

Specialization Model for Adult Reentry - Providing Reentry Employment Services to 250 Men During Incarceration and Post Release
 EPIN: 07216N0005 PIN: 072201643APC

Basic Information

Expression of Interest Due Date	June 13, 2016 - 5:00 P.M.
Agency Contact Person	Ava Rice, ava.rice@doc.nyc.gov
Expression of Interest Instructions	If your organization is interested in being considered for award, please send an expression of interest addressed to DOC Central Office of Procurement at 75-20 Astoria Boulevard, Suite 160, East Elmhurst, NY 11370, or email the agency contract person. Although there is no limit, vendors are strongly encouraged to limit their Expressions of Interest to seven pages in length.
Anticipated Contract Term	It is anticipated that the term of the contract awarded from this solicitation will be three years with three one-year renewal options.
Anticipated Number Contracts	1
Anticipated Funding	The budget for each year of programming is \$980,210.00, with the total three year budget being \$2,940,630.00.
Payment Structure	The payment structure will enable the selected candidate to invoice DOC at set rates for personnel and overhead expenses and a line item budget for OTPS items. The vendor will invoice DOC on a monthly basis to be paid within 30 days of receipt of an approved invoice.
Subcontracting	Upon DOC approval, sub-contracting will be allowed for certain specialized services, including but not limited to weekend programming and hard skills training and other certifications for employment.

1. Program Background

The Adult Programs of New York City (NYC) Department of Correction (DOC or Department) seeks applications from qualified vendors to develop a multi-systems program that will provide client-centered services specially designed to meet the needs of adults (22+) in DOC’s custody. The Department will partner with leading social service providers with the necessary expertise to effectively work with this segment of the DOC population. The adult population in DOC custody comprises of about 86% of the total inmate population. The DOC currently provides programming on a daily basis to about 35% of adult inmates who are interested and available, which leaves about 65% of interested and available inmates without services.

Programming for inmates is a critical component of the 14 Point Reform Agenda to reduce violence at the DOC, and as such, the DOC is committed to ensuring that the most effective and innovative programs are implemented across facilities. Taking this into account, this program will address some of the most critical and prevalent needs affecting adults in DOC custody and those most germane to the reduction of both in-facility violence and recidivism rates: substance use needs, criminogenic needs, women's needs, and veteran's needs.

2. Target Population & Service Level

The program will serve 250 sentenced and detained adult males ages 22 and older in DOC custody whose primary reentry needs include but are not limited to securing and maintaining employment, with an emphasis on Cognitive Behavioral Therapy as related to career development and job retention, hard skill training for in-demand, background friendly careers, and transitional employment opportunities. To expand existing employment programming, this program will provide integrated, evidence-based pre and post release services that seek to train program participants to secure and maintain employment post release.

The target population will be referred to the contracted social service provider for comprehensive pre and post release services offered seven days per week. Monday through Friday, jail-based facilitators will each run two daily 2.5 hour sessions with 25 participants in each group. Weekend programming will consist of a variety of activities which may include: arts and crafts, physical training, health and wellness activities, book clubs & discussions, interactive journaling, and additional hard skills workshops.

3. Program Requirements

a. Qualifications and Experience

The organization should have extensive experience and the organizational capacity in providing the services listed below to the target population.

b. Program Expectations

- Cognitive Behavioral Therapy (CBT) infused job readiness training to better position participants to secure and maintain employment.
- Hard skill training for in-demand, background friendly sectors.
- Transitional employment opportunities aligned with the afore-mentioned job readiness and hard skill training.
- Administration of evidence-based assessments evaluating participants' unique criminogenic and re-entry needs.
- Referrals to relevant supportive services, including, but not limited to (transitional) housing, employment training, workforce development and (mental) health care.
- Arts and crafts, creative expression, physical fitness and other courses centered around participants' interests.

- **Linkage and Retention**
 - Discharge planning will begin on day one of incarceration, and will be tied into the services and insights obtained through group and individual work, and matched to goals identified by each individual.
 - The contracted provider will utilize a Critical Time Intervention (CTI) approach to both in-custody and community-based services, engaging inmates directly upon admission and within 72-hours of release. Once engaged post-release, the provider will maintain contact with the client in the community for a minimum of one year.

- **Post Release Services**
 - Community Facilitators will be responsible for the post-release services and will thus already be known to the individuals before discharge, and will have established a rapport at the most critical time of transition in order to maximize successful

- engagement.
- Contractor would have the capacity to provide a direct linkage to their vast array of community-based services, which may include: starter kits with toiletries, metro cards and food vouchers, transportation, case management, benefits screening, paid internships, employment placement assistance, residential or outpatient treatment, family reunification support, continued group and individual counseling, peer support and mentorship programs, relapse prevention, referrals for housing, health and mental health referrals, and other referrals consistent with their individualized discharge plan.
- The selected vendor will be required to maintain program offices in their Borough-based hubs. These offices will need the capacity to maintain program performance data and meet with clients released to the community.
- Services will take place on the housing units, and staff must be available to provide evening programming as needed.
- **Reporting:** Weekly reports with the names and attendance outcomes of all inmates who were scheduled for groups; weekly and monthly aggregate reports on attendance outcomes; weekly reports with individual-level data on post-release outcomes; monthly aggregate reports on post-release services. The proposed vendor's inmate programming and post-release services may be subject to regular evaluation by the City or another entity designated by the City.
- **Staffing** for both for both pre and post release programing should include, at minimum, the following positions. Of Note: Thirty percent of the employees must be bilingual. Staffing for both pre and post release programing should include, at minimum, the following positions listed below. Of Note: Thirty percent of the employees must be bilingual.
 - **Program Director (1):** MA, LCSW/LCSW-R (Bilingual).
 - **Facilitator (3):** full time position: MA, LCSW/LCSW-R
 - **Hard Skills Facilitator (2):** full time position
 - **Community Facilitator (2):** MA, LCSW/LCSW-R
 - **Hard Skills Facilitator/Employment Specialist (1):** full time position, bilingual.
 - **Per Diem Weekend Consultants**

Note: at least two-thirds of the non-hard skill staff must have master level degrees. The DOC will not consider exceptions on a case-by-case basis.

4. **Expression of Interest Content & Instructions**

The Expression of Interest should specifically state the following:

a. **Experience:**

- Describe the proposers experience providing CBT infused job readiness training to sentenced and detained adult males in custody of the New York City Department of Correction.
- Describe the proposers experience providing hard skill training for in demand, background friendly sectors to sentenced and detained adult males in custody of the New York City Department of Correction.
- Describe the proposers experience providing court involved sentenced and detained adult males ages 22+ following their release from DOC custody with referrals to relevant supportive services, including, but not limited to (transitional) housing, employment training, workforce development and (mental) health care.
- Describe the proposer's experience administering evidence-based assessments evaluating the unique criminogenic and re-entry needs of court involved sentenced and detained adult males in custody of the New York City Department of Correction.

b. **Organizational Capability**

- Describe the proposer’s staffing, and operating systems, such as management, supervision, quality assurance and control systems –including risk management and financial controls.
- Describe the proposer’s ability to quickly assume program operation.
- Attach documentation of the proposer organization’s current gross annual revenue, revenue sources, additional sources of funding that will support the proposed program and numbers of clients served on an annual basis.
- Describe the proposer’s ability to manage federal, state, and city contracts.
- Attach a chart showing where, or an explanation of how, the proposed services will fit into the proposer’s organization.

c. Proposed Approach

- Describe the proposed program model including program components (i.e. CBT-informed curriculum, methods of service delivery pre and post release, vocational training and workforce development modalities, transitional employment, financial literacy, linkages and referrals to services, assessments used).
- Attach the proposers expected measureable outcomes (program attendance, job placement, housing outcomes, referrals to services and treatment) and how the agencies approach will help to achieve those outcomes.
- Describe the proposer’s data collection and management strategy, taking into consideration the challenges of collecting and retaining data in the DOC environment.
- Demonstrate linkages with community-based organizations offering treatment services including but not limited to, housing, substance use, mental health, employment and family re-unification.

5. Basis for Contract Award and Procedures

a. Expression of Interest Evaluation

All expressions of interest received in the manner set forth will be reviewed to determine if they are responsive to the material requirements of this solicitation. Expressions of interest determined to be non-responsive will not be further considered. Expressions of interest determined to be responsive will be considered in terms of Experience, Organizational Capability and Proposed Approach.

b. Negotiations & Contract Award

DOC will enter into negotiations with the vendor(s) determined to be the best qualified at the time of evaluation, based on consideration of the above-cited factors. A contract will be awarded to the responsible vendor(s) whose offer(s) is/are determined to be the most advantageous to the City, taking into consideration the price and the other factors set forth in this solicitation.

DOC reserves the right to conduct site visits, to conduct interviews, or to request that organizations make presentations, as deemed applicable and appropriate. Although DOC may conduct discussions with organizations submitting acceptable expressions of interest, it reserves the right to award contracts on the basis of the initial expression of interest, without discussions; therefore, the expression of interest should contain the best programmatic and price terms.