



# WORKFORCE CONNECT

DYCD Youth Employment Programs

Pre-Proposal Conference  
September 5, 2019

# SYEP CURRICULUM RFP



# Agenda



Welcome & Introduction



RFP Timeline



Curriculum Structure



Technical Requirements



Technical Assistance



Post Award Requirements



Q & A



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# DYCD's Mission and Vision

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## Mission

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The New York City Department of Youth and Community Development (DYCD) invests in a network of community-based organizations and programs to alleviate the effects of poverty and provide opportunities for New Yorkers and communities to flourish

## Vision

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DYCD strives to improve the quality of life of New Yorkers by collaborating with local organizations and investing in the talents and assets of communities to help them, develop, grow and thrive



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# Timeline

## TIMELINE



 August 21, 2019

**RFP Release Date**

 September 5, 2019

**Pre-proposal Conference**

 September 13, 2019

**MWBE Waiver submitted to DYCD for approval**

 September 20, 2019

**Proposal Submission Due Date**

 September 13, 2019

**Questions regarding RFP must be received by September 13, 2019.**



**RFPquestions@dycd.nyc.gov**



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# Work Readiness Curriculum Purpose

The Summer Youth Employment Program (SYEP) connects New York City's youth ages 14-24 with education and employment experiences. For six weeks each summer, participants explore their career and educational interests, gain foundational workforce skills, engage in civics, give back to their communities and enhance their school day learning. The Work Readiness curriculum will prepare youth for these summer experiences and long-term success.



Web-based, mobile-friendly SYEP curriculum



Digital, web-based solution



Training to DYCD staff and SYEP providers



Ongoing support



Continuous quality improvements



Maintain and update the web-based solution and curriculum content



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# Structure



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# In-Person Training

Purpose



- ✓ SYEP Participants are trained in foundational work-readiness skills

Time Requirement



- ✓ 4 hours

Content



- ✓ Value/Importance of Work
- ✓ Work-Readiness (resume, cover letter, interview skills, workplace etiquette)
- ✓ Financial Literacy
- ✓ Career Exploration

Format



- ✓ Scripted lessons to guide and instruct

Accessibility



- ✓ Online and paper/hard copy access



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# Assessment

Purpose



- ✓ Understanding participants' needs and interests

Time Requirement



- ✓ 15-30 minutes

Accessibility



- ✓ Online and paper/hard copy access



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# Online Courses

Purpose



✓ Online portal used to complete any additional work-readiness hours and support participants self-directed learning

Accessibility



✓ Web-based, mobile friendly

Format



✓ Scaffolded, interactive, gamified, modular

Time Requirement



✓ Minimum of 30 hours of developed content available for all participants

Content



- ✓ Work Readiness
- ✓ Civic Engagement
- ✓ Resume and Cover Letter template/resources
- ✓ Financial Literacy
- ✓ Career Exploration
- ✓ Workplace Ethics
- ✓ Managing stress and conflict



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# Technical Requirements

## Security



- ✓ Solution must comply with Citywide Cyber Security Requirements
- ✓ City provided identity authentication service (NYC\*ID)
- ✓ Multi-Factor Authentication
- ✓ Role Based Access Controls (RBAC)
- ✓ Security accreditation from NYC Cyber Command

## Accessibility



- ✓ DYCD prefers a hosted solution, preferably in a well known cloud vendor with appropriate levels of certification, such as FedRAMP
- ✓ Accessible by modern device and operating system
- ✓ Android and IOS device friendly
- ✓ Meet ADA Standards/508 Compliance
- ✓ Allow custom DYCD branding
- ✓ Allow uploading content in industry standard supported formats

## Support



- ✓ Support for inquiries, incidents and questions from SYEP participants, SYEP provider staff and DYCD staff
- ✓ System to track tickets



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# Technical Assistance

## Provider & DYCD Staff Training



- ✓ Training for both SYEP providers and DYCD staff members
- ✓ Create a user guide to reference after the training
- ✓ In-person training for DYCD staff members
- ✓ Training should cover curriculum implementation, evaluation and monitoring youth progress
- ✓ Accessing, interpreting and using curriculum data

## Evaluation



- ✓ Contractor would use appropriate tools to assess impact of training and online curriculum



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# Lead Organization and Subcontracting



There is a 30% Minority Women Owned Business Enterprise (MWBE) Participation Goal. All proposers must comply with Schedule B, attachment N of the RFP and Payee Information Portal reporting requirements.



No more than 50% of the total budget may be subcontracted



Components may be provided by the lead proposing organization or through subcontracts that will be overseen by the lead proposer.



All subcontractor payments must be reported using the Payee Information Portal (PIP) at [www.nyc.gov/pip](http://www.nyc.gov/pip)



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## Responsibility Determination

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Please be advised that it is a requirement for all prospective contractors to be determined responsible in the Post Award phase. Therefore, please make sure your Charities' filings are current and ensure that any outstanding liens or adverse information has been resolved. Unresolved issues often cause significant delays in the post award process.



## Insurance Requirements

- ✓ Commercial General Liability Insurance: \$1 million per occurrence and \$2 million aggregate
- ✓ Motor Vehicle Liability (if applicable)  
-- \$1 million per accident combined single limit
- ✓ Workers' Compensation, Disability Benefits Insurance, and Employer's Liability
- ✓ DYCD will not be able to proceed with processing an awarded contract until it has obtained acceptable proof of the necessary insurance coverage.
- ✓ DYCD reserves the right to notify contractors of additional insurance requirements at the time of contract award.
- ✓ Data Breach and Privacy Cyber Liability Insurance: \$10,000,000 per claim and \$20,000,000 aggregate
- ✓ Technology Errors and Omissions Insurance: \$10,000,000 per occurrence and \$20,000,000 aggregate



# Proposal Submission



One original and two USBs containing **three** PDF files

## 1) Proposal Package

- ✓ Attachment A- Proposal Cover letter
- ✓ Attachment C- Proposal response Form
- ✓ Organizational Chart
- ✓ Resumes/Job Descriptions
- ✓ Assessment Tools
- ✓ Site Control
- ✓ Attachment L- Acknowledgement of Addenda
- ✓ Attachment N- Schedule B: MWBE Utilization Plan or Approved Waiver Application

## 2) Price Proposal

## 3) Digital Sample



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# Proposal Submission



**Must be hand delivered to:**

**Dana Cantelmi**

DYCD Agency Chief Contracting Officer

Department of youth and Community Development  
2 Lafayette Street, 14th Floor  
New York, NY 10007

**Proposals received after the Proposal Due Date  
and Time are late and will not be accepted**



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# Questions & Answers

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