NEW YORK CITY

DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT

HORIZON PROGRAM RFP:

RESIDENTIAL SERVICES FOR HOMELESS YOUNG ADULTS (HYA)

EPIN 26019I0002

PRE-PROPOSAL CONFERENCE

January 3, 2019

2:03 p.m.

Transcribed by:

Nicole Ellis

PANEL MEMBERS:

JEREMY SYROP - Deputy Director of Older & Vulnerable Youth Programs, COMPASS

JENNIFER ROMELIEN - Executive Director of Program Services Division of Youth & Family Justice - Detention Services, ACS

ROBERT FRENZEL-BERRA - Director of Research & Program Development

DANA CANTELMI - Agency Chief Contracting Officer

ZENAIDA MARIE WHITE - Assistant Deputy Agency Chief Contracting Officer

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MS. WHITE: Good afternoon, everyone, and welcome. On behalf of Commissioner Bill Chung, I would like to welcome you to the Department of Youth and Community Development's pre-proposal conference for Horizon Program RFP, EPIN 26019I0002.

My name is Zenaida Marie White, I'm the Assistant Deputy Agency Chief Contracting Officer here at DYCD and I have the privilege of overseeing this conference and sharing some information with you.

And today's conference we have: Pre-qualifying and proposal submission, program expectations, post-award requirements, and the question and answer session which I'm sure a lot of you are eager for.

So before we get to that, I'd like to introduce our panel. Today we have with us from COMPASS Jeremy Syrop, he's the Department Director for Older and Vulnerable Youth Programs;

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Also we have with us from ACS Jennifer Romelien, Executive Director of Program Services Division of Youth and Family Justice Detention Services;

We have with us Robert Frenzel-Berra, he's our Director of Research and Program Development;

And Dana Cantelmi, our Agency Chief Contracting Officer.

It's okay to applaud now.

(Applause.)

MS. WHITE: Thank you again for joining us. And before we get to the panel, and before we get to the questions, we just want to review some important information, some important dates regarding this RFP.

The due date for this RFP is January 17th, 2019. The proposals are due to be submitted in the HHS Accelerator System by 2:00 p.m., again on January 17th, 2019.

Proposals must be submitted in the HHS Accelerator System. In order to

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respond to this RFP you first must be pre-qualified in the HHS Accelerator System. DYCD will not be accepting any hard copies of these proposals.

We anticipate that award announcements will be made sometime early spring of 2019. The notifications of awards will be made through the HHS Accelerator System.

Anticipated contract term for this award is May 1st, 2019 through June 30th, 2022, with an option for DYCD to renew for up to three additional years.

After this conference if you have any additional questions you may submit your questions in writing to RFPquestions@dycd.nyc.gov. Please be sure to indicate "Horizon RFP" in the subject line.

Also note, in order to ensure timely responses all questions must be received no later than January 10th, 2019.

How many of you here are familiar and pre-qualified with the HHS Accelerator

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System?

(Indication from audience.)

MS. WHITE: Great, that's the majority of you.

So we want to ensure that at the sign-in table you received a handout with the HHS Accelerator? Great.

And just to review for most of you and for some who do not know, the HHS Accelerator System was launched to simplify and improve the competitive contract process for Health and Human Service providers.

Agencies publish all requests for proposal, RFP, documents in the HHS Accelerator System.

Pre-qualified providers approved for relevant services are eligible to propose and can submit proposals after the RFPs are released.

Providers must submit proposals through the HHS Accelerator System by the proposal due date, which in this case is January 17th, 2019 at 2:00 p.m.

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Questions, or if you need additional assistance, you may contact help@mocs.nyc.gov.

Now on October 5th of last year, 2018, DYCD released the Horizon Program Concept Paper, and we would just like to highlight some items that we've incorporated into the RFP based on the feedback we received.

Cultural competence. We elaborated on the language on cultural competence in response to comments received, and to emphasize these points moved the expectation regarding expert staff to a separate paragraph.

Restorative justice. This was added to the list of required program content areas as a result of comments from several different organizations.

Program director qualifications, we changed the proposed requirement from a master's degree to a bachelor's degree. Again, that's based on feedback that we received.

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Okay. So now I'd like to move along by welcoming Jeremy Syrop and he is going to do an overview of the program highlights in this RFP. Thank you.

MR. SYROP: Good afternoon. Once again, I am Jeremy Syrop, the Deputy Director of Older and Vulnerable Youth Programs for COMPASS DYCD.

I'd like to, again, welcome everybody to today's session where I will be bringing you through key programmatic components of the RFP to give greater clarity to the program model, to core requirements, and what is expected as we move forward.

So as you may have read in the actual RFP itself, this solicitation is for one single competition for one single contract of work to be located at the Horizon Juvenile Center on 560 Brook Avenue in the Bronx.

Though we will require full startup of on-site services on July 1st, 2019, the awarded program will be asked to

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begin planning starting May 1st, 2019. And anticipated funding for the startup period is $99,167. And beginning July 1st, 2019 through June 30th, 2022, $595,000 annually.

So the purpose of the Horizon Program is to engage all youth residing in the facility in high quality, diverse activities that are reflective of their interests; build on their strengths and expose youth to new relationships.

The RFP outlines a program that is staffed by credible messengers; culturally responsive experts who can help assist young people in gaining tangible skills, expose them to restorative practices and overall enrich their experiences and knowledge as justice-involved youth.

As we will further explain, the program must allocate 35 to 50 percent of its budget to subcontractors and consultants, enroll and serve all available youth, provide transitional

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services and collaborate with all on- and off-site partners.

As you can see here, our main program features as just explained.

So the target population for this program is all youth who reside in the Horizon Juvenile Center, this includes youth aged anywhere between 16 to 21 years old.

It is anticipated that on average 85 youth will be available for programming on a daily basis. It is the expectation for the contractor to serve all available youth on the days the program operates. And when we say "all available youth," we're referring to the number of youth in the facility who are available for programming and not occupied in other mandated responsibilities such as court appearances, visits, so on.

Additionally, this program is expected to serve approximately 712 unique participants annually.

So the program must operate for

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at least 645 hours over a minimum of 43 weeks. Programming must include weekdays, weekends and the summer.

For the school year, the program must operate on at least three afternoons during each week, at a minimum of nine hours per week.

For weekends, the program must operate at least three hours on Saturday and three hours on Sunday. An addendum will likely be released to clarify that particular breakdown.

Over the summer, the program must operate at least 105 hours over the course of seven weeks including weekends.

Also important to note is that hours are clock hours, meaning that if a program has ten activities scheduled between the hours of 3:00 p.m. and 6:00 p.m., only three hours will be accumulated toward the 645 total.

So moving on to staffing. Administrative staff. The RFP calls for -- requires a program director who is

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required to have a bachelor's degree at minimum, at minimum five years of experience working with justice-involved youth, and this particular individual must be full-time.

We are also requiring an assistant program director. And like the program director, must have a bachelor's degree, three years of experience working with the justice-involved youth. This individual can be part-time or full-time.

There is also a master's degree in social work requirement. So either the program director or assistant program director is required to have an MSW. This individual will use their expertise to inform programming and collaborate with other clinical health professionals on site.

Continuing on staff. One of the most important components of the program will be efficient frontline staff members and creditable messengers.

So subcontractors and consultants

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must consist of 35 to 50 percent of the annual budget. These individuals or organizations are to serve as expert and knowledgeable activity specialists who plan and lead program activities with ample experience in delivering instructions to the target population.

Staff must include credible messengers. These are individuals that share backgrounds and/or life experiences comparable to enrolled youth, helping to serve as empathetic yet robust role models who can offer transformative relationships to young people.

Staff should also be culturally responsive to the identities, needs and circumstances of young people, both understanding of participants developmentally and socially, while also being responsive to their unique needs as justice-involved youth.

Staff must also adopt trauma-informed approaches in their interactions with youth to take account of

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psychological factors impacting them, including separation from family, friends and other traumas.

Scheduling and logistics. Having a well thought out and organized schedule will be important in filling out the various scheduling forms in the proposal.

Activities must be offered simultaneously and in multiple locations both in residential halls and in multipurpose spaces to serve all available youth.

Please estimate that up to ten separate groups may need to be served in one program day in up to ten separate locations. So this could be accomplished in multiple ways, including providing programming to five groups during the first half of the afternoon and the remaining groups would receive services for the second half of the afternoon. Just as an example.

Activity design must also take into account the high turnover of

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participants, some of who may be there for days while others for months.

And as mentioned earlier, the four required content areas are enrichment, life skills slash leadership development, career pathways and restorative justice.

It will be important for the proposed program design to ensure that all participants are regularly exposed to activities in these four areas.

Restorative justice, being one of the newly required areas, refers to activities that creatively get youth to think about responsibility; what it means to make amends through dialogue; group projects, these are your peace circles, mediation and violence prevention workshops just to name a few.

Career pathways and other emphasis of this RFP refers to opportunities that help prepare youth for post-departure career options including internships, job-readiness trainings,

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barbering, cosmetology.

Enrichment includes your music, your videography, agricultural, dance, robotics, and other specialty activities.

And life skills. Leadership development activities help develop both competency and leadership including service learning projects, youth councils, mentoring and civic engagement.

So lastly, collaboration will be a key component for successful and smooth program operations. So the contractor will be expected to work effectively to maintain positive relations with all operational, security, administrative and youth development staff on site.

So regular communications and meetings with DYCD, with ACS and other staff will be essential.

And I'll pass it back to Zenaida.

MS. WHITE: Thank you.

So continuing on, we would like to review some important post-award requirements beginning with the Public

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Assistance Hiring Commitment Rider. You should have received an FAQ sheet coming in and that gives you some information regarding the Public Assistance Hiring Commitment Rider.

Responsibility determination. Please be advised that it is a requirements for all contractors to be determined responsible in the post-award phase; therefore, please make sure your passport disclosures are up to date; ensure that your New York State charities filings are current; and ensure that any outstanding liens or adverse information has been resolved. Unresolved issues often cause significant delays in the post-award process.

Notice for proposer subcontractor compliance. As outlined and stated in this RFP, total value of all subcontracts must be equal to at least 35 percent but no less -- I'm sorry, no less than 35 percent -- I'm sorry.

Total value of all subcontractors

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must equal at least 35 percent but no less than 50 percent of the annual budget;

Subcontractors must be identified in the proposal. Expectations set out in the RFP that apply to the contractor apply equally to any subcontractor;

Subcontractors may be for-profit or not-for-profit organizations;

All subcontractors must be reported using the Payee Information Portal system, the PIP system;

All subcontractors and subcontracts valued over 20,000 are subject to DYCD approval before any expenses are incurred or any payments are made to them by the prime contractor and must be pre-qualified in the HHS Accelerator System.

Contractors are also encouraged to utilize business and individual proprietors listed on the New York City online directory of certified MWBE businesses as sources for their purchases of goods, supplies, services and equipment

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using funds obtained through the agreement.

Contractors are also encouraged to utilize businesses and individual proprietors owned and operated by people with disabilities as sources for its purchases of goods, supplies, services and equipment using funds obtained through this agreement.

The liability insurance requirement as outlined in this RFP, the New York City liability insurance requirement for commercial general liability, $1 million per occurrence and $2 million aggregate.

Motor vehicle liability, if applicable, $1 million per accident combined single limit.

Also in addition, there's workers' compensation; employers liability insurance; and disability benefits insurance.

An original certificate of insurance naming the City of New York

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including its officials and employees as additional insured.

DYCD will not be able to proceed with processing an awarded contract until it has obtained proof of the necessary insurance coverage.

And lastly, again, DYCD encourages MWBE participation and recommends the utilization of certified MWBEs, we put that twice 'cause that's how important it is. We want to make sure you make note of that.

And also, importantly, the transcript, presentation and attendance rosters will be posted to the DYCD website for your viewing.

So now we get to the segment that I believe you've all been waiting for, and that's the opportunity to ask your questions. The panel has made themselves available to provide you with the best answers possible.

Before we begin, I would just like you to note that the

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question-and-answer session is only for the purposes of this RFP. Once the question-and-answer session ends, the panel will no longer be available to take any questions. So therefore, if you want to ask questions, now is your opportunity to do so.

Once again, please make sure that you state the page number, that you are able to show us where it is that your question is coming from, that will help the panel answer your question more directly.

And because this section is being recorded, every time you come to the microphone we're asking that you state your name and the agency you're representing.

And I believe that's it. I'm going to bring the microphone to this side, you can form a line here and there's no limit to your questions. This is now your opportunity for clarification. Thank you.

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MS. NOBLET: Carol Noblet from Getting Out & Staying Out, a reentry program.

We were thinking of including as a subcontractor the Cure Violence Organization that is operative in the East Harlem area. So it is not technically its own 501(c)(3), but has a lot of cultural competencies and so on that we'd like to depend on.

Would that be allowed as a subcontractor?

MR. SYROP: We actually are not going to speak to, and cannot speak to, whether particular subcontractors would be allowed or disallowed.

Organizations, whether they are 501(c)(3)s or not, may be able to serve as subcontractors. So in your proposal if you are proposing, that would be something that you would explain.

MS. NOBLET: Okay. So it can be a 501(c)(3) or some nonprofit and we could also perhaps include for-profit

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organizations that are --

MR. SYROP: The subcontractor, as DYCD defines subcontractors as of current, is inclusive to both for-profit and not-for-profit organizations. But they would need to be approved through the New York City Payee Information Portal and go through the proper approvals through the city before any approval can be officially given.

MS. NOBLET: So -- but that isn't exactly the HHS Accelerator; in other words, I have used that system and I know about pre-qualification for us. The others don't have to submit all that, they just have to be vetted separately?

MS. CANTELMI: So with the new human service contract, subcontractors that are receiving over $20,000 in city funding have to be pre-qualified in the Accelerator system.

So if you plan on subcontracting with a nonprofit or for-profit they have to be pre-qualified in the Accelerator if

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you're giving them more than 20,000.

MS. NOBLET: Thank you.

MS. KELLY: Hi. Eileen Kelly from the Osborne Association. I also have a question about the subcontractors.

Would you clarify, please, in the RFP does it mean that all applicants are required to use at least 35 percent of their budget for subcontractors, that's what you mean, not that we may be --

MR. SYROP: Correct. 35 to 50 percent of the budget must be allocated toward subcontractors or consultants. 35 percent to up to less than 50 percent.

MS. CARPIO: Hello, Angie Carpio from Exalt. Another subcontractor question.

So if we were thinking of having someone come in to host workshops, would that qualify under subcontracting or would that be something that would be absorbed in the regular budget?

MR. SYROP: That would potentially qualify as a subcontractor or

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consultant.

MS. CARPIO: Okay.

The program director and the assistant program director, is this thought of to be new hires or is this something that would be absorbed by current staff?

MR. SYROP: That is a determination that your organization would make.

MS. CARPIO: Are organizations able to get partnership agreements with a subcontractor that has potentially done a partnership agreement with other organizations applying for this RFP?

MR. SYROP: Yes.

MS. CARPIO: And would the selected vendor have office space available in Horizon?

MS. ROMELIEN: So currently office space is very limited at Horizon; however, we would provide some sort of work area that would be shared.

MS. CARPIO: Thank you.

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MS. CLARKE: Hi. Candra Clarke, Exodus Transitional Community.

On page eight of the RFP, "the contractor would have at least three years of successful experience within the last five years delivering services similar to those described in RFP."

Does that mean we have to have experience serving youth within a facility or if we work for a reentry program on the outside is that similar enough?

MR. FRENZEL-BERRA: We mean experience serving justice-involved youth. But having said that, the closer your experience is to the kind of services and the site that you're looking at here it would be better.

MS. CLARKE: Okay.

And then on page eleven when we talk about "the contractor would provide program services on at least three afternoons each week Monday through Friday."

Is there a time frame for the

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afternoon or a schedule at the facility that we would get so we know what time we would schedule the programming?

MS. ROMELIEN: Yes, there is a schedule at the facility; however, young people get out of school at 2:40 so programming commences after 3:00 p.m.

MS. CLARKE: And then for the minimum of three community partnerships, do our consultants count as one of the community partnerships?

MR. FRENZEL-BERRA: Consultants don't count, it has to be a relationship with an organization.

MS. CLARKE: And then how many housing units are there?

MS. ROMELIEN: There are currently ten housing units at Horizon.

MS. CLARKE: Will we be getting a copy of the PowerPoint?

MS. CANTELMI: Yes, it will be posted on the website.

MS. CLARKE: And we'll also get a copy of the facility schedule or no?

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MR. SYROP: Unfortunately, I don't think we'll be able to provide it at this point.

MS. CLARKE: Thank you.

MS. CEDENO: Hi. Sabrina, DreamYard Project.

For the Public Assistance Hiring Rider, can that be divided between the contractor and the subcontractor?

MS. CANTELMI: No, the responsibility is on the prime contractor.

MS. CEDENO: Okay. And then the community partners, can any of that also include our subcontractors?

MR. FRENZEL-BERRA: Yeah. Subcontractors would count as community partners.

MS. CEDENO: Cool.

And then last question, and I know we talked about this so much so I'm sorry but I want to make sure I understand.

If a subcontractor is less than 20,000 then there's no pre-qualification,

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there's no pre-qualifying in PIP, we can put them on the application?

MS. CANTELMI: So PIP is different than Accelerator. They -- the PIP requirement is still there because that falls on the prime provider, that's the responsibility of the prime provider to report out payments going to the sub. So that requirement is there regardless of if it's $500, you would still have to report that out through PIP.

But the requirement for the sub to be pre-qualified, that goes to the sub themselves actually receiving more than $20,000.

MS. CEDENO: So the PIP is like once we get the contract when we start pushing out the money to them?

MS. CANTELMI: Correct.

MS. CEDENO: Got it. Thank you.

MR. POLESE: Luis Polese from Phipps Neighborhoods.

I wanted to get some background on who the young people are that we're

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serving. How many people are at the facility, ballpark it?

MS. ROMELIEN: So we currently have -- we house 106 young people, we have 106 beds at Horizon. Currently our census is 70, so it varies.

MR. POLESE: So at some point it will get to 106, maybe not.

MS. ROMELIEN: Possibly. We opened the building with 93.

MR. POLESE: I'm imagining that we conceivably have clubs that would not meet every day, five days a week. They might meet one day a week and they may be a club that would appeal to a specific group pr small group of those kids.

So I want to see how that 85 number, the daily attendance things would work.

Is it mix gender?

MS. ROMELIEN: We could -- we have the ability to house both male and female, currently we only have males at Horizon. The female population is

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typically small, but we do have the ability to house both male and female.

MR. POLESE: And the ten units, are there floors? How do the kids get grouped?

MS. ROMELIEN: There are two floors at Horizon. We have the majority of our housing units are 15-bed units; however, we do have two eight-bed units, one six-bed unit, and one five-bed infirmary unit.

MR. POLESE: So it would be some -- the units themselves, when they came together as a group of ten, it might be kids from various units? How are you thinking about that?

MS. ROMELIEN: So we're thinking about primarily housing-based programming where a vendor would go on to the unit or the unit would go to a multipurpose area, like Jeremy mentioned, to provide services.

We have, on occasion, mixed young people depending on the interests of the

program, so it's a variety of both.

MR. POLESE: Is there a classroom space?

MS. ROMELIEN: There are classrooms. We have a full classroom at Horizon.

MR. POLESE: So there's a separate classroom building that we wouldn't be using or what are you thinking there?

MS. ROMELIEN: So the facility is all in one. On the second floor, we have classrooms and we have two classrooms on the first floor.

MR. POLESE: And conceivably, the provider would be able to make use of that space?

MS. ROMELIEN: Correct.

MR. POLESE: So that kind of helps figure out how this might all work together.

MS. ROMELIEN: And there's a day area in all the housing units which is a large multipurpose area where young people

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programming can be provided as well.

MR. POLESE: That's all real helpful, thanks a lot.

One other question. Will you guys be issuing addenda that answer the questions or will there be individual responses to questions?

MS. CANTELMI: So we will be issuing an addendum for any items that are changing in the RFP.

In terms of the responses that we're giving to the questions, the transcript will be posted on our website so you'll be able to see all the responses that were given.

MR. POLESE: So we shouldn't go to Accelerator, we should go to the website?

MS. CANTELMI: For today's transcript.

MR. POLESE: Thanks.

MS. BASTIDAS: Josephina Bastidas, Center For Community Alternatives.

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The question is regarding the population to be served and the fact that the contractor will not control the number of individuals that are in the facility.

How are you thinking to handle that? Is there a possibility of adding population for the purpose of complying with the contractor as DYCD requires? What are you planning to do regarding that?

MR. SYROP: The language utilized in the RFP is all available youth, right, so that is not a particular attendance metric, we are simply asking of the provider to serve those who are available.

So there's not a particular number that we are identifying. The RFP estimates that roughly 85 youth may need to be served on any given day, but in terms of what is expected, it's all available youth. It may be 85; it may be greater than 85; it may be less than 85.

MS. WHITE: If there are no more questions, I'm going to continue by

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closing out this conference by reminding you that once we close this segment, the panel will no longer be available. Any questions that you have, you would want to submit them in writing to RFPquestions@dycd.nyc.gov. Please be sure to put "Horizon RFP" in the subject line.

Please be reminded of the most important date, January 17th, 2019 at 2:00 p.m., all proposals, again, are due to be submitted in the HHS Accelerator System.

Also please note that if there's any addenda issued for this RFP it will be made available in the HHS Accelerator System; however, the transcript; the presentation; the attendance roster, that will be made available on our website.

And please make sure that everything that you filled out upon signing in is clear and legible because if there's any communication, we need to make sure we have the correct contact information.

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And I believe that's all. That's everything that we needed to cover. Thank you for being a great audience and have a wonderful rest of the day. Thanks.

(Time noted: 2:40 p.m.)

C E R T I F I C A T E

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

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

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 by marriage and that I am in no way interested in the outcome of this matter.

IN WITNESS WHEREOF, I have hereunto set my hand this 7th day of January 2019.

Nicole Ellis
NICOLE ELLIS

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