

Fatherhood Initiative Pre-Proposal
October 18, 2016

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DEPARTMENT OF YOUTH & COMMUNITY DEVELOPMENT
FATHERHOOD INITIATIVE PRE-PROPOSAL CONFERENCE
-----X

2 Lafayette Street
Room 1412
New York, New York

October 18, 2016
2:00 p.m.

TRANSCRIPT OF PROCEEDINGS

Reported By:

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2 A P P E A R A N C E S:
(in alphabetic order)

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MIKE BOBBITT - Assistant Commissioner, Community
Development Operations, Department of Youth & Community
Development

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KEITH BUNCH - Assistant Deputy Agency Chief Contracting
Officer, Department of Youth & Community Development

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DANA CANTELMY - Agency Chief Contracting Officer,
Department of Youth & Community Development

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ROBERT FRENZEL-BERRA - Director of Research and Program
Development, Department of Youth & Community Development

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SANDY GUTIERREZ - Deputy Commissioner, Community
Development, Department of Youth & Community Development

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SCOTT LEACH - Director of Fatherhood Initiative,
Department of Youth & Community Development

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JEN SOREL - HHS Accelerator

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ALLISON WALKER-BAISDEN - Contract Manager,

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MR. BUNCH: Thank you for coming. On

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behalf of Commissioner Chong, I would like to

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welcome you to the Department of Youth and

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Community Development's Pre-Proposal Conference

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for our Fatherhood initiative. My name is

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Keith Bunch, Assistant Deputy Agency Chief

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Contracting Officer.

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So for today's agenda, we have our

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welcome and timeline, pre-qualifying and

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proposal submission, program expectations,

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post-award requirements and we have our Q and A

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at the end.

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I would like to introduce our panel.

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To your left you have Scott Leach; he's the

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Director of Fatherhood initiative. He'll be

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going over the program overview. We also have

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Mike Bobbitt; he's the assistant commissioner.

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We also have Allison Walker-Baisden, contract

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manager; she'll be available for questions and

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Mike will be available for questions as well.

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We also have in the front row Ms. Sandy

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Gutierrez; she's our Deputy Commissioner for

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Community Development. And lastly, we have

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Robert Frenzel-Berra; he's on the panel. He'll

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be here if you have any questions at the end.

About DYCD. Our mission, the New York City Department of Youth and Community Development invested in a network of community-based organizations and programs to alleviate the effects of poverty and to provide opportunities for New Yorkers and communities to flourish.

Our vision, DYCD strives to improve the quality of life of New Yorkers by collaborating with local organizations and investing in the talents and assets of our communities to help them develop, grow and thrive, empowering individuals, strengthening families, invest in communities.

The due date for this RFP is November 14, 2016 at 2:00 p.m. in the HHS Accelerator system. Please note, DYCD will not be accepting any hard copies of the proposals. In order to respond to this RFP you must be pre-qualified in the HHS Accelerator system. Please note, again, that the proposal due date is November 14, 2016 at 2:00 p.m. in HHS Accelerator. Proposals submitted after this

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date will not be accepted. Notification of award selections will be done through HHS Accelerator. The anticipated contract term will be from July 1, 2017 to June 30, 2020, with options to renew for up to three additional years.

If you still have questions after this pre-proposal conference, you may e-mail DYCD at rfpquestions@dycd.nyc.gov. Please note, in order to ensure timely responses, all questions must be received no later than November 4, 2016.

I just want to go over the service options for you. You have Service Option 1, fathers age 18 and over, Bronx, Brooklyn, Manhattan, Queens and Staten Island. These are the competitions. You also have Service Option 2, fathers with prior involvement in the criminal justice system; this is citywide.

Please note that proposers may propose under one or more service options. However, a separate and complete proposal must be submitted for each program proposed.

I just want to go over the available

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funding and contracts. Though the anticipated total maximum available annual funding, as you see, \$2,786,987, there will be eight anticipated number of contracts. For Service Option 1, DYCD anticipates that seven contracts will be awarded, at least one in each borough, and for Service Option 2 it's anticipated that one award would be made. So each program is expected to serve at least 180 and at most 200 fathers. The anticipated price per participant will be \$1,909.

By show of hands, is anyone familiar with or have used HHS Accelerator? Don't be shy.

(No verbal response.)

MR. BUNCH: Perfect. Good, we've got a lot of hands here. For those that are not familiar with HHS Accelerator or have never used it, I just want to go over a brief overview. So you see here, HHS Accelerator was launched to simplify and improve the human service process for human service providers. Agencies publish RFP, or Request for Proposal, documents in the HHS Accelerator system.

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Pre-qualified providers approved for relevant services are eligible to propose and can submit proposals after RFPs are released. Providers must submit proposals through HHS system on the proposal due date and time, which is, again, November 14th at 2:00 p.m.

I would like to now turn this conference over to our panel. I ask that you please hold any questions until the end of the panel presentation. At this time, I'd like to ask Scott Leach to go over the program overview.

MR. LEACH: Good afternoon. I'm just going to point out some things that I think are very important that we want to make sure you understand as we go through the PowerPoint presentation. I'm not going to read through the slides, but just point out some things that may be new or different and make sure everyone understands where we're going.

On the first slide is talk about staffing. Once you see that -- we're looking at the staff directory and the staffing pattern, which is unique and different from

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this year than previous years -- the director is going to be at 30 to 50 percent of the contract. We're going to have three full-time caseworkers and two outreach recruitment specialists. We're also anticipating that at least one staff will be an LMSW out of that staffing group.

Also, you saw the competitions -- we're changing from our three competitions we had before -- we're going to have one right now for 18 and over fathers. We're looking for father organizations to serve 180 to 200 fathers per program. We're looking at three cycles of 60 to 70 participants in each cycle. We're looking at -- fathers will receive an additional three months of services afterwards, also, as follow up services.

Outcomes. In the past, we had two outcomes for the programs on last year's contracts we had. This year we have three outcomes. We're doing the first two, which are our normal two, which is engagement, the other one is financial support or material support. Our new outcome which we're doing now, once

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again, is fathers will obtain needed benefit service and we have a list of some of the benefit services that fathers should be retaining. Out of the three outcomes, we're expecting the agency will do two of the outcomes. So you have three possible outcomes you can get, you're expected to make two of the outcomes.

Case management. With case management we're asking each agency, which is unique to this year, to develop a screening tool for DV. I want to specify, this is a screening tool for domestic violence only. It is not a screening tool to screen fathers out of the program.

Each case worker will have a caseload from 20 to 24 fathers for a three-month period of time, and then we'll have an additional follow-up service for an additional three months. This is also about the follow-up services (indicating).

Also in the contract, we're looking at having peer mentors and volunteers with the programs. Part of our peer mentoring strategy

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that we're doing is part of the alumni and we're having volunteers. So alumni are participants that have gone through the program in the past and we're also looking for you to get credible messengers from the community. The credible messengers are people who are not really qualified for the program but that other fatherhood organizations that you may be able to incorporate in the work that you're doing. Within that, we want to have classes and services for those groups for alumni fathers.

Contractors will provide 20 hours of services twice a week for ten weeks; that's something unique and different, okay? I want to stress that, 20 hours of services twice a week for ten weeks.

MR. BOBBITT: Twenty sessions.

MR. LEACH: Twenty sessions.

Everyone understand that? So it's actually 40 hours, 20 sessions.

Also, with the new contract we're requiring agencies to do co-parenting activities monthly. We're asking the winning contracts to provide some kind of co-parenting

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activity. The co-parenting activity is voluntarily for the fathers, but we're anticipating that 30 percent of the fathers will take part in this parenting program, this parenting service.

We're also going to have additional services, like literacy program services, that DYCD will help do training for fathering specialists or fathering staff to do literacy with their families or their fathers. We're also going to be working with ACS in doing visit host and visit coach training for our fathers and our alumni fathers to become visit coaches.

Additionally, we're still going to be to be doing child support arrears, information will help fathers to look at and monitor their child support.

Also, with the linkages we're looking at Option 1 programs that have been into Option 1, we're looking for them to at least link up with one Beacon program or Cornerstone program, and Option 2, we're looking at three programs. We want to really get the idea that we're

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linking up with service programs within the community, and we're going to be looking very closely that you're using your linkage services to help support fathers in the programs. This is critical.

DYCD, as part of our mission that we're doing, we're trying to work holistically. DYCD has a lot of different services that we offer throughout the agency. Those of you who have not gone into the portal of DYCD to see what type of DYCD programs are in your community area, you should do that because we're going to ask you to link up with other DYCD services, plus any other services in the community as part of this contract.

Also, down there at the bottom, you'll see that we're asking for an additional seven services. Within those additional seven linkages, we want to make sure you're very clear we want something in legal, mental health, employment and mediation. So that's what -- I want to point that out and make sure that those services are linkage services that you have as part of your proposal.

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Once again, these are just some other DYCD programs that they have here for you to look at as linkage services.

MR. BUNCH: Thanks, Scott.

I just want to go over some post-award requirements. One of the requirements is a public assistance hiring commitment rider, the other is responsibility determination. I just want to touch on a few points regarding this. Please be advised, there is a requirement for all contractors to be determined responsible in the post-award phase. Therefore, please make sure your VENDEX filings are up to date, your charities filings are current and assure that any outstanding liens or adverse information has been resolved. Unresolved issues often cause significant delays in the post-award process.

I want to speak about the notice for proposer subcontractor compliance. All subcontractors and subcontracts are subject to DYCD approval before any expenses are incurred or any payments are made to them by the prime contractor and must be reported using the payee

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information portal. Therefore, it's important to identify all subcontractors as soon as possible.

I want to speak about the use of certified M/WBE businesses. You see, the contractor is required to show good faith efforts to utilize M/WBE businesses and individual proprietors for purchases of goods, supplies, services and equipment under the contract funded through this RFP. So it has to be 30 percent of purchases, such as goods, supplies, equipment, that fall within the eligible M/WBE expense categories, that would be consultants, subcontractors, vendors, supplies, equipment, equipment other, other costs and fiscal agent services. These items are expected to be made from M/WBEs listed of New York State's Empire State Development online directory of certified M/WBE businesses, and that's the link below, esd.ny.gov/MWBE/Certification.

I also want to speak with you about the insurance requirement. So the contractor must demonstrate that necessary insurance

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coverage, commercial general liability insurance, of \$1 million per occurrence and 2 million aggregate, Workers' Compensation insurance, motor vehicle liability insurance of \$5 million per occurrence, if applicable, is in place for the first day of the contract by providing an original certificate of insurance naming the City of New York, together with its officials and, employees as additional insured. DYCD will be not be able to proceed with processing and awarding contract until it has obtained proof of the necessary insurance coverage.

And lastly, some additional information, transcript, presentation and attendance rosters will be posted to DYCD's website for viewing.

All right, the Q and A is here. So at this time, we'll have our question and answer session. Please note, this is your only opportunity to ask the panel questions you may have regarding the RFP. Once the Q and A session ends, the panel will not an be able to take any questions. Therefore, if you want to

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2 ask the panel any questions, this is your
3 opportunity to do so. Anyone who wishes to ask
4 a question or needs further clarification,
5 please line up in front of this microphone.
6 You're going to line up to your right and we'll
7 take your questions. So if anyone has a
8 question, please line up to the front of the
9 podium. Just state your name, organization and
10 questions. Thank you.

11 MS. TALIAFERRO: I'm Bessie from the
12 Osborne Association. I have a question about
13 the staff requirements. Can staff that are
14 funded by other sources be counted towards the
15 required 5.3 staff requirement, 5.3 staff FTE
16 requirement? Does that make sense?

17 A VOICE: Can you say your question
18 again?

19 MS. TALIAFERRO: Can staff that are
20 funded by other sources be counted towards the
21 required 5.3 FTE staff requirement or does it
22 have to be just DYCD funding?

23 MR. FRENZEL-BERRA: So you're asking
24 if 100 percent of someone's time could be
25 assigned to staff this program, and the funding

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source for their salary would be --

MS. TALIAFERRO: Something else,
another funding source.

MR. FRENZEL-BERRA: Another funding
source?

MS. TALIAFERRO: Yeah.

MR. FRENZEL-BERRA: Would it be from,
like, a general fund? Would it constitute an
in-kind contribution to the program?

MS. TALIAFERRO: Likely, yeah.

MR. FRENZEL-BERRA: But if it were
another funded program and the person were on
staff, of course, we couldn't double dip and
assign the two programs, right?

MS. TALIAFERRO: So the person can't
be funded by two distinct --

MR. FRENZEL-BERRA: It could have a
different funding source, and that would
constitute an in-kind contribution from your
agency to the program, but if someone else gave
you money to run a program and you hire the
person with those funds and assign them to this
program, that wouldn't work.

MR. CARUANA: Craig Caruana

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representing the Work First Foundation. Can a 501(c)(3) subcontract a portion of the services to a for-profit company?

MR. BOBBITT: Yes, a not-for-profit can subcontract with a for-profit, as Keith pointed out earlier in his presentation. It's expected that under any of the M/WBE eligible categories proposers will demonstrate and awardees will, you know, again, demonstrate that they have sought out state M/WBE under those categories.

MR. HOLLINGSWORTH: Good afternoon. My name is Henry Hollingsworth. Our organization is Hoops Hoodstyle LLC. I want to know, would part of the RFP be allowed to use -- for employment service to help fathers with transportation or purchasing suits so they could go on interviews, things like that?

MR. BOBBITT: There's another personnel service category within the budget, so you can propose different activities. That's a program design issue.

MR. HOLLINGSWORTH: Thank you.

MS. BROWN: Good afternoon. Kizzie

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Brown (phonetic) from Bedford-Stuyvesant Restoration Corporation. If your agency decided to settle contract with another agency, can you just give an example of a model that has worked in the past where subcontracting was allowed and worked for the program model?

MR. BUNCH: So, basically, if there's a service within the RFP, let's say, your organization can't provide, that's where a subcontractor may be a benefit for you. So you may want to find a subcontractor who can provide a service of a specialty within that service that your organization may or may not.

MS. BROWN: I also wanted to make sure that, with the staffing model, so basically, a percentage could be, let's say, the outreach retention team is subcontracted, is that allowed or does it have to be solely the leading organization that hires the staff 100 percent?

MR. BOBBITT: Our ACCO advised to give further illustration through example, so I don't want to prejudice any particular program for thinking outside of the portfolio, we might

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have contract agencies that engage particular activity specialists, because there's a comparative advantage with the services that they provide and so a subcontractor might be engaged to do that.

To your second point and, I think, your larger point, it circles back to Bob's response before, it's anticipated that the full-time staff will work full-time on the program but for the recruitment and retention of the dads. I suppose it could be a program design issue how you would hold the subcontractor and other parties accountable to those duties, because it's anticipated the private contractor would have appropriate oversight of the direct services staff.

MR. JONES: Good afternoon. Abraham Jones, Claremont Neighborhood Center. I don't know if it's been addressed or you've been informed, but HHS Accelerator in the RFP documents, under language, which is a PDF in the linkage, does not refer to Fatherhood program, but it refers to runaway youth.

MR. FRENZEL-BERRA: You're right,

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that's an error, and we are going to correct that in an addendum. So we will provide the correct form.

MR. JONES: Thank you.

MS. THOMPSON: Carly Thompson (phonetic), Catholic Charities Neighborhood Services. I have a two-part question about the other DYCD funded programs that we'll refer fathers and their children to. One, are linkage agreements required for those programs? And the second part is, can we refer fathers and their children to DYCD funded programs within our own agency? We're a large social service agency. We have DYCD programs. Do we have to go outside our agency?

MR. LEACH: To answer your questions, can you refer within inside your agency, it's no problem. Linkage agreements, we would like to have linkage agreements. We want to make sure that's a real relationship. We're going to be looking for that as we oversee the program, that these linkages are happening.

MR. BOBBITT: The requirement linkages refer to a minimum number of linkages.

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Your agency can have other, obviously, helpful relationships beyond that, but we do want to see demonstrated, as Scott pointed out, a minimum number and then an array of types of linkages. We think as a cumulative development strategy, Keith went over the mission and vision for the agency, that will further help to stabilize the fathers, who are the index client, but also their children of the relationships, so that's the intention behind that.

MR. GORDON: My name is John Gordon.

I'm from Friends of Island Academy. I'm wondering if there's any flexibility in the staffing model. For example, suppose we felt that the program really needed a full-time director, would it be possible for there to be, say, one fewer outreach and retention specialist and a full-time director or some such? How much flexibility is there in that model in terms of -- I mean, if programs have a lot of experience with this and they feel like they really need a full-time director, it's \$380,000 contract potentially, you know,

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30 percent director, or 40 percent director, may not feel appropriate for such a big contract, so many people. So how much flexibility is there for proposers to propose a different staffing model?

MR. LEACH: It's expected as a minimum of 30, 50 percent. You could do what you like up to 100 percent, if you do that, not to edit the amount of caseworkers or outreach specialists. If you want to add to the director to make it a full-time 100 percent, that is your option.

MR. GORDON: So we couldn't say, for example, that the director was going to take up some of the outreach and retention work, we don't expect that?

MR. BOBBITT: No.

MS. LALLY: Susan Lally from Motefiore. I'm wondering if there's a set curriculum for the 20 sessions, and where can we access that?

MR. BOBBITT: It's not available for review at this time, but DYCD will distribute it once the awards are anticipated.

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MS. LALLY: And then my second question is: Are there any management reports about the outcomes of the previously contracted fatherhood programs that we could look at and see how they performed?

MR. BOBBITT: I'm sorry, who proposed the question? Can you restate the second part of the question, or what type of information are you inquiring?

MS. LALLY: If there are any outcome reports about those how these previously funded contracts for early fathers performed, I would be interested to see were there challenges to achieving the outcomes, or geographically if there were areas that seemed to have better outcomes than other areas, areas where it was harder to do enrollment. I'm just thinking in terms of the Department of Homeless Services or HRA frequently report about contracts and outcomes, the number of enrollees, the services delivered, demographics of who receive the services.

MR. BOBBITT: I think we need to confer after the pre-proposal conference to see

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what material might be appropriate and made available universally, so we'll have to stay tuned on that. Thank you.

MS. BROWN: Kizzie Brown again from Bedford-Stuyvesant Restoration. I was curious if you had a targeted approach where you wanted to serve a certain geographic area of Brooklyn, would that be allowed or do you have to welcome everyone from all over that particular borough that you've been awarded? Do you understand what I'm saying?

MR. BOBBITT: Each proposer can suggest target populations, where they want to focus their effort, but it is anticipated that a proposal will demonstrate that they can receive referrals and be able to serve throughout the borough where they're proposing, that's for Option 1.

For Option 2, that's a citywide contract, so they have to demonstrate they can serve dads across the city.

MS. BROWN: So you can't target it for certain --

MR. BOBBITT: Actually, I just said

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you can have a target population but you also would have to demonstrate your ability to work with the service population. So if you're in Brooklyn, you're in Restoration --

MS. FITZGERALD: It's in Brooklyn, but we're also in Bedford-Stuyvesant.

MR. BOBBITT: So a proposer can have a target population or several target populations, but you must serve the server population, which is all over Brooklyn.

MS. FITZGERALD: Okay, got it.

MS. LALLY: Susan again from Motefiore. What kind of documentation are you expecting us to maintain on the recipients of services and what will you be looking for when conduct audits?

MR. BOBBITT: I'll do the first part, you do the second part.

What type of documentation? Awardees will have to enter data into DYCD's own database system, so it tracks attendance, case notes, benchmarks and progress leading to outcomes, as well as outcomes. Related to the outcomes Scott discussed, the first two relate

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to a survey, which as the RFP says, facilitator interview that's conducted between the staff and the participant. So based on the self-reported progress by the dad, that will give indications of improved emotional engagement and financial engagement with regard to the third outcome that's listed, any validated proof that you would obtain and then scan and enter it into the system to back up, you know, unemployment data and employment, et cetera, et cetera, et cetera.

And Scott will talk about the auditing piece.

MR. LEACH: When they come out, we'll be looking in files and within the files we're looking for applications, we're looking for hard copy notes that are in the folders. We're looking for proof of signatures, actually have signatures on documentation, that's real -- I want to make that point, that fathers have to sign their documents proving which what's in their notes and what's in their folders. Those are documents that we'll be looking for throughout the portfolio as we conduct our

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audits.

MS. LALLY: I think the software currently is Capricorn. Is that what we're using?

MR. LEACH: Currently we'll be using Capricorn.

MS. LALLY: Okay.

MR. KLEIN: I'm Rich Klein from Fortune Society. On page 13 it says 90 percent of participants are expected to attend 80 percent of the sessions, I'm assuming that's spread out between all of the different categories, but if you're going after Category 6, you're going to go citywide and a much higher risk population, is there any consideration for the fact that Category 6, you had have to recruit populations who could potentially be coming from very far away, because it is citywide, and that that population is a little bit harder to serve just because of rates of recidivism and their increased demand of time for any potential legal issues that they might have?

MR. BOBBITT: If I understood the

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question correctly, it's anticipated that 90 percent of the dads would attend at least 80 percent of the parenting session specifically. You may have in your proposal other program components, so I don't want the reading there on page 13 to suggest that that's for all the proponents specific to the parenting system, and it was anticipated both for proposers under Option 1 and Option 2 that parents fill the requirement.

Also, if you read the language in the section, proposers should demonstrate some flexibility in the times that they're offering the program to somewhat help mitigate against those kind of circumstances. So evening and weekend classes will be made available as well.

MS. TALIAFERRO: Bessie from the Osborne Association, Bessie Taliaferro. Can we provide some of the service that DYCD is providing with other funding? For example, can we provide the required employment services service for DYCD enrolled participants with other funding or do the services need to be paid for by the DYCD grant specifically?

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MR. LEACH: As you proposed with employment, yes, you can pay for it out of the funding service with that.

MS. TALIAFERRO: Yes, you can?

MR. LEACH: Yes.

MR. GORDON: John Gordon again from Friends of Island Academy. I just wanted to come back to this question, because I am concerned about the staffing structure. It seems to us that a program this large and complex really needs a full-time director, and so I'm wondering, the contract language talks about -- the RFP language, sorry, talks about that it that's anticipated -- this may be ridiculous, okay, but just say so if it is -- but it's anticipated that you'll award seven contracts for service Option 1, so is there any possibility that you would decide to, say, offer six contracts and raise the number of participants per contract, which would allow agencies to maybe have a little bit more funds and maybe support a program director? I think some more funding per program might open up some possibilities in terms of staffing that

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don't seem to be possible, because as I read it, the money is not really there for a full-time director in this model that's here.

MR. BOBBITT: The proposed staffing plan tries to anticipate some of the supervision staffing needs and that's why it is anticipated and it is considered staffing plan that 30 to 50 percent of a director's time would be spent supervising and coaching the team. Of key importance in our understanding is -- I don't want to call them line staff, but the other key day to day, week to week duties in terms of the case manager, and from the programs currently in operation that anticipate two case managers, that there will be three persons dedicated to doing recruitment and outreach to complement the duties that the case managers do.

So I would say DYCD has tried to afford proposers some money, hopefully enough money, in the budget to cover what the staffing needs will be. So with regard to your raising the question earlier, as Scott responded, a proposer could apply beyond what's anticipated,

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they could try to propose additional staffing related to the director line, but in doing so in their proposal would have to demonstrate how the personnel services, other needs of the program would be met. I don't anticipate clarification or an addendum related to changing the staffing plan beyond that at this time.

KEITH: Keith from Seedco. If an organization comes up with a different solution around the social worker option versus trying to identify someone who is a licensed social worker as a case manager but who has a stronger linkage with an organization, who could provide more structure, mental health services and so on and so forth, is that an option or does it have to be within the case manager role?

MR. BOBBITT: I'm sorry, can you restate the question again?

KEITH: Around some of the mental health services and licensed social worker options within the case manager function, could an organization use a linkage partner who has more specified experience than linkage to

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mental health services than trying to have some of those services within the roles themselves?

MR. BOBBITT: It's anticipated that proposers will show that there's someone on staff who bears the credential, because it's anticipated that the lives of the target population will be dads dealing with a range of issues, it could be behavioral, physical health, other kinds of challenges. So I believe your question is, in a way, collapsing two concepts, so the staff should have resident expertise somewhere. It doesn't have to be the case worker, it could be the retention specialist, it could be the director, but should issues of concern arise there's someone on staff who's able to attend to them appropriately. That could be referrals, that could be linkages. As has been stated, there's an array of expected linkages that would be in place.

MR. FRENZEL-BERRA: I would just add that one expected linkage is with a mental health provider, and just underscore that linkages do not involve the exchange of money

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but a signed commitment to provide services,
and that is distinct from having someone on
staff who is a licensed social worker.

MS. WILLIAMS: Hi. Jessica Williams
from Visiting Nurse Service. Earlier you
mentioned that the recruitment staff would
perform complementary tasks to the case
management work. Can you expand on what you
meant by that?

MR. BOBBITT: My deputy commissioner
is here in part to make sure that I don't do
any speeches. Let me respond this way, the
practical experience of the program is
currently an operation, which is help perform
the design of the RFP. Complementary duties
include -- some of them would presumably liaise
face to face with the existing clients, make
sure their needs are being attended to, helping
them advocate, figure out how to advocate for
themselves, schedule appointments and follow-up
with existing clients, right?

For the proper functioning of the
program, someone would also find prospective
clients to come into the program. Some

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programs currently in operation have had challenges related to retention, so in this program design we are offering a structure, we're expecting a structure, where as a team case managers and outreach and retention specialists would be working both as the proposer.

In terms of the program design, both to recruit participants and once in the program, give them a helpful experience in the program as well as, as Scott pointed out, recruiting peer mentors, both graduates to be retained to continue to work on other issues after their initial term of service is completed, as well as to reach out a helpful hand for the benefit of the program, help the next dad.

As was pointed out, the program targets eligible participants, so there's a poverty criteria that needs to be met. Peer mentors can't exceed the poverty criteria because they're not a service participant, they're a peer mentor. In the fellowship of men, as dads throughout the City, motivated men

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would come forward to participant in the group, so the staff would allow for there to be a structure to ensure that all those things happen.

MS. ROMERO: Hi. Elizabeth Romero with Workforce Foundation. So after completion of the three-month cycle, the three-month program, fathers have the opportunity to re-enroll in the program. Are they counted as new participants or is each participant unique?

MR. LEACH: They can enroll once per fiscal year, so when they complete their first three-month cycle, they're going in through the alumni, but they're still not counted more than once per year. Does that answer your question?

MS. ROMERO: Yup, that answers it.

KEITH: Keith from Seedco again. If a participant starts in one cohort but life challenges cause them to not be able to complete it and we can reengage them into another cohort to complete their, time would we be eligible to have them have that if they didn't engage in the course of the whole year to complete their program goals?

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MR. LEACH: The answer is yes.

MR. BUNCH: Any other questions?

MR. POLESE: Hi. I'm Lou Polese.

I'm from Phipps Neighborhoods. There will be seven awards in five boroughs. How do the other two awards get determined? Is it the top scorers or is it already predetermined which boroughs will have two or will one borough get three or four, how's this going to work?

MS. CANTELMY: Hi. Dana Cantelmi, Agency Chief Contracting Officer for DYCD.

The award protocol outline in the RFP, at this time, we cannot give specifics on how the sixth and seventh award referral will come about because we need to see how the proposals come in for each of the competitions and see how the results fare.

MR. POLESE: So it's going to be a score ranking kind of model process?

MS. CANTELMY: Most likely, but there is other criteria that we could take into consideration.

MR. POLESE: Sure. I understand.

Can cohort one serve young people

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that have been court involved?

MR. BOBBITT: Yes. Let me just add, the RFP makes it clear Option 2 should -- well, must, must target dads with prior involvement in the criminal justice system, and I think it's spelled out in the RFP, you can include as a segment of the population to be served court involved dads, but as we said earlier, in terms of target audiences, the proposer must also demonstrate how they would be able to serve other dads.

MR. POLESE: So, but Option 1, that doesn't necessarily have court involved young dads, they can serve them though?

MR. BOBBITT: Yes. You're not precluded from serving them as part of your services.

MR. POLESE: Okay. Thank you.

MR. BUNCH: Any other questions?

MR. FORMAN: Hi. Evan Forman from Union Settlement. Most parts of the RFP talk about three-month cycles, so we would assume there are four cycle throughout the year, but I

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just noticed that on page 12 it says service levels, each contractor would serve a minimum of 180 and a maximum of 200 fathers and their children annually in three cycles of 60 to 70 participants in each. It's right in the middle of page 12, D1B. So I assume that's a typo and there aren't three-month cycles, there's actually four-month cycles, right?

MR. BOBBITT: It's anticipated that awardees will have three-month cycles and there can be an interval of time between those cycles over the course of 12 months.

MR. FORMAN: Okay, fair enough.

MR. BUNCH: Any other questions? Any questions, going once, twice.

(No response.)

MR. BUNCH: All right. So I just want to let you know, if you have any questions regarding HHS Accelerator, for those that are not familiar, we have Jen Sorel in the back. She's right in the back to your right. If you have any questions, she will be available regarding HHS Accelerator.

Please remember the due date is

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November 14, 2016 at 2:00 p.m. in the HHS Accelerator system. In addition, please be reminded, there will be an addendum issued to this RFP in the next couple of days in the HHS Accelerator system.

This concludes our Pre-Proposal Conference. Thank you.

(Time noted: 2:58 p.m.)

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C E R T I F I C A T E

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

I, Therese L. Sturges, a Shorthand Reporter and Notary Public within and for the State of New York, do hereby certify:

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

I further certify that I am not related to any of the parties to this action by blood or 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 28th of October, 2016.

THERESE L. STURGES

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