Tel: (212) 232.0758  
E-mail: vpernetti@probation.nyc.gov

**NOTE ON E-MAIL INQUIRIES:** Proposers should enter “Young Adult Justice Programs RFP” in the **subject line of the e-mail**. DOP/CEO cannot guarantee a timely response to written questions regarding this RFP received less than one week prior to the RFP due date.

Proposers should note that any written response that may constitute a change to the RFP will not be binding unless DOP/CEO subsequently issues such a change as a written addendum to the RFP.

## **SECTION I - TIMETABLE**

**A. Release Date of the Request for Proposals: July 20, 2011**

**B. Pre-Proposal Conference:**

**Date: July 29th, 2011**

**Time: 10:00 AM or 2:00 PM**

**Location: 156 William Street, 2<sup>nd</sup> Floor DYCD Auditorium  
New York, NY 10038**

Attendance by proposers is optional but recommended by DOP/CEO. If you will attend the Pre-Proposal Conference, DOP/CEO requests that you RSVP in advance. Please send an e-mail to Vincent Perneti ([vpernetti@probation.nyc.gov](mailto:vpernetti@probation.nyc.gov)) with the name of your organization, the number of people in attendance, and the session you plan to attend.

Due to limited seating, DOP/CEO requests that each organization send no more than two representatives to the Pre-Proposal Conference.

**C. Proposal Due Date and Time and Location:**

**Date: August 25, 2011**

**Time: 2:00 PM**

**Location: Hand deliver proposals to:**

**Attention: Vincent Perneti  
Agency Chief Contracting Officer  
New York City Department of Probation  
33 Beaver Street, 21<sup>st</sup> Floor  
New York, New York 10004**

DOP/CEO will not accept e-mailed or faxed proposals.

Proposals received at this location after the proposal due date and time are late and shall not be accepted, except as provided under New York City's Procurement Policy Board Rules, Section 3-03(f)(5).

In accordance with Section 3-03(f)(5), DOP/CEO will consider requests made to the Agency Chief Contracting Officer to extend the Proposal Due Date and Time prescribed above. However, unless DOP/CEO issues a written addendum to this RFP to extend the proposal due date and time for all proposers, the proposal due date and time prescribed above shall remain in effect.

**D. Anticipated Contract Start Date: January 1, 2012**

## **SECTION II - SUMMARY OF THE REQUEST FOR PROPOSALS**

### **A. Purpose of the RFP**

The New York City Department of Probation (DOP), in collaboration with the Center for Economic Opportunity (CEO), seeks qualified vendors to provide programming for young adults involved in the criminal justice system. The two proposed competitions within this RFP are Young Adult Justice Scholars and Young Adult Justice Community. The ultimate goals of these programs are to help build stronger and safer communities, reduce crime and recidivism, promote lifelong educational gains, career exploration, employment attainment and retention for court involved young adults in New York City.

The creation of these programs would enable participants to address age-specific needs and issues, become knowledgeable about opportunities, and develop a positive bond with the community that would lead to a law-abiding and productive existence. Young Adult Justice Scholars program focuses mainly on educational gains, with multiple educational tracks, and uses career exploration to introduce participants to potential career fields. Young Adult Justice Community program is a more flexible model that adapts to the current status of each participant, whether in need of education or employment services, and uses the participants' community as an integral component of the programming.

### **B. Background**

Court involved<sup>1</sup> young adults face a multitude of challenges returning to their communities, frequently confronting the same issues that led them to an arrest. In the absence of intervention, these young people are likely to recidivate, particularly if they return to neighborhoods entrenched in poverty, crime, and record levels of unemployment. Many of these young adults have poor literacy skills and require job-readiness training for employability. Evidence indicates that post-release education or employment has a significant impact in reducing recidivism.

Yet, in New York City and other jurisdictions across the country, too few programs focus adequately on the young adult age group who, without assistance, find barriers to education and legitimate work insurmountable, particularly in the current labor market. Employers who are otherwise hesitant to hire individuals previously involved in the criminal justice system, are more willing to consider it where there is evidence that someone is highly motivated and reliable, qualities best "demonstrated by high attendance [in youth development programs] and short stays in transitional work."<sup>2</sup>

The Center for Economic Opportunity (CEO), Department of Probation (DOP), Small Business Services (SBS), Department of Correction (DOC) and other partners have implemented several innovative employment programs targeting specific populations, such as those involved in the criminal justice system, individuals living in high poverty neighborhoods, and public housing residents.

CEO programs that currently serve the court involved young adult populations include Employment Works and NYC Justice Corps. On any given day, the DOP serves 28,000 individuals, 8800 of whom are ages 16-24,<sup>3</sup> and employment or active job search are standard conditions of probation. Since the launch of Employment Works in August 2008, more than 1,200 people on probation have gained meaningful employment at an average salary of more than \$10 per hour.<sup>4</sup> Over one-third of the participants were young adults.<sup>5</sup> The NYC Justice Corps achieved an above average 70% engagement rate for the entire six month program.<sup>6</sup>

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<sup>1</sup> For the purposes of this RFP, court involved refers to individuals who may have been arrested but not necessarily convicted of a crime.

<sup>2</sup> Public Private Ventures. (2000). *Getting Back to Work: Employment Programs for Ex-Offenders*. Philadelphia, PA: Buck, Maria.

<sup>3</sup> Department of Probation. (2010). *Commissioner Schiraldi and Team Testify before the City Council*.

<sup>4</sup> Department of Probation. (2010). *Commissioner Schiraldi and Team Testify before the City Council*.

<sup>5</sup> NYC Center for Economic Opportunity. *Performance Monitoring Data*.

<sup>6</sup> NYC Center for Economic Opportunity, Westat/ Metis Associates. (2009). *Evaluation of NYC Justice Corp: Final Report of Year one of Justice Corps Program Implementation*.

Below are statistics from multiple institutions, together these numbers provide a snapshot of court involved young adults in New York City:

The 2009 NYC Department of Correction (DOC) average daily population was 13,362, with 99,939<sup>7</sup> admitted annually. According to 2009 data, this number includes 3,885 young adults age 16-24 with 795 ages 16-18 and 3090 ages 19-24. These numbers include detainees, city sentenced, parole violators, new state sentences and state court returned, 547 probation violators, including 186 between the ages of 16 and 24.<sup>8</sup>

According to the Vera Institute of Justice, up to 60% of adolescents age 16-18 in New York City jails read below a fifth grade reading level.<sup>9</sup> A research study by Public Private Ventures has demonstrated that two-thirds of young adults returning from New York State prisons never return to school.<sup>10</sup>

A three-year study by the New York State Department of Correctional Services (NYS DOCS) looked at the 24,223 people released from prison in 2005. Of the 13,735 who returned home to New York City, 39.5% were returned to prison within three years -- 29.2% for violating conditions of parole and 10.3% for a new felony conviction.<sup>11</sup> The Independent Committee on Re-entry and Employment estimates that 89% of individuals whose parole or probation is revoked are unemployed.<sup>12</sup>

In 2009, 25,976 people came home from NYS prisons; of the 16,406 who were released for the first time on their current sentence, 8,093 (49.3%) were from New York City's five boroughs and the great majority (7,661) were male. Further, 3,489 (21.2%) of those who were released for the first time on their current sentence were between the ages of 17 and 24.<sup>13</sup>

According to a 2009 Editorial Projects in Education Research Center analysis, adults in New York City have a 36.5% greater likelihood of attaining employment if they have a high school diploma and the opportunity for steady employment also increases substantially with a diploma. Only 38.9% of New Yorkers ages 25-64 who did not graduate from high school have steady employment compared to 53.1% of those with high school diplomas.<sup>14</sup>

Therefore, given the nature of the problem DOP/CEO are introducing two new programs to address the needs of the court involved young adult population. These programs would build on several successful national and New York City models, as well as lessons learned from other promising interventions. All partners are committed to supporting a rigorous evaluation of the two programs, and a broad dissemination of the results.

### C. Service Options

Service Options are as follows:

- **Service Option 1: Young Adult Justice Scholars**
- **Service Option 2: Young Adult Justice Community**

Proposers may propose to provide services under more than one service option, but must submit a separate and complete proposal for each competition proposed. Proposers may also propose to provide a program at more than one location within a competition.

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<sup>7</sup> NYC Department of Corrections. [http://www.nyc.gov/html/doc/html/stats/doc\\_stats.shtml](http://www.nyc.gov/html/doc/html/stats/doc_stats.shtml). Accessed November 15, 2010.

<sup>8</sup> NYC Discharge Planning Collaboration (2009). *Adolescents Transitional and Alternative Programs*.

<sup>9</sup> Vera Institute of Justice, *Just 'Cause*, Vol. 15, No. 3, fall (2008).

<sup>10</sup> Public Private Ventures. (2008). *Disconnected Young People in New York*. Philadelphia, PA: Wyckoff, Cooney, S.M., Djakovic, D.K., McClanahan, W.S.

<sup>11</sup> New York State Department of Correctional Services. (2005). *2005 Releases: Three-year Post Release Follow-up*.

<sup>12</sup> The Independent Committee on Reentry and Employment (2006). *Report and Recommendations to New York State on Enhancing Employment Opportunities for Formerly Incarcerated People*.

<sup>13</sup> New York State Department of Correctional Services. (2009). *Statistical Overview: Year 2009 Discharges*.

<sup>14</sup> Education Research Center. *Editorial Projects* (2009)

#### **D. Anticipated Available Annual Funding**

The anticipated available annual funding for the contracts awarded under this RFP will be \$3.93 million to be divided between the two service options. In each service option, the funding level per contract will range from \$300,000 to \$1,020,000 depending on the number of court involved young adults served. The estimated price per participant for the Young Adult Justice Programs is \$7,500.

The funding allocations, between and within service options, indicated in this RFP are based on availability of funding and are subject to change. DOP/CEO reserves the right to revise funding amounts as necessary based on factors including the number of proposals received and targeted neighborhoods. In addition, DOP will give greater consideration to proposers that can effectively demonstrate that they have existing partnerships, collaborations, and linkages with appropriate community organizations, government agencies, education providers, and other service providers.

#### **E. Anticipated Contract Term and Number of Contracts**

It is anticipated that the term of the contracts awarded from this RFP will be for three years from January 1, 2012 through December 31, 2014, with an option to renew for two one-year periods.

The anticipated number of contracts under the Young Adult Justice program RFP will be approximately thirteen. The anticipated number of contracts for Young Adult Justice Scholars is one to seven and the anticipated number of contracts for Young Adult Justice Community is one to seven.

#### **F. Anticipated Payment Structure**

It is anticipated that the payment structure of contracts awarded under this RFP will be based on line-item budget reimbursement. The estimated price per participant for the Young Adult Justice Programs is \$7,500.

#### **G. Geographic Areas To Be Served**

##### Service Option 1: Young Adult Justice Scholars

In Service Option 1, proposers are required to recruit and serve court involved young adults in any of the following geographic areas within New York City. The proposer must specify the community districts they plan to serve. It is expected that 80% of Young Adult Justice Scholars program participants would reside in the targeted CD's. The provider site does not need to be located within the targeted CD's. Young adult residents of the following areas are considered to have a high level of need for services.

**BROOKLYN:** CD 3 (Bedford Stuyvesant)  
CD 4 (Bushwick)  
CD 5 (East New York/Starrett City)  
CD 8 (Crown Heights/Prospect Heights)  
CD 13 (Coney Island)  
CD 16 (Brownsville)

**BRONX:** CD 1 (Mott Haven/Melrose)  
CD 2 (Hunt's Point/Longwood)  
CD 3 (Morrisania/Crotona)  
CD 4 (Highbridge/Grand Concourse)  
CD 5 (Fordham/University Heights)  
CD 6 (East Tremont/Belmont)  
CD 9 (Parkchester/Soundview)

**MANHATTAN:** CD 9 (Morningside Heights/Hamilton Heights)  
CD 10 (Central Harlem)  
CD 11 (East Harlem)

**QUEENS:** CD 1 (Astoria/Long Island City)  
CD 12 (Jamaica/Hollis)  
CD 14 (Rockaway/Broad Channel)

#### Service Option 2: Young Adult Justice Community

In Service Option 2, proposers are required to recruit and serve court involved young adults in one or more of the following geographic areas within New York City. The proposer must specify the community district they plan to serve. It is expected that 80% of Young Adult Justice Community program participants would reside in the targeted CDs. The provider site is required to be located within the targeted community CD's. Young adult residents of the following areas are most vulnerable to being sentenced to incarceration or probation.

**BROOKLYN:** CD 5 (East New York/Starrett City)  
CD 16 (Brownsville)

**BRONX:** CD 1 (Mott Haven/Melrose)  
CD 2 (Hunt's Point/Longwood)  
CD 3 (Morrisania/Crotona)

**MANHATTAN:** CD 9 (Morningside Heights/Hamilton Heights)  
CD 10 (Central Harlem)  
CD 11 (East Harlem)

**QUEENS:** CD 12 (Jamaica)

#### **H. Subcontracting/Consultants**

- Subcontracting is permissible under the following conditions:
- The proposer is encouraged to identify any proposed subcontractor in the proposal.
- Agency assumptions regarding provider approach as set out in the Scope of Services and other sections of this RFP apply equally to any proposed subcontractor.
- All contractors and subcontracts shall be subject to DOP/CEO approval before expenses are incurred and payments made.
- No more than 25 percent of the total value of the contract may be subcontracted.

#### **I. Regulatory Requirements**

***Nondiscrimination.*** The contractor shall provide services to all persons regardless of actual or perceived race, color, creed, national origin, alien or citizenship status, gender (including gender identity), sexual orientation, disability, marital status, arrest or conviction record, status as a victim of domestic violence, lawful occupation, and family status.

### **SECTION III: SCOPE OF SERVICES YOUNG ADULT JUSTICE PROGRAMS**

#### **A. Goals and Objectives**

##### **Service Option 1: Young Adult Justice Scholars**

The goals of the Young Adult Justice Scholars program are to promote lifelong educational gains, support employment attainment and retention for court involved young adults, reduce crime and recidivism and help build stronger and safer communities in New York City. Young Adult Justice Scholars is an education-based program serving court involved young adults living in communities with a high level of need of services. The Justice Scholars program is designed to focus on educational gains, with multiple educational tracks for participants at various levels - including options for young adults in high school, working towards a GED, needing basic education classes or ready for a post-secondary track. The program also uses tutoring services to supplement educational programming. All Justice Scholars participants will also engage in career exploration services that will introduce potential career fields and encourage participants to establish individual goals and plans. Justice Scholars is a minimum six month program with a minimum six month follow-up period. The program uses educational services, tutoring, career exploration, case management and peer support, financial incentives, placement and follow-up services to produce positive impact.

##### **Service Option 2: Young Adult Justice Community**

The goals of the Young Adult Justice Community program are to encourage court-involved young adult New Yorkers' successful attachment to education, work and community engagement; reduce crime and recidivism; and build stronger, safer, more empowered communities. Young Adult Justice Community is a community-based program serving court-involved young adults living in communities with high rates of poverty, incarceration, probation and parole. The program would engage participants in subsidized community benefit projects, in one or more of the designated communities, that provide educational, work, team and civic engagement experiences, as well as youth leadership, peer mentorship, life skills and case management. Best efforts should be made to partner with and leverage resources from local community organizations and businesses to support Justice Community.

All Justice Community participants should have a positive team experience working on community benefit projects toward a common goal, resulting in personal growth and an overall benefit for the community. Justice Community offers an up to six month program with an up to six month follow-up period. Participants should be encouraged to maximize the length and intensity of their involvement with the program to advance their academic, occupational and community goals. However, to accommodate individual service needs, the program would maintain an open enrollment policy, making the terms and length of participation flexible enough to allow participants to enter, leave and/or return to the program as needed. This component of the program is goal-oriented, utilizes teamwork, introduces the participants to positive community role models, and promotes understanding of participants' legal rights as a means of reducing barriers to future gainful employment.

#### **B. Organizational Experience and Capability**

##### **Service Option 1: Young Adult Justice Scholars**

- The contractor and key staff, or at least one of the subcontractors, would have at least three years of successful experience in the last five years providing services to court involved young adults.
- Program administrators would be knowledgeable in successful practices and would have experience administering similar educational programming for young adults.
- Teachers and case managers would have at minimum a bachelor's degree, and counselors would have appropriate training, education and experience serving court involved young adults.



### Service Option 2: Young Adult Justice Community

- The contractor and key staff, or at least one of the sub-contractors, would have at least three years of successful experience providing services to court involved young adults.
- Program administrators would be knowledgeable in successful practices and would have experience administering similar programming.
- Teachers and case managers would have at minimum a bachelor's degree, counselors and team leaders would have appropriate training, education and experience working with young adults.
- The contractor and key staff would preferably have at least three years of successful experience operating the kind of community benefit project they are proposing.

### Service Option 1 and 2:

- The contractor and/or subcontractor should have relevant experience within the past five years in operating one or more of the following programs and/or services:
  - Court-involved youth program
  - Youth workforce development program
  - Education program
  - Community benefit project
  - Case management services
  - Career exploration services
  - Services to disconnected youth, including follow-up services
  - Services to high-need youth
  - Services to residents of the specific community proposed
  - Development and facilitation of internships
  - Development of long-term or permanent employment, educational, or training opportunities
  - Collaboration with other community-based agencies and organization to enhance services
- The contractor's Board of Directors would remain free of conflicts and exercise active oversight of organizational management, including regular reviews of executive compensation, audits, and financial controls, and program operations and outcomes.
- The contractor would have experience securing multi-year funding for relevant programs(s) from diverse public and private sources.
- The contractor would engage in successful joint efforts with other organizations providing services to the target population.
- The contractor would have the capacity to integrate the proposed program into its overall operations.
- The contractor's internal monitoring system would be effectively used to identify program, personnel, and fiscal issues and provide corrective action procedures.
- The contractor would have a continuous quality improvement process that includes quality assurance measures for all aspects of the program.
- The contractor would be fiscally sound and capable of managing the proposed program
- The contractor would have an effective computerized system for data collection and management.
- The contractor would ensure that program staff have access to computers and the Internet.
- Contractors or their subcontractors must engage a case manager, preferably with a Masters of Social Work or related field, to collaborate with staff and help participants achieve targeted outcomes, at minimum a bachelor's degree is required.

## C. Assumptions Regarding Contractor Approach

DOP/CEO's assumptions regarding the approach that will most likely achieve the objectives set out above are:

### 1. Staffing and Partnerships and Subcontractors

#### *Staffing*

- All staff, including any volunteers, will provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- All staff, including volunteers, will provide services with the goal of developing young adult's positive attitudes towards education and employment.
- Case managers must have a case load of no more than 1:20.
- Program staff would meet weekly to review participant progress, exchange information, and share instructional and service strategies.
- Program directors would attend periodic meetings as requested by DOP/CEO to share best practices and address issues that may arise in the course of delivering the services in the Young Adult Justice Programs.
- Program staff may be required to participate in periodic peer-based quality improvement exercises (such as workshops and site visits) and collect data to assess improvement.
- **Any proposer that is eligible for an award will be strongly encouraged to interview recently laid off DOP staff that meet the minimum qualifications of staff positions. Proposers would include a strategy for recruiting recently laid off DOP staff.**

#### *Partnerships, Collaborations, and Linkages*

The provider would leverage additional resources; for example, by developing partnerships, collaborations, and linkages with appropriate community organizations, government agencies, education providers, and other service providers. It would work cooperatively to ensure that court involved young adults have ready access to comprehensive services and a continuum of instruction to meet their educational, personal, and career goals. Specifically, the provider would be required to:

- Assure that if GED classes are not provided directly by the program, it will develop referral arrangements to ensure that students seeking high school equivalency diploma are enrolled in GED instruction and testing.
- Assure that if basic education classes are not provided directly by the program, it will develop referral arrangements to ensure that students have access to instruction and testing.
- Assist students with transitions to next steps, including college, vocational training, and/or employment.
- Either directly or through referral, provides career counseling, including assessing career options and employment and training opportunities; educational counseling, including assistance with college applications and financial aid; and job placement.
- Develop linkages with community colleges and training providers to facilitate student admissions.
- Develop referral arrangements to assist students seeking to attain legal immigrant status as asylees, permanent residents, or U.S. citizens.

### 2. Program Facility

- The facility would be appropriate in size and design to accommodate program staff, participants, and services.
- The provider would ensure that the building and space in which staff and participants are housed and all facilities and equipment therein meet the local fire, health, and safety standards and comply with Americans with Disabilities Act (ADA) standards<sup>15</sup>.
- The facility must be easily accessible by public transportation.

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<sup>15</sup> <http://www.ada.gov/index.html>

### 3. Populations to be Served

**Target Populations:** It is required that 40 percent of the program participants would be referred by the NYC Department of Probation. Providers are encouraged to serve high-risk and high-need populations. For the purpose of the Young Adult Justice Programs, high-risk is defined as having multiple prior convictions, Family Court findings, or involvement with the criminal justice system in any capacity. If providers choose to further target a group they are required to state which specific sub-population(s) within court involved young adults they seek to serve.

#### Service Option 1: Young Adult Justice Scholars

**Eligible Populations:** The Young Adult Justice Scholars program providers will serve court involved young adults who are ages 16-18 at the time of enrollment. The program will not be limited to specific types of criminal justice involvement, and may serve as an alternative-to-incarceration or re-entry program. Providers may also serve mandated populations, including people on probation or parole or those sentenced to a conditional discharge.

#### Service Option 2: Young Adult Justice Community

**Eligible Population:** The Young Adult Justice Community program providers will serve court involved young adults ages 16-24 at the time of enrollment within the designated communities. The program will not be limited to specific types of criminal justice involvement, and may serve as an alternative-to-incarceration or re-entry program. Providers may also serve mandated populations, including people on probation or parole or those sentenced to a conditional discharge.

### 1. Program Design

#### a. Outreach, Recruitment, and Retention

The provider would employ effective outreach, recruitment, and retention strategies to ensure maximum program participation and attendance and maintenance of a stable participant roster over time. DOP/CEO places a high value on retention. Providers will accept referrals from the NYC Department of Probation, NYC Department of Correction, New York State Department of Parole and community based organizations that work with court involved young adults, as well as other sources. It is expected that 40 percent of participants would be referred by the NYC Department of Probation.

#### b. Educational Assessment

The provider may utilize any nationally recognized assessment test. DOP/CEO reserves the right to request substitute tests and/or testing procedures.

#### c. Referrals

For young adults who demonstrate significant mental health, substance abuse, or other problems the provider would make appropriate referrals as necessary.

#### d. Case Management and Peer Support

Providers and/or subcontractors would develop a dynamic system of support to meet participants' needs, on an ongoing basis, including assessment, goal setting, basic case management services, and follow up services. The program would include best practices such as dedicating a primary person to each participant. The provider would offer individual and/or group counseling sessions on-site with a case manager to discuss progress, obstacles to compliance, and on-going issues. In addition, the provider would encourage positive interactions between and among program participants, with methods including seminars and peer mentorship. The provider and/or partner would also follow up with referrals to ensure that participants' social service or health needs are being addressed through partnering service providers.

#### **e. Career Exploration**

The provider would introduce participants to an array of potential career opportunities throughout the duration of the program. Providers would emphasize job-readiness, explain the educational requirements for a variety of careers and discuss the steps needed to attain a specific career. Additionally, providers expose the students to various career options via the following activities:

- Attending job fairs and school fairs
- Visiting schools, colleges and universities
- Visiting various places of employment
- Integrating current affairs into the career discussion
- Utilizing a series of web-based career exploration tools
- Participating in other young professional networks
- Hosting and/or attending guest speaker engagements centered on specific career options
- Developing short-term internship opportunities
- Developing short-term job shadowing opportunities

#### **f. Civic Engagement**

Civic Engagement encourages constructive interactions with positive people, places, and events in the community. Providers should develop opportunities to attend and participate in governmental and non-governmental civic activities, including Community Board meetings, neighborhood association meetings, local cultural events and voter education/registration projects. Participants should be afforded the opportunity to gain critical information regarding their legal rights, civic options, and viable pathways to enhance their ability to become contributing members of their communities. Providers are encouraged to include participants on Advisory Boards and provide opportunities to develop self advocacy awareness.

#### **g. Incentives and Stipends**

##### Service Option 1: Young Adult Justice Scholars

The provider would use financial incentives to encourage participants to enroll in the program, encourage program retention and reward educational gains. Providers are strongly encouraged to propose appropriate incentives that would motivate participants' engagement. DOP/CEO and the provider may collaborate on the program's incentive schedule, based on an evolving understanding of participant needs. A maximum of 20 percent of the price per participant is allocated for incentives during the minimum six month program and minimum six month follow-up period.

The proposed incentive structure includes as follows:

- \$50 for completing the intake interview and attending the first weekly meeting.
- \$25 weekly stipend (maximum 24 weeks) for 100% attendance at school, GED program, or other assigned education program – Partial stipend for 80 – 99% attendance.
- \$75 for remaining in the program for 6 months and receiving 20 out of 24 good attendance incentive payments.
- \$50 for attending each monthly follow-up session.
- \$200 for earning a high school diploma or GED within 18 months of program intake.
- Weekly unlimited Metrocards for all participants in good standing who attend the required weekly group meeting to discuss their program involvement and strategize about ways to overcome the challenges they will face.

## Service Option 2: Young Adult Justice Community

Providers are strongly encouraged to propose appropriate incentives that would motivate participants' engagement. Stipends or incentives would be offered to support subsidized jobs, promote sustained participation, and recognize achievement milestones. For example, the program might provide a weekly stipend for maintaining high attendance, and additional rewards for reading gains, degrees attained, contributing to the community, and paid internships. The provider may also offer non-financial incentives for milestones achieved, including public events and award ceremonies to recognize accomplishments and build community. DOP/CEO and the provider may collaborate on the program incentive schedule based on an evolving understanding of client needs. A maximum of 20 percent of the price per participant is allocated for incentives over the course of the up to six months program.

### **h. Educational Services**

#### Service Option 1: Young Adult Justice Scholars

In the Young Adult Justice Scholars program the types of educational services provided depend on the particular needs of the program participants. At the start of the program and upon completion of an initial assessment of educational and other needs, the provider would meet with the participants to discuss options and finalize a plan of action for the six month program period. The participants will be tested after every 120 hours of instruction to track progress. The provider would place youth into one or more of the following educational tracks based on age and an educational assessment at intake, with a preference to serve those most at need:

**High School Track** for youth of compulsory school age, who are required by law to be enrolled in school. The provider would counsel the student on the benefits of a high school degree and the various alternative high school options. The provider would then refer and accompany students as necessary to the appropriate DOE Borough Enrollment Center or other entry point. The provider would monitor participants' school attendance and would coordinate with the school, family, and referring agency, as necessary, to encourage participation.

**GED Track** for youth over the age of 17.5 at the time of enrollment who test at the eighth grade reading level and above and who do not have sufficient credits and/or interest in pursuing a high school education and degree. The provider would enroll youth in a GED program, preferably on-site. Providers must monitor participants' attendance and educational gains, and are encouraged to offer GED tests on-site.

**Basic Education Track** for youth over the age of 17.5 who test below an eighth grade reading level. The provider would offer basic education classes, pre-GED classes and tutoring, preferably on-site, with the goal of increasing literacy, numeracy and related scores.

**Post-secondary Track** for youth who have obtained a high school diploma or GED. The provider would offer support in enrolling in post-secondary education or other academic or technical career training, including work readiness and pre-employment job-skills.

#### Service Option 2: Young Adult Justice Community

Young adults often lack a high school diploma or a GED, therefore further education is an assumed goal. Justice Community recognizes that many court involved young adults have low reading levels, combined with generally negative prior school experiences. The program would offer: experiential and service learning opportunities; basic education and GED classes, either off or onsite; make referrals to other educational programs, and encourage post-secondary academic and technical education, as appropriate. Also there should be referrals for technical education and/or occupational training leading to nationally recognized credentials. Each participant would be assessed to determine his/her individual needs, interests and appropriate educational setting.

### **i. Provisions of Instruction**

#### Service Option 1: Young Adult Justice Scholars

Providers are expected to structure the model to best serve participant' needs and interests in an evolving manner, but should include an average:

- 12-15 hours per week of educational services;
- 1-4 hours per week of tutoring services;
- 2-3 hours per week of career exploration services;
- 2-3 hour per week of case management and/or review of program progress.

Other instructional goals include:

- Optimize literacy/numeracy gains by offering structured weekly classes that provide opportunities to practice skills.
- Provide instruction in contexts relevant to students' lives such as job and career development, finances, health care, civics, and parenting. Program directors would devise plans for determining what topics students find most relevant and work with instructors to design lesson plans that incorporate contextualized learning approaches.
- Integrate current affairs into the curriculum, in order to learn in context.
- Incorporate computer-assisted instruction and computer skills training.
- Provide an orientation program for all newly enrolled students prior to class placement.
- Place students based on the results of nationally recognized intake tests.
- Provide appropriate curriculum guidelines and teaching materials. Copies of curriculum materials developed by the contractor and student writings would be sent to DOP/CEO, upon request, for use by other practitioners.
- Create full-time staff positions wherever possible and appropriate in order to encourage program continuity and quality instruction.

#### Service Option 2: Young Adult Justice Community

It is encouraged that participants spend an average of twenty hours per week in the program for 1 to 6 months, although the flexibility of the model should accommodate individual needs. Providers are expected to structure the model to best serve participants needs and interests and facilitate their attachment to education, work and community. Providers are encouraged to develop the most suitable and creative program, which should include, but not be limited to:

- Pre-program assessment to help participants identify their interests, occupational skills, goals
- Community benefit project engagement
- Academic and vocational training
- Experiential and service learning
- Computer skills training
- Community and civic awareness
- Exploration of on-going educational, career and civic opportunities

#### **j. Community Benefit Projects**

##### Only Service Option 2: Young Adult Justice Community

The community benefit component of the program helps establish a positive local peer group and team experience so that participants develop meaningful alternatives to negative social networks and acquire collaborative, goal oriented skills. Teams of participants would work together on new and/or on-going projects to benefit the community. Community engagement and community benefit projects – based on restorative justice principles help participants become better integrated into their communities and develop a sense of ownership, commitment and pride that will encourage sustained community engagement.

Community benefit projects serve as powerful vehicles to address and improve community issues and also provide participants with valuable service learning opportunities. Providers are expected to have previous experience and current capacity to engage participants in service learning projects that offer opportunities for direct practical learning experiences with organizations and individuals that possess expertise in particular types of community

benefit projects. Examples include: community farming/gardening/green markets, mural paintings, theater and art projects, building renovation, elderly care, neighborhood events, energy audits and green roofs. Peer education and communication skills are key elements of youth leadership and positive youth development. Participants and local community members should have a role in planning the projects and a chance to reflect on the activities. Participants in the community benefit project are expected to come away from these experiences with new relationships and networks, and useful information and marketable skills that may be applicable to educational and career paths, ultimately strengthening participants' ties to their community and promoting a desire to contribute to the community.

#### **k. Employment Opportunities**

##### Only Service Option 2: Young Adult Justice Community

The program will offer a range of employment and career related opportunities and services, including, but not limited to:

- career exploration services
- career awareness
- job readiness training
- internships and apprenticeships
- job fairs
- school and college visits
- unsubsidized jobs
- community benefit projects
- job search/placement assistance
- job placement and retention services (and replacement as needed)
- financial literacy

Additionally, opportunities to earn money and gain work experience would be used as incentives for participation in a broader range of positive activities.

#### **l. Placements**

##### Service Option 1: Young Adult Justice Scholars

The provider would introduce participants to suitable post-program education, career and community engagement placements that are aligned with the participants' individual needs and interests, and consistent with the educational and career exploration services received during the program. During the follow-up period the provider will track participant outcomes and highly encourage participation in positive activities and networks.

##### Service Option 2: Young Adult Justice Community

As needed, the provider would continue to expose participants to suitable post-program education, career and community engagement placement that aligned with the participants' individual need and interest, and consistent with the educational and career exploration services received during the program. Participants would leave the program with a portfolio that includes, at minimum, a resume and documentation of program completion and achievement. During the follow-up period the provider will track participant outcomes and highly encourage participation in positive activities and networks.

#### **m. Follow-up Services**

##### Service Option 1: Young Adult Justice Scholars

The provider would provide follow-up services to all participants for a minimum period of six months. Providers are encouraged to offer follow-up services for longer periods of time for program participants. These services shall include: placement retention and re-placement as needed; meeting with participants at least monthly over the post program six month period to provide on-going support services; developing seminars relevant to participants'

goals; and making referrals to appropriate community-based organizations or academic and technical educational institutions. At least 20 percent of the program budget would be allocated to providing follow-up services.

#### Service Option 2: Young Adult Justice Community

The provider would provide follow-up services to all participants for up to a period of six months, as needed. These services shall include: placement retention and re-placement as needed; meeting with participants periodically to provide on-going support services; developing seminars relevant to participants' goals; and making referrals to appropriate community-based organizations or academic and technical educational institutions, as needed.

### **5. Target Outcomes, Data Collection and Reporting**

Providers will be required to report regularly on program performance metrics and program expenses in a format determined by DOP/CEO. Programs or sites also will need to provide researchers from DOP/CEO or its external evaluators with access to program staff and participants, and provide information on program activities and participant level data.

The contractor would report on student enrollment, attendance, contact hours per student, retention, participation in work experience, and access of social services. DOP/CEO or its external evaluator will periodically visit the provider to observe program activities and obtain detailed data on young adults' activities within the program. Other monitoring and evaluation activities may include surveys, focus groups and administrative record reviews. This is in addition to regular telephone contact to document the program's status and to follow up with participants after program completion. DOP/CEO or its external evaluators will also conduct staff and enrollee interviews as well as obtain and analyze baseline and program data for the research. In the event of an evaluation using an experimental design, contractors may be required to alter their recruitment practices to ensure random assignment of potential participants to a group that is enrolled in the program intervention or a control group that is not. Periodically, DOP/CEO will share analyses of program implementation.

#### ***Reporting***

At a minimum, the provider would be required to maintain and submit participant-level data (reflecting participant and household characteristics, services provided, and outcomes achieved). Such data would be submitted on a monthly basis or other frequency determined by DOP/CEO, in an electronic format that can be read by a commonly available commercial spreadsheet program, such as Microsoft Excel.

#### ***Data Collection Procedures***

For record maintenance, the contractor would collect data in an individual student record database. Data related to registration, attendance, testing, and student goals would be maintained for five years. Data is subject to the Family Educational Rights and Privacy Act<sup>16</sup>. All reported data would reflect actual counts from individual student record database class rosters, staff files, and volunteer records and would be subject to verification and audit. Reports would be submitted using prescribed forms at times designated by DOP/CEO. For each student enrolled, the contractor would collect and maintain the following information:

- registration data
- attendance data
- testing data
- education data
- employment data
- goals
- demographic data
- impact data (student outcomes, separation from program, performance targets)

#### ***Quality Improvement Measures***

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<sup>16</sup> <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>



Programs would utilize outcome achievement data to assess and analyze program quality and would apply measures to continually improve program effectiveness.

### ***Target Outcomes***

#### **Service Option 1: Young Adult Justice Scholars**

Providers would diligently track and report data related to the following targeted outcomes:

- 100% of participants will leave the program with a portfolio that includes, at minimum, a resume and documentation of program completion and achievement
- 70% of participants are retained during the first six months of the program.
- At least 50% of participants demonstrated improvements in literacy skill levels of one or more grade levels, based on nationally recognized assessment tools.
- At least 50% of participants demonstrated improvements in numeracy skill levels of one or more grade levels, based on nationally recognized assessment tools.
- At least 50% of all participants are placed into continued education activities or unsubsidized employment.
- At least 30% of all participants earn a GED or high school diploma within 12 months of program start.
- At least 30% of all participants who do not earn a GED or high school diploma within 12 months of program start are still enrolled in educational programming.
- Less than 15% of those who remain engaged for a minimum of one year will be reconvicted of new offense within one year of program intake.

#### **Service Option 2: Young Adult Justice Community**

Providers would diligently track and report data related to the following targeted outcomes:

- 100% of participants will leave the program with a portfolio that includes, at minimum, a resume and documentation of program completion and achievement
- 100% of the participants engage in community projects.
- At least 50% of participants receiving educational services demonstrate improvements in literacy and numeracy skill levels based on nationally recognized assessment tools.
- At least 50% of all participants are placed into unsubsidized employment or continue their academic or vocational activities.
- Less than 15% of those who complete the program will be reconvicted on any type of offense within one year of program intake.

### **D. Compliance with Local Law 34 of 2007**

Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the name of any "person" who has "business dealings with the City" as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, **vendors responding to this solicitation are required to complete the attached Doing Business Data Form (Attachment 8) and return it with the proposal, and should do so in a separate envelope.** If the City determines that a vendor has failed to submit a Data Form or has submitted a Data Form that is not complete, the vendor will be notified by DOP/CEO and will be given four calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to DOP/CEO. Failure to do so will result in a determination that the proposal is nonresponsive. Receipt of notification is defined as the day notice is e-mailed or faxed (if the vendor has provided an e-mail address or fax number), or not later than five days from the date of mailing or upon delivery, if delivered.

## **SECTION IV: FORMAT AND CONTENT OF THE PROPOSAL**

**Instructions:** Proposers should provide all information required in the format below.

- The proposal should be typed on 8 1/2" x 11" paper.
- Lines should be double-spaced with 1" margins, using 12-point font size.
- Pages should be numbered and include a header or footer identifying the proposer.
- Proposals should not exceed 20 pages (excluding requested attachments).
- The proposal should include a **Table of Contents**, immediately following the Proposal Summary Form.
- The City of New York requests that all proposals be submitted on paper with no less than 30 percent post consumer material content, *i.e.*, the minimum recovered fiber content level for reprographic papers recommended by the United States Environmental Protection Agency. (For any change to that standard please consult: <http://www.epa.gov/cpg/products/printing.html>.)
- Proposers should use the structure and order provided below and include the questions as the section headers in their responses.
- Proposers should include all requested attachments in the order presented in the Proposal Checklist. Please clearly separate each attachment.

### **A. Proposal Format**

#### **Proposal Summary Form**

The Proposal Summary Form (Attachment 1) transmits the proposal package. It should be completed in full, signed, and dated by the Board Chair or Executive Director of the proposer. Completing this form fully and accurately assists DOP/CEO in the evaluation of the proposal.

#### **Program Proposal**

The Program Proposal is a clear, concise narrative which addresses the following:

##### **a. Organizational Experience** (page limit: 5 pages, excluding requested attachments)

Describe the successful relevant experience within the past five years of the proposer in providing the program services described in the Scope of Services of the RFP. Prior to contract negotiation, DOP/CEO reserves the right to request documentation to verify stated experience and results.

Specifically, identify the programs that demonstrate the successful and relevant experience of the proposing organization and/or sub-contractors relating to the following factors:

- Operation of a court-involved youth program
- Operation of a youth workforce development program
- Operation of an education program for young adults
- Operation of a type of community benefit project proposed
- Provision of youth development services for young adults
- Provision of case management services
- Provision of career exploration services
- Provision of services to disconnected youth, including follow-up services
- Provision of services to high-need youth
- Provision of services to residents of the specific community proposed
- Development and facilitation of internships or apprenticeships
- Development of long-term or permanent employment, educational, or training opportunities

- Collaboration with other community-based agencies and organization to enhance services

For each program cited above, provide a brief description of the services offered, dates of operation, and program goals and impact, if available.

Complete Attachment 4, Relevant Experience Form, reproduce extra copies as needed, using the most recent quantitative measure to demonstrate that each program cited above was effective in each of the following areas:

- Achievement of enrollment numbers that met or exceeded the funder/program expectation (target levels vs. actual enrollments)
- Achievement of outcomes that met or exceeded funder/program expectations (projections vs. actual outcomes)
- In addition, in narrative form, describe any other factors that demonstrate that each program cited above was effective such as:
  - Positive findings from an evaluation
  - Securing multi-year funding for relevant programs(s) from diverse public and private sources
  - Successful joint efforts with other organizations and agencies to provide employment and education services and other related services.
  - Successful experience working in a leadership role to establish and lead effective partnerships.
- Describe the specific staff, salaried and non-salaried, who will provide the services and demonstrate that such staffing is sufficient to help participants achieve the proposed outcomes.
- Demonstrate that such staffing covers the key functions outlined in Scope of Services and is sufficient to help participants achieve program milestones and outcomes.
- Demonstrate that all individuals who will be part of the program will provide the services in a manner that is sensitive to the characteristics and cultures of the target population(s).
- Attach for each staff position a job description, including qualifications that will be required.
- Include resumes for personnel already identified in the positions.

**b. Organizational Capability** (page limit: 5 pages, excluding requested attachments)

Demonstrate the proposer's organizational (programmatic, managerial, and financial) capability to perform the services described in the Scope of Services. Specifically address the following:

- Describe how the proposing organization's Executive Director and senior management will be involved in the proposed program. Describe how previous programs have been effectively managed by the Executive Director and senior management.
- Complete Corporate Governance Certification (Attachment 3).
- Describe the steps that will be taken to ensure that program operations will begin by January 2011. Include a timeline outlining the activities for program startup.
- Demonstrate successful joint efforts with other organizations and agencies providing services to court involved young adults.
- Demonstrate the proposing organization's capacity to incorporate the proposed program into overall operations. Attach an organizational chart showing the proposer's organization and how the proposed program fits.
- Describe how the proposed program and program staff will relate to the overall organization.
- Describe any planned collaborations and resource sharing within the organization.
- Describe the proposing organization's internal monitoring system and demonstrate how it is effectively used to identify personnel and fiscal issues. Describe the organization's corrective action procedures.
- Describe the evaluation and quality improvement protocol that the proposer would implement to ensure continuous improvement of program delivery and participant outcome achievement.

- Describe how the organization manages its data collection and reporting requirements for multiple funding sources.
- State how the organization's computer system meets (or will meet by the program start date) the specifications set out in the Scope of Services.
- Demonstrate that program staff members have access to computers and the Internet.
- Attach a copy of the most recent financial audit of the organization conducted by a certified public accountant, indicating the period covered, OR, if no audit has been performed, the most recent financial statement, indicating the period covered and an explanation of why no audited financial statement is available. Financial audits covering time completely prior to fiscal year 2010 will not be accepted as fulfilling this requirement.
- List at least three relevant funding references, including the name of the funding organization and the name, title, and telephone number of a contact person at the funding organization. If there are no funding sources other than DOP or CEO, other relevant references may be listed. For each person, include: his or her name and organizational affiliation, contact information (mailing address, email address and telephone), and the basis for the person's knowledge of your organization's work.
- Attach the annual report, certificate of incorporation and chart of accounts, if applicable.
- Please attach up to three work samples such as curricula, program models or designs, key findings from the proposer or independent evaluations that demonstrate the quality and relevance of the lead applicant's recent work to the program for which you are applying.

**c. Proposed Program Approach** (page limit: 12 pages, excluding requested attachments)

Describe in detail how the proposer will provide the services described in the Scope of Services and demonstrate how the proposed approach will fulfill DOP/CEO goals and objectives. Specifically address the following:

1. Staffing

Describe:

- How staff will provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- How staff will provide services with the goal of developing positive attitudes towards education and employment.
- staff/participant ratio.
- the plan for program staff to review participant progress, exchange information and share instructional strategies
- How staff will identify topics and presenters for participants.
- How staff will identify and develop the key components of the program, delineated in the scope of services.
- The staff development plan for other educational services offered by the organization.
- How instructional and case management/counseling staff persons are evaluated and provided with feedback.

2. Partnerships, Collaborations, and Linkages

Describe the proposer's partnerships, collaborations, and linkages whose contributions to the proposed program benefit all or most participants. Complete Attachment 5, Linkage Agreement for each proposed linkage. Also, address each of the following items:

- How the proposer would ensure access to GED instruction, basic education instruction and testing, if not provided on-site.
- How the proposer would ensure access to career counseling, training opportunities, educational counseling and job placement, if not provided on-site.
- Partnerships or collaborations with other similar providers in the community

- Descriptions of each proposed linkage with other organizations, government agencies, educational providers, academic institutions and service providers and how each will help participants achieve program outcomes.
- Specifically describe strategy to develop linkages with community colleges and training providers.
- Referral arrangements for students seeking lawful immigration status.

### 3. Program Facility

- Describe the facility and demonstrate that it will be appropriate in size and design to accommodate all program activities.
- Demonstrate that the building and all equipment therein meet the local fire, health, and safety standards. State whether the facility will meet Americans for Disability (ADA) requirements.
- Demonstrate that the facility will be easily accessible by public transportation.
- Demonstrate that the facility creates an environment conducive to positive youth development

### 4. Population to be Served

Identify and describe:

- The geographic area(s) in which services will be provided.
- The target population(s) to be served and indicate the number of participants to be served.
- Demonstrate the strengths and needs of the target population(s).
- Any sub-population(s) the provider will target.

### 5. Outreach, Recruitment and Retention

Describe:

- Procedures for outreach and recruitment. Specifically address any potential partnerships with other organizations to identify eligible students.
- procedures for referring applicants who are not suited for the program to other appropriate services while maintaining a commitment to serving the most vulnerable
- Procedures for intake, orientation, and placement. Specifically address individual goal setting, expectations for students, and learning plans.
- Procedures for monitoring student attendance and intervening to support persistence.
- The major barriers to program retention and how the program will address these issues.

### 6. Educational Assessment

Describe:

- Which nationally recognized assessment(s) will be utilized to place participants into educational tracks.
- Procedures and frequency for testing, including standardized tests and interim measurements.

### 7. Referrals

- Provide a summary of the education and training services to be used by the students but provided by other organizations and how such referrals are made and documented.

### 8. Case Management and Peer Support

Describe and explain:

- case management to be provided by the proposer to meet the specific needs of the target population, including counseling, work readiness, job development, childcare, and other vocational and social services.
- Procedures for re-engaging students who leave the program before completion.

- How instruction and support services will be integrated (how staff will share information with one another, how accountability for follow-up will be insured).
- How student progress toward individual goals is continually assessed throughout the year. Discuss strategies for providing feedback to students on their goals.
- How one-to-one or small-group sessions, seminars, or other forms of supplemental educational and support services will be provided.
- How and when attendance and persistence data will be utilized and what kinds of interventions will be implemented to maximize case management and peer support services.

## 9. Career Exploration

Describe:

- The workshops to be offered, the topics to be addressed, and how each topic will be taught; include in the description some examples of potential careers.
- the types of site visits, short term internship/apprenticeships/job shadowing opportunities, events, networks, job fairs and other tools that will be utilized to introduce participants to potential career fields.

## 10. Civic Engagement

Identify and describe:

- The kinds of civic issues the provider would explore with program participants.
- The civic learning curriculum and strategies that will be used.
- Strategies to involve community members
- Other relevant ideas, tools or networks that will be utilized.

## 11. Incentives and Stipends

Describe:

- The incentive and/or stipend structure that will be utilized to encourage enrollment and retention.
- The incentive and/or stipend structure that will be utilized to encourage educational gains.
- The incentive and/or stipend structure that will be utilized to encourage employment/internships.
- The incentive and/or stipend structure that will be utilized to assure participation in community benefit projects, civic engagement and/or community service.
- How the incentive and/or stipend structure will be presented and explained to participants.
- The method of incentive and/or payment disbursement.
- Any non-financial incentives given to participants.

## 12. Educational Services

*Service Option 1: Young Adult Justice Scholars*

Describe:

- How each participant will be assessed to determine best educational track.
- In detail the educational tracks to be offered to program participants, in detail.
- How the proposer will build a relationship with the public school system.
- The types and frequency of GED classes to be offered, and identify any partners.
- The types and frequency of pre-GED classes to be offered, and identify any partners.
- The types of support services to be offered to those who have already obtained a high school diploma.
- All curricula that will be used. Describe how materials are selected and learning standards are applied.
- The types and frequency of tutoring services offered by the proposer.
- Other instructional programs offered by the proposer.

- the instructional methodology to be used for providing instructional services to court involved youth, and also in terms of different tracks for participants.
- The proposer's capacity to diagnose and address learning disabilities.
- The education and training services used by the students but provided by other organizations. Discuss how referrals will be made, evaluated, and documented.
- Articulation agreements, Mousy and other partnerships the applicant organization has with other education, job training, and workforce development programs.

#### *Service Option 2: Young Adult Justice Community*

Describe:

2. How each participant will be assessed to determine individual needs, interests and appropriate educational setting.
3. The types and frequency of GED classes to be offered, and identify any partners.
4. The types and frequency of pre-GED classes to be offered, and identify any partners.
5. Any referrals processes to other educational programs.
6. Any referrals processes to training leading to nationally certified credentials.
7. How program participants will be encouraged to pursue educational attainment.

### 13. Provisions of Instruction

#### *Service Option 1 and 2*

Describe:

- The average hours of instruction provided per week, in detail, and justify the proposed level of services.
- how instruction will address the specific needs in reading, writing and math
- How instruction will address the interests of young adults, such as work readiness, health, college prep, financial literacy, civic learning and current affairs.
- How high interest materials are identified and how student input is incorporated.
- How technology will be incorporated into instruction and provide examples of technical aids, such as types of software that will be used in instruction.
- The educational philosophy to be used for providing instructional services to court involved youth.
- How instructional activities promote active learning.
- The type of orientation given to participants before the beginning classes.

### 14. Community Benefit Projects

#### *Only Service Option 2: Young Adult Justice Community*

Describe:

- The type(s) of community benefit projects the provider proposes and the providers' past/current experience and success managing such projects.
- The type of experiential/service learning opportunities to be offered to program participants.
- How the provider will ensure community involvement and awareness.
- Other relevant ideas, tools or networks that will be utilized.
- Attach signed letters of commitment from current and/or planned community benefit project partners, if any.

### 15. Employment Opportunities

#### *Only Service Option 2: Young Adult Justice Community*

- Describe the jobs and group projects to be offered and explain how they will promote career exploration, job experience and build new skills for participants.
- Provide specific examples of organizations that could provide unsubsidized employment opportunities.
- Describe the employment workshops to be offered, the topics to be addressed, and how each topic will be taught.
- Please attach signed letters of commitment from internship and/or job sites.
- Describe how job opportunities and job readiness will be used as program incentives.

#### 16. Placements

- Summarize the training and education programs for which students successfully completing the applicant's program would qualify and procedures to assist them to continue education or training.
- Develop a portfolio that includes, at minimum, a resume and documentation of program completion and achievement
- Describe how the provider will identify the best post-program placement for participants.
- Describe how the provider will help the program participant attain these goals.

#### 17. Follow-up Services

Describe:

- How the provider would provide case management (monthly meetings), placement and retention services as needed during the follow-up period.
- How the provider would effectively reach participants on a consistent basis throughout the program's follow-up period.

#### 18. Outcomes, Data Collection and Reporting

- Describe record keeping, data collection, and procedures for documenting and reporting student outcomes, including student follow-up activities.
- Summarize previous experience collecting data and meeting reporting requirements.
- Indicate what quality control measures will be in place to assure timely, accurate, and reliable data.
- Summarize how collected data will be used and by whom to strengthen program performance and enhance student experience.
- Describe how outcome achievement data will be used to improve program effectiveness
- Complete Attachment 6A, Projected Program Performance for Justice Scholars, showing projected program data for fiscal year 2012.
- Complete Attachment 6B, Projected Program Performance for Justice Community, showing projected program data for fiscal year 2012.

#### **d. Price Proposal and Budget**

The Price Proposal is the funding request for providing the services described in the Scope of Services. The budget will be reviewed and scored as it relates to the proposed program approach. It includes the following:

- Proposal Budget Summary Form
- Budget Justification (preferable page limit: 3 pages)

#### Proposal Budget Summary Form

Complete Attachment 7, the Proposal Budget Summary Form for a 12-month contract period.

#### Budget Justification (page limit: 3 pages)



Justify how requested funds would be used to deliver program services. Proposers should ensure that the budget and budget justification are consistent with the proposed program. Specifically, justify the expenses under each major budget category by addressing the points listed below.

#### *Personnel Services*

- List each position, indicating whether it is full time or part time, and salary as included in the funding request. Explain how the costs for each position were determined (such as a percentage of full-time salary). Indicate which resume or job description is intended to fill that position.

#### *Non-staff Services (as applicable)*

- List each consultant and associated cost included in the funding request, and explain how the cost of the assigned work for the program as described in the proposal's Program Approach narrative was calculated.
- Describe how the stipends will be awarded and the rationale for awarding the stated amounts.
- For each type of non-program service purchased from a vendor, such as accounting or cleaning, describe the nature of that service, why it is needed, and how the costs related to purchasing that service were determined.

#### *Other Than Personnel Services (as applicable)*

- For consumable supplies, describe the type and quantity of supplies to be purchased and explain how the costs for these items were determined.
- Explain why each piece of equipment and equipment related expenses are necessary for the proposed program.
- Describe the space costs, including those involving a rental expense; their importance in the proposed program; and how costs were determined.
- For travel expenses, describe the purpose of the travel and justify the cost.
- For utilities, telephones, and other operational expenses, list each item and how the cost for each item was determined.

### **e. Doing Business Data Form**

The proposer should complete the Doing Business Data Form (Attachment 8) and return it with the proposal. The submission of a Doing Business Data Form that is not accurate and complete may result in appropriate sanctions.

### **f. Acknowledgment of Addenda**

The Acknowledgment of Addenda form (Attachment 9) serves as the proposer's acknowledgment of the receipt of addenda to this RFP which may have been issued by DOP/CEO prior to the Proposal Due Date and Time. The proposer should complete this form as instructed on the form.

## **B. Proposal Package Checklist**

The Proposal Package should contain the following materials. Proposers should utilize this section as a "checklist" to assure completeness prior to submitting their proposals to DOP/CEO.

1. The Proposal package should include **one original set and eight duplicate sets** of the documents listed below in the following order:

- Proposal Summary Form (Attachment 1)
- Program Proposal
- Table of Contents
- Narrative
- Resumes or Descriptions of Qualifications for Key Staff Positions

- Organizational Chart
- Relevant Experience Form (Attachment 2)
- References for the Proposer
- Corporate Governance Certification (Attachment 3)
- Samples of previously completed projects
- Audit Report or Certified Financial Statement or a statement as to why no report or statement is available
- Linkage Agreement Form(s) (Attachment 4)
- Previous Program Performance FY12 (Attachment 5)
- Projected Program Performance for Young Adult Justice Scholars (Attachment 6A)
- Projected Program Performance for Young Adult Justice Community (Attachment 6B)
- Price Proposal
- Budget Justification
- Proposal Budget Summary Form (Attachment 7)
- Acknowledgment of Addenda Form (Attachment 9)

2. In a sealed inner envelope, **one** original of the Doing Business Data Form (Attachment 8) should be included in the proposal package.

For each proposal submitted, enclose the documents listed above in a sealed envelope and hand deliver to Department of Probation, attention: **Vincent Perneti, Agency Chief Contracting Officer**.

Label the envelope with the following:

- The title and PIN of this RFP
- The service option
- The proposer's name and address
- The name, title, address, and phone number of the authorized agency contact person

## **SECTION V: PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES**

### **A. Evaluation Procedures**

All proposals accepted by DOP/CEO will be reviewed to determine whether they are responsive or nonresponsive to the requirements of this RFP. Proposals which DOP/CEO determines to be nonresponsive will be rejected. DOP/CEO Evaluation Committees will evaluate and rate all remaining proposals based on the Evaluation Criteria prescribed below. DOP/CEO reserves the right to conduct site visits, to conduct interviews, or to request that proposers make presentations, as deemed applicable and appropriate. Although DOP/CEO may conduct discussions with applicants submitting acceptable proposals, it reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the proposer's initial proposal should contain its best programmatic terms.

### **B. Evaluation Criteria**

- |   |            |
|---|------------|
| • Demonstrated quantity and quality of successful relevant experience | 30 percent |
| • Demonstrated level of organizational capability                     | 20 percent |
| • Quality of proposed program approach                                | 50 percent |

### **C. Basis for Contract Award**

Contracts will be awarded to the responsible proposers whose proposals are determined to be the most advantageous to the City, taking into consideration the factors or criteria which are set forth in this RFP. Within each competition proposals will be ranked in descending order of their overall average technical scores. Awards will be made to the highest rated vendors whose proposals are technically viable and whose prices do not exceed the conditions set forth in the RFP. However:

- DOP/CEO reserves the right to make awards to ensure 1) appropriate distribution of necessary services and programs across targeted geographic areas within the City; and 2) program diversity (that is, programs that vary by factors such as instructional methodologies, target population, target sub-groups, and types of partnerships and collaborations to provide support and follow-up services). In addition, DOP will give greater consideration to proposers that can effectively demonstrate that they have existing partnerships, collaborations, and linkages with appropriate community organizations, government agencies, education providers, and other service providers
- DOP/CEO reserves the right to award less than the full amount of funding requested and to modify the allocation of funds among competitions in the best interests of the City.
- In the case that a proposer is eligible for more than one contract award from this RFP, DOP/CEO reserves the right to determine, based on the proposer's demonstrated organizational capability and the best interests of the City, respectively, how many and for which program(s) the proposer will be awarded contracts and at what level of services and dollar value.
- DOP reserves the right to negotiate with any successful proposer to include additional targeted CDs if such proposer indicated in its proposal that it would be willing to provide services to a targeted CDs for which it did not propose.
- Demonstration that the proposer has, or will have by the conclusion of negotiations, site control of an appropriate program facility.
- Timely completion of contract negotiations between DOP/CEO and the selected proposer.

## **SECTION VI - GENERAL INFORMATION TO PROPOSERS**

**A. Complaints.** The New York City Comptroller is charged with the audit of contracts in New York City. Any proposer who believes that there has been unfairness, favoritism or impropriety in the proposal process should inform the Comptroller, Office of Contract Administration, 1 Centre Street, Room 835, New York, NY 10007; the telephone number is (212) 669-3000. In addition, the New York City Department of Investigation should be informed of such complaints at its Investigations Division, 80 Maiden Lane, New York, NY 10038; the telephone number is (212) 825-5959.

**B. Applicable Laws.** This Request for Proposals and the resulting contract award(s), if any, unless otherwise stated, are subject to all applicable provisions of New York State Law, the New York City Administrative Code, New York City Charter and New York City Procurement Policy Board (PPB) Rules. A copy of the PPB Rules may be obtained by contacting the PPB at (212) 788-7820.

**C. General Contract Provisions.** Contracts shall be subject to New York City's general contract provisions, in substantially the form that they appear in "Appendix A—General Provisions Governing Contracts for Consultants, Professional and Technical Services" or, if the Agency utilizes other than the formal Appendix A, in substantially the form that they appear in the Agency's general contract provisions. A copy of the applicable document is available through the Authorized Agency Contact Person.

**D. Contract Award.** Contract award is subject to each of the following applicable conditions and any others that may apply: New York City Fair Share Criteria; New York City MacBride Principles Law; submission by the proposer of the requisite New York City Department of Business Services/Division of Labor Services Employment Report and certification by that office; submission by the proposer of the requisite VENDEX Questionnaires/Affidavits of No Change and review of the information contained therein by the New York City Department of Investigation; all other required oversight approvals; applicable provisions of federal, state and local laws and executive orders requiring affirmative action and equal employment opportunity; and Section 6-108.1 of the New York City Administrative Code relating to the Local Based Enterprises program and its implementation rules.

**E. Proposer Appeal Rights.** Pursuant to New York City's Procurement Policy Board Rules, proposers have the right to appeal Agency non-responsiveness determinations and Agency non-responsibility determinations and to protest an Agency's determination regarding the solicitation or award of a contract.

**F. Multi-Year Contracts.** Multi-year contracts are subject to modification or cancellation if adequate funds are not appropriated to the Agency to support continuation of performance in any City fiscal year succeeding the first fiscal year and/or if the contractor's performance is not satisfactory. The Agency will notify the contractor as soon as is practicable that the funds are, or are not, available for the continuation of the multi-year contract for each succeeding City fiscal year. In the event of cancellation, the contractor will be reimbursed for those costs, if any, which are so provided for in the contract.

**G. Prompt Payment Policy.** Pursuant to the New York City's Procurement Policy Board Rules, it is the policy of the City to process contract payments efficiently and expeditiously.

**H. Prices Irrevocable.** Prices proposed by the proposer shall be irrevocable until contract award, unless the proposal is withdrawn. Proposals may only be withdrawn by submitting a written request to the Agency prior to contract award but after the expiration of 90 days after the opening of proposals. This shall not limit the discretion of the Agency to request proposers to revise proposed prices through the submission of best and final offers and/or the conduct of negotiations.

**I. Confidential, Proprietary Information or Trade Secrets.** Proposers should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification of why such materials, upon request, should not be disclosed by the City. Such information must be easily separable from the non-confidential sections of the proposal. All information not so identified may be disclosed by the City.

**J. RFP Postponement/Cancellation.** The Agency reserves the right to postpone or cancel this RFP, in whole or in part, and to reject all proposals.

**K. Proposer Costs.** Proposers will not be reimbursed for any costs incurred to prepare proposals.

**L. Vendex Fees.** Pursuant to PPB Rule 2-08(f)(2), the contractor will be charged a fee for the administration of the Vendex system, including the Vendor Name Check Process, if a Vendor Name Check review is required to be conducted by the Department of Investigation. The contractor shall also be required to pay the applicable fees for any of its subcontractors for which Vendor Name Check reviews are required. The fee(s) will be deducted from payments made to the contractor under the contract. For contracts with an estimated value of less than or equal to \$1,000,000, the fee will be \$175. For contracts with an estimated value of greater than \$1,000,000, the fee will be \$350. The estimated value for each contract resulting from this RFP is estimated to be (less than or equal to \$1million) (above \$1million).

**M. Charter Section 312(a) Certification.**

The Agency has determined that the contract(s) to be awarded through this Request for Proposals will not directly result in the displacement of any New York City employee.



Agency Chief Contracting Officer

7/1/2011

Date

**Message from the New York City Vendor Enrollment Center**  
**Get on mailing lists for New York City contract opportunities!**

**Submit an NYC-FMS Vendor Application – Call (212) 857-1680**

YOUNG ADULT JUSTICE PROGRAMS RFP PIN 78111P0002

# **ATTACHMENT 1: Proposal Summary Form**

**RFP TITLE: YOUNG ADULT JUSTICE PROGRAMS**

**PIN: 78111P0002**

Proposing

Organization: \_\_\_\_\_ **EIN:** \_\_\_\_\_

Address: \_\_\_\_\_

City

State

Zip Code

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

<b><u>Service Option:</u></b> (Select ONE only)	<input type="checkbox"/> <b>Option 1: Justice Scholars</b>	<input type="checkbox"/> <b>Option 2: Justice Community</b>	
<b><u>Funding Request:</u></b>	<b><u>Number of Participants</u></b>	<b><u>Cost Per Participant</u></b>	<b><u>Total Annual Funding Request</u></b>
<b><u>Community District(s):</u></b>			
<b><u>Sub-Population(s) to be Served: (if applicable)</u></b>			

<b>Program Site Information</b>		
Please complete the following information for each site location (Attach additional pages if necessary)		
<b><u>Number of Sites for Proposed Program:</u></b>		
<b>Site #:</b> _____	<b>Planned annual enrollment at Site:</b> _____	<b>Site Name:</b> _____
<b>Address:</b> _____		
<b>Site #:</b> _____	<b>Planned annual enrollment at Site:</b> _____	<b>Site Name:</b> _____
<b>Address:</b> _____		

Is the proposal printed on both sides, on recycled paper containing the minimum percentage of recovered fiber content as requested by the City in the instructions to this solicitation? ☐ **Yes** ☐ **No**

Proposer is willing to additionally provide services to a targeted CD for which it did not propose. ☐ **Yes** ☐ **No**

Has the proposer submitted more than one proposal in response to this RFP. ☐ **Yes** ☐ **No**  
If yes, how many? \_\_\_\_\_

Authorized

Representative: \_\_\_\_\_ Title \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## **ATTACHMENT 2: Relevant Experience Form**

**RFP TITLE: YOUNG ADULT JUSTICE PROGRAMS**

**PIN: 78111P0002**

**Instructions:** Complete for one program only; duplicate form as needed to report on other programs.

Indicate funding source for this program \_\_\_\_\_

Program Name: \_\_\_\_\_

Program Time Period (Describe only one time period for this program.)	Target Enrollment	Actual Enrollment
Outcome 1:	Projected Achievement	Actual Achievement
Outcome 2:	Projected Achievement	Actual Achievement
Outcome 3:	Projected Achievement	Actual Achievement

## **ATTACHMENT 3: Corporate Governance Certification**

**RFP TITLE: YOUNG ADULT JUSTICE PROGRAMS**

**PIN: 78111P0002**

To enter into a contract with DOP/CEO, each organization must certify that its organizational capability is sufficient to support the services it has contracted to provide. To certify, complete the form below, and include an attached list of the members of the Board of Directors, with the name, title, address, telephone number, and e-mail address of each member.

---

I, \_\_\_\_\_, am the Chairperson of the Board of \_\_\_\_\_ (“Proposer”), an organization that has proposed to provide certain youth or community development services. I hereby certify that the Proposer:

1. Is governed by a Board of Directors, whose names and addresses are fully and accurately set forth on the attached list.
2. Maintains its corporate books and records, including minutes of each meeting, at the Proposer address stated on the Proposal Summary Form (Attachment 1 of this RFP).
3. Has held in the past 12 months \_\_\_\_\_ meetings of the Board of Directors at which a quorum was present.
4. Reviews, at least annually, at a meeting of the Board of Directors and has reviewed in the past 12 months each of the following topics:
  - a. Executive compensation
  - b. Internal controls, including financial controls
  - c. Audits
  - d. Program operations and outcomes.

**Name of Organization (Print)**

---

**Name of Board Chairperson (Print)**

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**Signature of Board Chairperson**

---

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

---

NOTARY PUBLIC

## **ATTACHMENT 4: Linkage Agreement Form**

**RFP TITLE: YOUNG ADULT JUSTICE PROGRAMS**

**PIN: 78111P0002**

**Proposer:**

---

**INSTRUCTIONS:** This agreement is demonstration of a commitment to integrate service delivery through working relationships with other organizations. It is not a consultant agreement. Provide one Linkage Agreement for each organization with which you will be working. Duplicate this form as needed.

Pursuant to the proposal submitted by \_\_\_\_\_ in  
(Proposing Organization)

response to the Young Adult Justice Programs Request for Proposals from the Department of Probation and the Center for Economic Opportunity, the proposer, if funded, will establish programmatic linkage with \_\_\_\_\_ in the form and manner described below.  
(Linked Organization)

Describe the proposed programmatic linkage, including how referrals and follow-up services for individuals will be maintained.

Proposing Organization:

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Linked Organization:

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Work Address

\_\_\_\_\_  
Work Telephone Number

\_\_\_\_\_  
Date



## **ATTACHMENT 5: Previous Program Performance Justice Scholars**

**RFP TITLE: YOUNG ADULT JUSTICE PROGRAMS**

**PIN: 78111P0002**

**Instructions:** Complete for one program only; duplicate form as needed to report on other programs.

Indicate the program type included in the data below: ☐ ABE ☐ GED ☐ Pre-GED ☐ OTHER

Name of organization providing the services referenced below \_\_\_\_\_

Indicate funding source for this program \_\_\_\_\_

INDICATOR	FY 10
a. Number and percent of students promoted from one instructional/grade level to another	# _____ % _____
b. Number and percent of students post-tested	# _____ % _____
c. Number of students promoted from a pre-GED to a GED class	# _____ % _____
d. Number and percent of students who gained at least one grade level in numeracy.	# _____ % _____
e. Number and percent of students who gained at least one grade level in literacy	# _____ % _____
f. Number and percent of program exitors* who identified “entered post-secondary education” as a goal and achieved that goal	# _____ % _____
g. Number and percent of program exitors* who identified “earned secondary credential” as a goal and achieved that goal	# _____ % _____
h. Projected number of instructional hours and percent achieved	# _____ % _____
i. Projected number of contact hours and percent achieved	# _____ % _____

## **ATTACHMENT 6A: Projected Program Performance for Justice Scholars**

**RFP TITLE: YOUNG ADULT JUSTICE PROGRAMS**

**PIN: 78111P0002**

Proposer: \_\_\_\_\_

<b>INDICATOR</b>	<b>FY 12</b>
<b>a. Number and percent of students improving in literacy and numeracy skills level of one or more grade levels in one year</b>	# _____ % _____
<b>b. Number and percent of students post-tested</b>	# _____ % _____
<b>c. Number and percent of program exitors who identified “entered employment” as a goal and achieved that goal</b>	# _____ % _____
<b>d. Number and percent of program exitors who identified “entered GED program” as a goal and achieved that goal</b>	# _____ % _____
<b>e. Projected number of instructional hours and percent achieved</b>	# _____ % _____
<b>f. Projected number of contact hours and percent achieved</b>	# _____ % _____

## **ATTACHMENT 6B: Projected Program Performance for Justice Community**

**RFP TITLE: YOUNG ADULT JUSTICE PROGRAMS**

**PIN: 78111P0002**

Proposer: \_\_\_\_\_

INDICATOR	FY 12
a. Projected number of employment services hours and percent achieved unsubsidized employment	# _____ % _____
b. Projected number of participants in community benefit projects and percent achieved	# _____ % _____
d. Projected number of participants in occupational, technical and/or academic programs and percent achieved	# _____ % _____
e. Projected number of contact hours and percent achieved	# _____ % _____

# **ATTACHMENT 7: Proposal Budget Summary Form**

**RFP TITLE: YOUNG ADULT JUSTICE PROGRAMS**

**PIN: 78111P0002**

<b>Organization:</b>		<b>EIN:</b>	
----------------------	--	-------------	--

  

Account Code	Category	DOP/CEO Funding Request:
<b>Personnel Services</b>		
1100	<b>Salaries and Wages</b>	\$
	<b>Full Time:</b>	\$
	<b>Part Time:</b>	\$
1200	<b>Fringe Benefits</b>	\$
1300	<b>Central Insurance Program</b>	\$
	<b>Total Personnel Services:</b>	\$
<b>Non-Staff Services</b>		
2100	<b>Consultants</b>	\$
2200	<b>Subcontractors</b>	\$
2300	<b>Stipends/Incentives</b>	\$
2400	<b>Vendors</b>	\$
	<b>Total Non-Staff Services:</b>	\$
<b>Other Than Personnel Services</b>		
3100	<b>Consumable Supplies</b>	\$
3200	<b>Equipment Purchases</b>	\$
3300	<b>Equipment Other</b>	\$
3400	<b>Space Costs</b>	\$
3500	<b>Travel</b>	\$
3600	<b>Utilities &amp; Telephone</b>	\$
3700	<b>Other Operational Costs</b>	\$
	<b>Other Costs:</b>	\$
	<b>Indirect Costs:</b>	\$
3800	<b>Fiscal Agent Services</b>	\$
	<b>Total Other Than Personnel Services:</b>	\$
	<b>Total DOP/CEO Funding Request:</b>	\$

## **Proposal Budget Summary Category Definitions**

### **Personnel Services**

#### **1100 Salaries and Wages**

- The Salaries are divided into two categories:
  - Full Time employees: Persons who work 35 hours or more per week
  - Part Time employees: Persons who work fewer than 35 hours per week

#### **1200 Fringe Benefits**

- Fringe Benefits must include FICA. Charges to Fringe Benefits may also include unemployment insurance, worker's compensation, disability, pension, life insurance and medical coverage as per your policies. Enter the Fringe Benefit rate as indicated on the budget summary page. Fringe rates must not be less than 7.65% or exceed 30% of total salaries. If the contractor uses the Fiscal Agent, the minimum rate for Fringe Benefits is 12.65%.

#### **1300 Central Insurance Program (CIP)**

- Proposers without general liability insurance at the time of selection have the option of purchasing insurance through CIP or other sources. CIP includes general liability, special accident, property insurance (equipment), worker's compensation, and disability, at a cost of 4.5% of the total program cost. CIP only covers DOP/CEO-funded programs and activities. All funded programs must have general liability insurance of \$1 million, with a certificate naming DOP/CEO and the City of New York as additional insureds, if they do not participate in CIP.

### **Non-Staff Services**

#### **2100 Consultants**

- Typically, independent individuals with professional or technical skills retained to perform specific tasks or complete projects related to the program that cannot be accomplished by regular staff. A consultant cannot be a salaried employee.

#### **2200 Subcontractors**

- Typically, independent nonprofit entities retained to perform program services. A subcontract will be part of the DOP/CEO contract and will be registered with the NYC Comptroller. Each Subcontractor's EIN must be listed on the subcontract and on its budget.

#### **2300 Stipends**

- An incentive allowance ONLY for the benefit of a participant or client.

#### **2400 Vendors**

- An independent business entity retained to provide non-program services. Examples: Cleaning services, security, and accounting services.

### **Other than Personnel Services**

#### **3100 Consumable Supplies**

- Supplies that are not lasting or permanent in nature, such as office, program, and/or maintenance supplies.

#### **3200 Equipment Purchases**

- Purchases of equipment that is durable or permanent, such as furniture, printers, calculators, telephones, and computers. All equipment and furniture purchased with DOP/CEO funds at a cost of \$500 or more become the property of The City of New York/. If the program is terminated, all such items must be returned to DOP/CEO.

#### **3300 Equipment Other**

- The rental, lease, repair, and maintenance of office/program equipment utilized in the program's operation. This category also includes Computer Software.

### **3400 Space Costs**

- Public School: Opening fees and room rentals paid to the Department of Education (DOE) or
- Space Cost/Other: All other rent paid by a program for all sites utilized by that program. It also includes all related charges associated with the use of the site such as minor repairs and maintenance costs. No renovation or construction projects can be budgeted or paid for with DOP/CEO program funds.
- After being selected, all contractors charging for space cost are required to submit a Space Cost/Cost Allocation Plan. In addition, you will be required to submit a copy of your lease, DOE permit, or month-to-month rental agreement at the time of the budget submission.

### **3500 Travel**

- Local travel (i.e., bus and subway fares) by the employees of the program to and from sites that are being used for day-to-day program functions. Expenditures for employees who use their personal automobile for business are reimbursed a maximum of \$0.28 per mile plus tolls. Charge to this account all participant-related travel, such as bus trips and local travel.

### **3600 Utilities & Telephone**

- Utilities & Telephone costs associated with the proposed program.

### **3700 Other Operational Costs**

- This category is separated into two subcategories:
  - **3710 Other Costs:** Items such as audit costs, postage, printing and publications, subscriptions, Internet fees, etc. Also includes any other operating costs that cannot be classified in any other category. In addition, includes costs associated with and for the benefit of the participants such as food, refreshments, entrance fees, awards, T-shirts, uniforms, and sporting equipment. This category also includes general liability insurance for contractors not in the Central Insurance Program.
  - **3720 Indirect Costs:** The purpose of Indirect Costs is to capture overhead costs incurred by a contractor operating several programs. The maximum allowable rate is 10 percent of the total budget.



## Doing Business Data Form

To be completed by the City Agency prior to distribution			
Agency: _____		Transaction ID: _____	
Check One:	Transaction Type (check one):		
<input type="checkbox"/> Proposal	<input type="checkbox"/> Concession	<input type="checkbox"/> Contract	<input type="checkbox"/> Economic Development Agreement
<input type="checkbox"/> Award	<input type="checkbox"/> Franchise	<input type="checkbox"/> Grant	<input type="checkbox"/> Pension Investment Contract

Any entity receiving, applying for or proposing on an award or agreement must complete a Doing Business Data Form (see Q&A sheet for more information). Please either type responses directly into this fillable form or print answers by hand in black ink, and be sure to fill out the certification box on the last page. **Submission of a complete and accurate form is required for a proposal to be considered responsive or for any entity to receive an award or enter into an agreement.**

This Data Form requires information to be provided on principal officers, owners and senior managers. The name, employer and title of each person identified on the Data Form will be included in a public database of people who do business with the City of New York; no other information reported on this form will be disclosed to the public. **This Data Form is not related to the City's VENDEX requirements.**

**Please return the completed Data Form to the City Agency that supplied it.** Please contact the Doing Business Accountability Project at [DoingBusiness@cityhall.nyc.gov](mailto:DoingBusiness@cityhall.nyc.gov) or 212-788-8104 with any questions regarding this Data Form. Thank you for your cooperation.

### Section 1: Entity Information

Entity Name: \_\_\_\_\_

Entity EIN/TIN: \_\_\_\_\_

#### Entity Filing Status (select one):

- ☐ Entity has never completed a Doing Business Data Form. *Fill out the entire form.*
- ☐ Change from previous Data Form dated \_\_\_\_\_. *Fill out only those sections that have changed, and indicate the name of the persons who no longer hold positions with the entity.*
- ☐ No Change from previous Data Form dated \_\_\_\_\_. *Skip to the bottom of the last page.*

Entity is a Non-Profit: ☐ Yes ☐ No

Entity Type: ☐ Corporation (any type) ☐ Joint Venture ☐ LLC ☐ Partnership (any type)  
☐ Sole Proprietor ☐ Other (specify): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Provide your e-mail address and/or fax number in order to receive notices regarding this form by e-mail or fax.

**Section 2: Principal Officers**

Please fill in the required identification information for each officer listed below. If the entity has no such officer or its equivalent, please check "This position does not exist." If the entity is filing a Change Form and the person listed is replacing someone who was previously disclosed, please check "This person replaced..." and fill in the name of the person being replaced so his/her name can be removed from the *Doing Business Database*, and indicate the date that the change became effective.

**Chief Executive Officer (CEO) or equivalent officer**☐ This position does not exist

The highest ranking officer or manager, such as the President, Executive Director, Sole Proprietor or Chairperson of the Board.

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Office Title: \_\_\_\_\_

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

☐ This person replaced former CEO: \_\_\_\_\_ on date: \_\_\_\_\_

**Chief Financial Officer (CFO) or equivalent officer**☐ This position does not exist

The highest ranking financial officer, such as the Treasurer, Comptroller, Financial Director or VP for Finance.

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Office Title: \_\_\_\_\_

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

☐ This person replaced former CFO: \_\_\_\_\_ on date: \_\_\_\_\_

**Chief Operating Officer (COO) or equivalent officer**☐ This position does not exist

The highest ranking operational officer, such as the Chief Planning Officer, Director of Operations or VP for Operations.

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Office Title: \_\_\_\_\_

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

☐ This person replaced former COO: \_\_\_\_\_ on date: \_\_\_\_\_



**Section 3: Principal Owners**

Please fill in the required identification information for all individuals who, through stock shares, partnership agreements or other means, **own or control 10% or more of the entity**. If no individual owners exist, please check the appropriate box to indicate why and skip to the next page. If the entity is owned by other companies, those companies do **not** need to be listed. If an owner was identified on the previous page, fill in his/her name and write "See above." If the entity is filing a Change Form, list any individuals who are no longer owners at the bottom of this page. If more space is needed, attach additional pages labeled "Additional Owners."

**There are no owners listed because (select one):**

- ☐ The entity is not-for-profit      ☐ There are no individual owners      ☐ No individual owner holds 10% or more shares in the entity  
☐ Other (explain): \_\_\_\_\_

**Principal Owners (who own or control 10% or more of the entity):**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Office Title: \_\_\_\_\_

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Office Title: \_\_\_\_\_

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Office Title: \_\_\_\_\_

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

**Remove the following previously-reported Principal Owners:**

Name: \_\_\_\_\_ Removal Date: \_\_\_\_\_

Name: \_\_\_\_\_ Removal Date: \_\_\_\_\_

Name: \_\_\_\_\_ Removal Date: \_\_\_\_\_

**Section 4: Senior Managers**

Please fill in the required identification information for all senior managers who oversee any of the entity's relevant transactions with the City (e.g., contract managers if this form is for a contract award/proposal, grant managers if for a grant, etc.). Senior managers include anyone who, either by title or duties, has substantial discretion and high-level oversight regarding the solicitation, letting or administration of any transaction with the City. **At least one senior manager must be listed, or the Data Form will be considered incomplete.** If a senior manager has been identified on a previous page, fill in his/her name and write "See above." If the entity is filing a Change Form, list individuals who are no longer senior managers at the bottom of this section. If more space is needed, attach additional pages labeled "Additional Senior Managers."

**Senior Managers:**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Office Title: \_\_\_\_\_

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Office Title: \_\_\_\_\_

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Office Title: \_\_\_\_\_

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

**Remove the following previously-reported Senior Managers:**

Name: \_\_\_\_\_ Removal Date: \_\_\_\_\_

Name: \_\_\_\_\_ Removal Date: \_\_\_\_\_

**Certification**

I certify that the information submitted on these four pages and \_\_\_\_\_ additional pages is accurate and complete. I understand that willful or fraudulent submission of a materially false statement may result in the entity being found non-responsible and therefore denied future City awards.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Entity Name: \_\_\_\_\_

Title: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

**Return the completed Data Form to the agency that supplied it.**

For information or assistance, call the Doing Business Accountability Project at 212-788-8104.



## **ATTACHMENT 9: Acknowledgement of Addenda**

**RFP TITLE: YOUNG ADULT JUSTICE PROGRAMS**

**PIN: 78111P0002**

Proposer: \_\_\_\_\_

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### **COMPLETE PART I OR PART II, WHICHEVER IS APPLICABLE.**

PART I: List below the dates of issuance for **each addendum received** in connection with this RFP:

ADDENDUM #1 DATED: \_\_\_\_\_, 20\_\_

ADDENDUM #2 DATED: \_\_\_\_\_, 20\_\_

ADDENDUM #3 DATED: \_\_\_\_\_, 20\_\_

ADDENDUM #4 DATED: \_\_\_\_\_, 20\_\_

ADDENDUM #5 DATED: \_\_\_\_\_, 20\_\_

ADDENDUM #6 DATED: \_\_\_\_\_, 20\_\_

ADDENDUM #7 DATED: \_\_\_\_\_, 20\_\_

ADDENDUM #8 DATED: \_\_\_\_\_, 20\_\_

PART II: Check, if applicable.

\_\_\_\_\_ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFP.

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

PROPOSER (NAME): \_\_\_\_\_

PROPOSER (SIGNATURE): \_\_\_\_\_