



International Language Services, Inc.
300 East 42nd Street, 14th Floor New York, NY 10017
(212) 856-9848
www.ilslanguages.com
info@ilslanguages.com

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PARTICIPANTS: EILEEN PARFREY-SMITH [MS. PARFREY-SMITH]
DERRICK HUNG [MR. HUNG]
ELTON MAYNARD [MR. MAYNARD]
UNIDENTIFIED FEMALE
DENISE HINES [MS. HINES]
MS. WALES
ERIC WATERS [MR. WATERS]
LISA TAZARTES [MS. TAZARTES]
NANCY HRUSKA [MS. HRUSKA]
MADELEINE FREIDSON [MS.FREIDSON]

ABBREVIATIONS: [U/I] Unintelligible
[PH] Phonetic spelling
Transcriptionist's note []

<u>PARTICIPANTS</u>	<u>ENGLISH TRANSCRIPTION</u>
	[BEGINNING OF RECORDING]
MS. PARFREY-SMITH:	So, good afternoon, everybody. Thank you for joining us today for the Adolescent IMPACT RFP Pre-Proposal Conference. Give me one second, I can put my camera on. Hi, everybody. So, again, thank you for joining us today. My name is Eileen Parfrey-Smith. I'm the Agency Chief Contracting Officer here at the Department of Probation. We have a short agenda meeting today if you can mute yourself, please. [background interference] sorry about that. We have a short agenda planned for you today. We have a few presentations. You'll hear from the Mayor's Office of Contract Services. They will be giving you some information about submitting your proposal. The proposal will be submitted through the PASSport system, you also have representatives here from Department of Probation, Elton Maynard will be joining us, who currently manages the Adolescent IMPACT program and after we finish the presentation portion, we'll also do some question and answer at the end of the session. So, I ask everybody, please, to just keep your microphones muted until we move over to question and answer. We will try to get through that as orderly as we possibly can. So, today we're going to start with Derrick Hung, who is here from the Mayor's Office of Contract Services, he has a short PowerPoint that we'll be putting up for you to discuss, the PASSport System and how you'll be submitting your proposals. Give me one second, let me get that information up for you.
MR. HUNG:	I can share if you want.
MS. PARFREY-SMITH:	Oh, if you've got it, then go for it.
MR. HUNG:	Yeah, got you. Can anyone see my screen?
MS. PARFREY-SMITH:	I can.

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MR. HUNG:	<p>Great. Awesome. Give me two more seconds. Thank you, Eileen, hello everyone, hope you are all staying well. My name is Derrick. I'm from the Mayor's Office of Contract Services or what we call MOCS. Today we're going to discuss our digital procurement portal, which is PASSPort, where the providers will respond to the [U/I] Adolescent IMPACT RFP e-pin 78122P0002. So, before we get started, for those who are not familiar with MOCS and what we do. MOCS is an oversight and service agency that's dedicated to transforming existing operations in order to make it easier to do business with the City of New York. We work with agencies, vendors and providers to ensure that the contracting process is fair, efficient, transparent and timely. Many of you already are familiar with PASSPort from previous releases but the latest release of PASSPort, which is referred to often as Release 3, provides our providers and vendors with a complete digital end to end procurement platform, that enhances the transparency, accessibility and efficiency of the entire procurement process. So, you'll be able to see the status of your proposals once awarded, track where your contracts are and the path to registration digitally online within PASSPort. Now we will go over the specific requirements that you'll need to complete and to respond for the DOP Adolescent IMPACT RFP. First you must create an account in PASSPort so that you're all set and ready to respond to the RFP in PASSPort. You'll also need an approved Health and Human Service or "HHS" prequalification application to respond to Health and Human Service Solicitations. HHS prequalification is now streamlined and is easier than ever to complete. It has moved from HHS Accelerator to PASSPort and now you will use PASSPort to complete this HHS prequalification process, yeah, that's really in general. How do you actually create the PASSPort account? Providers will need a PASSPort account in order to complete the HHS prequalification application and as well as responding to HHS contracting opportunities in PASSPort. So, first you'll need to establish a NYC.ID. If your organization already uses an account in the HHS Accelerator, you already have a NYC.ID that is your email address. It's the email address that you technically log into Accelerator. So, that's also your NYC.ID. Next you submit a PASSPort account request using your NYC.ID. The account request process is simple, and you'll just need to provide some basic information about your organization in order to fill out the form</p>

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	<p>and submit your request. Once your PASSPort account request is approved, you must then activate your account to log into PASSPort. And a final point we want to highlight is that in order to make the contracting process more timely, after you've created your account, we encourage you to complete your vendor enrollment package, which includes vendor disclosures in PASSPort. So, we're going to go through how to complete an HHS prequalification in PASSPort now. So, you can get ready to respond to this RFP, for those who haven't completed the HHS prequalification. As I mentioned before the HHS prequalification application has moved from Accelerator to PASSPort. In moving the HHS prequalification application to PASSPort, we took opportunities to streamline this application process. We actually wanted to maintain the basic questionnaire that allows the city to continue to collect that information. By streamlining the application, we have also made it easier for providers, big and small, to participate in city contracting. The HHS prequalification application which was once about 50 questions and document requests in HHS Accelerator, is now around ten questions in PASSPort. So, we shrunk it down for your convenience. The service applications have been removed and are no longer a component of the application. All HHS solicitations will be released to all approved providers in the HHS PQL in PASSPort. So, if you are prequalified in this HHS PQL application, that means you will be able to propose for any HHS RFPs. Not that you would propose for all of them, but at least you are able to. Providers are encouraged to enroll and maintain the human service commodities in PASSPort through the commodity enrollment process to be considered for targeted outreach conducted by the agency. On this slide we wanted to also draw your attention to the significance of the roles in PASSPort. It is critical that providers assign vendor admin, vendor procurement level 1 and 2 user roles, since these roles will actually allow you to work on those HHS PQL related RFPs. Once you've submitted your HHS application, MOCS will review that application. If MOCS approves your application, users with the procurement level 1 and 2 and vendor admin, will receive an email notification from PASSPort notifying them of their approved application, which is the email on the top righthand side of your screen. MOCS will also return your application for revision if there's any missing information or additional clarification that's needed. PQL applications are</p>

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	<p>valid for three years or until filing documentations expire, whichever occurs first. So, very similar to HHS Accelerator. If filing documentation expires, the PQL status changes from approved to expired. As providers submit proposals in response to RFPs in PASSPort, you'll be asked to validate and confirm that their PQL information is current and correct. This restarts the clock on approved status applications moving the expiration date to three years after proposal submission date, whichever occurs first. Users can find their organization current PQL status in the additional history section of their application under application history tab. So, you'll see in the third screenshot that it's label 3. That's where it'll show. Providers may renew their PQL application and required documentation while they are in approved status to maintain an approved status. The providers need to update any content within an approved application, like uploading an updated charities filing document or changing any information in the questionnaire, they click on the update application button, which is that first, that number one, which is that purple circle. Once you click that the version number changes from 1 to 2 to reflect an update. Once providers have finished updating the application, they will resubmit the application for review. We will now provide an overview of PASSPort where we can find and respond to the DOP Adolescent IMPACT RFP. We're going to start with review of the PASSPort public portal, as I mentioned, the public portal provides the general public a list of all the solicitations that are available across city agencies. The public portal is accessible by going to our PASSPort website, nyc.gov/passport and clicking into the search funding opportunities in PASSPort button. Once you click on the public portal a screen will appear that lists all RFPs available in PASSPort. The public portal allows you to view potential opportunities but to actually submit a response, you must log into your PASSPort account. Once you log into your PASSPort account you will navigate to the RFX menu option on the top banner, just like the screenshot is showing you, near the top, it says RFX. The screen will have an almost identical structure to the public portal. If you select the browse my RFX responses, you will be able to see responses and quickly locate an RFX that you've begun working on and the RFX's that you are invited to. Once you identify the RFX you wish to respond to in PASSPort, click the pencil icon on the left and you'll be greeted by the view RFX tab which is what you're seeing on this slide. This provides you additional</p>

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	<p>information about the RFx. The summary title, title provides key agency and procurement details including agency information and contact RFx titles and RFx status. The description title provides you and overview of the procurement as provided by the agency. The key dates title provides details on the anticipated contract start and end dates and the release dates and due dates. There are also documents titles, that house both core and supplemental material, near the bottom of the screenshot, uploaded by the contracting agency that will provide you with additional context related to the RFx. You will also find an addendum, any addendum published by the agency, are posted in the document section as well. Once you have determined your intent to respond, you click the participate and RFx button, located in this view RFX tab, which again, I'm going to emphasize; you must be logged into your PASSPort account in order to begin your response. I'll briefly give you an overview of what the tabs are on the top lefthand side of your screenshot. So, the acknowledgement tab is where you will acknowledge receipt of the RFx and your intent to respond. Manage response tab is where providers complete the RFx questionnaire and upload required documentation. This tab is also where you'll complete the item tab and LL34 compliance tab. The discussion form, discussions with buyer tab, is a form to communicate directly in PASSPort with the contracting agency. Here you'll ask questions and submit documentation if needed. If you have any technical questions related to PASSPort, please submit those to our MOCS Helpdesk. I'll share the information with you later on in the resource's slides. The setup team tab provides the ability for providers to add team members to the RFx to assist in the in the response process. For example, if you want to CFO to weigh in on the budget, you know you can add that person from your organization and so on and so forth. O.K., so, this one is going to be a little wordy, but I'm going explain to you what each role does or what each role can do, such as vendor admin, vendor procurement level 1 and level 2, contributors and vendor financials level 1 and level 2. PASSPort users with a vendor admin user role will be able to assign users through their colleagues, through the RFx set up team tech. They are also able to create the proposal or create responses. So, you should have at least one person on your organization that has vendor admin. Usually, I recommend that everyone has vendor admin, who should be a vendor admin of the</p>

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	<p>organization. So, for vendor procurement level 1 and level 2, they also receive direct invites to participate in the RFX and they can help create responses once the vendor admin adds them to the team. So, they don't, they're not able to create responses right away. Only the vendor admin who invites them can do that. Contributors and vendor financials level 1 and level 2, can create responses once the vendor admin again, adds them to the team. So, although what we're saying is you should have vendor admins adding procurement level 1 and level 2 and financials level 1 and level 2 to the team so they can at least create their responses. So, another exciting feature that is in PASSPort is that the vendors can now complete their doing business data form digitally, online, in PASSPort, through the LL34 compliance tab. You must provide this information and complete this tab in order to make your proposal. To complete the LL34 compliance tab, make sure your contacts are updated within the vendor profile to include positions of principal owners, principal officers and senior managers. You must also indicate that these individuals are LL34 contacts so that they can be linked to this tab. To complete the LL34 compliance tab and link these contacts, click the LL34 contact setup which is the number 1 purple bubble on your screen. In the LL34 compliance tab, this actually navigate you to the vendor profile, so it's more convenient for you. Next, once you click the button, you will land into what we call the vendor profile page. You click on tab number 2, which is that little checkbox labelled contacts. Once, excuse me, once in this tab check the LL34 contact checkbox next to the appropriate contact and select their position from the dropdown as indicated in step number 2, on this slide. To add a new contact, click the add new contact button to finish assigning the pencil icon. So, basically, what this comes down to is, if you're trying to add a LL34 contact, you check the box on their role in the vendor team and then you select their position. And if you want to edit the LL34 contact, you also can click the pencil icon there. That's really what this slide is all about. So, as I mentioned, the questionnaire tab is where you'll answer the questions configured by the agency. The questions are broken up into separate sections aligning with the scope of work that is in the document section or the RFX or the view RFX tab. Some of the questions will be scored for valuation, others may be unscored or for informational gathering purposes only and responds in these purposes only. Please note that all</p>

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	<p>affirmation documentation such as investment or tax forms are now available for completion digitally in PASSPort. You will now longer have to fill out anything on paper for these affirmations. As I mentioned, there's an item tab. This is where the agency identifies required items for the contract and where the provider will be submitting budget information. Budget instructions are embedded into the columns marked with the information icon, so we encourage you to hover over these info icons so you can read the help text in the bubble which will assist you in completing the budget information. So, I'm really towards the end now, we're almost there. We provided a very high-level overview of the system here today, but please know there are plenty of resources available to help you navigate the response process in PASSPort. MOCS has a lot of useful information and resources, for vendors and providers, about PASSPort on our website, nyc.gov/passport. From the site you can create your PASSPort account, you can log into the system directly, you can access the public portal as I mentioned before. There are also materials and guides in learning to use PASSPort tab in the website. We're here to support you in every step of the way as you navigate through PASSPort and you can also reach out to our MOCS helpdesk or system support via our service desk inquiry form. A hyperlink will be included here on this slide, if you click here, and if you go to our nyc.gov/passport, you can also submit an inquiry there as well. Finally, I'm going to go through the steps. This is the last slide. So, you create a PASSPort account, you complete your prequalification in PASSPort, you read the finding and respond to the RFX user guide on our nyc.gov/passport website. You can watch the finding and responding to RFX webinar, that's also very useful. If you want, you can also take the finding and responding to RFX e-learning course and if you have questions, always submit your questions to our helpdesk and you should do it as early as possible, don't wait till the last minute or on the due date of the RFP. O.K.? Thanks again and we hope you find this information useful, and I'll turn it back to DOP.</p>
<p>MS. PARFREY-SMITH:</p>	<p>Right, thank you so much Derrick, for joining us today, we're going to move on in the program, I'm going to pass the mic over to Elton Maynard, who is going to give you a little bit of information about the program. Hold on one second while we get Elton's mic unmuted. Hi Elton, can you hear me? Trying</p>

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	to get you unmuted. [long pause] Just hold on one second, I'm sorry. [long pause] Are you there Elton?
MR. MAYNARD:	I'm here. But are you hearing me?
MS. PARFREY-SMITH:	<p>We hear you now, we've got you now. Go ahead, Elton, take it away. [long pause] Are you still there? We can't hear you now. [long pause] O.K., we lost Elton again. So, I'm going to try to just, give you my reminders then hopefully Elton, if you're there, shout out and we'll get right back to you. I just want to give you guys a few reminders about the RFP, piggy-backing a little bit on some of the information that Derrick gave you. Please make sure if you have questions outside of the pre-proposal conference, you can either send them through that PASSPort forum. If they are an agency RFP specific questions, you can email the ACCO helpdesk, acco@probation.nyc.gov. That information is also in the RFP, for how to submit questions. If you have technical issues, like Derrick mentioned, please make sure to submit technical PASSPort questions to the MOCS helpdesk. That information, I believe, is also available in the RFP. You can also find that on the MOCS PASSPort website, nyc.gov/passport, there is a little form that you click to submit questions. So, please, if you have technical questions, make sure that you're sending those to MOCS, like I said, if they're about PASSPort., in terms of submitting the proposals in PASSPor. If you have not submitted proposals before, please make sure to start that process in terms of making sure that you have the login and the proper roles in the system to be able to submit proposals. It's important to verify what your role is in the system. This is the same if you submitted proposals in HHS Accelerator, right, your access to be able to submit the proposals is dependent on the role that you're assigned. So, you may need to map out those roles correctly, in order to make sure the right people have access to submit and to work on the proposal. Same as in HHS Accelerator, when you submit a proposal through that system, everything related to your proposal must be submitted in that proposal package through PASSPort. We can't accept anything that gets sent outside of the system. There are other places to upload documents in PASSPort, but just to keep in mind that unless you're uploading it into the slots in the questionnaire,</p>

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	<p>in your proposal, that information will not be considered as part of your proposal evaluation. Same if you're using HHS Accelerator document vault or sending information any other way outside of the system. It's been a while since this is happened, but in the past, we have had instances where for like letters of reference, where somebody might have completed a reference letter for your organization and for whatever reason it gets sent to DOP directly, right, we can't accept that as part of the proposal package. You have to collect all of those supporting documents ahead of time and make sure that they're uploaded in the proposal screen in PASSPort and then submitted as a part of that package. O.K. let me see if there's anything else, proposals are due on PASSPort system on February 14th by 2pm. So, again, please, make sure that you have access to the system, make sure that you're able to navigate through all of those tabs Derrick showed us in order to be able to submit the proposal. There's still plenty of time between now and the 14th to be able to navigate in the system, so please do that as soon as possible just in case you have any technical issues that we can resolve, and it won't affect your ability to get your proposal in on time. Those were the reminders that I had again, I'm going to see, Elton are you there? It's not fun if it's just me talking., I'm going to do one other mic check, Audrey, are you able to unmute? Audrey Wilson is also joining us today. This is not promising., Audrey, are you there? Elton, I see you're unmuted, but we don't hear you. [long pause] [U/I] I'll try one more time.</p>
MR. MAYNARD:	Could you hear me?
MS. PARFREY-SMITH:	We can hear you now, yes, Elton.
MR. MAYNARD:	Alright, thank you.
MS. PARFREY-SMITH:	[U/I] Go! Go, go, go!

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MR. MAYNARD:	<p>Oh, I'm sorry. Ah, once again, my name is Elton Maynard and I'm hoping that you can hear me finally. I'm the program manager for IMPACT. I'm sure that everyone has a copy of the RFP and has read it intense and closely as possible, but just let me give you some quick background details. The nucleus and the forerunner and the foundation for the current initiative, which is intensive mentoring, parents and children together, was derived from a demonstration project started in the late 80s. I guess that's when some of us were still young. The project assessed and identified the critical need for deeper programming services, for adolescents adjudicated in family court. The results of the project formalized an integrated inter-programming in the 90s at the Department of Probation, and at that time it was managed through our juvenile operations division where the need was mainly identified. With the advent of the NEON, and by that I mean the Neighborhood Opportunity Networks, plus a wide and continuum of services for adolescents in family court and an informed understanding that the bulk of the referrals that were coming in, were emerging from adult court, the IMPACT marvel came to be in and this was in 2014. And at that time, it fell under the current administration or management of adult operations. And that's exactly when I took over the management responsibilities. Ah, you probably know this information already, so I'm going be quick. IMPACT's target populations are adolescents between the ages of 12 and 18, with a case pending in court. O.K.? Other adolescents may be determined eligible by the Department of Probation. In summary, there are two prime referral sources which include what I have spoken about before, through family court, criminal court, supreme courts or through a probation officer who has deemed that the client satisfies the eligibility requirements. More details regarding how the program goes as well as its objectives and the expectations, are contained in the referral in the RFP. I am sure at the end of this presentation, there is going be a question-and-answer session, that will also follow. So again, please, I thank you for your forbearance and I'm sorry for the delays. That's me, I'm done.</p>
MS. PARFREY-	<p>Thank you so much, Elton., yes, so you stated correctly, we will have questions and answers. I'm just going to lay down a</p>

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SMITH:	<p>few ground rules before we start. First things first, we have not... clearly, we're having a lot of technical difficulties today, but we have not quite worked out the attendance, yet. So, I was just going ask that if folks could put their attendance information in the chat, you just need to indicate your name and the organization that you represent, so that we can take attendance. If, for whatever reason you don't have access to the chat, then if you could just email that information to acco@probation.nyc.gov email, so a-c-c-o@probation.nyc.gov, just to let us know that you're here. For questions and answers, the session is being recorded. We will be providing a transcript on our website within about a week after the conclusion of the session today. So, in order for us to, properly update the record, we ask, when you ask questions, to please also just state your name and the organization that you represent, before you begin, so that we can, like I said, just properly credit you for the record. So, with that said, I believe everyone should have the ability at this point to unmute themselves., if you have questions, we'll try to do this as orderly as possible, like I said before, so, you know please, if you have questions go ahead and unmute, make sure to indicate your name, again, and the organization you represent. [long pause] Oh, it's quiet. If you're having trouble unmuting yourself, also use the chat and let me know. We've been having a lot of unmuting problems, so. I don't want anyone to miss the opportunity. [long pause] O.K., so, we do have a question in the chat, which I'm happy to read and then answer. The question is, can non-profits apply and how much is the award. Yes, non-profits can apply. The information on the dollar-value of the contract, is in the RFP and in the, the PASSPort record. So, the contract, is about \$3.3 million annually. We're looking at a two-year contract which would be \$6.6 million for the initial contract. Term of two years. I have another question are the mentors considered paid employees or volunteers? That's completely up to your program design, and however your budget works out and however your programming works out, that would be part of what you propose, and for us to review. Can somebody just confirm if you're having trouble unmuting? Also, I do see questions in the chat, but we'd love to hear your voices also. [background interference] Somebody unmuted.</p>

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UNIDENTIFIED FEMALE:	Can you hear me?
MS. PARFREY-SMITH:	Yes, I hear you.
MS. HINES:	O.K., so, I just asked that question because in the RFP it looked as if there were proposed staffing in there and, then there was a section on mentors. So, it seemed to be two different, two different areas and I just wanted to make sure that, I just wanted to know whether or not the mentors were considered paid staff or volunteers.
MS. PARFREY-SMITH:	Yes, so again, it's definitely up to your program design how you would, handle that portion of the programming, and then the staffing section really is just general, you know categories of information that we're asking you to submit for the proposal.
MS. HINES:	O.K.
MS. PARFREY-SMITH:	Related... right?... to all of the different areas [U/I]. [background voices] We got your voice, can you state your name and your organization?
MS. HINES:	I'm sorry, this is Denise Hines [PH] from Good Shephard Services. Thank you.
MS. PARFREY-SMITH:	Thank you.
MS. WALES:	Hello?
MS. PARFREY-SMITH:	Hello. Hi.

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MS. WALES:	Hi, this is Dana, how are you?
MS. PARFREY-SMITH:	Hello. Good.
MS. WALES:	So, I'm trying to see how I would phrase this question here. So basically, I have a non-profit that I created with the purpose of offering mentoring, it's called Divine Daughters Inc. and, I have the name and everything. I haven't actually been busy mentoring, but when I saw this opportunity, I thought that it might be an opportunity for me to offer my services and so I'm trying to see if that would be the case., is this something that matches what it is I'm trying to do?
MS. PARFREY-SMITH:	O.K., so if you haven't already downloaded the RFP from PASSPort, or the RFX, everything has a different terminology now from PASSPort, you can review all of the requirements for the program. What kind of services we're looking for and really make that determination, if that sounds like something that you will be able to provide, in which case, please, fill out the questionnaire and submit your proposal for consideration. I can also say, if you have interest in, sometimes organizations come in and they're looking to partner with other organizations, feel free to leave your contact information in the chat also and you have any interest in like I said, speaking with any of the other, PASSPort proposers for this program.
MS. WALES:	O.K. What you said, put my information in the chat?
MS. PARFREY-SMITH:	Yes, if that's something you're interested in, making that connection with other organizations.
MS. WALES:	Yeah, I am, because it's only me as it stands right now, so you know, I haven't seen the RFP to see like, you know, the capacity that they're looking for, so that might be helpful. Thank you.

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MR. WATERS:	<p>Good afternoon. Eric Waters from Wildcat Service Corporation. So, at least on my first pass of the RFX, looking at the staff and the services, there's mentoring of course and engagement in a therapeutic sense and, at least in the RFX it speaks to having a director who has some clinical experience, LMSW and also the field counselors, is then the expectation... say for example, I designed a model of field counselors and I say O.K., I need, I'll just throw the number out there, eight field counselors. Four will be social workers and four will be people who are really good case managers. They have that skillset. So, my question is, are we really looking to staff this program director level and field counselors with social workers?</p>
MS. PARFREY-SMITH:	<p>Just based on the RFP, right, that is a requirement, there are requirements that field counselors would be LMSW and have experience [U/I], so [background interference] requirements for a [U/I] and then the program [U/I] right, is a little bit different, in terms of [background interference] but, , [background interference] that's on page 10 of the RFP in the staffing section, that the program director has the graduate degree requirement and then the five years postgrad experience, [background interference] some category [U/I] in terms of, you know, what kind of work have you done and then [background interference] whatever's in the [U/I] areas is the expectation.</p>
MR. WATERS:	<p>Thank you, that was pretty much my understanding. I just wanted to be really clear if we, and everybody here who might propose, would really staff it at the... at least at the field counselor level with MSWs. Thank you.</p>
MS. PARFREY-SMITH:	<p>Yes, sure. And then I think we had a question, just before we get going, there was a question about the number, I think there was a question about the number of contracts. We expect there'll be one contract awarded, for [U/I] a city-wide service.</p>
MS. TAZARTES:	<p>Hi, my name is Lisa Tazartes from Ramapoe [PH]. I'm just curious about subcontracting. I didn't see anything about it in</p>

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	the proposal, but would you welcome a proposal that included subcontractors?
MS. PARFREY-SMITH:	Subcontracting, yes, is permitted.
MS. HINES:	This is Denise Hines again., could you talk at all about the neighborhoods that you mentioned in the proposal, there were neighborhoods that you were saying that we should focus on recruitment. Can you talk a little bit more about that?
MS. PARFREY-SMITH:	If you're referring to Elton's presentation I think, Elton had discussed DOP's NEON neighborhoods, the Neighborhood Opportunity Network neighborhoods, those are neighborhoods that DOP has focused on serving, but I will just say, it's not necessarily a reflection of what you're going to see in terms of, the participants that are in the program, that the... the referral source is mainly coming from the courts, right, and that's not necessarily driven by probation. So, we just want to make that clarification, you know, that it is a city-wide program, and you may see youth throughout the five boroughs in the city.
MS. HINES:	Right, there... there's a statement that says the contractor would include outreach to qualified neighborhood residents in communities where large numbers of youth on probation live as part of the recruitment plan. So, I just wanted to know if you had a list?
MS. PARFREY-SMITH:	I would say...
MS. HINES:	That you're referring back to.
MS. PARFREY-SMITH:	I'm very sorry, I misunderstood , your question, so in that case and if anybody else, Audrey or Elton have input on this, but I believe you would then use those seven NEON neighborhoods in terms of community impact, right, that , I'm

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	trying to see where we've... if you go into the RFP, there's like a link to the NEON information, so those NEON neighborhoods, generally speaking, we refer to where large numbers of probation clients live.
MS. HINES:	O.K., that's helpful, thank you.
MS. PARFREY-SMITH:	O.K., sure.
MS. HRUSKA:	Hi, this is Nancy Hruska with Rising Ground., in looking at the staffing requirements on page 10, specifically the field counselors which is letter J, so it's a LMSW licensed social worker with seven years of experience, just wanted to know if that seven years is a requirement, because typically that kind of experience means you're already a supervisor or you've moved to private practice. It's a lot of experience for a field position.
MS. PARFREY-SMITH:	What's stated in the RFP is the expectation, you can propose, you know, based on what staffing you have available or would recruit. We can take a look at that a little bit more specifically if, I don't have all my [U/I] folks [background inference] on here to chime in so, I apologize, but outside of this session, we can take a look at that and see if there's any need to change. In which case, if the expectation will change, we'll issue the addendum for it.
MS. FREIDSON:	Hi, my name is Madeleine Freidson [PH] from Good Shepherd Services. I have two questions. One, I know that linkage agreements are required. Is there a minimum number that we have to submit or just more than one?
MS. PARFREY-SMITH:	One second, I don't see a minimum or a maximum, whatever it is, so yes, one, at least one would be sufficient.
MS. FREIDSON:	O.K., great. And then on page 6 of the RFP it says that the contractor would have successful relevant experience

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	delivering therapeutic services to families, working in the therapeutic model proposed. I didn't see reference to a specific therapeutic model in the RFP. Is there one or is it whatever the organization proposes?
MS. PARFREY-SMITH:	What you would propose, yes.
MS. FREIDSON:	O.K., good. Thank you.
MS. PARFREY-SMITH:	Does anybody else have a question to raise., I know we have some in the chats and we'll try to get to that, I just want to see if there's anybody else who has access to unmute and would like to ask a question before we move over to the chat? O.K., it's quiet. So, I'm going to head over to the chat for a second, I hope I don't miss anybody. I know there's a lot of information, in there right now but there was a question about extending the deadline. No, we are not at this time considering an extension to the deadline. I know that's a popular question, as of right now the deadline stands at, February 14 th at 2pm. If there is any extenuating circumstances in the interim, any extension that would be provided, it would be issued through a formal addendum. O.K., there's a question about how many participants would be served per year? Elton or Audrey, are you there, I'm just checking to see if we put that, if that's specifically in the RFP. ... I think there are target numbers... hold on one second. Anybody, Elton is the best person equipped to answer this question and he is like not always available. Elton, are you there, can you answer that question for us?
MR. MAYNARD:	What's the question?
MS. PARFREY-SMITH:	They want to know about how many participants to be served per year?
MR. MAYNARD:	175 under any given contract year.

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MS. PARFREY-SMITH:	Thank you.
MR. MAYNARD:	And there's also a secondary budget if that particular level of enrollment has been exceeded.
MS. PARFREY-SMITH:	<p>Audrey just got it too, she sent me 175. Sorry about the delay on that. There's a question about Connections, about using Connections. I will say, just from my own knowledge that this is the one program exception where we do not use our DOP database system., so, one of a few exceptions. So, there were questions about connections, I don't know if Elton or Audrey , [U/I] and in the absence of that I'll give you the answer that I can provide, simply that, [U/I] Connections is a New York State system that is utilized [U/I] but if you have further questions about that, and I can't get any of my colleagues to chime in, please feel free to send that also to the acco-email. We can get you an answer offline. Just scrolling through just to see if we have any other questions. I don't see... O.K. hang on, Audrey sent me something. I'm going to read you what she sent, because she can't seem to get through the microphone issue. , nope, never mind that. Audrey, your email is half-finished. I'm very sorry, guys. This has been like an exercise in everything that can possibly go wrong on a digital platform, today, so. I sincerely apologize for that. But again, like I said, in the absence of being able to get you a more comprehensive answer, please do send that question over to the acco-email and we'll get back to you offline. Does anybody else have questions? I think I covered everybody in the chat. If I did not get your question, please just resubmit in the chat, in the event that I somehow missed you. Just another minute and if anybody has the opportunity to unmute and would like to, then please, definitely go ahead and give us your questions and we'll do our best to answer here. O.K., it seems pretty quiet. I'm going to assume that everybody's questions are sufficiently answered and you're all ready to go out and submit your proposals. In the event that you do have other questions, again, please utilize that acco@probation email. That's also in the RFP. You can use the PASSPort forum to contact us as well and again, if you have those technical issues as you're going through the</p>

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	<p>PASSPort system, then definitely submit that to the MOCS helpdesk site. In the past there was an email address, I'm just letting you guys know that that email address is no longer valid, so please use the information that's in the RFP. You can also access the helpdesk contact form from the MOCS PASSPort website. O.K. Well, thank you everyone for joining us. Please stay safe this weekend. I hear we're in for a lot of snow, and we look forward to receiving your proposals on the 14th.</p>
	<p>[END OF RECORDING]</p>