

Pre-Proposal Conference - Vulnerable Youth
August 30, 2016

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NEW YORK CITY
DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT
VULNERABLE YOUTH RESIDENTIAL SERVICES RFP
PRE-PROPOSAL CONFERENCE

August 30, 2016
2:07 p.m.

Transcribed by:

Nicole Ellis

PANEL MEMBERS:

DEBORAH HARPER	Assistant Commissioner Vulnerable & Special Needs Youth
RANDOLPH SCOOT	Director Vulnerable & Special Needs Youth
BOB FRENZEL-BERRA	Director of Planning Research and Program Development
ZENAIDA MARIE WHITE	Moderator Assistant Deputy Agency Chief Contracting Officer

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SPEAKERS:

Anthony Sabia - Covenant House New York

Amy Albert - Brooklyn Defender Services

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MS. WHITE: Good afternoon. Hello, everyone. On behalf of Commissioner Bill Chong, I would like to welcome you to the Department of Youth and Community Development Pre-Proposal Conference for Vulnerable Youth Residential Services.

My name is Zenaida Marie White, I'm the Assistant Deputy Agency Chief Contracting Officer here at DYCD, and I want to welcome you for this opportunity to hear some highlights regarding this RFP, as well as an opportunity to ask questions.

And we have an agenda for you today, and I will begin with the welcome and timeline. We're going to go over pre-qualifying and proposal submission, program expectations, post-award requirements, and then the most important part is the question and answer segment.

And please, again, direct your attention to our PowerPoint slide on either side of you.

About DYCD; the mission for the New

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York City Department of Youth and
Community Development is to invest 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.

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

Now to begin with, I want to
introduce our panel. We have sitting in
the middle, we have Deborah Harper, our
Assistant Commissioner of Vulnerable and
Special Needs Youth. Also from Vulnerable
and Special Needs Youth, we have our
Director, Randolph Scott. And to assist
us with answering questions, we have our
Director of Research and Program
Development, Bob Frenzel-Berra. And that,

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ladies and gentlemen, is our panel for today. So feel free to applaud and be excited 'cause they're the ones that will give you the clarification and information you need. All right.

So I want to first speak regarding this RFP. I am excited to announce that this is an open-ended RFP. What does that mean, Zenaida? Well, I'm glad you asked. The open-ended RFP means that it's going to remain open for an indefinite period. There is no prescribed due date for submission. Proposals will be reviewed by DYCD as they are received and on an ongoing basis. Please note, very important, that DYCD reserves the right to terminate this open-ended RFP at any time.

Also note that this RFP is comprised of two service options, two competitions. The first service option is crisis shelters, and the next service option, option two, is Transitional Independent Living, otherwise known as TIL services. Proposers may propose for one or both

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service options, and for both Fiscal Year 2018 and Fiscal Year 2019 at any time. But you must submit a complete and separate proposal for each site within each service option and for each year proposed. Each site requires separate OSFS certification.

Now moving on to the timeline. The proposal due date for the first round, for Fiscal Year 2018, is September 26, 2016 at 2:00 p.m. Again, there is no prescribed deadline; however, we want to ensure that services are going to be in place in the beginning of Fiscal Year 2018, so if you're interested in providing services as of July 1, 2017, please submit your proposals by September 26, 2016. The anticipated start date, again, is July 1, 2017 for Fiscal Year 2018. The contract term will be for three years with an option to renew for up to three additional years.

Questions can be submitted via e-mail at rfpquestions@dycd.nyc.gov. And again,

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2 for this first round we're asking that all
3 questions be submitted by September 16,
4 2016.

5 Now how many of you here have used
6 HHS Accelerator before? You've either
7 been pre-qualified or you've submitted a
8 proposal via HHS Accelerator? Okay, I see
9 a few who have not raised their hands.
10 How many here HHS Accelerator is like
11 another language? Have you heard of it
12 before? Everyone's heard of HHS
13 Accelerator? Great. Just want to feel
14 out my audience here.

15 So when you came in, you received a
16 PowerPoint presentation of HHS
17 Accelerator. Everyone has this
18 presentation, right? Okay. I'm going
19 over an abbreviated version, just to give
20 you an overview. And with me I have HHS
21 Accelerator specialists who will be
22 on-hand after the Pre-Proposal Conference
23 in case you need more details or you have
24 any questions or concerns, and I'd like
25 Allison MacLeod and Nina Herman to stand.

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So right out there in the reception area, they'll be on-hand for any additional questions you have.

So if you are submitting -- sorry. If you are submitting a proposal by September 26th, please note that all proposals must be submitted utilizing the Procurement tab of the HHS Accelerator System by providers with approved HHS Accelerator applications, including business applications and required service applications, for the areas listed in the Services and Providers tab.

If submitting in the first round of proposals, please allow sufficient time to complete and submit proposals, which includes entering information, uploading documents, and entering log-in credentials. It is strongly recommended that providers submitting for the first round complete and submit their proposals at least 24 hours in advance of the proposal due date and time for the first round.

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Resources, such as user guides, videos and training, are listed at www.nyc.gov/hhsaccelerator. For more information about submitting a proposal through the HHS Accelerator System, again, we have Allison MacLeod and Nina Herman here. In addition, you can also e-mail info@hhsaccelerator.nyc.gov. And just highlights for using this system: Agencies publish all Requests For Proposal, RFP documents, in the HHS Accelerator System. That means you cannot submit anything hardcopy. Nothing outside of HHS Accelerator will be accepted.

Pre-qualified providers approved for relevant services are eligible to propose and can submit proposals after the RFP is released -- and in this case this RFP has been released -- and providers must submit proposals through the HHS Accelerator System by the proposal due date and time, which is 2:00 p.m., in this case for the first round, September 26, 2016.

Okay. And now I'm going to introduce

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2 our presenter for Program Overview,
3 Randolph Scott, Director of Vulnerable
4 Special Needs Youth, is going to go
5 through with you the program overview.
6 Please make note of your questions and
7 hold them until we get to the question and
8 answer segment. So I'm welcoming to the
9 podium Randolph Scott.

10 MR. SCOTT: Good afternoon,
11 everybody. As Zenaida mentioned, my name
12 is Randolph Scott, I'm Director of Runaway
13 and Homeless Youth Services here at DYCD.
14 And basically what I'll do is I'll give
15 you a little bit of an overview of RHY
16 services; however, the focus for today is
17 mostly on the residential services of the
18 contracts that we fund.

19 But RHY is made of up four different
20 options. And the first option is that of
21 street outreach. And our street outreach
22 contracts are basically canvassing the
23 five boroughs of New York City, engaging
24 youth who they encounter to see one, if
25 they're at-risk, homeless, vulnerable or

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in need of any special services, whether it's transportation to a safe place, whether it's housing, food, clothing or some resource that they may require to get to a better place.

The second option that we have are our drop-in centers. We currently have seven drop-in centers in the five boroughs of New York City. One of those, which is a 24-hour drop-in center located in Harlem, New York. And at the drop-in centers, they -- youth ages from 14 to 24 go to network with other youth, use services, such as computers, to do résumés, take showers, get a meal, get clothing, receive case management in order to assist them in any of the service areas that they deem is required for them; whether it's around education, employment, medical and so on. And those are, like I said, located in all five boroughs.

The specifics of today are residential programs, and there's two different options. The third option,

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which we'll talk about, is our crisis shelters. Our crisis shelters are for youth ages 14 to 21, and it's a short-term residential stay for 30 up to 60 days, within a residential facility that could be in any of the five boroughs, where they receive case management on the issues of their needs; whether it's, again, on housing, employment, education, medical or other.

One of the important goals of our programming, which I definitely need to mention, is that folks look for reunification. That's one of our primary goals is to reunify our youth with who they consider to be their family. And if that doesn't meet the specifics, then residential services and other services are rendered to them so they can then gain that independence to move out and service themselves.

And finally the last option that I will share with you, and more of it will be through questions that you ask and

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answers that we will provide, and that fourth option is our Transitional Independent Living facilities, which are our long-term stay facilities for youth ages 16 to 21, where they stay for 18 months. For youth who come into the facility at the age of 16 or 17, they're eligible of up to six months of an extension to stay in those facilities. And they're just a longer term period of receiving that same type of case management that you would receive a crisis shelter, so the education, employment, the medical, and so on.

So the final -- the last two that I mentioned are what you're here to hear about, to propose on, and hopefully be able to get any answers to your questions so that you can complete those proposals and work with me on certification, and so on, and so on.

So I thank you very much and look forward to hearing your questions that you may have.

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MS. WHITE: Thank you, Randolph
Scott.

Okay. Moving on to post-award
requirements. You should have received a
handout for the Public Assistance Hiring
Commitment Rider. They didn't give it out
yet. Upon leaving you will get this
one-page fact sheet that tells you all you
need to know about the Public Assistance
Hiring Commitment Rider.

We would also, at this time, although
we are at the Pre-Proposal Conference, we
want to advise you that it is a
requirement for all contractors to be
determined responsible in the post-award
phase. Therefore, we would like to ask
all potential awardees to make your VENDEX
and Charter 500 files, make sure they're
current and up-to-date. Also please
ensure that any outstanding liens or any
adverse information has been resolved.
Unresolved issues often cause significant
delays in the post-award process.

Notice for proposers for

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2 subcontractor compliance: Subcontracting
3 is allowed and it is allowed for these
4 services, but on the following
5 conditions -- under the following
6 conditions: Subcontracting is not allowed
7 for provision of beds, but may cover
8 related or incidental services. The
9 contractor must identify any
10 subcontractors in the proposal. The
11 contractor expectations set out in the RFP
12 equally apply to any subcontractor. No
13 more than 35 percent of the total budget
14 may be subcontracted. A selected
15 contractor shall not enter into any
16 subcontract for the performance of its
17 obligations, in whole or in part, without
18 the prior written approval of DYCD.
19 Contractor must comply with the Payee
20 Information Portal subcontractor reporting
21 requirements.

22 In addition, there is the New York
23 City Liability Insurance Requirement and
24 you could follow along with me as I read:

25 "The contractor must demonstrate that

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necessary insurance coverage, Commercial General Liability Insurance of \$1 million per occurrence and \$2 million aggregate; Motor Vehicle Liability Insurance of \$5 million, if applicable; and Workers' Compensation Insurance, is in place from 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 an additional insured. DYCD will not be able to proceed with processing any awarded contracts until it has obtained proof of the necessary insurance coverage."

And lastly, just to note, DYCD encourages MWBE participation and recommends the utilization of certified MWBEs.

The transcript, presentation, and attendance rosters will be made available by being posted to the DYCD website for your viewing and usage.

With all that said, it is time for you to ask your questions, if you have any

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2 questions or need for clarifications. We
3 just ask that when you ask your questions,
4 please state your name and your
5 organization. You're not limited by the
6 number of questions, you're not limited by
7 how many times you want to come to the
8 microphone, but please, every time you
9 come up, please state your name and your
10 organization. This is being recorded, so
11 we just ask that you comply.

12 So without further ado, please come
13 and ask the panel any questions you have.
14 You can come here to the podium. I'm
15 going to move the microphone this way and
16 you can line up this way.

17 So I did such a great job and gave
18 such good information that nobody has any
19 questions? All right.

20 MR. SABIA: Hi, Anthony Sabia,
21 Covenant House New York.

22 I just want to know how much money is
23 available for RFP? How many slots and how
24 much money per child is prescribed in the
25 RFP? And also, where can I actually

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download a copy of the RFP?

MS. WHITE: While they're looking up the information, downloading a copy of the RFP is via the HHS Accelerator System. And again, Allison and Nina are here and they can walk you through how to get pre-qualified.

MS. HARPER: All right. The total anticipated funding is \$9,400,000, and it will fund up to 200 crisis shelter and TIL beds total. And these, I just want to point out, are new beds. So for any of our current provider agencies, it's our expectation that the beds that you currently have will be renewed. So you do not need to apply again, you know, through this RFP. So this is for new beds only.

MR. SABIA: Will it be equal allocation between TIL's and crisis shelter beds?

MS. HARPER: Not necessarily. We have to look at the applications.

MR. SABIA: Okay. I'm sorry, one last question. And I'm sure it's written

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in the RFP, but I'll ask anyway, do you have to subscribe to a housing first model in your program model?

MS. HARPER: That's not a part of our requirement.

MR. SABIA: Okay. Thank you.

MS. ALBERT: Hi, I'm Amy Albert from Brooklyn Defender Services, and I'm a lawyer so I like to talk.

Two questions. First, has there been any determination about allocations for capital resources for new providers? And second, has there been any priority set for Brooklyn, specifically given that we don't have any or many crisis beds?

MS. HARPER: Regarding the types of beds and targeting, 'cause it's specific areas, we have not done that. We really look at the applications.

And the first question again -- oh, capital. This funding is not typically used for capital, you know, sources.

MS. WHITE: Please don't be shy, we welcome your questions 'cause this is your

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opportunity to get clarifications so that you can submit the best proposal possible. So we encourage you to ask questions. So I'll give another minute or so.

Okay. Well if you have no questions and a question comes up, once I close, which I'm about to do, please be reminded that all questions must be submitted via e-mail at rfpquestions@dycd.nyc.gov. Please don't come to any of the panelists or myself regarding any RFP questions, because they need to be public and they go through a process. So please make sure you e-mail your questions.

So with that said, we have now concluded the Pre-Proposal Conference for the Vulnerable Youth Residential. And lastly, to remind you, before we leave, the due date for the first round, for the Fiscal Year 2018 contracts, is September 26, 2016 at 2:00 p.m. in the HHS Accelerator System.

In addition, please be on the lookout, if there's any addenda to this

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RFP issued it will be released in the HHS Accelerator System. Any notifications regarding award announcements will also be made via the HHS Accelerator System.

This concludes our Pre-Proposal Conference. You've been a great audience, thank you for your participation. Have a good evening.

(Time noted: 2:31 p.m.)

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<p align="center">A</p> <p>abbreviated (1) 7:19 able (2) 13:19 16:12 Accelerator (16) 7:6,8,10,13,17,21 8:9,11 9:6,13,15,21 18:5 20:23 21:3,5 accepted (1) 9:15 action (1) 22:12 addenda (1) 20:25 addition (3) 9:8 15:22 20:24 additional (3) 6:22 8:3 16:12 ado (1) 17:12 advance (1) 8:23 adverse (1) 14:22 advise (1) 14:14 afternoon (2) 3:2 10:10 age (1) 13:8 agencies (2) 9:11 18:14 Agency (2) 1:22 3:9 agenda (1) 3:15 ages (3) 11:13 12:4 13:6 aggregate (1) 16:4 Albert (3) 2:4 19:8,8 alleviate (1) 4:5 Allison (3) 7:25 9:7 18:6 allocation (1) 18:20 allocations (1) 19:12 allow (1) 8:16 allowed (3) 15:3,3,6 Amy (2) 2:4 19:8 announce (1) 5:8 announcements (1) 21:4 answer (2) 3:21 10:8 answering (1) 4:23 answers (2) 13:2,19 Anthony (2) 2:3 17:20 anticipated (2) 6:19 18:10 anyway (1) 19:2 applaud (1) 5:3 applicable (1) 16:6 applications (5) 8:11,12,13 18:23 19:20 apply (2) 15:12 18:17 approval (1) 15:18 approved (2) 8:10 9:16 area (1) 8:2 areas (3) 8:13 11:18 19:19 asked (1) 5:10 asking (1) 7:2 assets (1) 4:11 assist (2) 4:22 11:18 Assistance (2) 14:6,10 Assistant (4) 1:17,22 3:9 4:19 at-risk (1) 10:25 attendance (1) 16:21 attention (1) 3:23 audience (2) 7:14 21:7</p>	<p>August (2) 1:9 22:16 available (2) 16:21 17:23 award (1) 21:4 awarded (1) 16:13 awardees (1) 14:18</p> <hr/> <p align="center">B</p> <p>basically (2) 10:14,22 basis (1) 5:16 beds (8) 15:7 18:12,13,15,18,21 19:16,18 beginning (1) 6:15 behalf (1) 3:3 best (1) 20:3 better (1) 11:6 Bill (1) 3:3 bit (1) 10:15 blood (1) 22:12 Bob (2) 1:20 4:25 boroughs (4) 10:23 11:9,22 12:7 Brooklyn (3) 2:4 19:9,15 budget (1) 15:13 business (1) 8:12</p> <hr/> <p align="center">C</p> <p>C (2) 22:1,1 canvassing (1) 10:22 capital (3) 19:13,22,23 case (6) 7:23 9:19,23 11:17 12:8 13:12 cause (4) 5:4 14:23 19:18,25 center (1) 11:11 centers (3) 11:8,9,13 certificate (1) 16:9 certification (2) 6:8 13:21 certified (1) 16:18 certify (2) 22:7,11 Charter (1) 14:19 Chief (2) 1:22 3:9 child (1) 17:24 Chong (1) 3:4 City (6) 1:4 4:2 10:23 11:10 15:23 16:10 clarification (1) 5:5 clarifications (2) 17:2 20:2 close (1) 20:7 clothing (2) 11:4,17 collaborating (1) 4:10 come (6) 13:7 17:7,9,12,14 20:11 comes (1) 20:7 Commercial (1) 16:2 Commissioner (3) 1:17 3:3 4:19 Commitment (2) 14:7,11 communities (3) 4:7,12,15 Community (3) 1:5 3:5 4:3 community-based (1) 4:4 Compensation (1) 16:7</p>	<p>competitions (1) 5:20 complete (4) 6:4 8:17,22 13:20 compliance (1) 15:2 comply (2) 15:19 17:11 comprised (1) 5:19 computers (1) 11:15 concerns (1) 7:24 concluded (1) 20:17 concludes (1) 21:6 conditions (2) 15:5,6 Conference (6) 1:7 3:6 7:22 14:13 20:17 21:7 consider (1) 12:17 contract (2) 6:20 16:8 Contracting (2) 1:22 3:10 contractor (5) 15:9,11,15,19,25 contractors (1) 14:15 contracts (4) 10:18,22 16:14 20:21 copy (2) 18:2,4 COUNTY (1) 22:4 Covenant (2) 2:3 17:21 cover (1) 15:7 coverage (2) 16:2,15 credentials (1) 8:20 crisis (7) 5:21 12:2,3 13:13 18:11 18:20 19:16 current (2) 14:20 18:14 currently (2) 11:8 18:16</p> <hr/> <p align="center">D</p> <p>date (6) 5:13 6:10,19 8:24 9:22 20:20 day (2) 16:8 22:16 days (1) 12:5 deadline (1) 6:13 Deborah (2) 1:17 4:18 deem (1) 11:19 Defender (2) 2:4 19:9 definitely (1) 12:13 delays (1) 14:24 demonstrate (1) 15:25 Department (3) 1:5 3:5 4:2 Deputy (2) 1:22 3:9 details (1) 7:23 determination (1) 19:12 determined (1) 14:16 develop (1) 4:12 Development (5) 1:5,20 3:6 4:3,25 different (2) 10:19 11:25 direct (1) 3:22 Director (6) 1:18,20 4:22,24 10:3 10:12 documents (2) 8:19 9:12 download (1) 18:2 downloading (1) 18:4 drop-in (4) 11:8,9,11,12 due (5) 5:13 6:10 8:24 9:22 20:20</p>
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