

**RUNAWAY AND HOMELESS YOUTH SERVICES
STATEN ISLAND DROP-IN CENTER
Notice of Intent to Negotiate
PIN: 26009RHYSINA**

DYCD is seeking appropriately qualified not-for-profit organizations to provide Drop-In Center services in Staten Island for Runaway and Homeless Youth (RHY) under age 21 and youth at risk for homelessness. The drop-in center services would include but not be limited to: crisis intervention, assessment, counseling, and mediation; transportation to RHY residential programs or other safe locations; life skills and work readiness assistance; educational counseling; and referrals to other services, including, in particular, education and career development, health and mental health and substance abuse treatment programs.

Runaway and Homeless Youth Services

DYCD's continuum of care for RHY includes four service options: Borough-based Drop-In Centers, Crisis Shelters, Transitional Independent Living Programs, and Street Outreach Services. Youth become homeless for a variety of reasons - many run away from home because of conflict with parents. Some are rejected by their families, for example, because of sexual orientation, an unplanned pregnancy, problems at school, or use of drugs and alcohol. Others have been exposed to sexual exploitation, domestic violence, or parental neglect. Whatever the cause of their homelessness, RHY tend to have multiple needs, all of which must be addressed if they are to get on track for success. In addition to a safe place to live, they typically require health, mental health, education, and employment services.

In safe and welcoming environments, the Drop-In Centers will offer activities and experiences designed to help participants become healthy, caring, responsible adults. Every aspect of services will be infused with positive youth development principles. Contractors will set and maintain high expectations for participants and help them take advantage of education and career development opportunities.

Staten Island Drop-In Center

The Staten Island Drop-In center would be staffed by a full-time program director and at least one community connections coordinator, at least one of which would have an MSW or related degree. The Drop-In Center would provide a range of services and information and facilitate access to other local resources so that families are better able to help youth develop into healthy, well-functioning adults, allowing crisis shelter and TIL programs to focus on youth with no other options.

The contractor would be responsible for setting up direct linkages with health and mental health services, schools, and other RHY programs, including street outreach services, to create an interlocking network of services for youth.

Hours of Operation

The drop-in center will be easily accessible by public transportation and operate at least six days a week from 12:00 noon to 9:00 pm on four weekdays and 12:00 pm to 6:00 pm on Saturdays and Sundays. Unless otherwise approved by DYCD, each drop-in center would offer services on Saturdays and Sundays but would be allowed to close one other day during the week. The day selected for closure would be subject to DYCD approval.

Target Population and Service Levels

The target population for the drop-in centers is at-risk youth and runaway and homeless youth under age 21, throughout the City. Each drop-in center would serve a minimum of 1,200 youth annually, and each community connections coordinator would provide case management to at least 120 unduplicated youth annually.

Core Program Elements

The drop-in center would include the following core elements:

- Public Outreach, Education and Awareness
- Welcoming Environment
- Resources and Information
- Preliminary Assessment and Referrals
- Case Management/Counseling

Anticipated Contract Term and Maximum Available Funding

It is anticipated that the term of this contract will be three years, starting July 1, 2009. DYCD will have an option to renew these contracts for up to three additional years. It is anticipated that the maximum available annual funding will be \$200,000.

If your organization is interested in being considered for award, please hand deliver a written expression of interest addressed to my attention at 156 William Street, Second Floor, New York, New York 10038 no later than 5:00pm, Monday, June 8, 2009. The expression of interested should specifically state the following:

- Proposed location of the drop-in center
- Anticipated number of youth served, cases opened and number of workshops to be provided at anticipated locations
- The proposed facility, its accessibility, and its amenities, including number of offices and other rooms, and the space designated for private counseling
- How the organization will establish a welcoming and safe environment for RHY and at-risk youth and their families
- How the organization will conduct assessments and develop Individualized Service Plans where youth are referred for case management and counseling
- Local resources and opportunities for RHY, particularly housing options
- The organization's capability to carry out the program, beginning services on July 1, 2009.
- How the organizations approach will successfully fulfill DYCD's goals and objectives set forth above.

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 the following factors:

- Appropriateness of each proposed facility.
- Demonstrated level of organizational capability to provide services, beginning July 1, 2009.
- Demonstrated quantity and quality of successful relevant experience.
- Quality of proposed approach to providing services to Runaway and Homeless Youth.

DYCD 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.

If you have any questions concerning this matter please contact me at (212) 513-1820 or acco@dycd.nyc.gov. Thank you.

Sincerely,



Daniel Symon
Agency Chief Contracting Officer