

Cornerstone Program RFP Pre-Proposal Conference
October 7, 2015

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THE CITY OF NEW YORK
DEPARTMENT OF YOUTH & COMMUNITY DEVELOPMENT

CORNERSTONE PROGRAMS RFP
PRE-PROPOSAL CONFERENCE

2 Lafayette Street, 14th Floor Auditorium
New York, New York 10007

October 7, 2015
2:05 p.m.

Reported By:
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A P P E A R A N C E S:

Darryl Rattray, Associate Commissioner, Cornerstone Programs

Jessica Vides-Hernandez, Senior Director, Cornerstone Programs

Natasha Mast, HHS Accelerator

Bob Frenzel-Berra, Planning, Research and Development

Also Present:

Zenaida Marie White

Dana Cantelmi

Staff

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S P E A K E R S :

Liz Wright, Oasis Community Corporation, also known
as Roads to Success

Danny Rosenthal, HANAC

Christina Williams, Youth Action Programs & Homes

Ken Small, Bronx Works

David Calvert, YouthBuild

Kim McLaughlin, United Activities Unlimited

Elizabeth Licata, United Activities Unlimited

Andrew Holbein, Graham Windham

Eric Diaz, Vision Urbana, Inc.

Nicole Sumpster, Directions for Our Youth

Penni Bunyaviroch, Catholic Charities Community
Services, Archdiocese of New York

Larry Mayberry, Connection Church, Inc.

Sally Bowman, Flatbush Development Corporation

Stephanie Pigulsky, Police Athletic League

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2 MS. WHITE: Good afternoon and welcome.
3 On behalf of Commissioner Bill Chong, I would like
4 to welcome you to the Department of Youth and
5 Community Development's Pre-Proposal Conference for
6 the Cornerstone Programs RFP. My name is Zenaida
7 Marie White and I am the Assistant Deputy Agency
8 Chief Contracting Officer. Thank you so much for
9 joining us today. We look forward to answering all
10 of your questions and any clarifications you may
11 need regarding this Cornerstone RFP.

12 Before we begin, I'd like to introduce
13 our dynamic panel. On our panel this afternoon, we
14 have from the Cornerstone Programs, the Associate
15 Commissioner, Mr. Darryl Rattray.

16 (Applause.)

17 MS. WHITE: Also from Cornerstone
18 Programs, we have our Senior Director Jessica
19 Vides-Hernandez.

20 (Applause.)

21 MS. WHITE: From HHS Accelerator,
22 hailing all the way from Brooklyn, New York, we
23 have Natasha Mast.

24 (Applause.)

25 MS. WHITE: And here to assist with the

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2 question-and-answer period, we have our very own
3 Bob Frenzel-Berra from Planning, Research and
4 Program Development.

5 (Applause.)

6 MS. WHITE: In anticipation for some
7 additional questions you may have, we also have
8 seated in our audience a representative from HRA's
9 Business Link. They will be available in the
10 reception area after this conference to answer any
11 questions that you may have. Thank you, HRA.

12 And also in our audience, we have a
13 NYCHA representative.

14 (Applause.)

15 MS. WHITE: There's three right back
16 there. They will also be available to assist with
17 any questions.

18 So before turning this conference over
19 to the panel, I have some important information to
20 review with you today beginning with our time line.

21 The ever-important proposal due date.
22 These proposals are due November 5, 2015 at
23 2:00 p.m. Please note that these proposals are due
24 in the HHS Accelerator System. No proposals will
25 be accepted by DYCD unless they are entered through

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2 the HHS Accelerator System. In order to respond
3 to this RFP, you also must be pre-qualified in the
4 HHS Accelerator System. Natasha Mast is going to
5 go through more details regarding this system.
6 Also note, proposals submitted after this due date
7 and time cannot be accepted.

8 Award announcement. We anticipate that
9 the award announcement will be in the winter of
10 2016. Also note that upon receiving notification
11 that you've been awarded, we want you to be ready,
12 ready to ensure that we can move swiftly through
13 the registration process. So once you get through
14 the proposal process, get ready with your VEND EX
15 submissions, get ready with your Charities Bureau
16 filings with the New York State Attorney General's
17 Office. Okay? Don't say we didn't warn you.

18 Now we go through the anticipated
19 contract term. The anticipated contract term for
20 these awards is from July 1, 2016 through June 30,
21 2019 with an additional option to renew for up to
22 three years. If you have questions regarding this
23 RFP past this pre-proposal conference session, you
24 can submit your questions in writing to
25 rfpquestions@dycd.nyc.gov. Please note that these

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2 questions must be received by October 23, 2015.

3 We have evaluation criteria outlined as
4 you'll see it in the RFP. We want to emphasize
5 that for organizational experience, there's a
6 maximum of 20 points allotted; staffing, there's a
7 maximum of 20 points allotted; school
8 partnership/center-based expectations, a maximum of
9 15 points allotted; activities design, a maximum of
10 40 points allotted; and for budget management, that
11 would be a maximum of 5 points.

12 Now we are going to go through the HHS
13 Accelerator System's pre-qualifying and I'm going
14 to ask Natasha Mast to please come to the podium.

15 Thank you so much.

16 MS. MAST: Good afternoon. Hi. My
17 name is Natasha Mast. I work with the Mayor's
18 Office of Operations.

19 If you've submitted a proposal in the
20 past three years for a Health and Human Service
21 RFP, you've probably heard this but it's really
22 important that we state it each time. So I'm just
23 here to explain that since you last responded to an
24 RFP for Cornerstone, now everything is electronic
25 and is going to be through HHS Accelerator. So HHS

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2 Accelerator is a system that was launched in 2013
3 for you to be able to review RFPs and submit
4 proposals to RFPs.

5 All -- this is a little small, so I
6 apologize -- all of the RFPs are released through
7 our system. So just to get a sense of where the
8 room's at, how many of you were able to download
9 the RFP from our system?

10 (Whereupon, a response is given with a
11 show of hands.)

12 MS. MAST: If you're shy, you don't
13 have to put your hand up, but is there anybody not
14 yet pre-qualified in our system?

15 (Whereupon, a response is given with a
16 show of hands.)

17 MS. MAST: So I'm going to have
18 Vince -- do you mind putting up your hand? Find
19 Vince or I at the end of our session. We'll give
20 you our e-mail and our website, and we're here to
21 help you is the bottom line on getting
22 pre-qualified. We're pretty quick.

23 If you get pre-qualified in our system,
24 the way that it works, that gets you pre-qualified
25 for the Health and Human Services opportunities

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2 released by around 13 City agencies at this point.
3 So you're getting pre-qualified. It lasts for
4 three years. We're asking you for a lot of
5 foundational documents that used to be found in the
6 RFP. But now we're asking you up front once every
7 three years as opposed to every single time you
8 respond. So in the big picture, you should have a
9 lot of time savings with this process.

10 We can never say this enough and I know
11 we just said it, but proposals are due at 2:00 p.m.
12 So they need to be in the submitted status in our
13 system at 2:00 p.m. when you're submitting them
14 through our system. We've had some folks at 2:05
15 say please, and it's actually DYCD that clicks the
16 close button. So once they close the opportunity,
17 there's no way systemically for us to submit a
18 proposal after that time.

19 If you have any questions, I have a
20 card that we can pass around for our help desk. We
21 have a very good help desk and we're available
22 between 9:00 and 5:00 and somebody's always there.
23 We're able to answer content-related questions; how
24 do I upload this document, how does my colleague
25 gain access, things like that. But if you're

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2 asking us questions specific to the RFP, you would
3 need to send those to the e-mail on the RFP for
4 DYCD. So we're not the content experts about what
5 they're looking for.

6 Our system has four parts. We have a
7 document vault where you can upload and share
8 documents. There's the pre-qualification
9 application that I think most of you have already
10 completed. We also have the procurement roadmap
11 where you can see all the opportunities coming up
12 and you can apply for a service or get
13 pre-qualified at any time. And you can also
14 monitor on the roadmap when awards are made and
15 decisions are made. You can see -- you'll be
16 notified via our system about that as well. And
17 financials, don't worry about that today. But for
18 some agencies you can actually, once you're awarded
19 the contract, do budgets and invoicing in our
20 system as well.

21 So this is our system. And if you're
22 not pre-qualified, you would click here on the
23 Applications tab and that's where you're going to
24 get pre-qualified, up there. And we have tons of
25 guides, videos, everything, on our website. Most

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2 of you are just going to do everything from the
3 Procurements tab.

4 So this is what the pre-qualification
5 application looks like. The business application
6 is where we ask you for your foundational documents
7 and questions about if you are for profit, are you
8 non-profit. And then based on how you answer the
9 questions, we'll be asking you for specific
10 documents. If you don't have something, let us
11 know and then we can have a conversation and try to
12 help you.

13 Services is where you show us that you
14 have experience in the area that you want to
15 compete. You only need to be qualified for one of
16 the services listed on the Cornerstone RFP in order
17 to be able to compete. You don't need to be
18 qualified for every single one. And to be
19 qualified, you just need to show us -- it could be
20 a staff member resume or it could be a contract
21 that you already have, just one form of proof.

22 So we're here to talk about how you're
23 actually going to submit your proposal. You're
24 going to go to the Procurements tab. You're going
25 to find on the Procurement Roadmap -- I'm kind of

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2 skipping a lot of content because I think a lot of
3 you know this -- you're going to find the
4 opportunity which you've all done if you've already
5 read the RFP, you probably have made it this far.
6 You can read all the Procurement Summary tabs.
7 That's very important because it tells you
8 important dates like today's pre-proposal, but also
9 the deadline. So if that was to ever change, you
10 would just want to keep an eye there, and the
11 contract period and the value for what they're
12 planning on distributing.

13 Under Services, you can see who else is
14 pre-qualified in the system, just letting you know.
15 And that's a good kind of match-making opportunity.
16 If you ever wanted to find a subcontractor, you can
17 actually sort by one of the services that maybe you
18 don't have experience in and you can see who is
19 already qualified in that service.

20 RFP documents, this is very, very
21 important. You definitely want to read all of the
22 RFP documents. After today, every question that
23 you ask and the formal response will be released in
24 addendum. You want to make sure that you read that
25 document so that if anytime there's clarifying

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2 questions, so that you know what everybody else in
3 the room knows as well.

4 For the proposal summary, when you're
5 ready to submit a proposal, you're submitting a
6 proposal for every single site, you're going to
7 just click Add Proposal. You can actually start
8 this today. It's basically you're just uploading
9 documents and you're submitting them. So you can
10 start this today. You can start filling out
11 information about who your point of contact is, how
12 many people you're -- answer the DYCD-specific
13 questions, add the site location that you're going
14 to be providing the service, and then there'll be
15 a slot for every single document. Until you've
16 uploaded the required document to every single
17 slot, you will not be able to submit. So we get a
18 lot of questions saying, How come I can't submit?
19 Maybe one of your documents is missing. So make
20 sure you haven't missed a document.

21 Once you've filled in all your
22 documents, you can click Submit. So if you have
23 one of the documents ready today, you can upload it,
24 and then you can do the next one. You can come back
25 to this. It doesn't need to be completed in one
sitting.

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2 So now this is the proposal time. So
3 one of the great things about this being electronic
4 is you're not running with your boxes to DYCD at
5 2:00 -- we all remember that -- and then DYCD doesn't
6 have to go through all those boxes. So everybody's
7 a winner. And it's a lot shorter. You'll notice
8 our RFP is about 20 pages as opposed to 100-plus
9 pages because we've asked you for all those
10 pre-qualifying documents in advance.

11 So my advice is don't wait until
12 1:59 p.m. to start trying to upload documents.
13 That's my advice. Do it the day before. I know
14 nobody does, but we recommend that you do. And if
15 you have any difficulty, like let's say it's 1:55
16 and your Internet goes out, contact our help desk
17 so that we know. We don't know if you experience
18 anything unless you let us know. Systematically
19 everything's gone really well but just let us know
20 so that we can communicate with DYCD what's going
21 on. But it is due at 2:00 p.m. and that's firm.
22 So I just want to -- some people think it's 5:00.
23 It's 2:00 p.m.

24 So another thing that's really
25 important is you might not have the Submit button.

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2 So if you've done all this work and you haven't
3 submitted and don't see that your status says
4 Submitted Proposal, that might be your Level I
5 user. So when you create an account, the first
6 person to create the account is a Level II and
7 every subsequent person, your account administrator
8 has got to decide are they a Level I or a Level II.
9 So you need to make sure that a Level II staff
10 member at your organization submits that proposal
11 because if you do all the work and you don't submit
12 it, that would be a real shame.

13 MALE SPEAKER: How can you tell if
14 you're a Level II?

15 MS. MAST: Well, if you do the work,
16 you wouldn't have this submitted.

17 MALE SPEAKER: Is there a way for me to
18 know?

19 MS. MAST: So underneath the
20 Organization Information tab, you can see members
21 and user and you can click Edit Profile and you can
22 see that. And if you send an e-mail to our help
23 desk, I can look for you or show you how you can
24 look for yourself.

25 So we'll take questions at the end.

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2 So moving along, you'll click off that
3 you read all the addendums that have been released,
4 or addenda, and then you'll submit your proposal.
5 You're putting your username and password. So
6 everything's electronic. No blue ink or any of
7 that. And you click Submit. Let's say you
8 submitted and you realize at 1:00 that you
9 submitted a pizza menu or the document that has all
10 retracted changes as opposed to the final document.
11 You can retract all the way up until the deadline,
12 make corrections, and resubmit it. So that's a
13 feature there. You can always e-mail our team and
14 we can help you through that process. Just make
15 sure you resubmit it by 2:00. Our team is here.
16 That's the last point.

17 We have guides on this process, we have
18 videos, we have webinars. We have everything you
19 might ever dream you want. So if something seems hard,
20 let us know because maybe you're not doing it properly.
21 Sometimes folks are completing the pre-qualification
22 and they're over-thinking it. So if this seems hard,
23 let us know because I think it's pretty easy.

24 So I'll leave on that. Have a great
25 day.

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2 MS. WHITE: Thank you, Natasha. Now
3 we're going to call upon our Associate
4 Commissioner, Darryl Rattray, for program
5 expectations.

6 MR. RATTRAY: So I want to officially
7 add the folks from NYCHA to the record because we
8 do have a transcript. So we have Ukah Busgith,
9 Andre Cirilo, and Marlon Forbes. Adding them
10 officially in case you have to blame someone.

11 So, good afternoon. Thank you all for
12 coming. We're really excited about this. I think
13 everyone knows that the best part of the
14 pre-proposal conference is the time for Q and A.
15 So I do want to go over some sections of the RFP
16 but then quickly get to the Q and A.

17 So some background. I thought it would
18 be good for everyone to have some background on
19 this. So we initially started the concept of the
20 Cornerstone Program back in 2008. And because it
21 dates from the holidays, I remember the timeline.
22 It was the week of Thanksgiving in 2008 that we
23 first got the request and also found out that NYCHA
24 was in jeopardy of closing 19 centers. And the
25 request from us, DYCD, was, Listen, what could you

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2 do in the form of an RFP to provide services at
3 NYCHA community centers? So we submitted that.
4 That timeline took us out to the next August and
5 released an RFP. And then the week of Christmas,
6 What can you do January 1st? And that's when
7 everyone who was a part of that remembers we were
8 scrambling, we were calling folks, and we were
9 saying, Listen, we have to get this up and running.
10 We identified 25 locations and we needed to hit the
11 ground running. So it was amazing. We got
12 everything done. Everyone loved us for the
13 timeline.

14 So January 2010 -- that August of 2009,
15 we did release an RFP and officially Cornerstone
16 Programs started January 2010. In January 2014, we
17 added on an additional 45 community centers to the
18 portfolio. And this past July, we added on the
19 remaining 24 centers that NYCHA directly operated.
20 So that means for this RFP, this is the first time
21 that 69 of these centers are being procured via
22 RFP. So it's something that the communities know
23 about, the developments know about. It's been
24 anticipated. We're happy about this. We look
25 forward to competition. We love the fact that we

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2 are doing this now.

3 In the development of the RFP back in
4 2009, we had plenty of market researching and
5 community input. We had 18 focus groups with
6 parents, we had 4 focus groups with teenagers, we
7 did parent and youth surveys. I believe we gave
8 out 2- to 3,000 teen surveys and we got back
9 two-thirds of them or over two-thirds, so a lot of
10 feedback. Of course we had meetings with the NYCHA
11 leadership, that includes the resident councils who
12 are at the developments; other community-based
13 organizations that had provided services at the
14 NYCHA centers; our school principals and
15 administrators; and law enforcement.

16 The findings from the RFP input and
17 research was that we need homework help and that
18 came from the parents, not the kids; that we need
19 to infuse and include academy activities, college
20 prep; of course recreational activities, but
21 recreational activities that weren't just
22 unstructured but they were structured and spoke to
23 how they would impact the lives of young people to
24 both teach them how to be healthier and make them
25 healthier, adults as well; computer and technology

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activities, STEM-related activities; employment with work-readiness services; and of course adult programming.

So the RFP, in the current RFP, has the program goals of ensuring a safe, welcoming, inclusive environment that fosters a sense of belonging. One of the things that we quickly found out after the first 25 of them and every center that we subsequently opened up was that the center is a place that residents feel belongs to them. And it's a different type of commitment by the provider at the center, by the staff at the center, to ensure that their input is being listened to, that the feedback that's given is being infused into the activities, into program. And that's something to always be mindful of as we are at these developments and we are dealing with what happens at the developments, both positive and negative. Holistic services. And I'll speak more about this when I talk about community partnerships, but that the provider at the center can't do it alone. And to really create a vibrant community center, you need to call on the resources of the other organizations, on the talent that

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2 comes from the residents, the history that comes
3 from the resident councils. You need to infuse all
4 of that into the work that you're doing. And we
5 probably had scales of epiphany about this -- so
6 25, including the 45, and then the remaining 24 --
7 about the type of staff that's needed, the
8 director, the type of commitment that's needed.
9 That included everything. Of course tap the
10 strengths and the talents of community members,
11 give voice and choice with engaging activities,
12 promote intergenerational activities. Sometimes
13 there's a generation disconnect and gap. And we
14 learn that when centers do work, provide
15 activities, to bring that together, that you get
16 amazing output, you get the synergy that happens,
17 the synergy that's been lost for some time now.
18 And that should be part of your goals. Of course
19 enhance your services, as I mentioned earlier,
20 through partnerships with other DYCD programs. And
21 in some cases, we've helped connect those dots.
22 But programs and providers should be going out to
23 connect those dots themselves because it's part of
24 your mission, it's part of what you do at that
25 center.

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So center operating hours: So school year during the week, Monday through Friday, we're open from 2:00 to 10:00 p.m.; school year on the weekends, Saturday or Sunday, from 10:00 to 5:00 p.m.; school closing days, from 8:00 to 6:00 p.m., and there are 15 closing days that you need to be open 8:00 to 6:00 to operate programming. There's flexibility in the weekly schedule. So once you start operating, if you realize that, Hey, it doesn't really make sense for us to stay open until 10:00, but we may open up additional hours on a Saturday or a Sunday or we may open earlier, that is something that we're looking to negotiate with you but we want you to start with the base hours and let us know how that works out. If it's not working out, then we can actually negotiate hours with you. Summer weekdays, Monday through Friday, 8:00 to 6:00 p.m., our vibrant (inaudible) amazing summer camp; summer weekday evenings, 6:00 to 11:00 p.m., so in the summer during the week you're open from 8:00 to 11:00 p.m.; and summer weekends, Saturday and Sunday, 3:00 to 11:00 p.m. So community centers are open 7 days a week the 8 weeks of the summer.

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2 Performance targets: So for elementary
3 school, at all the sites, we're expecting an
4 average daily attendance of 80 percent. For our
5 middle school youth, we are expecting 200 hours of
6 service but the goal to achieve that is 75 percent
7 of 200 hours, which is 150. At the sites that are
8 under 10,000 square feet, you're not going by that
9 middle school hourly requirement. You're going by
10 the total number of enrolled participants at the
11 sites and we're expecting a 50-percent enrollment
12 for that day. I know we don't mention anywhere
13 about the square footage -- we'll include that in
14 an addendum -- but there are 71 centers that are
15 under 10,000 square feet. For high-school-age
16 youth, ages through 21, the expectation is
17 165 hours of service provided to them but to
18 achieve 70 percent of that number, which is
19 115.5 hours. Again, if the center is under 10,000
20 square feet, then we're expecting a 50-percent
21 average daily attendance for the total number
22 enrolled. And adult and all sites -- so there are
23 no attendance requirements for adults at the sites
24 but of course we do expect that you meet the
25 enrollment and activities are being provided either

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2 before 2:00 p.m., after 6:00, 7:00 p.m., as you
3 can, and on the weekends, of course.

4 One core important element of your
5 programs will be the Cornerstone Advisory Boards.
6 The makeup of the board should include at least two
7 duly elected residents but that's membership from
8 the resident council at the development, of course
9 parents, local school representation, local
10 businesses, NYCHA staff, youth representation. The
11 board should try to meet -- the minimum requirement
12 is quarterly but the best practice has been
13 monthly. And what we find is that having input,
14 having that mechanism for folks to provide input,
15 removes any confusion, removes any case of
16 complaints, and folks feel invested.

17 And then community partnerships. So I
18 mentioned them earlier and I think it's our
19 learning for the past six years that to really run
20 an effective community center -- me and you already
21 know this -- you really have to call on the
22 resources for that community and you have to start
23 connecting those community dots. It's a cliché, it
24 takes a village to raise a child. It takes a
25 village to create this vibrant community center,

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2 so where participants can go into, they can either
3 get directed to a referral, they can receive the
4 services on site but you may have a linkage where
5 the services are being provided off site. But it's
6 in your mantra, every staff that works at the
7 center knows about this, there's no disconnect of
8 the mission and that mission includes connecting
9 the other DYCD-funded programs within that
10 neighborhood and of course we can easily help you
11 guys do that. We have a new navigation system and
12 program locator that we can put out to you guys
13 from DYCD locator. Connecting with other City
14 agencies, there's been some work done for the past
15 year or two years where we have other agencies
16 going in to provide services. And we, of course,
17 again, later on, we can help connect those dots.
18 Connecting with other local organizations that have
19 been in our community for some time, do great work,
20 and just don't have access; so being mindful about
21 making access for them, connecting the dots for
22 them. Of course linkages in mental health, health
23 care, dental care, museums and other cultural
24 institutions. And also, imagining that you can --
25 well, our best practice is taking young people

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2 from, or even adults, from the center in the
3 development and taking them to other locations.
4 The example I will use is the location is a nearby
5 arts center and once a week we have an activity at
6 that arts center. And that's the linkage we have
7 with them, that's the agreement.

8 And a few questions that have been
9 coming up since we released the RFP: Will the
10 providers be responsible for the maintenance and
11 repairs? So the answer is providers will be
12 responsible for maintenance but not repairs. NYCHA
13 is still responsible for repairs. There's a
14 process to get those done. The portion of
15 maintenance is not included in the RFP right now.
16 We just made that switch this past July. We are
17 assessing how that goes. Once we make the awards
18 and identify providers for the new contracts, we
19 will engage you about the maintenance, the amount
20 of funding for that, and we'll get a plan from you
21 then.

22 Will the centers be rented out on the
23 weekends? The answer as of July, Ukah, is no.
24 Ukah is shaking her head no. We are no longer
25 renting centers out.

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Will there be furniture and equipment at the centers or will providers have to purchase new items for startup? The current furniture and equipment will remain at the center. Our process is sometime in the spring. We do a full inventory. We get you guys the inventory list, and then of course if there is any transition, we will be there to help mediate that transition to ensure (inaudible).

We are going to take a lot of questions, I know. But I do want to turn it back over to Zenaida who can talk about some post-award requirements.

MS. WHITE: Thank you, Darryl.

So we just want to highlight for you that there are these post-award requirements: Public Assistance Hiring Commitment Rider, General Information and Regulatory Requirements, Whistle Blower Protection Expansion Act, Iran Divestment Act Compliance Rider, Notice for Proposer Subcontractor Compliance.

And when it comes to the subcontractor compliance, please be reminded that all subcontractors and subcontracts are subject to DYCD

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2 approval before any expenses are incurred or any
3 payments are made to them by the prime contractor.
4 Also, please note that all of these payments and
5 information for subcontractors have to be reported
6 through the payee informational portal. So please
7 be sure in this proposal process that you are
8 identifying your subcontractors.

9 Important information to note, DYCD
10 encourages NWBE participation and recommends the
11 utilization of certified NWBEs. You can also see
12 page 2 of the RFP. Transcript, presentation,
13 attendance rosters will be posted to DYCD's website
14 for viewing and we anticipate that would be
15 available in about a week's time.

16 And lastly, again, regarding the Public
17 Assistance Hiring Commitment Rider, we do have
18 representatives here from HRA who will be available
19 after the conference.

20 So here we are, your favorite part
21 where you get to come up and ask your questions.
22 But before we begin, I have some information to
23 give you concerning this particular part of the
24 session. Now that we've concluded the panel, we
25 want to ensure that you come up with your

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2 questions. You're going to line up on this side.
3 I'm going to turn the microphone around. And you
4 are free to ask whatever questions you have.
5 Please make sure your questions are related to this
6 Cornerstone RFP. Those are the only questions
7 we're taking, just as a heads-up.

8 And also, some of you are here and
9 you're eager to network, you're eager to make those
10 connections, and we want to facilitate that
11 networking; however, this question-and-answer
12 portion is not the time for the networking. Okay?
13 After the panel has concluded, we are going to open
14 up this room for any networking, anything you want
15 to do. But please, when you come up, come up with
16 the sole intention of asking questions related to
17 this RFP or any clarifications you need. Our panel
18 is here. We're eager to assist you.

19 And I think that's it for the rules and
20 regulations. Come on up and ask your questions.

21 Our stenographer reminded me, because
22 the session's being recorded, please state your
23 name and your organization when you come up before
24 you ask your question. And even if you're coming
25 up multiple times, each time state your name and

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2 your organization.

3 Thank you.

4 MS. WRIGHT: Hello. My name is Liz
5 Wright. I'm from Oasis Community Corporation, also
6 known as Roads to Success.

7 I wanted to know if there were any
8 NYCHA facilities that do not have a community-based
9 organization representing them at this time.

10 MR. RATTRAY: So the 94 centers that
11 are in this RFP all have providers who our
12 contractor sponsors, if you will.

13 MR. ROSENTHAL: Good afternoon. I'm
14 Danny Rosenthal for the organization HANAC.

15 My question is regarding the program
16 expectations. We read in the RFP that the
17 expectation is that providers would have experience
18 in three out of the last five years in the
19 neighborhood in which the Cornerstone is sited. My
20 question is whether that is an absolute requirement
21 or is it an expectation? If that is not the case,
22 is the organization disqualified from
23 consideration?

24 MR. FRENZEL-BERRA: So you're not
25 disqualified if you don't meet that condition.

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2 Your proposal will be read and scored. It is an
3 expectation, however, that the organization would
4 have experience in the neighborhood.

5 So did you have any further questions
6 about that?

7 MR. ROSENTHAL: Could you give any
8 greater sense of how heavily that will be weighted,
9 how much emphasis there is on that point?

10 MR. FRENZEL-BERRA: No. It's kind of
11 impossible to predict because it depends on so many
12 other factors and the content you provide and the
13 case you make.

14 MR. ROSENTHAL: So I guess we can
15 extrapolate from that that that's the case with all
16 expectations; if it doesn't say it's an absolute
17 requirement, it's not, it's just favorable to be
18 able to comply?

19 MR. FRENZEL-BERRA: That is correct.

20 MS. WHITE: I take it we did such an
21 excellent job with the RFP that you have no
22 questions. Okay. Here we go.

23 MS. WILLIAMS: Hi. My name is
24 Christina Williams. I'm with Youth Action Programs
25 and Homes. And it seems like a lot of the targeted

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2 audience goes to youth in school. Would you
3 consider youth out of school?

4 MR. RATTRAY: Absolutely. Yes, we
5 will.

6 MR. SMALL: Ken Small, Bronx Works.

7 My first question relates to the
8 calculation of the overhead rate. Is it 10 percent
9 of the bottom line or is it 10 percent of all
10 expenses above that or 10 percent of all expenses
11 other than your indirect?

12 MR. RATTRAY: So up to 10 percent of
13 the total budget in the RFP can be used towards
14 indirect.

15 MR. SMALL: Because this was something
16 that apparently Bronx Works got cited on, and I
17 don't want to get into that here but what we found
18 was in effect the overhead rate is actually about
19 9.1 percent of whatever the bottom line is. But
20 I'll go on to my next question and maybe you all
21 can clarify that.

22 MR. RATTRAY: I would say e-mail us on
23 that one because it's specific. But officially
24 it's 10 percent of the total budget can be used
25 towards indirect costs.

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MR. SMALL: And in the RFP it talks about the fact that NYCHA -- and I guess maybe NYCHA can help with this -- that NYCHA might choose to use a given Cornerstone to have an activity. And one of the questions that came up when we met internally at Bronx Works was if something happens, where does the liability exposure lie; is it with NYCHA, is it with the service provider, is it with DYCD? And again, maybe that's something that has to be clarified in the addendum.

MR. RATTRAY: So I'll give an answer but please come up and clarify if you need to.

So there may be times where a special event happens and NYCHA kind of through partnership with a provider commandeers the space to have a town hall meeting. In that case, NYCHA would be liable for the insurance, space, et cetera. There's also examples where NYCHA Community Operations is doing a programmatic-style activity. In those cases, they're actually partnering with the providers and the providers want to partner with them on this. In that case, you guys will be responsible based on liability.

MR. SMALL: And I guess the NYCHA folks

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2 may provide additional clarification.

3 MS. BUSGITH: I think Darryl covered
4 it.

5 MR. SMALL: And the third question that
6 my colleagues asked me to ask you all was how were
7 the service levels in terms of the number of young
8 people to be served, how were they calculated?

9 MR. RATTRAY: So the elementary number
10 is representative of the SACC licensing capacity.
11 We did some assumptions with the middle school and
12 high school levels around space, capacity and sort
13 of the history of what has been done over the past
14 six or seven years.

15 MR. CALVERT: Hi. My name is David
16 Calvert. I'm the Director of the YouthBuild New
17 York City collaborative. So I'm here representing
18 seven YouthBuild programs around the city. And I
19 guess I have two questions and maybe everybody
20 knows these answers but I'm just going to ask them.

21 One is on the issue of the hours, the
22 weekends and nights and everything, are those sort
23 of recommendations or are those sort of
24 non-negotiables on the hours?

25 MR. RATTRAY: So the summer evening

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2 hours, to 11:00 p.m. seven days a week, that's
3 actually part of the Mayor's Action Plan for Public
4 Safety. There's a complement of NYPD police
5 officers that are stationed at the centers from
6 6:00 to closing to help out with any safety
7 concerns that may be had. But the summer evening
8 hours is a requirement. There's flexibility during
9 the school year. Again, the hours right now is
10 10:00 p.m. during the week. And if folks would
11 like to close earlier, that's something they could
12 present to us and we'll figure out a negotiation
13 (inaudible).

14 MR. CALVERT: The second one is, just
15 to get a sense of this, I guess there's a whole lot
16 of community services already being provided in the
17 projects. And by the way, I grew up in the
18 projects and this is a great initiative. I really
19 applaud the whole thing. A whole lot of community
20 organizations are running programs right now in
21 NYCHA facilities. So the question is are they sort
22 of going to do these things and get these things
23 grants or is this really sort of a wide open
24 competition? Because there's a lot of insiders,
25 obviously.

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2 MR. RATTRAY: Great question. That's
3 actually come up this past week a few times. So
4 the question is: Do the current providers really
5 have preference in the contract going forward? The
6 answer is no. This is an open fair city process.
7 Everyone will be graded, if you will, on the
8 proposal you submit. To give you one example, when
9 we did the first RFP, there was 50-percent
10 turnover.

11 MR. CALVERT: So to follow up quickly,
12 does that mean that if somebody has an MOU already
13 set up with NYCHA to do work in a certain facility,
14 another group that doesn't have that can still come
15 in and make a fair proposal and be heard on this?
16 Do you see what I'm saying? In other words,
17 there's already memos of understanding between
18 NYCHA and community organizations. Will they
19 overrule --

20 MS. BUSGITH: Not at all, not on the
21 Cornerstone.

22 MR. RATTRAY: There are no MOUs with
23 Cornerstone with NYCHA in regards to services. So
24 with Cornerstone, no, that would be overruled in
25 that case, if you will.

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2 MS. MCLAUGHLIN: Hello. Kim McLaughlin
3 from United Activities Unlimited. I just wanted a
4 query about the co-locator agreement when we were
5 talking about all of the resources that we're going
6 to bring forth. If we're going to bring some of
7 our other contracts, such as Oasis or a drug
8 prevention grant, and we're going to put someone
9 there, can I have a co-locator agreement that's
10 signed by my CEO because we're designating a
11 different contract to come in to service those
12 youngsters? An example being an Oasis contract.
13 We want to place an Oasis counselor to do a push-in
14 drug prevention over several sequences. Would that
15 count? And should I submit the attachment E? And
16 I'm asking because it says within your own
17 organization. On page 8, it says views other units
18 within your own organization.

19 MR. FRENZEL-BERRA: So you'd fill out
20 an agreement form because you're an organization.
21 However, I'll point out that in the middle of page
22 8, introducing the potential community partner, we
23 are expecting that three of the partners will be
24 external which means not in your own organization.
25 But we're encouraging partnerships with your own

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2 organization and others as well.

3 MS. MCLAUGHLIN: So three external.

4 And then in addition, if we're using
5 our sites for the satellite to utilize a gym and a
6 beacon, which just happened to be our beacon, I put
7 in a satellite agreement form signed by the same
8 organization?

9 MR. FRENZEL-BERRA: Right.

10 MS. MCLAUGHLIN: Thank you very much.

11 I have to say I've been around for a
12 number of years and these Cornerstone sites require
13 a tremendous amount of effort, diligence, support.
14 It's far more challenging than almost every other
15 contract that we have. So if there is ever any
16 more money, please put it into the Cornerstone
17 because they need the support.

18 MS. LICATA: Elizabeth Licata from
19 United Activities Unlimited.

20 I have a question. If we were to stay
21 with the model of the evening center in the school
22 year from 2:00 to 10:00, would we still be required
23 to do 44 Saturdays? Because that's like we're open
24 all year around without closing any Saturdays. You
25 take the 6 weeks in the summer, 44, that's 50. So

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2 would there be flexibility there when we write it
3 to say that our plan is, you know, given the plan
4 that we would be operating until 10:00 during the
5 week but we would be reducing the number of
6 Saturdays because we are open during school
7 holidays, 10 hours a day 50 hours a week? Is there
8 a possibility? We don't do 44 right now.

9 MS. VIDES-HERNANDEZ: As of right now
10 it's a requirement.

11 MS. LICATA: So 44 plus the 6?

12 You're never going to be off. Tell
13 your staff that.

14 The other thing too, going forward, if
15 you were approved, would it be one budget, July to
16 June?

17 MS. VIDES-HERNANDEZ: Yes.

18 MR. HOLBEIN: Hi. Andrew Holbein with
19 Graham Windham. I have a few questions for you.

20 First, what's the role of the resident
21 association scoring? How heavily will their
22 recommendation be weighed?

23 MR. RATTRAY: So every development has
24 the opportunity to or the resident council at the
25 development has the opportunity to submit a reader

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2 who will then become part of our reading process.
3 So the proposals for each development are read by a
4 number of people, both from our internal staff, one
5 rep from the resident council, and a rep from
6 NYCHA. And the scores will be weighed in on
7 average.

8 MR. HOLBEIN: So they'll be equally
9 weighed as the other readers you're saying?

10 MR. RATTRAY: Yes.

11 MR. HOLBEIN: And how many readers are
12 there?

13 MR. RATTRAY: At least three readers,
14 so a minimum of three readers.

15 MR. HOLBEIN: So their recommendation
16 could theoretically be 33 percent of the score if
17 there are only three readers.

18 MR. RATTRAY: It's possible.

19 MR. HOLBEIN: And in terms of -- thanks
20 for clarifying that issue of the repairs versus
21 maintenance. Can you define what's repair and
22 what's maintenance?

23 MR. RATTRAY: Maintenance is custodial
24 services; cleaning, mopping, waxing, supplies.
25 Repairs is anything that needs to be fixed.

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2 MR. HOLBEIN: So you're saying that
3 there's going to be an additional maintenance
4 budget negotiated with the winning organizations
5 and DYCD after the awards are --

6 MR. RATTRAY: That's correct.

7 MR. HOLBEIN: Not included in the total
8 budget, right.

9 In the document they called Cornerstone
10 RFP, it lists a resume for the program director
11 being one of the required documents. Is that a
12 hypothetical resume for someone that we're looking
13 to hire or you actually want us to have someone in
14 place and here's the resume, if we get awarded,
15 here's the person that's going to be taking over?

16 MR. FRENZEL-BERRA: So for the program
17 director, we're requiring that you submit a resume
18 and that's the person you intend to place and hire
19 in that position.

20 MR. HOLBEIN: And --

21 MR. FRENZEL-BERRA: The other key
22 staff, it's optional whether you use them.

23 MR. HOLBEIN: And my last question, I
24 was just curious about how the total budgets were
25 calculated. It looks like if you just go and

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2 multiply the number of elementary, high school,
3 middle school and adults by how much money is
4 allocated for the participants, the total budget is
5 more than that amount. So it seems that there's
6 additional funding put in besides that allocation.
7 Just curious what that is.

8 MR. RATTRAY: So in addition to the
9 slot allocation, there's also a portion of funding,
10 \$96,593 for summer evening hours, and that portion
11 was the amount that we gave out for the summer
12 evening hours to the (inaudible).

13 MR. DIAZ: I'm Eric Diaz from Vision
14 Urbana, Inc.

15 My first question is how many sites can
16 CBOs apply for? It's a good question, right?

17 MR. RATTRAY: There's no limitation.

18 MR. DIAZ: So all right. So
19 hypothetically, we can be approved for multiple
20 sites?

21 MR. RATTRAY: You can apply for
22 multiple sites.

23 MR. DIAZ: Only get approved for one?

24 MR. RATTRAY: Right now we don't have
25 any limitations of minimum sites.

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2 MS. WHITE: We're going to hear from
3 Dana Cantelmi, our ACCO.

4 MS. CANTELM I: Good afternoon,
5 everyone.

6 So when you're applying, you have to be
7 mindful that DYCD will take into consideration at
8 time of award whether or not an organization has
9 the capacity to handle 93 of the 94 sites. So you
10 want to be mindful. And also, when you're writing
11 your proposal, you want to be able to demonstrate
12 if by chance you were to be awarded more than one
13 or two how you would be able to handle these sites
14 successfully. So just make sure you're being
15 realistic in the proposal.

16 MR. DIAZ: Always. Have to be
17 realistic always.

18 Second question: How do subcontractors
19 submit for proposals? Do they contact -- try to
20 clarify a little bit. How do subcontractors submit
21 for proposals?

22 MS. CANTELM I: Subcontractors won't
23 submit. So in order to submit a proposal, you have
24 to be pre-qualified in Accelerator. But if you
25 want to be a subcontractor for someone that is

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2 looking to apply to this RFP, that's where you guys
3 kind of want to build that network after this
4 session to see how you can partner up and be part
5 of the subcontracting pool with the providers.

6 MR. DIAZ: How do you find out who's
7 trying to apply for this? Is there a portal or
8 it's just --

9 MS. CANTELMY: So it's going to take
10 part in reaching out to organizations and also
11 trying to meet people here. So we are leaving that
12 open after the conference so you guys can try to
13 network with each other. And as Zenaida also
14 mentioned, we will be posting the sign-in sheet for
15 this conference also where you can reach out to
16 organizations. And also, in Accelerator, there's a
17 list of providers who are pre-qualified to apply
18 for this RFP.

19 MS. SUMPTER: Hello. My name is Nicole
20 Sumpter from Directions for Our Youth.

21 This question goes back to repair and
22 maintenance. Who will be responsible for pest
23 control, rodent sprays, or things like that?

24 MR. RATTRAY: So in the cases of
25 extermination, we work with NYCHA on extermination.

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2 MR. ROSENTHAL: Hello again. Danny
3 Rosenthal for HANAC.

4 I apologize if I missed this in the RFP
5 but I wanted to check whether letters of support
6 are accepted, desired, and if so, if there's any
7 guidance you can provide regarding that.

8 MS. CANTELMY: So it's not required in
9 the RFP and if you were to submit it, the
10 evaluators will not be evaluating the letters of
11 support. They will just be evaluating what is set
12 in the RFP, the criteria in the RFP.

13 MR. ROSENTHAL: So don't bother?

14 MS. CANTELMY: Right.

15 MR. ROSENTHAL: So for example, if an
16 organization has an excellent relationship with a
17 TA in a Cornerstone, we should just refer to that
18 within the narrative? There's no opportunity
19 formally to express that otherwise?

20 MR. RATTRAY: I would include any
21 relationships that you believe speaks to your
22 experience in the proposal.

23 MS. BUNYAVIROCH: Hi. My name is Penni
24 Bunyaviroch from Catholic Charities Community
25 Services, Archdiocese of New York.

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2 I have two questions. First is
3 regarding the educational requirements for the
4 program director. Are those absolute in terms of
5 requiring the bachelor's degree?

6 MR. RATTRAY: Yes.

7 MS. BUNYAVIROCH: The second question
8 is in regards to the first-month activity schedule,
9 we're asked to complete the schedule. Did you want
10 both the fall and the summer?

11 MR. RATTRAY: Yes.

12 FEMALE SPEAKER: Is it one month or is
13 it spanning --

14 MR. FRENZEL-BERRA: It's the first four
15 weeks. It's not four weeks in the spring, four
16 weeks in the fall. The first four of the program.

17 FEMALE SPEAKER: It would be July?

18 MS. BUNYAVIROCH: So this is meant to
19 be July?

20 MR. FRENZEL-BERRA: It's meant to be
21 the first full month of your programming. We want
22 an idea of -- there might be some time to get
23 things organized but your plan now is to have in
24 your first full four weeks of programming we want
25 to see what that looks like.

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2 MR. RATTRAY: July.

3 MR. MAYBERRY: Larry Mayberry from
4 Connection Church, Inc. in Woodside.

5 Follow-up question to the gentleman
6 earlier about the experience in the community.
7 Does it have to be official DYCD experience or just
8 experience in serving the community in its
9 capacity?

10 MR. RATTRAY: Experience serving in the
11 community.

12 MR. MAYBERRY: Second, I don't see
13 anything in here about this. I'm a rookie at all
14 of this. So can a church who is a nonprofit apply
15 for this or be pre-qualified or --

16 MR. RATTRAY: The RFP is open to all
17 non-profits.

18 MS. BOWMAN: Hi. I just want to
19 clarify. I'm Sally Bowman from the Flatbush
20 Development Corporation. With the subcontractors,
21 co-locators and satellite sites, we must have
22 signed agreements for all three of those, correct,
23 or only if necessary based on our capacity?

24 MR. RATTRAY: Are you asking are we
25 requiring that you have all three, that you have a

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2 subcontractor, that --

3 MS. BOWMAN: That we have a signed
4 co-locator agreement with someone, that we have a
5 signed satellite partnership with someone. These
6 are absolute requirements or no?

7 MR. FRENZEL-BERRA: As I think I
8 mentioned earlier, we are requiring three external
9 partnerships but you could put that together in any
10 programs. You are not absolutely required to have,
11 for example, a satellite site.

12 MS. PIGULSKY: Stephanie Pigulsky,
13 Police Athletic League.

14 If we take on a satellite site, will
15 that actually increase the square footage of the
16 facility, because that might affect the performance
17 targets, or is that totally separate?

18 MR. RATTRAY: It's separate.

19 MS. PIGULSKY: So it won't affect it,
20 okay. Thank you.

21 MS. WHITE: If there are no more
22 questions, we're going to conclude this
23 pre-proposal conference. But before we do, I just
24 want to leave you with a few reminders. The
25 ever-important proposal due date, November 5, 2015.

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2:00 p.m. is the deadline in the HHS Accelerator System. No hard copies of the proposals can be submitted.

Also, please be on the lookout for any addenda, any notices. They're all issued through the HHS Accelerator System. As promised, this is your time to network, to mingle, to connect. And we have HRA here, we have NYCHA here.

Thank you so much. You've been a great audience. Thank you again. Good afternoon.

(Time noted: 3:08 p.m.)

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