

Cornerstone Program RFP Pre-Proposal Conference  
October 8, 2015

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NEW YORK CITY  
DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT  
CORNERSTONE PROGRAM RFP  
PRE-PROPOSAL CONFERENCE

October 8, 2015  
2:00 p.m.

Transcribed by:

Nicole Ellis

PANEL MEMBERS:

- |                         |   |
|-------------------------|---|
| NATASHA MAST            | HHS Accelerator   |
| DARRYL RATTRAY          | Associate Commission<br>Cornerstone Programs                      |
| JESSICA VIDES-HERNANDEZ | Senior Director<br>Cornerstone Programs                           |
| BOB FRENZEL-BERRA       | Planning, Research and<br>Program Development                     |
| ZENAIDA MARIE WHITE     | Moderator<br>Assistant Deputy Agency<br>Chief Contracting Officer |

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SPEAKERS:

WESNER PIERRE	CAMBA
GEOVANTI STEWARD	BUILDING EDUCATED LEADERS FOR LIFE (BELL)
DAMYN KELLY	SOUTHEAST BRONX NEIGHBORHOOD CENTER
SHELEVYA PEARSON	ROYAL INC.
JEN POWELL	GRAHAM WINDHAM
BRET RATNER	GOOD SHEPHERD SERVICES
CORDELIA SPRINGSTUBB	HENRY STREET SETTLEMENT
GRETCHEN CRAIG	YMCA OF GREATER NEW YORK
RUBIN DURANT	BROOKLYN BALLERS
LAUREN MURAN	UNITED NEIGHBORHOOD HOUSES
HELEN COLON	EL PUENTE
HELENA KU	QUEENS COMMUNITY HOUSE

ALSO PRESENT:

DANA CANTELMI	Agent Chief Contracting Officer
LEROY WILLAMS	NYCHA Representative
CORNELL WIRSBY	NYCHA Representative
JAMES FLAUM	HRA Representative

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MS. WHITE: Well good afternoon and welcome. On behalf of Commissioner Bill Chong, I would like to welcome you to the Department of Youth and Community Developments Pre-Proposal Conference for the Cornerstone Program RFP. My name is Zenaida Marie White, I'm the Assistant Deputy Chief Contracting Officer here at DYCD. I have the privilege of moderating the panel today, as well as presenting to you some vital essential information regarding this RFP. So thank you again for joining us today, you're in for a treat.

We look forward to answering all of your questions. Any clarifications you need, we're interested, we're here and excited to assist you. But before we do that, I'd like to introduce to you our dynamic panel. Our team that's here, ready and armed, and ready to assist.

Let's begin with our Cornerstone Programs Associate Commissioner, Mr. Darryl Rattray. Our Senior Director

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for Cornerstone, Jessica Vides-Hernandez.  
And we also have, hailing all the way from  
Brooklyn, New York, our HHS Accelerator  
Specialist Natasha Mast, and also to  
assist with questions from our Planning,  
Research, Development Department, we have  
Bob Frenzel-Berra.

And everyone here on the panel is  
here and ready to assist and present, but  
we also have some members in our audience  
that are going to be on-hand for any  
additional information you may need.

Beginning with NYCHA, we have a  
couple of representatives from NYCHA,  
Mr. Leroy Williams and Mr. Cornell  
Wirsby -- Ms. Cornell Wirsby, thank you.  
I apologize for that, Ms. Cornell. And  
then, from HRA, we have our representative  
James Flaum. And James is actually here  
from HRA's business link, and he's going  
to be available after the conference to go  
over any information you may need regarding  
this new Public Assistance Rider.

Okay. So moving along with our

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agenda, I'm going to begin with the  
welcome and timeline.

The proposal due date and time for  
this RFP, please pay careful attention,  
this deadline is November 5, 2015 at  
2:00 P.M. There is no going beyond this  
deadline. The proposals must be submitted  
by this due date and time in the HHS  
Accelerator System. No hard copies of the  
proposal can be submitted to our agency,  
only through the HHS Accelerator System,  
and Natasha Mast is going to come up later  
and review those procedures with you. How  
many here are familiar with HHS? Okay,  
majority, great.

Now moving along. We anticipate that  
the awards for this RFP will be announced  
in the winter of 2016. Contract terms for  
these awards is anticipated to be from  
July 1, 2016 to June 30, 2019, with an  
option for DYCD to renew for up to three  
years. Questions regarding this RFP after  
today, can be submitted in writing. You  
can submit your questions to

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2 rfpquestions@dycd.nyc.gov. Again, because  
3 we love deadlines, we're giving you  
4 another deadline for the questions, and  
5 that is -- all questions must be received  
6 by October 23. But in all truth and  
7 sincerity, this deadline is to make sure  
8 we have ample time to give you the  
9 appropriate and timely response that you  
10 need for your proposals, okay.

11 Evaluation criteria. There is a  
12 basis for award and evaluating your  
13 proposal, and we just want to highlight --  
14 emphasize for you what the categories look  
15 like, and the points that will be  
16 allocated for each category. Beginning  
17 with Organizational Experience, a maximum  
18 of 20 points will be given for this  
19 category. Staffing, a maximum of 20  
20 points will be allocated for this  
21 category. School Partnership/Center-Based  
22 Expectations, maximum of 15 points will be  
23 given for this category. Activities  
24 Design, 40 points, a maximum of 40 points  
25 will be given for this category. And

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Budget Management, a maximum of 5 points,  
okay.

Now we're going to move right along  
with our brief presentations. And we have  
coming up for you right now, Natasha Mast  
to review HHS Accelerator System and  
pre-qualifying. Thank you.

MS. MAST: Hi, my name is Natasha  
Mast. I work for the Mayor's Office of  
Operations in HHS Accelerator. I just  
want to get a sense, is anybody in here  
not yet pre-qualified? Okay, beautiful.  
So we'll get started.

This is just to go on the record  
saying that all RFPs must be submitted  
through HHS Accelerator. The process has  
changed, and you have to be eligible to  
propose. That means you've gone through  
our pre-qualification in order to be able  
to review the RFP, review any addendums,  
and also submit proposals through our  
system. So if you don't feel like you're  
in the right spot, my colleague Ken is in  
the back, put your hand up, and I are both

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here so we can answer any questions and there's definitely sufficient time to get you pre-qualified before the due date.

The due date in our system is 2:00 P.M., so if the submissions -- when the procurement closes, when the RFP -- when it passes to DYCD to close it, and we're not able to change it in the back end, it looks like submitted, or things like that, you have to get it submitted by the deadline. So I'm saying that, sometimes we get asked, and I just wanted to be clear on that.

If you have any questions as you are working in our system, you can always e-mail us at [info@hhsaccelerator.nyc.gov](mailto:info@hhsaccelerator.nyc.gov), but I have cards that have that e-mail up front, so you can grab one from me at the end. If you have any policy questions, those have to go to DYCD, to the e-mail that was referenced before.

Our system has four parts. It has a Document Vault, where you can upload and share documents. You can also get

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pre-qualified for this opportunity, as well as health and human service opportunities from 14 City agencies. So definitely check out our system if you haven't already just to see everything that's coming up. This is also where you view opportunities, submit proposals, and you'll actually be told, via the system, if you're selected for award, so pay attention to our e-mails based on the timeline to see if you received the award. And some of you, for some of agencies you work with, you may be using our system to submit budgets, do invoicing, and get paid as well.

This is our system. If you're not pre-qualified, you go to the Application tab and complete the application. But I'm going -- and the application has two parts; the business application and the service application. I'm not going to go into more detail right now, but if you're not pre-qualified just make sure that we touch base, because this should be a

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pretty simple process. Once you're pre-qualified, it's for three years, so you don't have to go through this every single time you apply.

So this is why we're here today. So when you're ready to submit your proposal, you can actually start now, and just don't click submit. So you would go to the Procurements tab in our system, you'd find the opportunity. On the Procurement Summary tab, you can see the deadline, and you can see some basic information about the opportunity, and also how many -- how much funds is being allocated for the opportunity. On the Services and Providers, this is the -- kind of the matchmaking section of our page, so I thought I would highlight that, just spend a second there. This is where you can see who else is pre-qualified for this RFP. So imagine you're pre-qualified, but you only provide one of the services for this opportunity. So maybe you don't feel like you have the capacity to run and submit

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the proposal for the entire, you know, to DYCD for this opportunity, but you think of yourself as maybe a good subcontractor. You can search and you can see who's qualified for the overall opportunity, and then who's not -- who's qualified for maybe the service you're qualified and see the difference, and you could reach out to those organizations and say, "Are you interested in a subcontractor?" If you click the names of any of the providers that are you qualified, you will see their phone number, for the organization, and the address. That's as good as the matchmaking happens in our system, but just a heads up on that.

The RFP Documents is where you would review all the RFP documents. Definitely pay attention for an addendum so that you can review all the questions and answers that came out of today's session.

When you're ready, this is where you'll click Add New Proposal. So it's very important, if you're applying to run

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multiple sites, you're going to be submitting multiple proposals, it's one site per proposal. So you click Add New Proposal. Systematically, it's very easy, you're just filling the basic information about your organization and uploading the required documents. So instead of coming with a box and all those documents, you're just uploading them to our system. So that's why when you have content questions, we refer you back to agency. So you can start this now, fill in who the appropriate contact is, fill in the site. And as you complete your required documents, you can upload those to the Proposal Documents tab.

Our two most common questions we get. If you're not able to submit, you think you've done everything and you're not able to submit, make sure you've filled in every required document. The tab does not become active until you've uploaded every document that's required. So that's one of the most common questions we get on the

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due date. The other question is, I can't submit and I did everything. Maybe you're a Level II user. So in your organization, Level II -- you have Level I and Level II users. So Level II's have the right to submit things formally to the City. If you've done all the work and you don't have the Submit, you can contact us; we can let you know who your Level II users are. But nobody is going to review your proposal until you've electronically signed and submitted, does that make sense? So if you've completed everything, the Submit button is inactive, nobody is looking at that proposal, you have to submit. I think we got it, but I just feel like I have to say it, 'cause I don't want you to do all the work and you don't get credit, and it doesn't get reviewed.

Once you submit it, we recommend you do it the day before, but maybe you're up to the wire. If you submit it and you realize you made a mistake and you submitted a document that had all the

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track changes or something like that, you can retract it under the Actions tab, and then just make sure you resubmit it. So do you see here how it says "Submitted"? Before 2:00 P.M., you just want to make sure, for the status, it says, "Submitted" not, "Draft," because that means it's going to be reviewed by DYCD, so that's really important.

That is about -- so that's it. The other thing is, we're here for you. We have a help desk that runs from nine to five, Monday through Friday. We have videos that show you how to get pre-qualified, we have videos that show you how to submit proposals. We have Webinars of all that, we have guides, Frequently Asked Questions. We should be here, it shouldn't be hard. If something seems hard systematically, let us know.

The other request that we have is, let's say your Internet goes out and it's 1:55 on the deadline. Also, let us know at the info box, we don't know if

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you're experiencing anything unless you  
let us know.

So that's it, I'm here at the end  
with some cards for our helpdesk, and you  
can ask me any questions you'd like.

Thank you.

MS. WHITE: Thank you, Natasha.

And now we're going to hear from  
Associate Commissioner, Darryl Rattray.  
He's going review the program  
expectations.

MR. RATTRAY: Thank you. Good  
afternoon. I'm Darryl Rattray, Associate  
Commissioner for Community Centers and  
Strategic Partnerships. We -- I said  
yesterday at the first Pre-Proposal  
Conference, that we're excited about this.  
For 69 of the centers, there hasn't been  
competition or an RFP. So we know to  
better the neighborhoods, there must be  
competition, there must be folks who are  
striving and trying to do better.

I won't be long, I just want to go  
over a couple of sections, because as

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Wesner is waiting for, Q&A is the most important part of the Pre-Proposal Conference. So I'll go over some sections and a few questions that came up yesterday and that we knew were already being asked.

But just some background. So sometime -- late 2008, we found out, the City found out, that NYCHA was maybe closing 19 community centers because of budget restraints. Back in 2008, the week of Thanksgiving, we were asked, "What can DYCD do as an agency?" So our process, of course, is an RFP, so we gave the City that timeline. And then the week of Christmas 2008, "what can you guys do January 1?" So if anyone was around during that time, we amended our Beacon Program, and the Cornerstone model is actually, the foundation of it is based off the Beacon model, because we felt that was the best holistic approach that fit, and then we tailored it later on with community input to develop the RFP itself.

So we launched the RFP in August

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2009, and the first 25 Cornerstone Programs started January 2010. And January 2014, we brought an additional 45 centers online. And in July 2015, this past July, the remaining 24 centers that NYCHA directly operated came on board as well. So again, I said it earlier, but this is the first time that 69 of these centers are being procured.

The process is a lot of meetings when we first open up the centers. So we're having meetings with the resident leadership, we're having meetings with stakeholders in the community and parents. So folks know our process and it becomes sort of a comfort zone for them 'cause they -- now they get that someone's not just getting the center, someone's not buying the center, that there's a citywide process to insure that the right services and quality services come to those neighborhoods. So people buy into our process and this mechanism.

During the 2009 phase, as we

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developed the RFP, we did a lot of market research. We went out, we had 18 focus groups for parent, we had some focus groups for teens. We had parent surveys, we gave about three-thousand teen surveys, we got back over two-thirds of them returned. We had meetings with, of course as I mentioned, with the NYCHA resident leadership, community-based organizations that did work at the developments, school officials and principals, and of course law enforcement.

The findings from the research that we did was that homework was essential, and we should have homework at least an hour a day, and that came from the parents not the kids. That we needed, and we knew this, but we needed academic enrichment activities, college prep activities. We needed structured recreational activities. So it wasn't just open gym, it wasn't just kids running around with a basketball or some type of sports equipment, but it was structured, it was built in a way that

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these young people, or young adults, or adults can get positive outcomes from that activity. Computer and technology STEM-related activities, employment and readiness was big on the list. And of course, adult programing was pivotal to be part of that community center and have holistic development.

So program goals from then and also in the current RFP. So we want to ensure a safe, welcoming, inclusive environment that fosters a sense of belonging. One of the things that we learned -- I laugh because I used the term yesterday and they bothered me about it -- but one of the things, we had these scaling epiphanies. From the first 25 that we opened, to the 45 we added on, to the 24 that we added this past July, was that residents feel a deep connection and ownership over those centers. It's not just somewhere they go outside of their community, it's an extension of where they live. It's an extension of their apartment, so to speak.

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They feel a connection to it, they feel it should be there for them. So it's important that providers have staff from the community, it's important that providers spend that extra time on developing those relationships, and there's a sense of commitment, from the provider to that community, and a sense of inclusion.

Of course, holistic service systems community partnerships, and I'll talk about that a little more in depth a little later. But we found out that locally, the best thing -- the best approach is not you guys alone can do everything, it's impossible. It takes a village to raise a child, it takes a village to run a holistic, thriving, vibrant program. So that providers who are selected will be connecting to other local classrooms, organizations that have been doing work for years, will be connecting to resident councils, will be connecting to residents who may have a skill that they can bring

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to the center.

Giving young people voice and leadership opportunities is key, promoting intergenerational activities, and also enhancing your services. Again, not just through the local organizations, but don't be afraid to rely on another DYCD-funded program, or another City-funded program to come in and help provide services by using your space.

So our center operating hours. During the school year, on the weekdays we're open from Monday to Friday, 2 to 10 P.M., school year weekend is Saturday or Sunday from 10 to 5 P.M. And on school closing days, 8 to 6 P.M. So we're flexible -- we're going to be flexible with the weekday hours during the school year. For instance, if you realize that your center has been running for two months and no one comes from 9 to 10, for whatever reason, well maybe you should close at 9 and divert that additional hour to a Saturday or Sunday, or opening

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earlier. But that's something that we will programmatically negotiate with you once the awards are made, and once you set your benchmark.

Summer hours. During the week, Monday through Friday, 8 to 6 P.M., summer weekday evenings, 6 to 11 P.M., and summer weekends, 3 to 11 P.M. So that's right, we're open seven days in the summer, seven days a week for the entire summer, 3 to 11 P.M. The evening hours are part of the Mayor's action plan for public safety. Keeping the centers open to ensure that young people, young adults, adults, have a safe place to go.

What came up yesterday, a question a little about safety. So this is also a partnership, for the evening hours, with the Mayor's office of Criminal Justice, and the New York Police Department. So at the centers during the evening hours, we do have officers who are dedicated to being at the front door of the centers. What we've been doing for the past two

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years is bringing them into the centers. Let them interact with young adults. We have pictures of officers playing jump rope, doing a little bit of everything, basketball, so it's been a lot of fun.

Our performance targets. So at all sites for elementary-age programming, we expect an average daily attendance of 80 percent. For our middle school programming, we expect you to provide services for that young person for up to 200 hours. Achieving that would be 75 percent of 200 hours, which is 150. Our high school programming, 165 hours of service. Achieving would be 70 percent of that, which is a 115.5. And adults, we don't have an attendance requirement, but we do expect that you're working to provide vibrant programming for adults before and after, especially through some of the those partnerships. Now centers that are under ten thousand square feet, and I know you guys may have gone out this Saturday and measured the space to see

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2 which ones are -- no. We're going to  
3 include a list in the addendum of which  
4 ones are under ten thousand square feet.  
5 There actually 71 centers that are under  
6 ten thousand square feet. But the ones  
7 that are under ten thousand square feet,  
8 for middle school and high school, the  
9 attendance requirement is that you have a  
10 50 percent daily attendance of your  
11 enrolled participants. So under ten  
12 thousand square feet, middle school and  
13 high school, 50 percent average daily  
14 attendance of enrolled participants.

15 What's key or what's been key since  
16 day one of the Cornerstone Programs, is  
17 that we create these Cornerstone Advisory  
18 Boards. These are boards that  
19 participants, parents, the community are  
20 able to give feedback, give advice to  
21 their program, and also assist the program  
22 with developing their activities or  
23 design, in some cases fundraising, but the  
24 Advisory Board should consist of at least  
25 two duly elected residents from the

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Resident Council, parents, local school representations, local business, NYCHA staff, youth representation, of course. And the frequency, the best practice is monthly, but our requirement is that they meet at least quarterly. And, you know, local businesses, we initially think of that as Advisory Board, and it should be local merchants who can possibly donate or give something. It should also be those local grassroots organizations, again, that have been doing services at a community, and they're sort of a community-wide commitment, so this is the one platform they can come to and you guys can start building together.

Perfect segue to community partnerships. So again, I mention a lot of this in talking, but we are committed as an agency to fostering these local community partnerships at both our Cornerstone Programs and later in our Beacon Programs, where the model was originated. We're going to help you do

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2 that, but we expect you to go out, as part  
3 of our RFP requirements, you should have  
4 at least three external agreements, and we  
5 can get into that a little later as well  
6 during the Q&A, but those are with local  
7 institutions, resources that you're  
8 bringing into the center through those  
9 partnerships.

10 Some questions that have come up in  
11 the past week and a half and yesterday, so  
12 "Will providers be responsible for  
13 maintenance and repairs?" So originally  
14 we tried different constructs of providing  
15 maintenance and repairs. So one, off the  
16 top, you will not be responsible for  
17 repairs. But as of this past July,  
18 providers are responsible for cleaning and  
19 supplies. That is a separate budget that  
20 we will engage you with after we make the  
21 awards, so it's separate from the current  
22 budget you're working with and you  
23 shouldn't even include it in your plan or  
24 your construct, that will be a separate  
25 conversation that we have with those who

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are chosen. I just ask that all questions be held to the end, sorry.

"Will centers be rented out on the weekends or at all?" The answer to that is no, there are no more rentals at the NYCHA centers that we're at.

Historically, if you guys aren't familiar with it, centers can be rented out for everything from birthday parties, I've seen weddings on the calendar for center rentals. It's a resource for residents to be able to throw a party or gathering.

"Will there be furniture and equipment at the centers or will providers have to purchase new items for startup?" All equipment and the furniture that are currently at the centers will remain at the centers. Sometime in the spring, my staff will go out, we'll do a full inventory. We'll get the inventory to the providers that are selected for contracts. And we'll, of course, we'll ensure that the laptops don't grow feet.

The other question that came up

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yesterday, I thought I'll mention it 'cause we responded to it yesterday was, "If I'm a new provider and there's already been a provider there for five, six years, why am I applying? Is it a fair process or are they shoe-ins?" So every RFP that we do, every city solicitation is a fair, open process. So we encourage competition, we encourage you to go out take a look at the centers, we encourage you to apply.

And then I will turn back over to Zenaida with some post-award requirements.

MS. WHITE: Thank you, Darryl.

Okay so before we get to the Q&A session, which I know most of you are eager to begin, post-award requirements. Just keep in mind, once the awards are made, you want to be aware of the Public Assistance Hiring Commitment Rider, the General Information and Regulatory Requirements, and Notice For Proposer Subcontractor Compliance. Now I just want to pause right there at the subcontractor

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compliance. In the RFP, those of you who have read or know that the RFP says, we just want to, emphasize that all subcontractors and subcontracts are subject to DYCD's approval before any expenses are incurred or any payments are made to them by the prime contractor. All subcontractor reporting must be done through the Payee Informational Portal. Also please be advised that it is important that all subcontractors are identified in your proposal.

DYCD encourages MWBE participation and recommends the utilization of certified MWBEs, and you can also see the link on page two of the RFP. Transcript, presentation, and attendance rosters, especially for those of you who want to network and want know who's here. This information will be posted to our DYCD website for your viewing, and we expect that it will be available within a weeks time on our DYCD website.

Also as noted in the beginning, HRA's

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President is here today and after the conference in the reception area, they will have materials and be able to answer any questions you have regarding the Public Assistance Rider.

Okay so the question and answer session is about to begin. The way this works is, I'm just going to move this microphone to my left, you're going to stand here, make a line, and come and ask your questions, but I want to let you know some information.

One, this session is being recorded, this conference is being recorded, so we ask -- you can come up as many time as you want, but every time you ask your question, make sure you state your name and your organization, okay. Also, the purpose of the Q&A session is for questions regarding this RFP only. Anything that has to do with this RFP only, Cornerstone Programs, is the purpose for this Q&A. And for those of you who really have an earnest desire to make

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those connections, search out subcontractors, we do -- we are providing a chance for you to network, to connect, right after the session is over in this very room. And also anyone who needs to see NYCHA, or HRA, or any other questions, they will be in the reception area available for you. And some organizations were proactive, they wrote up their fliers, they wrote up their information. So we have some hand materials for you to take with you outside in the reception area when this conference is over.

So without further ado, please come up and ask your questions. Again, state your name and your organization.

Thank you.

MR. PIERRE: Hi, my name is Wesner Pierre, and my organization is CAMBA, and can I ask two questions or just one? Okay, two questions.

The first question is, with regard to the notation under the directors requirement, is it a degree requirement,

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because there are a lot of community members who, in different developments that we work in, that have lots of experience in terms of youth development. So the question is, is there a consideration for people who have five, ten-plus years of youth development experience who may not have a degree?

MR. RATTRAY: As of right now, that is a requirement. I would tell everyone to look forward to the addendum, we may have some clarification on that.

MR. PIERRE: Thank you.

And the second question is, for those who are not co-locators, you talk about community partnerships, do we need linkage agreements or do we just need to include verbiage in our narrative that says "here are the people who we work with."

MR. RATTRAY: For the --

MR. PIERRE: For co-locators they have co-locator agreements, obviously. But for non-co-locators, individuals who we work with like, for example, HRA or

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those kind of things?

MR. FRENZEL-BERRA: There's a place in the structure proposal for you to describe your partnerships, and that's where you would give us what your partnerships are in the details. But note that there are -- if you have a subcontract or a satellite arrangement, there's a form for you to fill out and submit with your proposal.

MR. PIERRE: So just the forms are --

MR. FRENZEL-BERRA: And also for co-locators.

MR. PIERRE: So co-locators and subcontractors. But no linkage, we can just describe it in the narrative.

MR. FRENZEL-BERRA: No linkage agreement is required, but you need to describe your partnership. If it involves, for example, a referral arrangement, you need to describe that in the structured proposal.

MR. PIERRE: Great, I appreciate that. Thank you.

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MR. FRENZEL-BERRA: Okay, I'm being corrected. Technically, there's no agreement form submitted for subcontractors, but it would be noted in your proposal.

MR. PIERRE: So what is the minimum three for, is it for partnerships, co-locators or a combination thereof.

MR. FRENZEL-BERRA: Okay. It could be a combination, it's up to you what partnerships you identify at -- what the external partners are going to be, and we provide that list on page eight. So it could involve some of these other arrangements.

MR. PIERRE: Great, thank you.

MR. FRENZEL-BERRA: The key there is external partnerships, so with organizations not your own.

MR. STEWARD: Good afternoon. Geovanti Steward from Building Educated Leaders For Life, known as BELL. We're interested in subcontracting in the summertime, elementary particularly;

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academics, tutoring, and enrichments.

In the COMPASS Programs, there's specific hour requirements, like STEM literacy, STEM enrichments, are there going to be more hour requirements for a specific summer program or is it really open in the way that it looks?

MR. RATTRAY: The program design is open, so we expect you guys to submit the best quality programming.

MR. STEWARD: Thank you.

MR. KELLY: Hi, Damyn Kelly, Southeast Bronx Neighborhood Center. First question I had goes back to the maintenance issue. In the budget, are we to include maintenance staff in the budget or is that also going to be separately negotiated?

MR. RATTRAY: That's entirely separate. So do not include any maintenance staff, custodial staff, supplies, in this budget. Once we identify the providers for award, then we will engage you with additional funding

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and expected additional budget.

MR. KELLY: Okay. Then the other question is, in terms of meeting SAC requirements and DOH requirements, is there going to be an expeditious process to have NYCHA address those issues?

MR. RATTRAY: Absolutely. Two parts to that answer. One, every current site has a SAC license. Two, yes, we will work with NYCHA closely and DOH as well to ensure that if there are any issues that arise, that they're taken care of immediately.

MR. KELLY: Then last question, actually two questions. The recent 2.5 percent Cola, is that included as part of the budget or is that something we can hope for down the road?

MR. RATTRAY: That is something you can hope for down the road.

MR. KELLY: I like that. And then the last question is, is the power point going to be made available online?

MR. RATTRAY: Yes.

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MS. WHITE: Within a weeks time we expect it to be available on DYCD's website.

MS. PEARSON: Hello, my name is Shelevya Pearson, and I represent Royal Inc. Not-For-Profit and Youth City Engagement Committee in Residence Association.

My question is, as an advocate of resident association, and I realize that DYCD is going to be funding different not-for-profits to bring services in. So my question is, is the community center going to be gauged in one area or one age group? Can you create, like, specifically for youths, can you create specifically for adults, or can you have it be a multiple-use facility?

MS. VIDES-HERNANDEZ: So it's a multiple-use center.

MS. PEARSON: Right. So in the scope, it wouldn't be geared towards one age group, it would be geared towards all age groups concerned in the community,

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correct?

MS. VIDES-HERNANDEZ: Yes.

MS. PEARSON: So if someone wanted to submit a proposal and they only dealt in the trade skills, do you think that their chances would be slim-to-none or could they create something like that without having to include children?

MR. RATTRAY: You should take a look at -- I mean, the RFP in the case, the number of slots from each age group that we expect activities and services for, and it also has some favorable program design. Our expectation is that what's submitted to us is holistic services within that framework for all age groups.

MS. PEARSON: For all age groups.

MR. RATTRAY: Six through adult.

MS. PEARSON: Okay. That was my biggest concern. I kind of wanted to know can we write a proposal for multiple uses as opposed to just one use, because as residents, every age group usually likes to use the community center for said

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purposes. So that's why that was a question. Okay, thank you.

MS. POWELL: Hi, my name is Jen Powell, I'm representing Graham Windham. Two questions, hopefully pretty straight forward.

We were looking at the dollar amounts in the eligible site chart, and it looks like the dollar amount is as a combined school year as well as summer program funding that we got this past -- to have this year. And so first question is, is that base-lined, so we can expect that amount or will there be an additional summer dollar amount like we saw this past year?

MR. RATTRAY: The additional funding -- the funding to keep the centers open 11 P.M.?

MS. POWELL: Yes, well the summer time funding, yes.

MR. RATTRAY: So the funding to keep centers open till 11 P.M. is embedded in the RFP and that's baseline.

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MS. POWELL: So we can't expect an additional dollar amount like we saw this past year, it's already built in.

MR. RATTRAY: It's currently built in. The only additional funding that the awards providers will receive is the funding for the cleaning.

MS. POWELL: And then the next question. So second part of that question, when it comes time to working out the budgets with DYCD, will we be asked to break out those dollars again or can we provide a budget that's all encompassing for an entire year? So we're not --

MR. RATTRAY: Got it. So we want a twelve-month budget.

MS. POWELL: That's good. Last question is, so we recently had approval from the Department of Health to have more, a hire number of younger children in one of our sites in the Bronx. And so we were -- right now, the dollar amount looks like it's for 40 children, elementary

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school children, for example. But the Department of Health said we could actually have as many as 50 in that space. Can we build a budget for 50 students or would we be expected, if we provided for 50 elementary school students as part of the matrix of youth, that we would then have to come up with extra dollars for those ten kids?

MR. RATTRAY: Our expectation is that you develop your proposal for the service numbers that are in the RFP.

MS. POWELL: Okay, perfect. That was it. Thank you very much.

MR. RATNER: Hello, Bret Ratner from Good Shepherd Services. Two quick questions. For the activity schedule, the attachment form, it asks for the first month of the programming. Does that mean the summer or should we start school year?

MR. RATTRAY: So as of right now, we expect that first month would be July. It indicates the first month the program starts. Expect clarification in the

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addendum.

MR. RATNER: The second question is, for the satellite code for satellite agreement form, that's optional, if we do one off, so if we do an event one time a year at a hospital or space, is that a satellite or is the assumption that it's programming every single week?

MR. RATTRAY: So that wouldn't be considered a satellite. Satellite is more regular programming. So hypothetical example, there's an art center and we use that art center weekly or every other week for young people, or young adults, or adults too for programming.

MR. RATNER: So if you use the art center one time a year, it would not be?

MR. RATTRAY: Yes.

MR. RATNER: Okay.

MS. SPRINGSTUBB: Hi, Cordelia Springstubb from Henry Street Settlement. Can you talk about the center operating hours that are required and the flexibility for example, on Saturday, if

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we wanted to shifts from 10 to 5, 8 to 3,  
or whatever, is that possible?

MR. RATTRAY: So where we give the  
flexibility is going to be from Monday to  
Friday during the school year. And if  
after a month or two you realize that  
folks don't show up from 9 to 10, and  
you want to propose closing earlier but  
opening earlier, we would entertain that  
problematically. So you could transfer  
that hour or hours to the weekend or you  
can open up earlier instead of from 2 to  
10, you're doing services from 12 to 8 or  
9.

MS. SPRINGSTUBB: So there's no  
flexibility during the summer but there is  
during school year?

MR. RATTRAY: That's correct.

MS. SPRINGSTUBB: Thank you.

MS. MEZLIBORSKY: Hi, I'm Laura  
Mezliborsky from the Kings Bay Y in  
Brooklyn.

My question is, if we're having on  
our premises already after-school program

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and youth programs and everything, are we going to be considered as a co-locator if we want to run some of the activities not in the Cornerstone site, which happens to be a block away from us, but on our premises. Should we make some special agreement or it just has to be explained in the RFP?

MR. RATTRAY: So in your question, are you planning to run, hypothetically, the entire elementary program at a different location?

MS. MEZLIBORSKY: Let's say so, yes.

MR. RATTRAY: So the expectation is that the core services happen at that center, and that any satellite programs are additional enhancements to the program. And again, my example is sort of that art space that has special features that you're taking people to. Not that the entire program happens off-site.

MS. MEZLIBORSKY: So let's say if I want to provide some structured sports activities for youths and kids, I can take

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them to my center.

MR. RATTRAY: Absolutely.

MS. MEZLIBORSKY: I should make a satellite agreement and propose my organization as a satellite or it's -- cause it's a little bit tricky.

MR. RATTRAY: You can list it as a satellite, but it is at the your organization, it wouldn't be considered an external partnership.

MS. MEZLIBORSKY: I understand that.

MR. RATTRAY: But you can list it as a satellite.

MS. MEZLIBORSKY: Thank you.

MS. CRAIG: Hello, I'm Gretchen Craig from the YMCA of Greater New York. My question is, I was looking at the budget, like the totals in the eligible site form, and the number of people served in each category and then putting that with a price per participant. And when I multiplied the elementary, and middle school, and high school, and adults, I didn't get the total budget amount that

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was listed, so I just wanted clarification around that.

MR. RATTRAY: So it's, the base amount is the price per participant and then what's added on is an additional \$96,593 that supports the summer evening evening programming.

MS. CRAIG: Okay, thank you.

MR. DURANT: Hi, good afternoon. Rubin Durant, Brooklyn Ballers. The second-to-last slide talked about MWBE. Is it encouraged or isn't it encouraged, meaning would organizations or agency that subcontract MWBE organizations and community -- local community-based organizations or entities get additional points as a way to encourage local development and local expansion of opportunities to local residents.

MR. RATTRAY: So it's highly encouraged but there's no additional points.

MR. DURANT: Thank you.

MS. SPRINGSTUBB: Sorry, just thought

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2 of something else. Cordelia Springstubb,  
3 Henry Street Settlement.

4 For the satellite form, satellite and  
5 co-locator forms, if we're a multi-service  
6 organization, say we run an art center,  
7 should we get our art center to sign one  
8 of those forms or is it not necessary,  
9 'cause it's our own?

10 MR. FRENZEL-BERRA: You would need to  
11 have a form.

12 MS. SPRINGSTUBB: We should do a form  
13 even if it is an internal --

14 MR. FRENZEL-BERRA: Yeah.

15 MS. SPRINGSTUBB: Okay, thank you.

16 MS. MURAN: Hi, I'm Lauren Muran from  
17 United Neighborhood Houses. So we've  
18 contracted the budget of some of the  
19 existing Cornerstones with the amounts  
20 that are available for the sites and found  
21 that in some cases the RFP offered lower  
22 numbers. So we wanted to know if DYCD has  
23 adjusted the expectations for those sites?

24 MR. RATTRAY: So there are two  
25 variations that I know of that we did.

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One, we may have adjusted up or down based on the SAC capacity of a site. Two, the difference in numbers is also the fact that the custodial services are not embedded in the RFP. So that's an additional portion that will be added on that folks are looking at now as their current base, but it's not in this RFP.

MS. MURAN: Okay, that makes sense. Thank you.

MS. COLON: Hello, Helen Colon, I work for El Puente. I have a question in regards to one of the current sites. Comparing the numbers of required elementary youth for the new RFP and the number of elementaries that are currently served, it has almost doubled, is there a reason as to why?

MR. RATTRAY: If it increased, it would be to meet the actual SAC capacity.

MS. COLON: Okay, I would have to look at the SAC capacity to find out.

MR. RATTRAY: If you believe that's an error, I would say send an e-mail to

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rfpquestions@dycd.nyc.gov and we'll read better from there.

MS. COLON: Thank you.

MS. WHITE: If there are no more questions, I'd like to ask you to be proactive. In the event that you are awarded -- in the event that you're awarded, we want to make sure that you get your VENDEX business straight, and that you make sure all your filings are up to date with the charities for your registration. We want to be able to expedite registration on these awards, so we thought in this Pre-Proposal Conference we would put that in there for you. So please look through your VENDEX questionnaire submissions, as well as your Charities Bureau Registrations. Those are often key items that hold up the registration process.

And now we do have one additional question, so.

MS. PEARSON: Shalevya Pearson from Royal Inc., I'm also with Residence

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Association and I deal with a lot of not-for-profits all around New York State to be clear.

What I would like to know is, can one entity submit a proposal for more than one community center? That's the first question.

MR. RATTRAY: Yes, but it's a separate proposal in Accelerator for each center you're applying for.

MS. PEARSON: Right. Second question is, okay so we can apply -- can different organizations from different boroughs, or better yet, do we have to know specifically what center we're aiming after?

MR. RATTRAY: Yes.

MS. PEARSON: Are they all NYCHA centers included or are there specific ones that's under the DYCD brand.

MR. RATTRAY: In the RFP there's a list of 94 NYCHA programs that are included in this program.

MS. PEARSON: So there's 94 centers.

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All around the city?

MR. RATTRAY: They're citywide,  
that's correct.

MS. PEARSON: Thank you.

MR. PIERRE: I couldn't resist  
myself. So last question, is there a  
limit to the number of centers or a cap?

MR. RATTRAY: It just came up  
yesterday. So there's no limit to the  
number of centers you can apply for, but  
keep in mind if you need to justify your  
capacity as an organization, that's  
something that we're going to look at,  
whether or not one organization can  
operate 94 centers or however many you  
apply for.

MR. PIERRE: Thank you.

MS. WHITE: To add to what Darryl  
said, DYCD, as stated in the basis for  
award, reserves the right to determine  
capacity based on the proposals you  
submitted.

Okay any more questions before I  
conclude the question and answer?

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And if you have questions, please  
line up.

MR. RATTRAY: We have time, so you if  
you have questions, keep them coming.

MS. KU: Just a clarifying question.  
Hi, good afternoon. Helena Ku, Queens  
Community House. Darryl, you referred to  
your PowerPoint on 75 percent for middle  
school youth, in terms of the attendance,  
but in the proposal it says 70, so I  
just --

MR. RATTRAY: That would be clarified  
in the addendum.

MS. KU: Okay, thank you very much.

MS. WHITE: So if there are no more  
questions, the question and answer session  
is officially now closed.

Many of you heard the term "addendum  
and addenda" mentioned, please know that  
if there's any addenda to the RFP, it will  
be issued through the HHS Accelerator  
System, as well as any notification for  
awards. Anything to do about the RFP will  
be issued through the HHS Accelerator

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System. Also be reminded, your proposals  
should be submitted through the HHS  
Accelerator System by November 5, 2 P.M..  
thank you so much, have a great day.

(Time noted: 3:06 p.m.)

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C E R T I F I C A T E

STATE OF NEW YORK            )  
  )        ss.:  
COUNTY OF QUEENS            )

I, NICOLE ELLIS, a Notary Public for and within  
the State of New York, do hereby certify:

That the witness whose examination is hereinbefore  
set forth was duly sworn and that such examination  
is a true record of the testimony given by that  
witness.

I further certify that I am not related to any of  
the parties to this action by blood or by marriage  
and that I am in no way interested in the outcome of  
this matter.

IN WITNESS WHEREOF, I have hereunto set my hand  
this 12th day of October 2015.

\_\_\_\_\_  
NICOLE ELLIS

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