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CD EXHIBIT: AIM (Advocate Intervene Mentor) RFP (EPIN 78119I0004)
Pre-Proposal Conference

DATE: FEBRUARY 19, 2019

TIME: 10:00 A.M.

PARTICIPANTS: Department of Probation:
EILEEN PARFREY-SMITH [MS. PARFREY-SMITH]
SHANEE BROWN [MS. BROWN]
AUDREY WILSON [MS. WILSON]

Attendees:
ELIZABETH WALKER [MS. WALKER]
WILLIAM ERIC WATERS [MR. WATERS]
EVAN FORMAN [MR. FORMAN]
UNIDENTIFIED MALE
UNIDENTIFIED FEMALE
REV. WENDY CALDERON PAYNE [REV. PAYNE]
KEN SMALL [MR. SMALL]
YORHELY GARABITO [MS. GARABITO]
PUBLIC

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

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	[BEGINNING OF RECORDING]
MS. PARFREY-SMITH:	<p>O.K., good morning everybody. We're going to get started. Thank you for coming. Welcome to the Offices of DOP. We are excited to have you here for the AIM Pre-Proposal Conference. My name is Eileen Parfrey-Smith. I'm the Agency Chief Contracting Officer here at DOP. On the panel with me, I have Audrey Wilson, who's the Senior Director of Programs and New Initiatives for Juvenile Operations, and Shanee Brown, who is the Program Manager for AIM. So just a little information about how the program is going to progress today We're going to start off with some introductory general information, a little bit about the AIM program, and some of the changes that have been, or will be implemented with the new RFP and the new contracts that are awarded. And then we'll do a question-and-answer period; you're welcome to ask any questions that you have about the RFP. If you have questions outside of this pre-proposal conference, we ask that you utilize the email and contact information that's in the RFP. That's the acco@probation.nyc.gov email address. That's the easiest way to get in touch with us and the fastest way really to get your questions answered. If it's a contract procurement question, I'll be able to answer if. If it's programmatic, I'll be able to send it out to whoever in program for juvenile operations needs to answer it. So, we strongly encourage that you utilize that as your primary, your primary way of getting in touch with us with questions. So, with that said, I'm going to turn it over to Audrey to talk to you a little bit about the AIM program. I'm going to turn it over to Shanee; Shanee is going to talk to you a little bit about the AIM program.</p>
MS. BROWN:	<p>So, so the AIM program, AIM stands for Advocate, Intervene, and Mentor. And it is one of the alternatives to placement programs that we have here, in the Department of Probation at juvenile operations. AIM, our AIM program pairs young people with paid adult advocate mentors that act as basically resource specialists for our young people and help them navigate the different pathways of the criminal justice system and other social services. The advocate mentors work in conjunction with our probation officers and the families and the young people to develop an individualized action plan. And the</p>

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	<p>individualized action plan is basically a set of goals that's established for the young person. And together with the family and the probation officer, they work together to help to reinforce those goals and help the young person to make progress towards the various goals in their individualized action plan. AIM has been in operation since 2012. And recently in October of 2018, there was an evaluation that was done by the Urban Institute. And the evaluation came out with various findings that basi... that basically showed that AIM produced positive gains for our young people who are involved in the criminal justice system. We looked at that evaluation and also had conversations with our current contractors that had the contract. And basically, from that, some additional, implementations were developed that are going to be instituted with AIM, some of which include provisions for parent support services and mental health support for both our young people and the clients. Others, is to lengthen the engagement of program participation, so the AIM program, the length of engagement would be a minimum of six months and we anticipate that most of our participants will remain in the program for nine months. However, the addition is that the program could be extended to, up to 12 months with consultation with DOP, for extended engagement. In addition to that in terms of the services that AIM, is going to be providing, it has been expanded to provide services borough-wide, although there will be concentration in target neighborhoods that were, that are indicated in the RFP. There will be the expectation for you to provide services borough-wide to clients. And when there are clients that services will be asked to provide to outside of those target neighborhoods, again a con... a conversation will happen with DOP to discuss the cases and assess which cases that extend outside of those target neighborhoods you will be asked to serve. Lastly, the last addition to AIM with this new RFP is in addition to serving our higher-level clients who are alternative-to-placement young people that come by way of a court disposition, now with AIM there will also be the expectation to serve some of our lower-level clients on lower-level supervision.</p>
<p>MS. PARFREY-SMITH:</p>	<p>So that's pretty much the basics of AIM and what's changed for this particular RFP. Just some general information, the proposals that will be submitted, the due date is... March 4th at 2:00 p.m. Those proposals will be in contemplation of contracts that will start July 1st of 2019, with a three-year</p>

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	<p>contract term and an option to renew for up to three additional years after that. Please make sure that you pay attention to the attachment F, which details the service levels and the funding amounts for each borough. You are entitled to submit a proposal for more than more borough competition if you so desire to. You just have to submit a separate proposal for each competition and then meet the requirements that you know, are specific to that particular competition. If you look especially at the program, I'm sorry, at the organizational experience section and the site section, those have some borough-based considerations. Your sort of general program site obviously needs to be within the borough that you propose. And there are some, like I said, some borough-based and community-based considerations in the experience and the capability section that go to your ability to serve that particular borough and some of the target neighborhoods. O.K., the, the contracts that result from this RFP will be pure line item-based reimbursement. There are no milestones or performance-based goals in this, contemplated in these contracts. One other thing, I mentioned about the site, so we have two minimum qualifications for proposals that are submitted in response to this RFP. The first one is that the site that you propose, which is sort of a minimal program site. Most of your program operations will probably happen out in the field. But a place that you have for any type of group activities, if you need a client to come into the office for a particular reason, that must be within the borough that you proposed. If you propose a site outside of the borough, your proposal will be rejected. It will not be evaluated at all. The second minimum qualification, your organization must be a not-for-profit. So, for this RFP, you will need to upload with your proposal documentation that you are a 501(c)(3) tax-exempt non-for-profit. If you have some type of situation where you've applied to become a not-for-profit or a 501(c)(3) and you haven't received the designation yet, you can let us know. That's something you should let us know ahead of time. We've had that happen in the past, but usually that's you know the exception rather than the rule, but definitely get in touch with us if that is a consideration that affects your proposal submission. Once the contract is awarded, we will require documentation of site control. That's not something that we require in the proposal. We don't expect you to sign a lease in contemplation of submitting a proposal or something like that. But realize if you are, if you are awarded the contract, you will be required to submit with your award documents proof that</p>

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	<p>you have control of the site, that, either the site that you proposed or for some reason something happens to the site, an alternative acceptable site within the borough that you proposed. O.K. I already said about questions. Again, please utilize the acco@probation.nyc.gov email that is in the RFP. The authorized agency contact for questions is me, so make sure that any questions that you have are getting sent to me directly. If you send questions to people, Audrey or to Shanee or somebody else that you're familiar with at DOP, they will not be able to answer RFP-related questions directly. All of that needs to be funneled through the ACCO shop, so please make sure that you utilize that email address. Just a little reminder, the RFP is the, the binding document. All of the stipulations that are in that document are what you should be abiding by when you submit your proposal. Anything that is said here today is not binding unless a formal written addendum is issued to the RFP, so please keep that in mind. We ask that if you have questions that you try to submit them at least a week in advance of the due date. If the questions are complicated or require you know, multiple people to work on an answer, we can't always guarantee that we're going to get back to you, if you give us less than a week's notice. We'll do our best, but you know, gara... you know we can't guarantee that response. How many people here, organizations here have used HHS Accelerator for submitting proposals before? O.K., it seems like mostly everybody. The proposal for the AIM RFP will be submitted through the HHS Accelerator system. If you have any questions regarding that, you can reach out to me, or you can also reach out to the Mayor's Office of Contract Services. On their website, they have a contact form that you can utilize. But I would suggest that you also reach out with the ACCO email as well, because we can sometimes expedite questions if you have them with MOCS. We don't have anybody here today unfortunately to go over the, the mechanics of submitting your proposal. So, like I said, if you haven't done it before, if you have any questions, definitely reach out to us as soon as possible, and we will work with you. There is, on the HHS Accelerator website, they have a lot of tutorials. They have step-by-step instructions for submitting proposals. They have user guides; they have videos, you know to help with proposal submission. If you have any technical issues with submitting your proposal, again I strongly suggest that you reach out to us as well as reaching out to MOCS. Sometimes it is a technical issue that MOCS needs to address directly. But there are times when it's something that the agency can, can help you</p>

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	<p>with. When you're submitting your proposal, as I mentioned the due date is March 4th at 2:00 p.m. Because of the nature of using an electronic system and all the things that come along with Internet connections and websites and everything, we ask that you give yourself at least 24 hours ahead of the due date to get your proposal in. You know we do have people that call at the last minute, and they're having issues submitting or whatever it is. And unfortunately, a deadline is a deadline, and if something you know, extends beyond the time that we're able to accept your proposal, your proposal will not be accepted, and it won't be reviewed. So, we ask that you try to get them in as soon as possible, 24 hours is the standard guidance that we give from MOCS. If you have any issues that require you to make a correction to your proposal, please know that you will have to withdraw your submission in order to correct it. So, you will withdraw whatever was submitted. You will have no proposal on record in the system until you make that resubmission. So again, that 24-hour period is super-important. You don't want to be in a situation where you realize oh my God, I forgot to submit something and you're right up at the deadline, and something, you know something doesn't get submitted. So, stay in touch with us, give yourself time to get that proposal in, do your best not to be sending it in at the last minute. Again, any questions, reach out to us. There's also an email in the RFP for MOCS, that you can utilize, help@mocs.nyc.gov. If you send an email, again like I said, just CC every... you know CC the ACCO and send it to MOCS. And then this way everybody's sort of in the loop. For this particular RFP, I already mentioned the competitions. There are five borough-based competitions. I already went over a little bit about how that's going to affect your proposal, your ability to submit a proposal for as many competitions as you wish as long as you submit a separate proposal meeting the requirements for that particular competition. The RFP itself details what documents you need to upload and submit with your proposal. For this particular RFP, the only thing that's really different from RFPs that you may have worked with DOP in the past, is the documentation of the 501(c)(3) status, we'd like to see that upfront, so we don't waste everybody's time if you're not a not-for-profit and you're not eligible for the RFP. We don't want to waste you know, your time and our time going through a proposal that ultimately cannot be awarded. So just keep that in mind, and make sure that that documentation is uploaded along with the rest of your proposal. Again, the RFP details a little bit more about what</p>

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	<p>files, types you can use and the maximum file sizes and things like that. Again, if you have questions, please let us know. That's pretty much the sort of the general information that I have for you. So I think at this point we will open it up to questions. Since we are recording this session and a transcript will be issued, we ask that if you would line up over here for questions. When you do ask your question, if you could please state your name and the organization that you represent. If you ask more than one question and you come back up to the front, please just restate that information so that we know that it's you. Also, if you do ask a question we ask that you make sure you've signed in on the sign-in roster, just so that we have the proper spelling of your name and your organization so that we can properly credit you in the transcript.</p>
<p>MS. WALKER:</p>	<p>Hi, I'm Beth from Good Shepherd Services. I have a question about the budget. So what I understand is that there is a baseline group of young people we can expect, and then there's the expansion group. Does the budget need to be kind of a per-participant budget? So, do you want us to kind of divide the, whatever 830 by 30, do you understand what I'm saying?</p>
<p>MS. PARFREY-SMITH:</p>	<p>So I believe the attachment F...oh, hang on. You know what, we can, I can give you a breakdown, but yes, it's basically going to be per participant. But I realize now that we didn't give you the funding as was expected for each line. So we'll issue that in the addendum for you just so that you know exactly how much should be allocated to base and how much should be allocated to additional.</p>
<p>MS. WALKER:</p>	<p>O.K., that would be great, thanks.</p>
<p>MR. WATERS:</p>	<p>Good morning, Eric Waters from The Fedcap Group, and I have a question around staffing, on page 14 of the RFP. You indicated in terms of high risk and also what's new is the lower level of probation supervision, young people who will be referred. Do you have a sense of what the percentage might be in terms of high-risk and the lower-risk people? Say for example, we have those 32 people, how many would be lower</p>

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	risk, because of the ratio, one to four, one to six?
MS. WILSON:	Hello. So, our, our, young people that are facing out-of-home placement are our priority. Shanee is our gatekeeper, so there will always be a conversation in terms of what your capacity is, slot usage. And we will help you; help you navigate as to when you can accept a lower risk and when we need to save spots for priorities, depending on what's in the pipeline. So again, our youth facing out-of-home placement are our priority. But young people who could benefit from an AIM intervention to aid to their success or prevent a violation will always be considered.
MR. WATERS:	So, for purposes of staffing, we should focus on the one-to-four ratio because the lion's share of [U/I] will be the high-risk...
MS. WILSON:	Yes.
MR. WATERS:	Thank you.
MR. FORMAN:	Hi, I'm Evan Forman. I'm from Union Settlement. I have a few questions. So, should I ask one and sit down?
MS. PARFREY-SMITH:	No, you're good.
MS. WILSON:	No.
MR. FORMAN:	Nobody else is behind.... So, my first question is actually a follow-up on the question that was asked first. I had sort of a similar question I am not... I didn't really understand the answer exactly, so I wanted to get some clarity. The number that's given in, attachment F as our sort of annual budget, , is that for the base capacity, and then we, and then if we have to go to expanded capacity, we're going to get more, or is that for the expanded...

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MS. PARFREY-SMITH:	No, it's total, it's total. So, the amount that's, in the last column for annual funding level is total for both. But, what we will issue in the addendum is the breakdown for each that will add up to that total. I realize, it's not clear from this how you would then structure your...
MR. FORMAN:	Right.
MS. PARFREY-SMITH:	Budget amount.
MR. FORMAN:	So as I understand it, just to sort of pull numbers out, if, if the total budget was \$150,000, and our, and our total capa, our expanded capacity was 15, and the base capacity was 10, if we enrolled 10, we would get 100,000. If we enrolled 11, we get get 110,000. If we enrolled 15, we get 150. If we enrolled four, we'd only get 40,000. Is that right? Does it scale up and down in both directions?
MS. PARFREY-SMITH:	So your, your base is sort of, always there. Right, there's no, you're never going to go below that number. Or we don't anticipate that you would go below that number.
MR. FORMAN:	Sure.
MS. PARFREY-SMITH:	Right, that capacity, and the way that our current AIM contracts work, right, is you have either a 10-person or 12-person capacity at any one time, right. And that basically means you're maintaining resources for that, the ability to serve those, those numbers at any one time. And yeah, so if you were to hit your, let's say your number was 10, and then you were to hit 11, I think we, I think for practical purposes, we would have to work with you a little bit on how that's going to work. The way we're asking you to structure it in the proposal is that you, you just give us an amount for that full, right, for the base amount of participants and then the additional separate, which I guess would work in a, in a...

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MR. FORMAN:	In a prorated [U/I]...
MS. PARFREY-SMITH:	<p>Yeah, kind of basis. But you know realizing that this is sort of new to us, and it's gonna be new to the providers, part of that additional capacity is for these lower levels of supervision. Part of this is because as everybody knows, we have Raise the Age that's come into you know, come into play and will be again, you know a factor come October again. So we're also giving everybody a little bit of space expecting that you may see some uptick in volume right, when, when ages start changing, right. So, my anti... my, we anticipate yes, there would be some kind of proration for adding, you know, adding, a certain number at any one time. But I think also, you have to realize, capacity probably doesn't come in ones.</p>
MR. FORMAN:	Right.
MS. PARFREY-SMITH:	<p>You know, right because to ask you to staff for like one person, probably... one client isn't going to make sense, right. You're gonna staff for whatever kind of that minimum kind of capacity is, if that means that you're gonna staff up at four at a time or something like that. Does that make sense? Like you'd have capacity for four. So I don't think it's going to be ones. It's probably going to be a larger increment than that. But yes, there would be some proration for that number if it's four people or whatever it is, based on, you know kind of what Shanee is going to tell you she has in the pipeline, right. So and yes, there may, there, there may be, if something drastic happens, you may scale down at some point too. But our anticipation is you would probably mostly maintain whatever that, right, whatever that additional capacity is. We certainly don't want people getting laid off in the middle of a program year or something like that. I mean the expectation, unless like I said, something like really drastic happens, and all of a sudden you're serv...you know, you go from serving 12 people to serving three. You know, then that might be something that has to be recalibrated. But the expectation is once you kind of start activating that additional capacity, you're going to stay at that level.</p>
MR. FORMAN:	O.K.. It'd be great if we could get a little more clarity about

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	that.
MS. PARFREY-SMITH:	Sure.
MR. FORMAN:	And an addendum because it's, it's a little loose in the RFP...
MS. PARFREY-SMITH:	Sure.
MR. FORMAN:	... in terms of you know how we're funding the base and the expanded capacity. So my second question is this. I was wondering if we could also get a little more clarity on the, staffing requirements for the program director. Because it says the program director will be an LMSW or a similarly licensed professional required to report suspected child abuse or mistreatment to the state. So what do you mean by, or similarly licensed? Can you talk about that a little bit?
MS. WILSON:	[U/I] some of the titles you've had and approved before? A [U/I]...
MS. BROWN:	A licensed mental health counselor would be an example of a similarly licensed professional, aside from an LMSW. In addition to it, I know that it does say that say we would like the program director to have at least three years of relevant experience providing services to the target population. And including supervisory experience as well.
MR. FORMAN:	Uhm-hum. Yeah, I mean my question was more about the license than about the experience. O.K.
MS. WILSON:	So I mean ideally we would like a licensed social worker. However, we've had some candidates presented to us that had a whole [U/I] experience that we have accepted. So it is on a case-by-case, but it has to be again, equivalent to a licensed social, master's, social worker. And one of the, we've

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	accepted, there was another title, was, it was the clinical, and it was one other title that I don't recall.
MS. WALKER:	LMFT?
MS. WILSON:	Maybe.
MS. PARFREY-SMITH:	[U/I].
MS. WILSON:	I... yes, and I think that was one that we'd consider. But again a lot... that coupled with what we've taken candidates that did not have their license but worked towards it, so again, it's a conversation that we can have on a case-by-case situation.
MS. PARFREY-SMITH:	But I think... for purposes of the RFP and since we already contemplate that we will be issuing an addendum to clarify the, the capacity funding, we can also include a list of previously accepted titles.
MS. WILSON:	Previously [U/I] titles.
MR. FORMAN:	Oh, that'd be great. That'd be wonderful, thank you.
MS. WILSON:	Yes, exactly [U/I].
MR. FORMAN:	O.K., so last question. I've noticed a few sort of strange things about the structured proposal form. First of all, your character counts are very strange because they say like an 8,000 character is approximately...
MS. PARFREY-SMITH:	Don't worry about the character counts, please.
MR. FORMAN:	Yeah.

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MS. PARFREY-SMITH:	It's a requirement that we have to have them there. Please don't write a book, but I mean you know, this, this, even before we were doing proposals in HHS Accelerator and using this, there's always questions about how long can the proposal be or has to be or whatever. So, don't worry about the character counts.
MR. FORMAN:	Well I, I just wanna be clear though. I mean will the, will the form, because...
MS. PARFREY-SMITH:	I don't think...
MR. FORMAN:	... some, some agencies in the city are very clear that they won't read past the 4,000th word.
MS. PARFREY-SMITH:	No.
REV. PAYNE:	Sometimes the machine, if your character count goes [U/I] after you [U/I].
MS. PARFREY-SMITH:	There shouldn't be...
REV. PAYNE:	... it won't allow you to submit.
MS. PARFREY-SMITH:	There shouldn't be anything that's going to, as far as I know, I mean this is an HHS Accelerator form. So, I ... as far as I know, it shouldn't stop you from submitting as much as you need to.
MR. FORMAN:	[U/I] it often does.

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MS. PARFREY-SMITH:	If it does, if it... if...
REV. PAYNE:	[U/I] God forbid you're submitting [U/I], you might be three characters over in one of the paragraphs.
MR. FORMAN:	It just won't fit. It just won't fit in the form, right.
REV. PAYNE:	[U/I] it's not that [U/I]... it'll fit
REV. PAYNE:	Well [U/I] but there are others that they will allow you to type more, and then you go to submit it, and it says over a character.
MS. PARFREY-SMITH:	We didn't [U/I], like I said, I didn't put any type of kill on the characters or anything like that. If you do as you're writing your proposal notice that it's not letting you go beyond a certain point, please let us know, and we'll take a look at the form. But as far as I know, it shouldn't, and we're not going to penalize you for going over the, the character count. I mean like I said, if it's a form issue, then we'll do our best to, to work with you, you know...
REV. PAYNE:	Someone's got to submit like a week before that due date to know it, do you understand? Because you don't really know until you go to submit.
MS. PARFREY-SMITH:	Sure, I mean you know, as far as I know, it's, it's a fairly generous character allowance. We, I, in the years now that we've been doing HHS Accelerator, I've never had anybody get in touch with me to let me know that they couldn't, that they were trying to submit a proposal and that they, they didn't have enough space for the words they wanted to submit. So, you know, if that is the case, let us know. But we haven't run into that issue. And we're not, our evaluators are not going to be counting your characters and telling, you know, stopping at a certain point. That's not, that's not you know, that's not what we're looking to do here. So, like I said, I mean, of course we

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	ask that you don't, I mean there are times when we used to do paper proposals where we would get proposals like were literally like this. Like obviously we're not, we don't want books, but...
MR. FORMAN:	Right.
MS. PARFREY-SMITH:	You know...
MR. FORMAN:	Yeah.
MS. PARFREY-SMITH:	We're not going to cut you off at, at a certain character limit. And if the form does, then like let us know and we'll work with you and see what we can do.
MR. FORMAN:	I brought it up because, well first of all there's this, there's this weird thing about how the number of, the number of approximate words versus the number of required characters assumes that there's one character per word, plus a space. So that's, that's a little off.
MS. PARFREY-SMITH:	Don't worry about it. Please, don't...
MR. FORMAN:	But then the other thing, I just wanna point out that, that questions one and three are very, very long, especially three. It's about five pages of RFP that you have to respond to in that one section in a... 8,000 characters is actually a pretty long answer for these, but it's not broken up very much. So you have to talk about the entire program design in that section, so that's the one where there's a real issue. But if you're saying that we can just go on and on, that's, that's great. That's great.
MS. PARFREY-SMITH:	Don't go on and on and on, but yes. Yes.
MR. FORMAN:	So, so my last question is, and this is one that I always hate to

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	ask, is about the due date. You know as, as you know, the proposal is due less than two weeks from today and you know some people I'm sure here deciding whether or not they're even going to apply. You know, nine business days is not a lot to turn around a proposal, especially when you have to get, not only linkage agreements from other CBOs, but also support letters from funders which can be city agencies, which can have long turnaround times. So you know, there have been a couple of issues raised already that require attention and some addenda, which slows the process even more. And I was wondering if there's any way we could get an extension.
MS. PARFREY-SMITH:	I can't commit to it right now, but we will take it under advisement.
MR. FORMAN:	I mean I come to a lot of these things. I hardly ever ask, but this one seems an incredibly short turnaround.
UNIDENTIFIED MALE:	The 4th is a Monday, right?
MR. FORMAN:	4th is a Monday, so it's two weeks from yesterday. Thank you.
REV. PAYNE:	Kudos, you asked for an extension. [U/I] anyone asked for an extension.
REV. PAYNE:	So hi. This is Reverend Wendy with Bronx Connect. Nice to see you guys. So in the past, Probation used to ask for a performance chart, where you had to actually prove that you could perform on a contract. Had to say what the contract requested and what you did. I didn't see it this time. Have you guys dropped that practice?
MS. PARFREY-SMITH:	I mean basically now we conform to whatever HHS Accelerator has us use. There is no specific chart, but we do ask that you explain you know, in your narrative, explain that.

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REV. PAYNE:	So, since he requested an extension, I will request a performance chart because you can easily not perform on contracts and continue to apply contracts. And if you're, got a good grant writer, you can sound like you do well, but maybe you don't. So I like performance charts. Federal people use them too, so...
MS. PARFREY-SMITH:	O.K., we'll look into it. Thank you...
REV. PAYNE:	... I mean you, you guys were the only agency that did it. I was so proud of you, you know. I was like look, they're making us perform. In Arches, they put down that the mentors could not be full time. Is that the case here? We can employ people full time?
MS. PARFREY-SMITH:	Yes. I think the expectation is that you would. I mean Arches, I mean Arches is a separate program. There's no requirement...
REV. PAYNE:	But it's Probation.
MS. PARFREY-SMITH:	... that people can't be full time.
REV. PAYNE:	No, I was told repeatedly. That's why I didn't apply for it. Well you might... they might be, but I was told that they had to be part-time people.
MS. PARFREY-SMITH:	I don't know, you didn't ask me, so I don't know who told you that.
REV. PAYNE:	O.K., so it's fine. It's good; I'm glad. And then I have looked continually. Do you guys have the actual success of the program as it stands now? This is how many people we've enrolled.

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MS. PARFREY-SMITH:	The best place to look at that would be the Urban Institute evaluation, which is on our website now.
REV. PAYNE:	Correct, so I did read that over. But it doesn't actually tell us the recidivism rate. It says recidivism dropped. It says, success... it doesn't actually say you know, 98% of, like when you do the bail release, it actually says 97% of the people arrived at their court date on time. It doesn't say anything like specific dates. So maybe their recidivism before was you know 35%, and now it's 30, so...
MS. PARFREY-SMITH:	I don't know. The only other thing I could think of is the, the MMR data that's on the, would be on our website also. I don't know, [U/I].
REV. PAYNE:	I've looked at that one too, 'cause I have continually looked to see exactly how... you know... how many kids did they actually enroll according to what they said they were going to enroll, you know. And then how well did the program do specifically. But I don't see that anywhere.
MS. PARFREY-SMITH:	O.K., we'll look into that.
REV. PAYNE:	Thank you very much.
MS. PARFREY-SMITH:	Sure.
REV. PAYNE:	So, my next two questions, and this is still Rev. Wendy with Bronx Connect, is how important are linkages? Because sometimes I feel like I get a lot of linkages, like 28 linkages to show deep connections, and it doesn't seem to do anything. How important are the depth of the linkages? Like we've had a 20-years relationship with Argus [PH]. And then how important is actually community experience in the borough you're applying for?

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MS. PARFREY-SMITH:	O.K., so for linkages, the way that this, evaluation is structured, your linkages are worth five points in the evaluation. So, I mean it's hard to quantify you know, on a hypothetical what that would look like in terms of depth or whatever. But yes, I mean to get full points, you would expect that you would have you know, you know a fair number of linkages and that they're rele... they're relevant to the program and explained how they're relevant to the program and all of that. Our linkage agreement form was recently updated, so you'll be adding that information into the, the actual linkage itself, rather than just signing a piece of paper that says that you have a linkage. So you know, I think like I said, I mean it's difficult to say, even if you have 20 linkages, it doesn't mean that 20 is going to boost your score all the way up, right. I mean it could, but you're going to have to evaluate each one and each, you know each level, the level of relevance. Like you said, their level of experience what, you know, what the, the you know, sort of expect... expectation is in terms of how it's going to improve your program and things like that. I mean that's all going to be taken into consideration. I wouldn't say just because you have 20 linkages that means you're going to get you know, you're going to do better...
REV. PAYNE:	A full five points.
MS. PARFREY-SMITH:	... than somebody that has five. If you've got five really fantastic linkages, you're, you're O.K., you know what I mean? I mean there isn't specific number, I don't think there's a magic number that you could say. But I mean it sounds to me from what you're saying you have linkages. You have a fair number of linkages that are very ...
REV. PAYNE:	Yeah, I think what it is, is because it's only five points, you know I've seen people win with four linkages. So, to me I was like wow.
MS. PARFREY-SMITH:	So, I mean I don't think it's the number necessarily. And realize five is not, you know I don't wanna downplay its importance. Five, but five in the grand scheme of an evaluation is probably not, five points, you know, is not, you know, a make-or-break type of...

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REV. PAYNE:	Usually the winner and the first and second are by two points. So actually five points is a lot. But 'cause [U/I]...
MS. PARFREY-SMITH:	It is, but I'm saying the difference between getting zero points versus five points, I don't think there's, there's a formula that I can say is gonna, you know, guarantee you to... to win, you know.
REV. PAYNE:	Right.
MS. PARFREY-SMITH:	I think like you said, the, the depth of that linkage, the, you know how well it's explained, how, how relevant it is to the program, and how easy it is to see that, that linkage is going to benefit the, the program participants and is going to really improve your, your program as a whole, right. So I think that all gets factored in. It's hard I think to dissect that down. There isn't, we don't have a grid, you know, that we check off, it's... you know, and it's all gonna be evaluated within the, the other pieces of that section, right. There's other things that go into that too. It's not just the linkage agreements. There are some other, partnership information and collaboration information that also needs to be in the proposal, right. Your question about the ...
REV. PAYNE:	How important is like establishment in the community?
MS. PARFREY-SMITH:	It's very important. But I think again, any RFP or most RFPs are structured in a way that, you know, there's, there's avenues for everybody to sort of, qualify and to submit a good proposal. So yes, it's important that you know, you have experience working in the community or working within the borough. There are some specific questions about that in that organizational capability section. But of course it's not the only, right, I mean it's not the only criteria either. So let's see. I just wanna look real quick. O.K. so I mean you have a fair number of questions that res... you know, relate to experience, successful experience. But like I said, it's not all the community, right. It's providing similar services. It's providing services to the target population. It's having

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	<p>experience working either within the target community and within the borough, if not directly, through a subcontractor, right. That there's ways that you know, organizations can meet that criteria in different ways. So yes, it's important. I can't put, you know it's hard to put a...</p>
<p>REV. PAYNE:</p>	<p>There's no point for that. I.e., I could have a lot of experience in Missouri, right? And then come with that experience to Brooklyn and secure a contract.</p>
<p>MS. PARFREY-SMITH:</p>	<p>You can, but I mean like again, there are, there are things that relate in the evaluation to, like demonstrated understanding of the target community, that you have experience in the last five years either directly or through a subcontractor working in that area, right? I mean there are ways yes, somebody who has experience working with the target population in Missouri could submit a proposal and you know, maybe score well on it. But there's other things that are going into that also. They have to be able to meet that understanding of the target community. They have to be able to meet the experience within the last five years working within that target community, right? So I mean somebody coming from outside all on its own isn't going to be enough.</p>
<p>REV. PAYNE:</p>	<p>I gotcha, O.K., thank you.</p>
<p>MS. PARFREY-SMITH:</p>	<p>Yeah.</p>
<p>MR. SMALL:</p>	<p>Hi.</p>
<p>MS. PARFREY-SMITH:</p>	<p>Hello.</p>
<p>MR. SMALL:</p>	<p>I'm Ken Small from BronxWorks, and I have four questions.</p>
<p>MS. PARFREY-</p>	<p>O.K.</p>

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SMITH:	
MR. SMALL:	The first question relates to credentials for the mentors. For the program director, it indicates that you're seeking someone who has an LMSW or an equivalent. With regards to the persons who will serve as mentors, are there any credentialing requirements?
MS. PARFREY-SMITH:	No.
MS. BROWN:	No.
MR. SMALL:	O.K. So no on that. Second question relates to references. Can other city agencies provide references?
MS. PARFREY-SMITH:	They can, but that's at their discretion.
MR. SMALL:	O.K. So that's a qualified yes. And then on the issue of referrals ... if your program is based in a particular borough, is there any likelihood that you will receive referrals from out-of-borough?
MS. PARFREY-SMITH:	No.
MR. SMALL:	O.K., so that's a no. Another question related to mentors,
MS. PARFREY-SMITH:	O.K.
MR. SMALL:	And it relates to the training of mentors.
MS. PARFREY-	O.K.

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SMITH:	
MR. SMALL:	Will the Department of Probation offer any training for mentors or as part of us assembling our budgets, should we factor in some funds for training of mentors?
MS. PARFREY-SMITH:	It's both. It's a mixture of both. I believe in the program model section.. there's a breakdown of what DOP will provide versus what the contractor provides. So yes, for the things that we expect that the contractor will provide, and some of that's on an ongoing basis. Then yes, you know, you would include that in your own budget.
MR. SMALL:	O.K., O.K. And does DOP have available a list of the current contract recipients?
MS. PARFREY-SMITH:	Yes, I believe it should be on our website.
MR. SMALL:	O.K.
MS. PARFREY-SMITH:	If you look under the AIM program, I believe there's a list of who currently provides the program.
MR. SMALL:	Those are my questions for now, thank you.
MS. PARFREY-SMITH:	O.K., sure.
MS. WALKER:	Hi, this is Beth again with Good Shepherd Services. I want to start by saying you know, compared to the last cycle of AIM, I'm so excited to see how much more money has been put into AIM, and kind of what we can do with that. You know it... but it strikes me that although there's a larger kind of target census, right, it's not that much bigger for all the, all the extra funding. And there's also not a ton, it looks like when I look at the kind of like the staffing requirements, not a ton of mandatory

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	<p>spending. Does that mean that the programs really have the, the latitude, and I feel like I have to ask this because so many probation programs are so prescriptive, right? But really have the latitude to kind of build out the program and spend that money in a way that we really believe will benefit the families that we're working with. So, specifically, like there's not, there's not a staffing requirement for like a parent coach, right? But maybe we want to include that. There's not a staffing requirement for a therapist, but maybe you want to include that. There's not any kind of budget line for supportive work for the young people. But maybe we want to put a good chunk of money towards actually giving the young people stipends for working on community benefits projects.</p>
<p>MS. PARFREY-SMITH:</p>	<p>O.K. so, so yes, there is, there is latitude to be able to do those things. And yes, the expectation is... some of the things you mentioned, like the parent support and the therapist, right. I think we've you know tried to, you know be clear about this in the RFP also. But every organization, right, is going to have their own unique position and their own approach to things. And some organizations may already have resources say, for a parent coach and be able to include that in their budget. Some organizations may not and may look, you know one of the things you can do is, DOP has as you know, has their own parent support, program. And that's something that some other organizations might want to use as a linkage or a partnership to fulfill that requirement if they're not able, for whatever reason to do it directly. So yes. I think one thing to keep in mind in terms of funding, that the, similar to how the AIM contracts are structured now, and this question had come up from you, and I believe from Union Settlement also about the, the base versus the additional, I mean realize, and once you see the, the base is what you're starting with, and that's your guarantee, right. The additional is still offset a little bit because you have to reach, right, you have to reach the capacity to be able to utilize that funding. So realize that that number that's in the RFP right now, you know, it's not going to be all available...</p>
<p>MS. WALKER:</p>	<p>Right.</p>
<p>MS. PARFREY-</p>	<p>... all upfront, right? So I mean that might influence how you</p>

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SMITH:	<p>structure things and how you budget for things. But, but yes, I mean you have the flexibility to utilize that funding outside of the, the things that we do prescribe right? And the things that we say you do have to ensure are part of your, components of your program and things like that. Like yes, you do have the flexibility to figure out how does the parent support component work for you, how does the therapist component work for you. Again, like you said if there's something you wanted to add in if you had available funds in your budget to be able to add something that you know, is a little bit outside of what the, the model itself prescribes and that makes sense and all of that for the program, then yes, you have the ability to do that.</p>
MS. WALKER:	Great, thank you.
MS. GARABITO:	<p>Hi, my name is Yorhely. I'm from the Center for Court Innovation. I have two questions. Can we utilize current staff members as, can we utilize current staff members as mentors and pay them with the contract? Or do we have to hire new mentors?</p>
MS. PARFREY-SMITH:	<p>I don't think you have to hire new individuals as long as obviously, you know, it doesn't interfere with, if they work on another contract, right, you're not interfering with any requirements of that contract in terms of staffing. And then for this, that it's, it's utilizing their time split between two contracts, that the time devoted to this is sufficient to the program needs. And just keep in mind in general any time that you are proposing to, to do something like that either with staff or space of anything like that you will submit a cost allocation plan with your, if you were awarded the contract, with your contract, that explains how those, how those costs are allocated and everything like that. But there's...</p>
MS. GARABITO:	O.K., so like, kind of like a percentage of how much time that person will be dedicating?
MS. PARFREY-SMITH:	Yeah, and I mean I think, usually then you need a little bit, we might need information if it relates to like I said, another city contract or another, probation contract, like how that time, how

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	their other time...
MS. GARABITO:	O.K
MS. PARFREY-SMITH:	... you know is, is or where their other time is allocated.
MS. GARABITO:	And then the second question is if a participant's IAP changes, do we need to notify DOP?
MS. PARFREY-SMITH:	So, I believe the IAP would be mostly ...held by DOP, right?
MS. WILSON:	DOP [U/I].
MS. PARFREY-SMITH:	So, so you know, there's, there's some collaboration for, working towards setting up the IAP for each client. But realize that the IAP is also a document and a plan that guides that individual's entire time on probation, so it's not just, AIM would be component of their IAP... but there would be other things that ... DOP and the probation officer would be responsible for. So I mean it would probably be more the other way, like if there were changes that were made on the DOP end that... you know, impacted the, the provider, that that would be a conversation that would happen. And that there would probably be collaboration along the way if you saw that the provider saw something that needed to be addressed or something like that. I mean the idea is that there's sort of some back and forth there. But ultimately realize like I said, that the IAP is a, is a probation document and ultimately is the responsibility of probation.
MS. GARABITO:	O.K., thank you.
MR. WATERS:	Good morning again. Eric Waters with the Fedcap Group. And I just want to return to the program director's position, being an LMSW, or I guess an MSW could be because they

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	<p>are by nature also manda... mandatory reporters, mandated reporters. Two things; I've worked in child welfare, and you know you don't have to have a master's degree. You get training, and you are a mandated reporter. I worked for another organization, and we started doing work with young people. And we said since you're going to be doing work with young people, we're going to designate these positions as mandated reporters, and we provided the necessary training. Because in the RFP, pages 13 and 14, you directly connect that position to the fact of being a mandated reporter. And you don't have to be an, LMS... somebody correct me if I'm wrong, but my understanding is you don't have to be an LMSW or an MSW. They are required because of the nature of their degrees, and they are automatically mandated reporters. I mean I have a master's degree; I don't have an MSW. And I've worked as a mandated reporter at two different organizations. So I'm just wondering why that fact of being a mandated reporter is connected to that position. For example, we had a position where an LMSW was required. But that person wasn't the program director. The program director was also a master's level person. And because we needed an LMSW, that person was the assistant director on a particular contract. So I was just wondering why you connected those two things, the director and being a mandated reporter.</p>
<p>MS. WILSON:</p>	<p>I don't really know why it was structured that way, because that's not the only reason why we require a, a licensed social worker. Because the mentors have a varied level of education and experience, the program directors are overseeing very complex issues and give guidance to a lot of things that happen in a family. So it's not necessarily related to the mandated reporting. It's just the complex nature of our cases. And sometime oversight is needed at that level.</p>
<p>MS. PARFREY-SMITH:</p>	<p>And I think we'll clarify that ... further in the addendum.</p>
<p>REV. PAYNE:</p>	<p>Hi, Rev. Wendy again with Bronx Connect. I had a slight question. When you train your evaluators, do you give any kind of training in reviewing a budget? I.e., we see budget A where they're paying mentors \$15 an hour. And then we see budget B where they're paying mentors you know, \$18 an hour</p>

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	<p>but the same qualification. Just that this agency is paying line staff more. Is that, is there any kind of value statement that probation has that it's better for the community if the mentors get paid better?</p>
<p>MS. PARFREY-SMITH:</p>	<p>Well to answer your initial question, yes, we do provide training on reviewing a budget when we train our evaluators. And our evaluators are always qualified individuals who have probably in some way... already worked with contract budgets as part of their, you know, day-to-day responsibilities. The RFP itself doesn't explicitly discuss like minimum salaries aside from, I believe it is a footnote in the budget section. The City just went through a process of applying COLA and minimum wage. Obviously \$15 an hour now is minimum wage. So you know, that, that does get factored in. And the expectation is since we have just gone through a three, or in the process of finishing a three-year increase to salaries with cost-of-living adjustments, we ask that that is taken into consideration when you structure your budget and your salaries or your wages for your employees that will work on this contract. So yes, we do take that into consideration, especially in light of that... particular change sort of in the, City you know as a gene... you know in general that... we, I mean it's a little different than some of our programs, like say Arches, where you had like a, you know you had a dollar amount that was expected as a minimum. But in light of changes to minimum wage and in changes to COLA, we are looking to see that there's been a relative boost to salaries, considering this program itself was started you know, seven, eight years ago. Obviously want to see that there's been some movement and that there's some recognition of changes in how you view somebody's salary considering like I said, \$15 would be minimum wage.</p>
<p>REV. PAYNE:</p>	<p>I think what I'm asking, because you know, an evaluator comes in, they read, they read the proposal, then they read the budget, do you actually say hey, look at a budget, how much money stays in that community? Who's getting paid the most? Because there is such flexibility with this budget, do you say hey, is this money staying in the community, or is it administrative-heavy, or are the mentors getting, because these mentors, we're really trying to tell these credible messengers that you can have a career in this, meaning \$15 is really not sufficient to have a career, right? So is there any kind</p>

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	<p>of training or weight that probation says our goal is that the credible messenger model becomes nationwide, and we wanna show other cities that you can have a career, even though you're formerly incarcerated? And so for me, I was just kind in the Arches proposal, they were like so you have to pay \$15 an hour. And I thought who in Arches is not paying 17 already, 18, 19? You know that's what I'm trying to, so I was, made me think wow, are we not paying, are Arches not paying, or AIM you know? So a lot of these credible messengers come to me for jobs. And I see what they're getting paid, or before when I was allowed to ask. And I was always shocked that the whole proposal is around these credible messengers. So that's what I was asking, like is, is probation being able to say [U/I] look at a proposal, who is the lowest paid person? Who's the most important?</p>
<p>MS. PARFREY-SMITH:</p>	<p>I mean you have to realize there's a lot of factors that go into an evaluation. Yes, that's one of those, and I think I've already described how you know, how salary is being viewed relative to sort of city-wide initiatives regarding lifting sort of the base salaries for things and how that's being looked at. It's a criteria, yes. Is it the only criteria? No. Does it mean because you pay your mentors \$25 an hour, you're going to win the contract? No. So I mean you know, like everything, every piece that goes into your, your proposal is a piece, and every piece has that potential to, right? to raise you up. Is there a specif..., no, you don't, there is no criteria here that says that.</p>
<p>REV. PAYNE:</p>	<p>There's no... there's no criteria.</p>
<p>MS. WILSON:</p>	<p>And I mean we talked about the flexibility. If somebody has decided to maybe reduce the hourly wage of a mentor to add a parent support team and to add a mental health specialist, and that's part of their, you know, comprehensive team, then that would also... but if it is administrative top-heavy, we're [U/I] we're looking at it all, but...</p>
<p>REV. PAYNE:</p>	<p>Thank you.</p>
<p>MS. WILSON:</p>	<p>... if, if in fact they have carved out some employee specialists</p>

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	[U/I] something that adds to the delivery of AIM, we would like to see...
MR. SMALL:	Speaking of administrative costs, I have a quick question regarding the indirect rate. I know in terms of some City government agencies, the indirect rate has gone up to 12%. What's the rate in terms of DOP?
MS. PARFREY-SMITH:	Currently we, our maximum rate is currently 10%.
MR. SMALL:	10%.
MS. PARFREY-SMITH:	We are in the process of working through indirect same as every other City agency. But currently it is 10%. And we do expect to see a minimum of 10% indirect on your budget.
MR. SMALL:	Thank you.
UNIDENTIFIED FEMALE:	[U/I] maximum?
MS. PARFREY-SMITH:	A max...
UNIDENTIFIED FEMALE:	Yes.
MS. PARFREY-SMITH:	No, no, a minimum.
UNIDENTIFIED FEMALE:	A minimum?
MS. PARFREY-	A minimum. We'd like to see, I mean that's another part of, you

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SMITH:	know city-wide initiative in COLA and all this, is to try to get the minimum city indirect to 10%. So that's, that's what we're looking for. If for some reason your organization has less than 10%, because that's how your calculation works, then that's something that you would have to, you'd have to qualify for us.
UNIDENTIFIED MALE:	[U/I] maximum did you say maximum?
MS. PARFREY-SMITH:	As of right now, yes. Yes, I believe, I believe it says in the budget section that we expect 10% indirect.
MR. SMALL:	And that's 10% of your bottom line.
MS. PARFREY-SMITH:	Right now the way that it's written I believe is it's 10% of your direct cost. Like I said, we're working through, [U/I] double-check what it says in here, we're working through some changes that are going to be in effect in our fiscal manual, but let me just double-check what it says here. So right now it says a minimum of ten percent, an indirect rate of 10%. We'll clarify the, the calculation.
MR. SMALL:	Bottom line [U/I].
MS. PARFREY-SMITH:	Any other questions? No? Going once, going twice?
MR. WATERS:	Just one final question.
MS. PARFREY-SMITH:	You got it.
MR. WATERS:	Since you do have to wait [U/I] the fiscal manual, should we just ignore that fiscal manual 'til you guys [U/I] changes [U/I]?
MS. PARFREY-	So right now, no, the fiscal manual as of right now is the fiscal

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SMITH:	manual. That's what we have in place. If there are any changes to that while this RFP is out on the street, which I don't anticipate that there will be, we would clarify that in an addendum. But I will clarify the 10% indirect guidance for purposes of submitting your proposal.
UNIDENTIFIED FEMALE:	And when will we receive that addendum?
MS. PARFREY-SMITH:	You should receive it in the next couple of days. We'll try to get it out to you as soon as possible. And, just in case if you didn't already know, the addendum will be issued through HHS Accelerator, you know, we don't issue anything on paper or by email anymore, so you would check the system for the notification that the, the addendum has been released.
UNIDENTIFIED FEMALE:	[U/I] emailed [U/I].
MS. PARFREY-SMITH:	Anybody else, any questions? O.K., well thank you very much for coming. We appreciate your questions and the time spent and your effort in and your interest in the AIM program. If you have any other questions after this session, please make sure to email that ACCO email address. We'll try to get back to you as soon as possible and we look forward to receiving your proposals.
PUBLIC:	Thank you.
	[END OF RECORDING]