**ALL Services NDA RFP Pre-Proposal Conference**

**CHAT TRANSCRIPT**

**March 22, 2021 2PM**

**4:05:40 From Allmina Berisha : Good afternoon from CCNS Brooklyn, NY**

**14:08:49 From Susan Fpx to DYCD Procurement(Direct Message) : Will PDF be provided to those on the call after this presentation?**

**14:12:46 From DYCD Procurement to Susan Fpx(Direct Message) : A recording of this session will be posted to our website.**

**14:14:28 From Ken Small to DYCD Procurement(Direct Message) : What is the total funding available for Healthy Funding? Is it $6,86,248 or $1,764,845? The Healthy Families RFP has the total funding at $1,764,845, the same total cited for Economic Development funding.**

**14:15:48 From Ken Small to DYCD Procurement(Direct Message) : Parts of Bronx NDA 8 and Manhattan NDA 12. Can organizations that serve those NDAs apply for funding for both NDAs?**

**14:16:44 From Ken Small to DYCD Procurement(Direct Message) : Will DYCD issue a separate, non-NDA RFP for adult literacy services? If so, when?**

**14:25:22 From Tonya Lewis : 1) Will printed and mailed versions of this RFP be required since digital is available?**

**14:27:47 From DYCD Procurement : Proposals must be submitted using the PASSPort system. Mailed or emailed submissions will not be accepted.**

**14:28:09 From Futures and Options : Will a recording of this pre-proposal conference, as well as future pre-proposal conferences that focus on specific program areas, be recorded and shared publicly?**

**14:28:27 From DYCD Procurement : correct. Proposal need to be submitted using PASSPORT**

**14:28:41 From Dorie Khachewatsky : Where can we find directions on how to submit more than one response to and RFP? i.e. to serve more than one NDA**

**14:28:50 From DYCD Procurement : Yes, it will be available via the DYCD website**

**14:29:45 From DYCD Procurement : Through PASSPORT - 1 proposal per NDA**

**14:30:28 From Nancy Russell : And also a separate proposal for each program area proposed.**

**14:31:23 From Krissia Bonilla : We have a current NDA contract for high school-level services; however, our NDA is not included in the current high school services RFP. Does this mean that we will lose this funding in 2022, since we can’t apply under this RFP?**

**14:32:04 From Ken Small : What is the total funding available for Healthy Funding? Is it $6,86,248 or $1,764,845? The Healthy Families RFP has the total funding at $1,764,845, the same total cited for Economic Development funding.**

**14:33:17 From Nancy Russell : It is the former.**

**14:34:56 From Valencia Emanuel : can we submit if we have less than 3 linkage agreements. COVID has people out of offices and hard to reach**

**14:36:19 From Nancy Russell : three partnerships are required. You can still submit but would be scored accordingly.**

**14:36:30 From Elise Slobodin : $100K minimum funding per year?**

**14:36:42 From Nancy Russell : yes**

**14:36:54 From Lavinia Mancuso : What sort of partnerships are necessary.**

**14:37:41 From Nancy Russell : There is a full description in the RFPs.**

**14:40:22 From Andrew Miller : Will DYCD be evaluating the proposals or will the NABs be evaluating or is it a combination?**

**14:40:37 From DYCD Procurement : combination**

**14:43:40 From Karna Cestero : So a CBO can only apply for one service area? Or multiple?**

**14:44:17 From DYCD Procurement : multiple but through a separate proposal for each service area**

**14:44:37 From Nancy Russell : They can apply for more than one, but must submit a separate, complete proposal for each.**

**14:44:49 From Riva Heller : This is very helpful. Will the slides be emailed out after this session?**

**14:45:11 From DYCD Procurement : The slides will be available on the DYCD website**

**14:47:01 From Evan Forman : Some RFPs say that we can submit questions via email, while some say that we must use the PASSPort discussion forums. Which is the case?**

**14:48:14 From Nancy Russell : Questions must be submitted in PASSPort**

**14:48:16 From Stacy McKelvey : For the Economic Development RFP, can we a) serve undocumented immigrants; b) count as outcomes undocumented immigrants starting informal businesses (i.e. "off the books" jobs).**

**14:48:22 From DYCD Procurement : Must use PASSPORT discussion forum for all questions for all RFPs**

**14:48:54 From Andrew Miller : Are the members of the NABs in the process of being updated? Two of the areas we are interested in all are showing expired terms. Thank you!**

**14:49:34 From Nancy Russell : The NABS were involved in setting the priorities.**

**14:52:11 From Jane Johnson : Healthy Families RFP says the funding is $1,667/participant. But the slide just said ~$900/family unit (didn't get the exact #) - please confirm**

**14:52:22 From Max Rusike-Griffith : Can providers form school partnership agreements with multiple schools?**

**14:54:11 From Nancy Russell : Partnership agreements are required with each school participants attend.**

**14:54:51 From Evan Forman : Following on what Jane said, p. 2 of the RFP states “The proposed contract budget will be based on an annual price per participant rate of $1,667.” P. 20 of the RFP states “The total funding request would be based on an annual price per participant (cost/family unit) of $952.”**

**14:55:32 From Nancy Russell : For Healthy Families, the PPP is $952.**

**14:57:09 From Evan Forman : Most of the RFPs specify a minimum contract size, but I couldn’t find one for High School Youth. Is there a minimum?**

**14:58:01 From Stacy McKelvey : For the Safety Awareness opportunity being discussed, can we propose a program model specifically targeting youth?**

**14:58:17 From Nancy Russell : The minimum funding for all RFPs is $100,000 annually.**

**14:58:43 From Stacy McKelvey : The Safety Awareness and Crime Prevention RFP states we must maintain a program icohort of 20-25 community members and the cost per participant is $500, yet the minimum contract value is $100K. How does that work considering 25 X $500=$12,500?**

**15:00:04 From Nancy Russell : It includes participants in events the cohort would lead/host.**

**15:00:18 From Suzy Longval : Where specifically on the DYCD website can we find these slides?**

**15:02:57 From DYCD Procurement : Slides will be posted here: https://www1.nyc.gov/site/dycd/involved/funding-and-support/contracting-opportunities.page**

**15:02:59 From Andrew Miller : @Nancy Russell — Thank you for your response to the previous question. So, to be clear, we will be reimbursed $500/participant, but we can budget and be reimbursed for additional costs (e.g. events and activities).**

**15:03:08 From Allmina/CCNS Brooklyn, NY : our insurance renewal is 8/30 so can we submit with the one almost expiring as our rider will not issue ahead of time new insurance**

**15:03:49 From DYCD Procurement : Insurance is not needed to propose but will be needed If you are awarded a contract**

**15:04:32 From Evan Forman : Page 18 of the Senior Services RFP states that each senior has to be assigned to a Family Development Coach, and that the caseload is “25-30 participants for a full-time coach.” At a cost-per-participant of $833, contractors would receive just $24,990 for each 30 participants, which is not enough to cover the salary and fringe of the full-time coach, let alone the cost of any program activities. Put another way, NDA contracts will serve at least 120 seniors ($100,000 / $833), which will necessitate hiring four full-time coaches, which would be impossible for just $100,000 per year. Can you please explain how we are expected to fund these positions?**

**15:05:07 From Diana Benjamin : Will City certified MWBE vendors be qualified or this RFP is only for State Mwbe’s**

**15:05:09 From Ken Small : Can the HS Youth funds be used for serving out of school youth?**

**15:05:10 From Daniela Del Giorno : Are MWBE's eligible to apply for Senior Services?**

**15:05:25 From Kate Connolly : Will there be a Q & A released with all answered questions?**

**15:05:39 From Tonya Lewis : Name: Michael Bolus**

**Organization: I WILL GRADUATE**

**Timeline on when these slides will be available on the DYCD website? Also will the link be emailed? Or should we check the site periodically?**

**15:05:54 From Gregory Anderson : Will all questions and responses be posted to the DYCD website?**

**15:05:54 From Jeri Mendelsohn : Is there a specific list that specifies which NDA has selected the specific areas.**

**15:06:07 From Eli Cohen : Will all questions and responses be posted to the DYCD website?**

**15:06:35 From Tonya Lewis : I'm guessing all answers will be placed in an addendum**

**15:06:36 From Diana Benjamin : Will the list of Participants on this webinar be shared.**

**15:06:55 From DYCD Procurement : yes attendance will be posted as well**

**15:07:18 From Andrew Miller : Andrew Miller**

**15:07:49 From Karen Dixon : Can you please provide an answer to the question proposed by Evan Forman.**

**15:07:58 From Matt Isaac : Does a site location within the NDA (or within 1/2 mile of the NDA) need to be secured by the time of the application?**

**15:09:03 From Ken Small : What is the total funding available for Healthy Funding? Is it $6,286,248 or $1,764,845? The Healthy Families RFP has the total funding at $1,764,845, the same total cited for Economic Development funding.**

**15:09:28 From Nancy Hruska : for Healthy Families - stated minimum age is 14; does that mean at least one child is over 14 in the family unit? what happens if the family unit has children all under the age of 14?**

**15:10:34 From Andrew Miller : Andrew Miller, Seamen’s Society for Children and Families: Are all areas being considered for all NDAs or only those areas that were identified (for example top 3) in the community needs assessment. Thank you.**

**15:11:53 From Stacy McKelvey : Can we propose to provide services at multiple sites/schools within the proposed NDA?**

**15:12:18 From Stacy McKelvey : For the High School Youth Educational Support RFP, how does DYCD intend contractors to measure improvements in SEL? Will DYCD provide an evaluation tool? Can we propose our own?**

**15:12:24 From Elena Zullo : According to PASSPORT (NDA Allocation page), there is only one NDA in all of NYC that is eligible for Adult Literacy services. Is this correct? I was involved in DYCD focus groups, as well as the NDA community hearing, where this area was clearly conveyed as a priority but it is not listed for the NDA where my agency is located.**

**15:12:28 From Kate Connolly : Will the addendum include questions answered within the chat box?**

**15:12:32 From Stacy McKelvey : For the Immigrant Services RFP, can the Staff Attorney (required staff) be a subcontractor?**

**15:15:48 From Krissia Bonilla : If our NDA is not listed for a specific area, but we have current funding, does that mean we lose our current funding at the end of FY 2021? (We have a current high school program in an NDA that is not eligible under this RFP.)**

**15:15:49 From Ken Small : What proof of income documentation is acceptable?**

**15:16:34 From Susan Fpx to DYCD Procurement(Direct Message) : Are proposers to assume in person classes and social distancing regulations will be reduced/eliminated in advance of the start of these programs as we identify classroom space for programs. This will impact critical program costs.**

**15:17:12 From Stacy McKelvey : I didn’t hear an answer yet to this question. Reposting. For the Economic Development RFP, can we a) serve undocumented immigrants; b) count as outcomes undocumented immigrants starting informal businesses (i.e. "off the books" jobs).**

**15:21:16 From Ken Small : The income documentation question relates to the 125% FPL ceiling. How do we document 125% of FPL or less?**

**15:21:18 From Max Rusike-Griffith : The intake form was just mentioned, is it possible for that document and others like it to be shared?**

**15:21:45 From Max Rusike-Griffith : That would go a long way towards figuring out what income documentation is requuired**

**15:22:17 From DYCD Procurement : Thank you Ebony again! To clarify contracts resulting from the 8 NDA RFPs are anticipated to start July 1, 2022.**

**15:23:29 From DYCD Procurement : Thank you Ebony again! To clarify contracts resulting from the 8 NDA RFPs are anticipated to start July 1, 2022.**

**15:24:06 From Dr Margaret Castillo : Thank you for the information.**

**15:24:09 From Louis Polese : In that current contracts will not conclude until July 2022, and allocation were made under the Trump administration, do you believe the NDA allocations may change or are there guidelines to prevent that.**

**15:25:10 From Ken Small : Does DYCD define seniors as persons 60+?**

**15:25:32 From Keenan Pace : Can you please clarify the per participant rate for the healthy families RFP? There is disagreement between the RFP and the summary page.**

**15:25:56 From Keenan Pace : Thank you!**

**15:26:11 From Stacy McKelvey : The Safety Awareness and Crime Prevention RFP states we must maintain a program cohort of 20-25 community members and the cost per participant is $500, yet the minimum contract value is $100K. How does that work considering 25 X $500=$12,500?**

**15:27:22 From Ken Small : Is there an allowable overhead rate?**

**15:27:22 From Jane Johnson : Under Immigrant Services - ESOL/Civics - what is the expectation for delivering civics instruction? Is there a particular curriculum to be used, etc?**

**15:27:26 From Oma Holloway : My apologies. What was the answer regarding obtaining a school agreement with more than one school? Thanks.**

**15:27:53 From Ken Small : Overhead meaning indirect costs.**

**15:28:24 From Ken Small : Is it 10% of all direct costs?**

**15:28:55 From Eli Cohen : Does every NDA have allocations in 3 different program areas? or does the number of program areas vary**

**15:30:18 From Nancy Russell : The number of program areas varies.**

**15:30:52 From Jane Johnson : thank you**

**15:31:17 From Valencia Emanuel : Seniors Family Development full time person. Can that job be shared with several staffmembers. Each Recreation or Tech teacher also do that function. Valencia Emanuel Conscietniosu Musical Revues**

**15:33:32 From Frank Haberle : Thank you!**

**15:33:50 From Penni Bunyaviroch : Regarding the Healthy Families RFP, is there a definition for "Health Care" as the top Community Support Service Need noted in the funding allocations chart?**

**15:34:00 From Ken Small : Thanks to all the DYCD staff. I appreciate your replies. A very helpful session.**

**15:34:27 From Kristine W : Thank you so much for taking the time to do this webinar and the RFP specific sessions**

**15:35:44 From Louis Polese : Hello friends. Nice to see your names. Hope all is well.**

**15:36:17 From Isabel Pradas : how can we sign up for the sessions for ?particular priority/program areas**

**15:36:55 From DYCD Procurement : Re: indirect question. The answer to the question can be found within the budget document, which is attached to the questionnaire. For purposes of responding to this RFP please budget at 10%**

**15:38:44 From Ken Small : Is that 10% of the bottom line or 10% of all direct costs? The latter is in effect 9.1%, not 10%.**

**15:40:45 From Valencia Emanuel : Are staff percentages for part time etched in stone. C**

**15:41:18 From Valencia Emanuel : ie 20% project director to give more to service staff**

**15:42:11 From Valencia Emanuel : For example more dance instruction for seniors**

**15:42:24 From Valencia Emanuel : Come out of project director**

**15:43:06 From Valencia Emanuel : More money going to activities that the senior want.**

**15:43:45 From Louis Polese : If I have an MOCs approved indirect rate of 12%, should I stay at de minimus 10%?**

**15:44:35 From Louis Polese : Thanks!**

**15:45:53 From Allmina/CCNS Brooklyn, NY : Thank you and have a great day**

**15:45:57 From Ken Small : Thanks again!**

**15:46:03 From DYCD Procurement : Thank you everyone!**

**15:46:05 From Sara Chamama : Thank you!**

**15:46:07 From Oma Holloway : Thank you**