



May 29, 2020

ADDENDUM #1

Re: NeON Works Program Technical Assistance RFP
EPIN: 78120P0001

Dear Prospective Proposer:

Pursuant to Section 3-02 (i) of the Procurement Policy Board (PPB) Rules, the Department of Probation (DOP) is issuing **Addendum #1** to the NeON Works Program Technical Assistance Request for Proposals (RFP) PIN 78120P000.

CHANGES TO RFP

THE FOLLOWING CHANGES ARE MADE TO THE RFP DOCUMENT:

Please be advised that the subject Request for Proposals is revised as described below. All new language is **bolded and underlined**. Language that is crossed out is being deleted from the RFP.

1. **Page 8 of the RFP, Section III- Scope of Services and M/WBE Requirements, 3. Approach, a. Design of the TA Services, (iii), the following sentence is added:**

TA interventions would be tailored to the needs of the service providers and use modalities that effectively achieve desired outcomes, **as service providers may deliver services remotely and/or in-person, the Contractor would ensure that the TA interventions adapt to the manner in which provider service delivery occurs (whether in-person and/or remotely/virtually)**. The Contractor would work to strengthen capacity to ensure that the program model/services are being successfully and consistently implemented across program sites.

2. **Page 8 of the RFP, Section III- Scope of Services and M/WBE Requirements, 3. Approach a. Design of the TA Services, (v), the following bullet is added:**

- **Assisting service providers with remote/virtual program service delivery, as necessary**

3. **Page 15 of the RFP, Section IV- Format and Content of the Proposal, A. Proposal Format, 2. Technical Proposal, c. Proposed Approach, the second bullet is revised as follows:**

- TA Exercise: Complete the following exercises, as instructed below, to demonstrate the proposer's design and approach to TA. Proposers should refer to the NeON Works RFP ~~(include link)~~ **(https://www1.nyc.gov/assets/probation/pdf/procurement/NeON_Works_Program_RFP.pdf)** for DOP's expectations for NeON Works providers as they relate to the scenarios below. Please note that this exercise is for the sole purpose of evaluating proposals. DOP makes no commitment to

incorporate any part of the proposer's answers into any future contract. Proposers should address both scenarios, in separate narratives.

4. Page 15 of the RFP, Section IV- Format and Content of the Proposal, A. Proposal Format, 2. Technical Proposal, c. Proposed Approach, the second bullet, Scenario 1, is revised as follows:

Scenario 1: At the initial consultation between DOP and the newly selected TA Contractor, DOP identifies the following key areas to assess each NeON Works provider's readiness to start NeON Works program services (1) Recruitment of participants; (2) Workshop content development, ~~and~~ scheduling, **and ability to deliver content remotely, if needed**; (3) hiring of staff; (4) Establishment of relationships (such as with the NeON Stakeholder group and partnerships with other service delivery organizations, including local community based organizations/providers).

Address all of the following points in a narrative for Scenario 1 above:

- Brief description of the steps to be taken after initial meeting with DOP, including how the TA Contractor will assess each provider in the key areas identified.
- A list of potential modalities that may be employed (i.e trainings to be offered/utilized, etc.) in the event that the TA Contractor's assessment shows that one or more providers are struggling within each key area.
- Measurable outcomes to be achieved.
- Responsibilities of the provider and vendor in relation to the specified outcomes.
- Number, qualifications, and experience of staff who would be assigned to the TA project.
- Follow-up activities.
- Tools to be used to assess the impact of the TA services.
- Anticipated number of hours to be devoted to the address the scenario.