

Fiscal Agent RFP
February 8, 2018

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FISCAL AGENT RFP
PRE-PROPOSAL CONFERENCE
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B E F O R E:
ZENAIDA MARIE WHITE, DYCD Assistant Deputy Agency
Chief Contracting Officer

2 Lafayette Street
New York, New York

February 8, 2018
2:06 p.m.

TRANSCRIPT OF PROCEEDINGS

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

ZENAIDA MARIE WHITE

BILL KAMEN

NANCY RUSSELL

DANA CANTELM

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2 MS. WHITE: Good afternoon,
3 welcome. On behalf of Commissioner Bill
4 Chung, I'd like to welcome you all to the
5 Department of Youth and Community
6 Development Pre-Proposal conference for
7 the fiscal agent RFP, PIN number
8 26018P0001.

9 My name is Zenaida Marie White.
10 I'm the assistant deputy agency chief
11 contract officer here at DYCD, and I have
12 the privilege of presenting to you and
13 overseeing this pre-proposal conference.
14 And I'd like to begin by introducing our
15 panel.

16 On our panel today, we have from
17 the contract agency audit department,
18 Mr. Bill Kamen, senior director of
19 internal review. You will hear from Bill
20 Kamen in a little bit. He's going to
21 review -- he's going to do an overview of
22 the RFP. We also have with us Nancy
23 Russell. She is our project director.
24 And from the ACCO's Office, we have Dana
25 Cantelmi, the agency chief contracting

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2 officer.

3 I would -- before I turn over the
4 conference to the panel, I would like to
5 let you know a little bit about our
6 agency, beginning with our mission. The
7 New York City Department of Youth and
8 Community Development invests in a network
9 of community-based organizations and
10 programs to alleviate the effects of
11 poverty and to provide opportunities for
12 New Yorkers and communities to flourish.

13 DYCD strives to improve the
14 quality of life of New Yorkers by
15 collaborating with local organizations and
16 investing in the talents and assets of our
17 communities to help them develop, grow,
18 and thrive. Empowering individuals,
19 strengthening families, and investing in
20 community.

21 So we have some important dates
22 and information that we want to make sure
23 that you are aware of. We have our
24 proposal due date and time. It is ever so
25 important that you note that the proposals

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2 are due on March 8, 2018, at 2:00 p.m.

3 The award announcements, we anticipate
4 that they will be made early spring. And
5 the contract term for these awards -- it
6 is anticipated that the contract term will
7 be for three years, from July 1, 2018 to
8 June 30, 2021, with an option to renew for
9 up to three additional years. Prior to
10 contract awards DYCD reserves the right to
11 determine the length of the initial
12 contract term and each option to renew.

13 If you have any questions after
14 this pre-proposal conference concludes,
15 please ensure that you send all questions
16 to RFPquestions@DYCD.gov. We are asking
17 that you e-mail your questions no later
18 than February 26, 2018. We want to ensure
19 that we have ample time to give you a
20 timely and accurate response.

21 Going back to proposal
22 submissions, please ensure that you follow
23 these guidelines: Proposals must be
24 hand-delivered to DYCD Office of Contract
25 Procurement, attention Dana Cantelmi,

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2 agency chief contracting officer, here at
3 2 Lafayette Street, 14th Floor, New York,
4 New York 10007. Please note, proposal
5 package must be in a sealed envelope
6 containing one original hard copy set and
7 one exact electronic copy as one file and
8 compatible with Adobe Acrobat Reader
9 Format (PDF) of the required documents as
10 listed in the RFP. DYCD will not accept
11 e-mail or fax proposals. And, again, we
12 will not accept your proposal after the
13 specified due date and time of
14 March 8, 2018, 2:00 p.m.

15 In addition with this RFP, as
16 outlined in the RFP, there is the M/WBE
17 Utilization Plan. New York City certified
18 M/WBE, participation counts towards the
19 RFP goal, Schedule B, Part II, M/WBE
20 Participation Plan. M/WBE requirement,
21 meet the 30 percent unspecified
22 participation, Schedule B, Part II, M/WBE
23 Participation Plan; or request a partial
24 waiver M/WBE, Schedule B, Part II, M/WBE
25 Participation Plan and Part III, Request

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2 For Waiver of M/WBE Participation
3 Requirement; or full waiver, Schedule B,
4 Part III, Request For Waiver of M/WBE
5 Participation Requirement.

6 Regarding waiver requests,
7 approval must be obtained prior to
8 proposal submission. I'm going to say
9 that again. Approval must be obtained
10 prior to proposal submission. Submit
11 Part III of Schedule B to DYCD for
12 approval no later than February 27, 2018.
13 And you're going to e-mail that to
14 Wjohnson@DYCD.nyc.gov.

15 This concludes the time line and
16 information portion and I would like to
17 now turn over this part of the
18 presentation to Mr. Bill Kamen. But I ask
19 that if you have any questions as Bill
20 Kamen comes and gives the overview of the
21 RFP, please note your questions and hold
22 them. We do have a question segment to
23 this RFP. Okay. So let's please give a
24 hearty welcome to Bill Kamen as he comes
25 up and gives you the program overview.

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(Applause.)

MR. KAMEN: Thank you, Zenaida,
and thank you all for coming here to DYCD
and welcome.

The purpose of this request for
proposal is to seek a qualified Fiscal
Agent that will provide accounting
services to approximately 740 Human
Service provider contracts and 42
Neighborhood Advisory Boards and Community
Action Boards funded by DYCD.
Approximately 700 contracts are valued at
\$25,000 or less. These are primarily
organizations funded in amounts of \$2,000
to \$25,000 through City Council
discretionary funds. Approximately 40
contracts that are either mandated by DYCD
or providers that are interested in paying
for the use of the Fiscal Agent. To
process approximately 800 stipend checks
and other related expenses for DYCD's
Neighborhood Advisory Boards and the
Community Action Board. Examples of such
payments would be a \$25 check to attend

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board meetings and the cost for meeting room space.

A detailed description of the accounting services are described in the RFP, in particular on pages 5 through 8. In particular provide accounting services in accordance with Generally Accepted Accounting Principles, GAAP; establish financial records for contracts and Neighborhood Advisory Boards; provide payroll services; maintain personnel time and leave records; ensure filing and payment of payroll taxes; verify and pay invoices; manage loan transactions and payments; maintain and report on available line item budget balances; prepare monthly financial reports; develop policy, procedures, and training for providers.

The fees, the maximum available funding is \$665,00 per year with a contract term of up to three years. The anticipated contract start date is July 1, 2018 through June 30, 2021 -- I mean 2021. There's an option to renew for

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2 up to three years. The fee will be
3 calculated based on three categories:
4 One, contracted valued at \$25,000 or less;
5 two, contracts valued over \$25,000; and
6 three, stipends for the Neighborhood
7 Advisory Boards. More detailed
8 information can be found on the
9 transaction chart that appears in
10 Appendix C of the RFP and Attachment No.
11 2, the Price Proposal form in the RFP.

12 Okay. Thank you very much.

13 MS. WHITE: We are doing our best
14 to keep everything brief so that you have
15 an opportunity to ask any questions that
16 you may have.

17 And now I am back with post award
18 requirements. General information and
19 regulatory requirements. I just want to
20 draw your attention to the fact that in
21 the RFP there is an Appendix A. Please
22 make sure that you read and familiarize
23 yourself with the general information and
24 regulatory requirements.

25 Responsibility determination, in

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2 accordance with the City's procurement
3 policy board rules, DYCD can only make a
4 reward to a responsible prospective fiscal
5 agent. Factors such as financial and
6 personnel resources and whether an
7 organization is delinquent in any payment
8 with DYCD or any other governmental entity
9 are among the factors taken into
10 consideration during the responsibility
11 determination process. As a result, a
12 high score on a proposal is not a
13 guarantee of contract award.

14 Additionally, if selected for a contract
15 award, programs would be subject to fiscal
16 compliance and viability reviews on a
17 regular basis as determined by DYCD. In
18 addition, please make sure that your
19 passport disclosures are up to date. And
20 upon entering you should have received
21 this handout entitled "Passport". It
22 gives you some information regarding the
23 passport system. That's where we process
24 the responsibility determination. So we
25 want to make sure that you resolve any

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outstanding or adverse information,
because unresolved issues often cause a
significant delay in the post award
process. Okay.

And going back, the "Hire New York
City" rider, it is listed on page 10, and
we just want to emphasize that the hiring
and employment rider shall apply to
contracts valued at a million or more for
all goods, services, and construction
except human service contracts that are
subject to the public assistance hiring
commitment rider. The rider describes the
HireNYC process and obligations including
reporting requirements throughout the life
of the contract. The HireNYC process
requires contracts to enroll with the
HireNYC system within 30 days after the
registration of the contract subject to
the solicitation to provide information
regarding all entry to midlevel job
opportunities arising from this contract
and located in New York City. And to
agree to interview qualified candidates

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2 from HireNYC for those opportunities. The
3 rider also includes reporting requirements
4 unrelated to HireNYC. So in the RFP,
5 please make sure you see Appendix D.

6 Regarding insurance requirements,
7 commercial general liability, \$1 million
8 per occurrence and \$2 million aggregate;
9 professional liability insurance, \$1
10 million per claim; workers' compensation,
11 disability benefits, and employer's
12 liability insurance; crime insurance, as
13 applicable, in accordance with CPA
14 industry standards. Contracts shall
15 provide an original certificate of
16 insurance naming the City of New York,
17 including its officials and employees, as
18 an additional insured. DYCD will not be
19 able to proceed with processing an awarded
20 contract until it has obtained proof of
21 necessary insurance coverage.

22 Lastly, important information,
23 transcript, presentation, and attendance
24 roster will be posted on DYCD's website
25 for your viewing.

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We are now at the part of the conference where you may come and ask your questions. But before you do that we want to make sure that if you do have questions or further clarification, you may come up here and line up to my left, I'll turn the microphone around. But when you come up you must state your name and the name of your organization. If at all possible, if you can refer to the page of the RFP that pertains to your question. And please ensure that all questions pertain solely to this RFP. With that said, if anyone has a question, just please come on up.

Wow, we did such a dynamic job that you don't have any questions. Okay. So, again, if there's any questions that come up after this pre-proposal conference concludes, you can e-mail RFPquestions@dycd.nyc.gov. One last reminder, the due date and time for this RFP is March 8, 2018, at 2:00 p.m. After that date and time, proposals submitted will not be accepted. And if there is any

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2 additional addenda issues for this RFP, it
3 will be posted on DYCD's website. So
4 please ensure that all the information you
5 have submitted concerning your
6 organization, make sure it's correct,
7 including your e-mail address, so that you
8 will receive notifications of any addenda
9 that is issued to this RFP.

10 With that said, you've been a
11 great audience. This concludes our
12 pre-proposal conference. Thank you so
13 much and all the best.

14 (Time Noted: 2:21 p.m.)
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C E R T I F I C A T E

I, KRISTINA TRNKA, a shorthand reporter and Notary Public within and for the State of New York, do hereby certify:

I reported the proceedings in the within-titled matter, and that the within transcript is a true record of such proceedings.

IN WITNESS WHEREOF, I have hereunto set my hand this 12th day of February, 2018.

Kristina Trnka

KRISTINA TRNKA

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