

# Train & Earn Request for Proposals

Pre-proposal  
Conference

April 18th, 2024

10:00AM

# Welcome & Agenda

 **Timeline**

 **PASSPORT Resources**

 **Program Expectations**

 **Post Award Requirements**

 **Question and Answer Session**

**Note: All questions will be answered at the end of the conference, during the Q&A Session. Please submit your questions via the chat feature.**

# About DYCD

## Mission:

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

## Vision:

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



*Empowering Individuals.  
Strengthening Families.  
Investing in Communities.*

# RFP Timeline

Latrell Johnson, ADACCO, PACE Team, DYCD

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# RFP Timeline

- Proposal Due Date: **May 21, 2024 at 2:00pm** in [PASSPort](#)  
\*\*\*PLEASE NOTE: Proposals submitted after this date will not be accepted. Also, DYCD will not be accepting any offline/hard copies of proposals.
- Award Announcement: **Summer 2024**
- Anticipated master contract term: **The anticipated contract term will be for 6 years (July 1, 2024, through June 30, 2030), with no options to renew.**
- Questions: ***MUST* be received no later than May 14, 2024**

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

# *PASSPort Resources*



**PASSPORT  
RESOURCES**



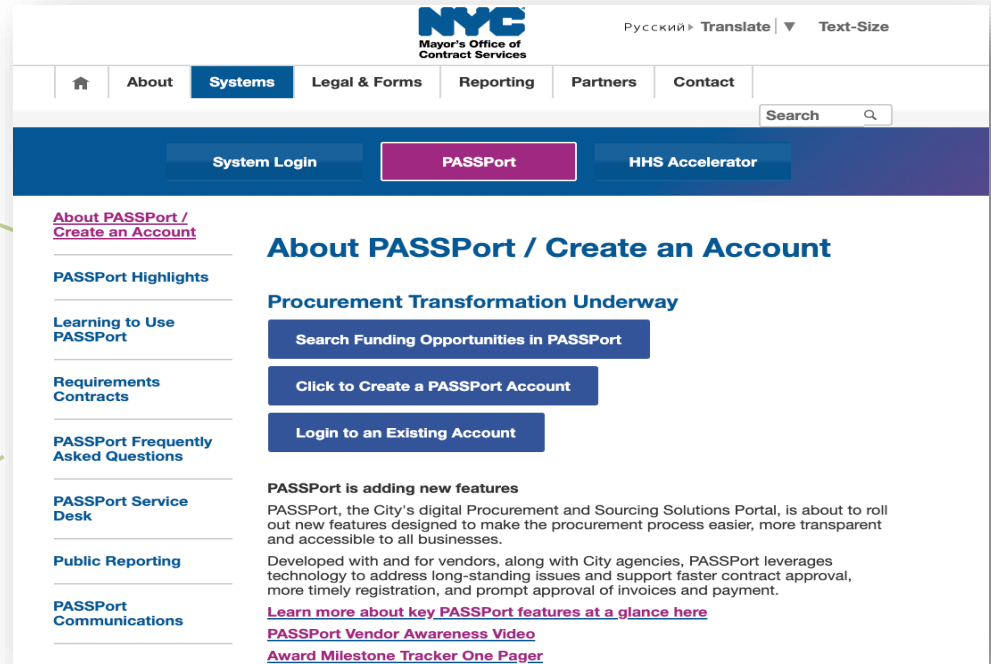
**LEARNING TO USE  
PASSPORT**

# PASSPort Resources

 [nyc.gov/passport](https://nyc.gov/passport)

Create accounts to view and respond to opportunities in the system. Search Funding Opportunities through the Public Portal.

You can also find answers to common questions and submit messages directly to our support team through the PASSPort Service Desk tab.



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Mayor's Office of Contract Services

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Home About **Systems** Legal & Forms Reporting Partners Contact

Search

System Login **PASSPort** HHS Accelerator

[About PASSPort / Create an Account](#)

## About PASSPort / Create an Account

### Procurement Transformation Underway

[Search Funding Opportunities in PASSPort](#)

[Click to Create a PASSPort Account](#)

[Login to an Existing Account](#)

**PASSPort is adding new features**

PASSPort, the City's digital Procurement and Sourcing Solutions Portal, is about to roll out new features designed to make the procurement process easier, more transparent and accessible to all businesses.

Developed with and for vendors, along with City agencies, PASSPort leverages technology to address long-standing issues and support faster contract approval, more timely registration, and prompt approval of invoices and payment.

[Learn more about key PASSPort features at a glance here](#)

[PASSPort Vendor Awareness Video](#)

[Award Milestone Tracker One Pager](#)

[PASSPort Service Desk](#)

[Public Reporting](#)

[PASSPort Communications](#)

# Learning to Use PASSPort

The screenshot shows the NYC Mayor's Office of Contract Services website. The header includes the NYC logo, a language selector for Korean, and a text size option. The navigation menu includes Home, About, Systems (highlighted), Legal & Forms, Reporting, Partners, and Contact. Below the navigation is a search bar and three buttons: System Login, PASSPort (highlighted), and HHS Accelerator. The main content area is titled "Learning to Use PASSPort" and features a "Create a PASSPort Account" section. This section includes a list of steps for creating an account, a note about existing NYC.ID users, and instructions on completing the vendor enrollment package. Below this is a "PASSPort User Materials and Videos" section with a list of resources including user manuals, quick guides, videos, e-learning courses, and webinars. The page also includes a sidebar with links to "About PASSPort / Create an Account", "PASSPort Highlights", "Requirements Contracts", "PASSPort Frequently Asked Questions", "PASSPort Service Desk", "Public Reporting", and "PASSPort Communications". At the bottom of the sidebar are social media icons and a "Print" button.

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Mayor's Office of  
Contract Services

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Home About **Systems** Legal & Forms Reporting Partners Contact

Search

System Login **PASSPort** HHS Accelerator

About PASSPort /  
Create an Account

**Learning to Use  
PASSPort** ★

Requirements  
Contracts

PASSPort Frequently  
Asked Questions

PASSPort Service  
Desk

Public Reporting

PASSPort  
Communications

Share  
Print

## Learning to Use PASSPort

### Create a PASSPort Account

You must have a PASSPort account to do business with the City of New York. It's a two-step process and easy to complete. Follow these directions:

1. Create NYC.ID [here](#)
  - a. Note: if you are using HHS Accelerator or the Payee Information Portal, you already have a NYC.ID, it's the email you use to log in to these systems
2. Using your NYC.ID, log in to PASSPort [here](#) and submit an account request for your organization

Once your account is approved, complete the vendor enrollment package in PASSPort.

### PASSPort User Materials and Videos

PASSPort is the City of New York's end-to-end digital procurement platform, managing every stage of the procurement process from vendor sourcing – who we purchase goods and services from (that's you – the vendor), releasing and responding to solicitations (referred to as "RFx" in the system), and contract award, development, registration and management. Resources provided below are regularly updated and expanded to support your use of PASSPort at every stage. We offer five different types of materials:

- User Manuals: Step-by-step instructions with screen shots that walk a user through PASSport system features and functions
- Quick Guides: Typically, one-page documents that provide key information for a PASSPort feature or function
- Videos: Recordings of system demonstrations – you are inside the PASSPort system, seeing the screens and functionalities
- E-Learning Courses: Self-paced, digital courses with interactive, multimedia elements
- Webinars: Recordings of online, live training sessions hosted by MOCS for City contractors

You can also contact the MOCS Service Desk at [help@mocs.nyc.gov](mailto:help@mocs.nyc.gov) at any time for assistance.

## Finding and Responding to RFx (Solicitations)

[User Manual: Finding and Responding to RFx](#)

[E-Course: Finding and Responding to RFx](#)

[Quick Guide: RFx Vendor Response Authorizations](#)

[Quick Guide: Discussion Forum for Vendors](#)

[Quick Guide: Subcontractors and Joint Ventures](#)

[Video: Finding RFx](#)

[For HHS Providers - Webinar: Finding and Responding to RFx for HHS Providers](#)

[For HHS Providers - Quick Guide: HHS Accelerator and PASSPort Need to Know](#)

[For M/WBEs - Quick Guide: M/WBE Noncompetitive Small Purchase](#)

## Learning to Use PASSPort

Access user guides, videos, one-pagers, HHS Accelerator to PASSPort quick guide, Finding and Responding to RFx e-learning course, Finding and Responding to RFx for HHS Providers recorded training webinar, and more.



# *Evaluating the Proposals*

**Proposals will be evaluated using the following criteria:**

**Organizational Experience and Capability– 20%**

**Staffing– 20%**

**Service Requirements– 30%**

**Community Partnerships– 10%**

**DYCD Approaches– 5%**

**Program Facility and Equipment– 10%**

**Budget Management– 5%**

# Train & Earn: Program Model Overview

Shonda Murphy, Senior Director of Out-of-School Programs, Workforce  
Rosa Toro, Director of Out-of-School Programs, Workforce

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# Program Mission

WIOA Youth programs nationwide are intended to provide comprehensive youth workforce development services that support youth and young adults in gaining work readiness skills, work experience, credentials, academic skills, and supportive services, with the ultimate goal of placement in postsecondary education or training or employment.

The overall goal of Train & Earn is to help young adults acquire the work readiness skills, work experience (sector-related internships) and sector-focused credentials necessary to secure and retain long-term employment.

## Target Population



The target population for this program are young adults, aged 16-24 who are out of school and out of work and who have barriers to obtaining and sustaining employment or completing an educational program.

- Basic skills deficient
- An English language learner
- In foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or in out-of-home placement
- A homeless youth or a runaway
- Court-involved youth
- A youth with a disability
- A youth who is pregnant or parenting
- A youth who is low-income

# Program Goals

- **Advanced Occupational Training:** Provide long-term occupational training leading to the attainment of one or more credentials
- **Work Readiness:** Provide industry/occupation-specific work readiness training and, if necessary, literacy and numeracy skill building
- **Career Exploration:** Expose youth to promising industries and careers and provide youth with meaningful work-based learning opportunities along with work readiness training
- **Internship:** Create internship and work-based learning experiences in line with a participant's interest that supports career exploration and is sector-aligned
- **Wrap-around Supports:** Provide comprehensive support services to address participants' barriers to getting and keeping a job
- **Follow-Up Services:** Provide placement services to ensure that participants are engaged in either postsecondary education, training, unsubsidized employment, the military, or some combination of those activities after program completion

# *In-Demand Sectors*

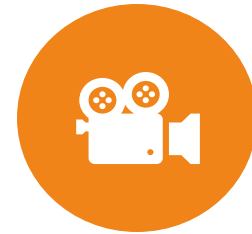
There are five competitions for each of the in-demand sectors below.  
All programming should be tied to the competition's sector.



**Technology**



**Industrial  
& Infrastructure**



**Media &  
Entertainment**



**Healthcare**



**Government**

# Program Elements

## WIOA's Youth Program Elements



Occupational  
Training  
and Concurrent  
Education



Tutoring, study  
skills training,  
and instruction



Paid work  
experience



Supportive services,  
counseling &  
comprehensive  
guidance



Placement  
Services and  
Labor Market  
Information



Follow-up services  
for up to 12 months  
after program exit

# Program Elements

## All Participants

- Occupational Skills Training
- Concurrent Education (work-readiness, literacy, etc.)
- Tutoring, study skills training, dropout prevention

**Paid Work Experience!**

**Follow-up Services**



Based on ISS, through referral, or direct provision

Financial literacy\*, entrepreneurial skills training\*, postsecondary preparation, adult mentoring

# Program Outcomes

Contractors will report on **4 WIOA outcomes** in addition to enrollment, daily attendance, referrals and other participant-level data in DYCD's participant tracking system (PTS):

**Placement in Employment,  
Education or Training**

**Retention in Employment,  
Education or Training**

**Credential Rate**

**Measurable Skills Gain**



# Staffing

- ☑ **Program Director:** Serves as the primary liaison to DYCD, oversee key program staff, be responsible for administrative deliverables, and lead quality, day-to-day program operations.
- ☑ **Job Developer\*:** Dedicated to identifying and providing participants with high-quality internship and work experiences and monitor worksites. The job developer should have strong connections to industry and develop sector-aligned work experiences.
- ☑ **(2) Case Managers:** Provides case management and encourage participant engagement and retention in training and work experience activities
- ☑ **Outreach and Retention Specialist:** Focuses on participant recruitment and supporting case managers with program retention. The specialist should be a “credible messenger” with strong community connections.
- ☑ **Mental Health Professional\*:** Offers support on mental health, well-being, self-management, and other supportive service needs of participants through small groups and one-on-one sessions where needed.
- ☑ **(2) Training Instructors\*:** Leads and conducts training activities for the advanced occupational training that is sector-specific and industry recognized.

# Program Schedule

- Must be offered year-round, with each participant receiving up to 1 year of direct services and up to 1 year of follow-up services
- Participants will be supported with a subsidized work experience during programming
- DYCD's preference is for programs to be delivered **in-person**



Contractors will have the option of delivering some services remotely depending on the needs of participants on a limited basis and will need to justify remote programming in the proposal.

# Contract and Funding Overview

**Anticipated Contract Term: 6 years (July 1, 2024 – June 30, 2030)**

Train & Earn	
Anticipated Total ANNUAL Funding	\$18,645,000* / year
Price per Participant Rate	\$13,750*
Total Awards	22
ANNUAL Service Level	60 Participants per contract/year ~\$850,000 per contract/year
Competitions	5 (one for each in-demand sector)

\*Price Per Participant and Total Funding do not include wages for the paid work experience component of Learn & Earn. Wages are funded separately by DYCD directly to participants.

# Train & Earn: Proposal Overview

**Shonda Murphy, Senior Director of Out-of-School Programs, Workforce**  
**Rosa Toro, Director of Out-of-School Programs, Workforce**  
**Astrid Spota-Wolfe, Senior Director OPEA, PPIE**

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# Organizational Experience and Capacity

- ✓ Non-profits, post-secondary institutions, training providers, employers, unions, and trade associations are eligible to apply



- Proposers should have **three years of experience** in the last five years providing workforce services including, but not limited to:
  - **Effectively recruit and retain participants**
  - **Have high rates of attendance**
  - **Lead to job placement and employment within the proposed sector**

# Required Documents



- ❖ Two Community Partnership Forms
- ❖ One Service Level Form
- ❖ One Organizational Chart
- ❖ Staff Resumes (if applicable)
- ❖ Budget Summary

# In-Demand Sectors

There are five competitions for each of the in-demand sectors below. All programming should be tied to the competition's sector.

Please note:

Proposers can only propose **ONE** sector per proposal.

Proposers may submit multiple proposals to different sectors/competitions.



Techno



Media &  
Entertainment

Healthcare

Government

# Community Partnerships

There are 2 required community partnerships, all partnerships are required to be aligned with the proposed sector or occupation.

## Employer Partnership

At least one employer or trade industry association in the relevant sector (if a proposer is an employer or union, they are exempt from this requirement)

## Postsecondary Partnership

At least one post-secondary education institution such as a community college (if a proposer is a post-secondary institution, they are exempt from this requirement)





# Community Partnerships

## Community Partnership Form:

- **At least two signed, completed forms should be submitted with the proposal.** If a proposer is exempt from a requirement, the proposer should mark they are exempt in the form and upload with the proposal.

The proposing organization is exempt due to the following (mark with X and sign only the proposing organization lines below):

The proposing organization (or subcontractor) is an employer or trade industry association committed to the goal of hiring participants who successfully complete their proposed training program.

The proposing organization (or subcontractor) is a post-secondary education institution.

**Make sure to complete the box to describe how you will work with the proposed partner to meet the expectations outlined in the RFP**

# Budget Management

## Each contractor would:

- ✓ Represent the costs to provide services for the proposed program in a proposed budget.
  - The costs associated with the budget would enable the effective delivery of services for the proposed program.
  - The budget would be consistent with the proposed program design.

## Budget Summary Form:

- ✓ Upload a budget summary form for the ANNUAL cost of the proposed program, not exceeding the total anticipated annual funding amount per contract (\$825,000/year).
- ✓ You do NOT need to include the cost of wages for paid work experience in your budget.

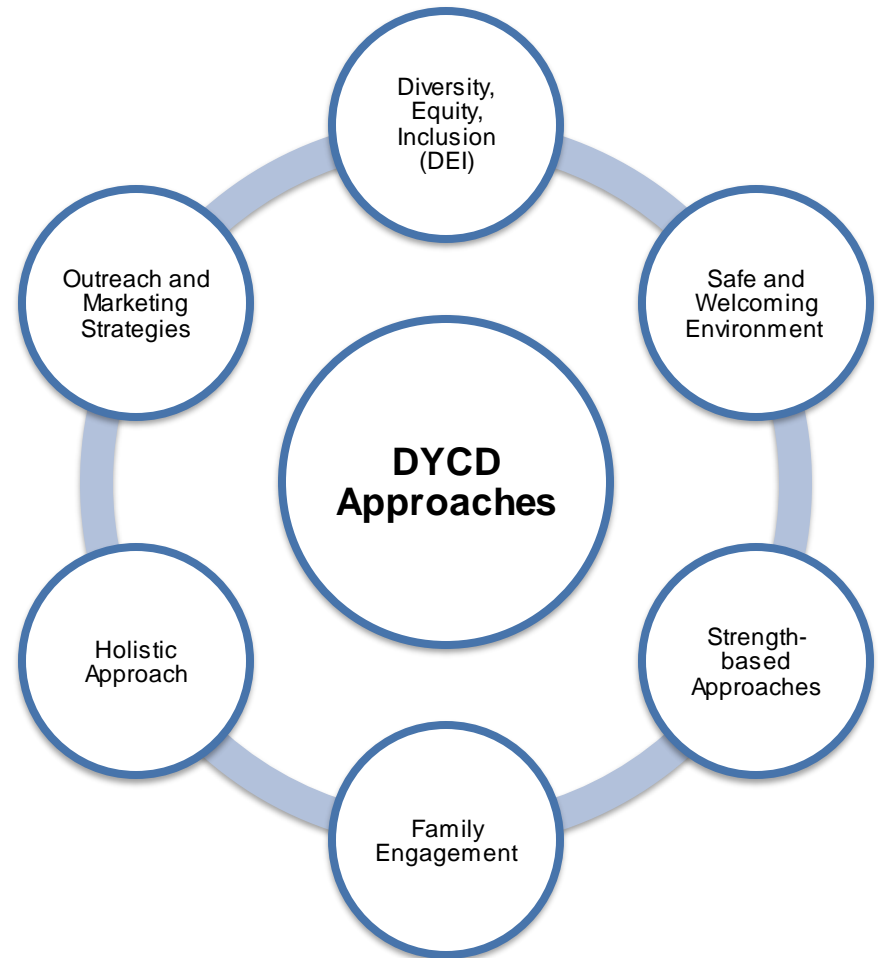
# Subcontracting and Consultants

## Subcontracts

- ❑ No more than 45% of the total budget may be subcontracted
- ❑ Proposed subcontractors must be identified in the proposal
- ❑ Only some staff positions may be subcontracted
  - Mental health professional
  - Job Developer
  - Instructors

# Section E: DYCD-wide Approaches

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



# Proposal Details Section in PASSPort



**Confirm the sector for which this proposal applies to.**

Please note this response should match the competition name you are applying to.  
*Answer this question for the specific proposal you are submitting*



**How many proposals will your organization submit in total?**

*Answer this question for ALL proposals submitted across all Train & Earn competitions*



**Please select the borough(s) for which your site(s) will be located.**

*Answer this question for the specific proposal you are submitting*

# Post Award Requirements

Latrell Johnson, ADACCO, PACE Team, DYCD

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# Responsibility Determination, CSBG & Insurance

Please be advised that it is a requirement for all prospective contractors to be determined responsible in the Post Award phase.

**\*\*\*Unresolved issues often cause significant delays in the post award process.**

- Responsibility Determination (RD)
  - PASSPort Disclosures are filed and current
  - All Outstanding liens and/or adverse information are satisfied
  - Charities Compliance are met
- For CSBG requirements
  - System for Award Management (SAM)
  - Vendor Responsibility Questionnaire (Vendor Responsibility Portal)
- Insurance Requirements
- Public Assistance Hiring Commitment Rider

# NYC Insurance Requirements

## **TYPES AND AMOUNTS OF INSURANCE REQUIRED:**

### **· Commercial General Liability Insurance (“CGL”)**

\$1,000,000 per occurrence for bodily injury and property damage

\$1,000,000 for personal and advertising injury  
and

\$2,000,000 aggregate

### **· Commercial Automobile Liability Insurance** (if vehicles used in contracted services delivery)

\$1,000,000 per accident combined single limit

### **· Professional Liability Insurance or Errors and Omissions Insurance** (if applicable)

\$1,000,000 per claim

### **· Workers’ Compensation, Disability Benefits, and Employers’ Liability Insurance**

Statutory amounts required under New York State Laws.

## **PROOF OF INSURANCE REQUIRED:**

### **· For CGL, Automobile Liability Insurance, and Professional Liability Insurance or Errors and Omissions Insurance:**

A Certificate of Insurance (“COI”);

An Additional Insured Endorsement for CGL; and

A completed Certification by Insurance Broker or Agent.

### **· For Workers’ Compensation Insurance and Disability Benefits Insurance:**

Proof of insurance or proof of a legal exemption in a form acceptable to the NYS Workers’ Compensation Board.

ACORD forms are not acceptable proof of such insurance.

## **COMMON PROBLEMS REGARDING INSURANCE THAT HOLD UP CONTRACT PROCESSING:**

· Gap in insurance coverage

· Missing an Additional Insured Endorsement

· Incorrect language in the COI’s Description of Operations/Locations/Vehicles box and Additional Insured Endorsements

· Missing NAIC # in COI

· Missing notarized Certification by Insurance Broker or Agent

**\*\*\*DYCD will not be able to proceed with processing an awarded contract until it has obtained proof of the necessary insurance coverage.**



# Use of MWBE Businesses

- DYCD is committed to the utilization of MWBE businesses and individual proprietors. Contractors funded through this RFP are highly encouraged to purchase thirty percent of goods, supplies, services, and equipment that fall within the eligible MWBE expense categories (Consultants, Subcontractors, Vendors, Supplies, Equipment, Equipment Other, Other Costs, Fiscal Agent Services) from MWBEs. MWBEs are listed on the NYC Online Directory of Certified MWBE Businesses, available at <http://mtprawvwsbswtp1-1.nyc.gov/Home.aspx>, and on the NYS Directory of Certified Firms at <https://ny.newnycontracts.com/>.
- MWBEs are listed on the NYS Directory of Certified Firms at <https://ny.newnycontracts.com/>.
- Required to document and report to DYCD on their compliance with the thirty percent MWBE goal.

**Note:** *All applicable subcontracts are subject to report payments through the Payee Information Portal (PIP).*

# *Notice for Proposer Subcontractor Compliance*

Please be advised there is a requirement to utilize the Payee Information Portal (PIP) to identify all subcontractors and to enter all subcontractor payment information, and other related information during the contract term.

# Conflict of Interest

Human Services Contract Section	Section in ≤\$100k Discretionary	Section in \$100k+ Discretionary	Subject	What the Contract says*
6.05	Article 5(B)(4)-(6)	6.05	Board of Directors-size, composition and rule against employees supervising or making decisions about family members	<p>Employees and members of their immediate families may not serve on the Board or any committee with authority to affect his/her job or the employment of any candidates in the program.</p> <p>The above rule does not apply if the Board has more than 5 members, provided that (1) employees and members of their immediate families are prohibited from deliberation and/or voting on any such personnel matters and must fully disclose all conflicts to the Board, and (2) Contractor employees and members of their immediate families may not serve as either Chairperson or Treasurer of the Board, nor constitute more than one-third of the Board or any committee.</p> <p>No person may hold a job with Contractor if their immediate family exercises any authority over him/her without the permission of the Commissioner, unless the position is voluntary and unpaid.</p> <p>Contractor must have at least 5 Board members if its contracts with the City over any 12-month period total more than \$1 million dollars and this amount makes up more than 50% of Contractor's total revenue.</p> <p>**Immediate family includes the following: husband, wife, domestic partner, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, son, son-in-law, daughter, daughter-in-law, niece, nephew, aunt, uncle, first cousin, and separated spouse. This also includes the immediate family of a spouse or domestic partner. *</p>
6.06	Article 5(C)(1)	6.06	Conflict of Interest Policy required; Disclosure of interests	<p>If required by New York's Not-for-Profit Corporation Law §715-a(a), the Contractor must maintain a Conflict-of-Interest Policy that includes:</p> <ul style="list-style-type: none"> <li>A definition of the circumstances that constitute a conflict of interest;</li> <li>Procedures for disclosing a conflict of interest or possible conflict;</li> <li>A requirement that the person with the conflict of interest not be present at or participate in board or committee deliberation or vote on the matter giving rise to such conflict;</li> <li>A prohibition against any attempt by the person with the conflict to influence improperly the deliberation or voting on the matter giving rise to such conflict;</li> <li>A requirement that the existence and resolution of the conflict be documented in the corporation's records, including in the minutes of any meeting at which it was discussed or voted upon; and</li> <li>Procedures for disclosing, addressing, and documenting related party transactions in accordance with this section.</li> </ul> <p>A requirement that each director annually submit the statement required by Section 6.06(b) or Article 5(c)(2) for ≤\$100k Discretionary</p>
Appendix A, 2.02	Article 5(B)(1)-(3)	Appendix A, 2.02	Prohibition on Conflicts of Interest	<p>None of the key members of the Contractor can have any interest that may possibly conflict with the performance of the agreement.</p> <p>Consistent with NYC Charter § 2604, no elected official or other officer or employee of the City, nor any person whose salary is payable from the City Treasury can participate in decisions relating to this Agreement that affect his/her personal interests or outside professional interests. § 2604 details prohibited conduct and interests in New York City.</p> <p>This does not apply when the employee's sole personal interest is in the Contractor.</p> <p>Contractors cannot employ a person or allow a person to serve on the Board of Directors or as an officer if the employment would violate Charter Chapter 68, which governs the City's conflict of interest rules.</p>
4.06	Article 3(B), (C)	4.06	Prohibition on Related Party Transactions	<p>No funds obtained through this Agreement shall be spent for any expense not incurred in accordance with the terms of the Agreement.</p> <p>Any cost found by DYCD, the City, or an auditing authority that examines the financial records of Contractor to be improperly incurred, including but not limited to Improper Related Party Transactions, shall be subject to reimbursement to the City.</p>
Appendix A, Section 13.04	Article 8(D)	Appendix A, Section 13.04	Compliance with Law	<p>The Contractor shall perform all services under this Agreement in accordance with all applicable Laws as are in effect at the time such services are performed.</p>

Please use the chat to ask any questions you may have about the RFP requirements or proposal process and DYCD staff will answer to the best of our ability.

Transcript, presentation and attendance rosters  
will be posted to DYCD website for viewing

[www.nyc.gov/DYCD](http://www.nyc.gov/DYCD)