

Supervised Release

PIN: 00215I0004

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IMPORTANT NOTE: This Request for Proposals is issued through the HHS Accelerator system to organizations prequalified in the relevant service areas. Proposals from prequalified organizations must be submitted through HHS Accelerator in the manner set forth in the 'Procurements' section of the HHS Accelerator system. Go to www.nyc.gov/hhsaccelerator to learn more.

Basic Information

RFP Release Date	7/08/2015		
Proposal Due Date	8/13/2015, 2pm		
Pre-Proposal Conference	Date: 7/30/2015	Time: 10:00	Place: One Centre Street, 1012N New York, NY 10007
Anticipated Contract Term	12/01/2015 – 06/30/2018 with one option to renew for three years		
Agency Contact Person	Diana Gutierrez; DGutierrez@cityhall.nyc.gov		
Anticipated Funding and Payment Structure	<ul style="list-style-type: none"> • Anticipated total Funding: \$17,759,442; approximately \$7,103,777 annually for each full fiscal year • Total number of annual caseload slots: 3,150 (City wide) • Anticipated number of contracts: Up to five (5) contracts • Anticipated Payment Structure: Line-item budget reimbursement 		
Competition Pools (A separate and complete proposal is required for each proposed borough)	<ul style="list-style-type: none"> • Bronx • Brooklyn • Manhattan • Queens • Staten Island 		
Questions Regarding this RFP	<ul style="list-style-type: none"> • Questions regarding this RFP must be transmitted in writing to the Agency Contact Person. • Questions received prior to the Pre-Proposal Conference will be answered at the conference. Substantive information /responses to questions addressed at the conference will be released in an addendum to the RFP to all organizations that are prequalified to propose to this RFP through the HHS Accelerator system, unless in the opinion of Mayor’s Office of Criminal Justice (MOCJ) the question is of proprietary nature. • MOCJ cannot guarantee a timely response to written questions regarding this RFP received less than one week prior to the proposal due date. The deadline for submitting questions is <u>August 6, 2015, 5:00 pm.</u> 		
Subcontracting	<p>Subcontracting is allowed subject to the following conditions:</p> <ul style="list-style-type: none"> • The vendor must identify the subcontractor in the proposal. • The vendor expectations set out in the RFP equally apply to any subcontractor. • No more than 30 percent of the total budget may be subcontracted. <p>A selected vendor shall not enter into any subcontract for the performance of its obligations, in whole or in part, without the prior written approval of MOCJ.</p>		

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Proposal Submission Instructions

General Guidelines	<ul style="list-style-type: none"> All Proposals must be submitted utilizing the Procurement Tab of the HHS Accelerator system at www.nyc.gov/hhsacceleratorlogin by providers with approved HHS Accelerator Applications, including Business Application and required Service Application(s) for the areas listed in the Services and Providers Tab. Proposals received 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 3-16(o)(5). Please allow sufficient time to complete and submit Proposals, which includes entering information, uploading documents and entering log-in credentials. The HHS Accelerator system will only allow Providers to submit Proposals prior to the Proposal Due Date and Time. Providers are responsible for the timely electronic submission of proposals. It is strongly recommended that Providers complete and submit their Proposals at least 24 hours in advance of the Proposal Due Date and Time. Resources such as user guides, videos, and training dates are listed on at www.nyc.gov/hhsaccelerator. For more information about submitting a proposal through the HHS Accelerator system, please contact info@hhsaccelerator.nyc.gov. 	
Proposal Details		
Basic Information	<ul style="list-style-type: none"> Enter Proposal Title Select Competition Pool 	
Provider Contract	<ul style="list-style-type: none"> Select member of your organization who will be the primary contact. 	
Service Units	<ul style="list-style-type: none"> Enter the total funding request 	
Questions	<ul style="list-style-type: none"> Enter the Competition Pool (Borough) you propose to provide services for. 	
Site Information	<ul style="list-style-type: none"> Enter Facility Name and Address 	
Proposal Documents		
Required Documents (A separate and complete proposal, including all required documents, must be submitted for each competition pool)	Document Type	Description
	Proposal	Proposal Narrative
	Budget	Completed Proposal Budget Summary
	Key Staff Resume	Resumes and/or Description of qualifications for Key Staff Positions
	Reference	Letters of Reference (at least 3)
	Doing Business Data Form	Completed Doing Business Data Form
	Organizational Chart	Program Organizational Chart, showing how the proposed services fit into Proposer's organization
Optional Documents	Licenses/Certification/Permits	Copies of Licenses and Relevant Certifications
	Reference	Additional Letters of Reference
Additional Requirements for Documents	<ul style="list-style-type: none"> Proposal document file size cannot exceed 12 MB. Proposal documents must be in one of the following file formats: Word (.doc, .docx), PDF (.pdf), and Excel (.xls, .xlsx). Only one document file can be added to each required document slot. If you need to combine documents, complete one of the following steps: <ul style="list-style-type: none"> For Word documents: Cut and paste contents of all resumes into one Word document. For PDF documents: Combine files into a single PDF. 	

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Section 1 – Program Background

Agency Overview

The Mayor’s Office of Criminal Justice (MOCJ) advises the Mayor and First Deputy Mayor on criminal justice policy and is the Mayor’s representative to the courts, district attorneys, defenders, and state criminal justice agencies, among others. The office designs, deploys, and evaluates citywide strategies to drive down crime, reduce unnecessary arrests and incarceration, and improve the system’s fairness. MOCJ works with both law enforcement and city agencies, non-profits, foundations and others to implement data-driven strategies that address current crime conditions, prevent crime before it begins, and build the strong neighborhoods that ensure enduring safety. The office draws on various disciplines – such as behavioral economics to “nudge” conduct and machine learning to develop reliable predictive analytics – to ensure effective results.

Background

National research on pretrial supervision has shown that medium and high risk individuals who received pretrial supervision were significantly more likely to appear on their court date than those who did not receive supervision.¹ New York City’s (NYC or City) experience has mirrored this national trend.

In 2009, the City funded supervised release in Queens, operated by the NYC Criminal Justice Agency (CJA), as an alternative to detention for defendants charged with nonviolent felony offenses at criminal court arraignment. Under this model, 87% of clients successfully returned to court and completed the requirements of participating in supervised release. Due to the demonstrated effectiveness of the Queens model, supervised release expanded to Manhattan in 2013 where it has had similar success.

In June 2014, Mayor de Blasio called on government and community leaders in public health and public safety to develop an action plan to reduce the number of people with behavioral health needs cycling through the criminal justice system. The Mayor’s Task Force on Behavioral Health and the Criminal Justice System developed 24 interlocking public health and public safety strategies, including launching supervised release in each borough. MOCJ is now seeking proposals to expand supervised release throughout NYC by adding 2,300 supervised release slots to the existing 1,100² slots currently contracted in fiscal year 2015.

Purpose

MOCJ seeks qualified vendors to provide pretrial community-based supervision in New York City, with a dedicated vendor providing services in each borough, in each criminal court house. The goal of pretrial release supervision is to ensure appearance in court and maintain public safety while reducing the use of pretrial detention. After assessing the risk and needs of individual defendants, supervised release provides supervision, services and/or referrals to community-based services for individuals awaiting trial, enabling engagement with stabilizing supports while avoiding the costs and burdens of pretrial detention.

¹ “Pretrial criminal justice research brief” <http://www.pretrial.org/download/featured/Pretrial%20Criminal%20Justice%20Research%20Brief%20-%20LJAF%202013.pdf>

² 250 of the 1,100 slots are contracted separately by the State

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Target Population

MOCJ's supervised release programs have shown success in ensuring appearance in court among program participants with the assistance of supervision. MOCJ is currently in the process of improving the ability to identify a population where rates of return could be safely achieved through supervision by employing tools and information systems to accurately assess the risk posed by each defendant arraigned in New York City criminal court, and by connecting supervised release providers with this information. Specifically, MOCJ is currently selecting a validated risk of re-arrest tool that will allow the programs to ensure they identify individuals who can be safely supervised in the community during the pendency of the case.

Providers will be expected to use the risk instrument selected by MOCJ to determine program eligibility, and the tool will be available to supervised release providers before the start of the contract. Using the tool as well as available research and evidence, each borough's supervised release provider will be expected to offer and connect defendants to appropriate supervision and services to safely manage defendants with a range of risk and need profiles.

Proposers will bid to provide supervision during the pendency of a case for individual defendants mandated to participate in supervised release programming at or after arraignment. In this RFP, MOCJ is soliciting 3,150 slots of the total citywide slots. MOCJ expects selected contractors to fill all available slots under their management by year three of the contract.

Proposers may propose for more than one borough; however, proposers must submit a separate and complete proposal for each borough.

Section 2 – Program Expectations and Proposal Instructions

A. Organizational Experience and Target Population

1. Program Expectations

- a. The contractor would have knowledge and experience in:
 - Operating pretrial services that supervise and serve criminal court-involved individuals.
 - Using validated screening instruments to determine program eligibility.
 - Working in criminal court(s).
 - Advocating for the release of eligible defendants.
 - Providing effective case management and community supervision services.
 - Providing accurate reports to judges, legal staff, and other court personnel.
 - Conducting regular face-to-face meetings and phone contact with clients.
 - Providing referrals to appropriate community services.
 - Creating and maintaining ties to community-based service providers.
- b. The contractor would identify defendants at arraignments who:
 - are charged with either misdemeanors or nonviolent felonies;³
 - do not pose a significant risk of felony re-arrest during case pendency;
 - are unlikely to be released on recognizance without supervision; and
 - are likely to have bail set based on a review of charge characteristics, criminal history, and risk.
- c. The contractor will be expected to use the risk instrument selected by MOCJ to determine program eligibility, and the tool will be available to supervised release providers before the start of the contract.

2. Proposal Instructions

- a. Describe the proposer’s successful relevant experience working with the target population, as outlined in the Program Expectations of this section.

3. Evaluation

- a. This section will be evaluated based on the extent to which the proposer demonstrates successful relevant experience to operate the program based on the expectations listed in this section. It is worth a maximum of **30** points in the Proposal Evaluation.

B. Program Services

1. Program Expectations

- a. The contractor would identify appropriate detention-bound individuals after reviewing criminal history and risk information provided by the City and discussing with defense attorney.
- b. The contractor would briefly screen individuals.
- c. The contractor would provide court advocacy for the release of eligible defendants.

³The City reserves the right to expand this program to include other charge classes during the term of the Agreement

- d. The contractor would conduct a comprehensive assessment at program intake for each participant.
- e. The contractor would determine and provide appropriate levels of supervision.
- f. The contractor would provide supervision and case management appropriate to the assessed risk and needs.
- g. The contractor would attend all court appearances.
- h. The contractor would establish working space within the court house.
- i. The contractor would manage a maximum caseload for each year of operation. MOCJ expects selected contractors to fill all available slots under their management by year three of the contract.
- j. The contractor would manage year-to-year fluctuations in pending caseloads, while also maintaining intake numbers that meet or exceed their proposed caseload.
- k. The contractor would provide accurate reports as required by the court until mandate is complete.
- l. The contractor would provide referrals to community services.
- m. The contractor would develop, leverage, and maintain linkages with partners.

2. Proposal Instructions

- a. Describe the proposed approach to deliver services based on all the Program Expectations in this section.
- b. Complete and attach the *Proposal Caseload Summary (Attachment D)*. Enter the proposed maximum caseload based on each year of operation. Proposers should state their assessment of the maximum intakes for year one and an assessment of the full capacity that will be reached in year three of the contract for the borough in which they are applying.
- c. Describe the proposed approach to:
 - conducting pre-arraignment screening including screening details;
 - obtaining defense and defendant consent; and
 - advocating for release to appropriate supervision.
- d. Describe the proposed approach to supervision structure with respect to:
 - the number of contacts per week with each defendant;
 - the type of contact (in person or on the phone); and
 - detail as to how changes to supervision level will be applied based on the defendants successful or unsuccessful participation in supervised release.
- e. Describe the proposed resources required for enhanced supervision, if any.
- f. Describe the proposed assessment mechanism to determine service needs.
- g. Describe the proposed method to match needs to service(s) and make and follow-up on referrals.
- h. Describe the proposed on-site services, if any.
- i. Describe a model that is based on an offender's risk assessment and demonstrated level of compliance with supervision requirements.
- j. Describe the proposed appropriate programming tracks or models (e.g., age specific).

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- k. Describe the quality assurance measures taken for programmatic services delivered.
- l. Demonstrate established linkages to all resources and parties involved in providing services and other program services both directly and through referral.
- m. Describe the provider's relationship, if any, with any Health Homes.

3. Evaluation

- a. This section will be evaluated based on the quality of the operational plans with respect to the expectations listed in this section. It is worth a maximum of **40** points in the Proposal Evaluation.

C. Organization, Staffing, and Site

1. Program Expectations

- a. The contractor would ensure appropriate site(s), satellite site(s), staffing, and operating systems, such as management information and quality assurance and control systems, are functional and effective.
- b. The contractor would ensure that staff possess appropriate knowledge, training, and experience to ensure timely and effective delivery of services.
- c. The contractor would demonstrate the ability to begin services by January 1st, 2016.

2. Proposal Instructions

- a. Describe the proposer's overall staffing plan for this program, based on the expectations outlined in this section including detailed information on arraignment staffing plan and qualifications.
- b. Describe the proposed strategy and timeline for building an operational infrastructure and, to the extent that all required resources, particularly space and staff, are not presently in place, describe the steps that will be taken to resolve these matters and provide the projected timeline.
- c. Describe the mechanisms that the proposer will use to monitor the quality of services;
- d. Describe the proposer's organizational (i.e. administrative, managerial, financial, and programmatic) capability to provide the work described in this RFP.
- e. Attach an organizational chart showing where the proposed services will fit into organization.
- f. Attach for each key staff positions a resume and/or description of the qualifications that will be required.
- g. Attach at least three (3) letters of reference from past funders or other relevant stakeholders qualified to comment on past performance.
- h. If applicable, attach any copies of licenses and relevant certifications (optional).

3. Evaluation

- a. This section will be evaluated based on the quality of the plans with respect to the expectations listed in this section. It is worth a maximum of **10** points in the Proposal Evaluation.

D. Reporting Plan

1. Program Expectations

- a. The contractor would develop and maintain a database for the purpose of tracking and monitoring cases.
- b. The contractor would adhere to the City's standards for data management and reporting set forth by MOCJ.
- c. The contractor would use all technology and databases prescribed by MOCJ to identify clients and report on client and program outcomes.
- d. The contractor would maintain both quantitative and qualitative information that will be reported in quarterly progress reports encompassing cumulative quantitative and qualitative data relative to the outlined program objectives as well as the program's general operations and including a summary of a completed case.
- e. The contractor would submit required reports in a timely fashion.
- f. The contractor would possess strong technological infrastructure to (1) deploy and maintain needed software, including case management software, (2) provide services and respond to inquiries from members of the public, referral sources, clients and neutrals/others, and (3) connect staff who work in various satellite offices.
- g. The contractor would work with MOCJ staff who will review and monitor the quality of program implementation.
- h. The contractor would work with MOCJ to develop a comprehensive evaluation assessment that will be incorporated at the end of a full year of programming.

2. Proposal Instructions

- a. Describe how the proposer would manage the data collection and reporting requirements of this program, based on the Program Expectations outlined in this section.
- b. Describe the proposer's ability to develop or utilize an appropriate database or system for information management and reporting.
- c. Describe the proposer's ability or previous experience necessary to submit required reports in a timely fashion.
- d. Describe the instruments in place or propose instrumentation for program reporting and evaluation.
- e. Describe how the organization will work with MOCJ and an independent evaluator to determine a case identification process that is conducive to rigorous evaluation at the end of a full year of programming.

3. Evaluation

- a. This section will be evaluated on the quality of proposed approach based on the program expectations listed in this section. It is worth a maximum of **10** points in the Proposal Evaluation.

E. Budget Management

1. Program Expectations

- a. The contractor would adhere to MOCJ's currently anticipated payment structure, which will be a line item budget and additional costs included for start-up.
- b. The contractor would develop and implement effective strategies through which it would supplement funding (such as grant opportunities) to enhance the program; and ensure costs would enable the effective delivery of services described in this RFP.
- c. The contractor would indicate all other sources and amounts of funding that will support the proposed program and services (i.e. Medicaid).
- d. The City anticipates funding indirect costs at a maximum of 10% of costs related to overhead incurred by a proposer operating several programs.

2. Proposal Instructions

- a. Complete and attach the *Proposal Budget Summary (Attachment C)* for one year of services, based on anticipated funding for this contract as stated in the Basic Information chart.
 - All proposers must complete the Annual Line Item Budget (Tab 1);
 - Proposers should only complete Start-up Budget (Tab 2) if they are requesting start-up funding.
- b. Include a Budget Narrative that fully describes how they would plan and manage budgets for this program based on the program expectations outlined throughout this RFP and consistent with the proposed program design. The budget narrative should include a justification for each cost item with a description of how the budget would support the proposed program. The budget narrative would be for a full year or organizational operation.
 - i. Include the identification and justification of all Personnel and Other than Personal Services (OTPS), including administrative costs and fringe benefits.
 - ii. For Personnel Services, include titles of each position (full time and part time) for this program and explain how the costs for each position were determined (such as a percentage of full-time salary or hourly rate multiplied by the number of hours).
 - iii. For operation, utilities and other support expenses, list each item and explain how the costs (of each one) were determined.
 - iv. For Rent and Occupancy, describe the space costs, including those involving a rental expense, their importance in the proposed program, and how costs were determined.
 - v. For contracted services, list the associated cost included in the funding request, explaining how the cost of the assigned work for the program was calculated. If it is a non-program service purchased from a vendor, describe the nature of the service, why it is needed, and how the costs relating to its purchase were determined.

- vi. All other sources and amounts of funding that will support the proposed program.
- vii. Demonstrate how funding will support proposed programs in addition to the budget included in Section E.
- viii. If applicable, justification for all start-up costs.

3. Evaluation

- a. This section will be evaluated based on the expectations listed in this section. It is worth a maximum of **10** points In the Proposal Evaluation.

Section 3 – List of Attachments

**All attachments for this RFP can be found in the RFP Documents tab in the HHS Accelerator system.*

- Attachment A – General Information and Regulatory Requirements
- Attachment B – Doing Business Data Form
- Attachment C – Proposal Budget Summary
- Attachment D – Proposal Caseload Summary

Section 4 – Basis for Contract Award and Procedures

A. Proposal Evaluation

All proposals received by MOCJ will be reviewed to determine whether they are responsive or non-responsive to the requirements of this RFP. Proposals that are determined by MOCJ to be non-responsive will be rejected. MOCJ will evaluate proposals pursuant to the criteria set forth in the RFP including the quality of the proposer’s approach and program design. In addition, MOCJ will assess the proposer’s successful, relevant experience providing similar services, the organization’s staffing model and the organizational structure as it relates to the service delivery capacity for this program and the organization’s other programs. Awards will be made to responsible vendor(s) whose proposal(s) is/are determined to be the most advantageous to the City, taking into consideration the price and such other factors or criteria including economies of scale and appropriate geographic distribution of services. MOCJ reserves the right to determine, based on the proposer’s demonstrated organizational capability and the best interests of the City, at what level of services a contract will be awarded as well as the dollar value of each such contract. A separate and complete proposal must be submitted for each borough.

MOCJ also reserves the right to conduct site visits, interviews and request that proposers make presentations as MOCJ deems applicable.

B. Contract Award

Contracts will be awarded to the applicants 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. MOCJ will also review responses to determine the extent to which the proposed price is fair and reasonable, which it also will consider when issuing awards. MOCJ reserves the right to award to more or less vendors based on the best interests of the City and to allow for a distribution of services Citywide. In the case that a proposer is eligible for more than one contract award, MOCJ reserves the right to determine, based on the proposer’s demonstrated organizational capability and the best interest of the City, respectively, how many and for which borough the proposer will be awarded a contract.

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Proposals will be ranked in descending order of their overall average technical scores and MOCJ will establish a shortlist through a natural break in scores for technically viable proposals. 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:

- MOCJ reserves the right to consider economies of scale for proposers who propose higher service targets and/or more intensive service levels when making a fair and reasonable determination of cost;
- MOCJ reserves the right to determine, based on the proposer's demonstrated organizational capability and the best interests of the City, how many and for which boroughs, a contract will be awarded as well as the dollar value of each such contract;
- MOCJ 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;
- MOCJ reserves the right, prior to contract award, to determine the length of the initial contract term and each option to renew, if any;
- MOCJ reserves the right, prior to contract registration and during the term of the contract, to change the program service size, program type, model and/or gender of its population depending on the needs of the City;
- MOCJ reserves the right, prior to contract registration and during the term of the contract, to change the program size, depending on the needs of the court system or the communities served;
- MOCJ reserves the right, to evaluate the effectiveness of programs after one year of operations and subject to future need and anticipated additional funding; and,
- MOCJ reserves the right to conduct site visits of current organization's locations/physical plants or anticipated locations.

Contract award shall be subject to timely completion of contract negotiations between MOCJ and the selected proposer.