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TIME: 10:00 A.M.- 12:00 P.M.

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

PARTICIPANTS	TRANSCRIPTION
	[BEGINNING OF RECORDING]
MS. PARFREY-SMITH:	Alright, good morning everybody.
PUBLIC:	Good morning!
MS. PARFREY-SMITH:	It is my pleasure to welcome you to the Department of Probation.... Thank you for joining us for the pre-proposal conference for the ICM Plus RFP. I am going to start off just with some introductions and going over the agenda for you, , and then we will, , have a few presentations, and the last part of our session will be question-and-answer. So, for those of you who don't know me, my name is Eileen Parfrey-Smith. I am the Agency Chief Contracting Officer here at the Department of Probation. With me is Audrey Wilson, who is our...
MS. WILSON:	... Senior Director of Programs.
MS. PARFREY-SMITH:	Senior Director of Programs.
MS. WILSON:	... Programs and New Initiatives
MS. PARFREY-SMITH:	And New Initiatives for Juvenile Operations. We're also going to be joined, a little bit later by, Lena O'Brien who is here from, New York City Mayor's Office of Contract Services and HHS Accelerator. So basically, let me just start off with a couple of, little housekeeping items. Just a reminder, proposals are due on October 5 th at 2 p.m. You will be using HSS accelerator to submit your proposals Lena will talk to you a little bit more about what that's going to entail. I'm sure she's gonna reiterate this, but I'm gonna say this as strongly as I can, please, please, please, please try to get your proposals in as soon as possible. If you wait until two o'clock, chances are something's gonna happen: the power's gonna go out, the computer's not gonna work, whatever it is. Right? So please,

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	<p>try to get those proposals in as soon as you can. You can submit them as soon as they're ready. You don't have to wait until the 5th to submit them. But please, let's just, you know, leave yourself some time to get them in before two o'clock. Other than that, I just wanted to highlight for you, like I said, you're gonna have an opportunity to ask questions while you're here. If you have a question after you leave this session, please pay attention to the authorized agency contact person in the RFP that would be me. There is an email address: acco@probation.nyc.gov. We strongly encourage that you utilize the email address. It's the easiest way for us, to make sure we understand your question and then to give it to whoever the, you know, the best person is to answer it and get back to you as soon as possible. So please, if you have any questions, please make sure that you send that email. Again, keeping in mind when the due date is, we encourage you to submit your questions, again, as soon as possible. The closer we get to the due date, the less that we can guarantee we're going to get you a timely response. Let's see. O.K. Otherwise, for those of you who have been to preproposal conferences before... I'm sure you've heard this. anything that we say here is not binding. What is in the RFP is what is... what is the word. O.K. Like, whatever it says in the RFP, that is what you're gonna use as your guidelines. If anything, we say here changes what's in the RFP, it needs to be put in a written addendum in order for it to be binding. O.K.? So just keep that in mind. We're gonna do our best to answer your questions as best as we possibly can. If we can't answer them here, we'll get back to you after the session. Please keep in mind, again, HHS Accelerator... I would assume most of you are already prequalified in the system if you received the RFP. If you need to be prequalified, I'm sure Lena can talk to you a little bit more about that. But just so that you know, if you haven't done RFP's through Accelerator before, any written addendum would be sent to you through the HHS Accelerator System. O.K. And then the other thing I just wanted to say, in case anybody came in late, if you didn't have a chance to sign in, please make sure you sign in before you leave. We have a sign-in sheet right over here by the door. Please keep in mind that this pre-proposal conference is being recorded. When you ask your questions we are gonna want to make sure we know who you are and what agency you're representing. I'll go over this again before we start the Q & A part of the session. But, just so that you know, we will have a transcript of the, of the pre-proposal conference available on the website, as well as a</p>

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	<p>list of organizations who attended. O.K. I will, be back on the mic a little bit later to talk to you a little bit more about the RFP, but I'm gonna hand it over to Audrey to talk to you a little bit more about the program.</p>
<p>MS. WILSON:</p>	<p>Welcome again. So, I'm gonna tell you a little bit about ICM, ICM-Plus is an in-partnership-with. DOP began ICM programming, and has been operating ICM programming for the past ten years. We're exclusively out in family court. I'm not sure those of you are, familiar with that ATD continuum, but ICM is tier three one of the city's alternatives to the detention programming. It's very different from the other models, because it's not a site-based model. ICM operates exclusively in the community. There's no after school portion that young people show up to like in the lower levels, of, IC..., of ATD. Everything happens in the community with a team of offices that visit the home, meet with parents, visit school. Based on our success with our Arches model, we decided to introduce this, this program into our younger clients, and ICM Plus with...is probably the first initiative to provide, Arches like the mentoring component to our younger clients in our newly, juvenile delinquents, which come 10/1 will be, juvenile delinquents and adolescent offenders. So I just wanna, say that it will be juvenile delinquents and some of the adolescents offenders that are, one, if their case is removed to, Family Court for the rest of the proceedings and for a small select few of young people who remain in the adolescent youth part who are eligible for ICM such [U/I]. ICM, a team of ICM Probation Offices, they will be located, at the sites, and there's a site in every, every borough, all five boroughs. They will partner with you in that they would probably be visiting and...to the groups, multiple times a week. So there would be some, collaboration with the young people and the young people that we service. ICM PO's make weekly...weekly field visits, school visits, there is daily contact with young people two to three times a day. And there are curfew checks. Curfew checks can be in the form of a telephone... call, or they may visit the home. Of course, we can't see every young person every night, so there's some, you know, I would say scheduling that at least young people's curfew a check in person a couple of times a week. We don't provide services unless they are Court ordered. Many of these cases can be pre-fact-finding, pre-adjudication, and that they do... and...they have not even been found ... guilty of any charges. So we often do not</p>

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	<p>mandate charges unless it comes from the Court. I'm trying to [U/I] something to say to you about that initiative. We anticipate and although this is [U/I] to... to 30 up to 45 young people at our site, of course, that number probably would be much lower, in Staten Island. Our probation offices write progress reports that are submitted to the Court like every adjourn date; there's a report. It gives an overview of the young person's school attendance, curfew compliance, and it will also improve their participation and attendance at the program. ... That's one thing that we didn't...did we talk about [U/I] our [U/I] Court reports from the program?</p>
MS. PARFREY-SMITH:	Yes.
MS. WILSON:	<p>... so that's something that we'll probably have to, discuss later on about how does the information of the young person's participation in a program finds its way to Court [U/I] report. I just wanna tell a little bit about the target population. We use, risk assessment instrument, the RAI, which determines young people's risk level, low, medium, and high. We are only targeting medium and high, because we feel that young people who, score low, are not, in need of alternative to detention programing. However, that does not mean that a young person with a low RAI score would not find its way into, into your groups. It's also young people who were removed from detention that they were previously detained and now the judge has granted them opportunity to return home. They are also eligible for, ICM programming. And young people who are unresponsive to lower levels of ATD programming, meaning they could have been on Court watch, meaning where they only receive reminders and school reports were prepared and then the second layer, which is the level two, which those who attend, after school programming five days a week. And they could be stepped up. And that's not something that happens external, that happens in Court and we have to have our judges brought in...in order for that young person to be stepped up to ICM. That's pretty much the overview. I think if you have questions, later on we could come back to anything that I've may have omitted. I've just given you an overview of the program. The other thing is that I think I failed to mention is that the probation offices will visit the young people at their homes, and that could be seven days a</p>

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	<p>week. So, we have extended hours that happen in the evening. This is just not a day program that it can happen on weekends and after hours. So, [U/I] anything out that I might have missed? [U/I]. O.K. alright.</p>
<p>MS. PARFREY-SMITH:</p>	<p>O.K. So, I am just going to go over the RFP, just very briefly. [Noise] I know... O.K. I know most of you are probably here, for the question and answer part, but just to talk a little bit more, about the program and about the RFP. So as Audrey mentioned, this is an Arches like intervention. There are a lot of similarities between this program and Arches, and also our Next Steps Program. As you may be aware, Arches was recently, you know, part of eval...very positive evaluation and, you know, something I think that we've known and our Arches providers have known that this is a very successful model, and has become a model program, not just here within the Department of Probation, but in other jurisdictions as well. So, we'd really like to take some of that success that we've had with Arches and bring that to these juvenile clients. And, you know, to make this, you know, part of the ICM process and, you know, hopefully to sort of enhance the success, you know of a young person who is on ICM, to enhance, you know their... their completion of that. And then also to remain in the program for additional benefits, for the duration of the six months. So, like I said, just in terms of similarities with Arches, it is a curriculum-based, group mentoring, initiative. So, this will also, likely utilize the interactive journaling curriculum. There will be stipends for participation. The same way that there are for Arches and Next Steps. There will also be the individual mentoring component in the same way that we have with those programs where in addition to the group-based, curriculum, you know, part of the program that they'll also have access to mentors outside of that, that group. You know, to have sort of individual connections and to sort of have a connection, beyond just the time that they spend in the group, if they have other issues that come up. Same type of mentor availability outside of the program to be there for these young people, you know, like I said if issues arise, between the group session. Hot meals, again, same way with Arches and Next Steps, the hot meals are really an integral part of the program. It brings everybody together. Each provider will have their own way, to address that. Everybody kind of puts their own individual spin on it. But generally the idea is that this is a hot meal for individuals that may not get a hot meal, otherwise</p>

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	<p>during the day and it's also a place to come together, like a communal table and to spend time, with the other people in the group with the mentors, you know, in addition to, you know, putting a nutritious meal in your stomach, it's also good for the soul and good for, you know, being able to, you know, form bonds and...and...kind of promote that sense of community within the group. The, providers, for ICM Plus will also join our learning community, which already runs with our Arches and Next Steps providers, so you'll be part of a network of our, you know, our mentoring, providers, taking about all kinds of different issues, best practices, things that come up, and just as a way, to learn from each other to, troubleshoot...troubleshoot problems, things like that. So, again, just then...just touch very briefly on some differences. Keep in mind, obviously, the population for this initiative is different. We're talking about a much younger group, of individuals. We're talking about Juvenile Family Court, which is different than what we were dealing with with Arches, and of course, with Next Steps, here they aren't actually on probation. There will be the, the availability of the ICM probation officer for the first 60 days, approximately, of the program. So, this, again, is a little bit different. That probation officer for the initial 60 days while their Court...or their case is pending, the probation officer will do the, basic, you know, case management, things like that. You're still gonna work with that probation officer very closely. You know, reporting and discussing what's going on with the, with the individual, but it will be the probation officer for those 60 days that's doing the, the case management.</p>
<p>MS. WILSON:</p>	<p>And I just wanna... then that was one of things that I forgot. The case only remains with ICM during the pendency of the trial. Once the case is completed or out of the Court system ICM is no longer with the probation offices. 60 days is what our goals are, however, in the past we've struggled with speedy trial judges, so it can...it's been beyond 60 days. It is our goal to make sure that young people don't remain on ICM, any longer than 60 days we haven't had [U/I] successful [U/I].</p>
<p>MS. PARFREY-SMITH:</p>	<p>O.K. So just touching, again, this kind of the 60-day, this time period is...is an important, sort of a critical point, in the program. The expectation is that participation in this group-based, part of the ICM intervention is going to also help</p>

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	<p>individuals while their Court is pending and going to reinforce the, the goals of ICM while they are, like I said, while the case is pending. So, we talk a little bit about the goals in the RFP and I'm gonna sort of reiterate here, the goals are retention, appearance at all their court hearings which is very important, and, obviously, avoidance of detention. So, the idea is, again, that this program and this group-based mentoring and this connection with this, you know, with this provider will help these individuals, to have better success, with the ICM component. After that approximately 60 days is up, the case management will then be handed off to the provider. So, for the last...the program is expected to last six months. We don't anticipate this going much further than that, simply because as Audrey mentioned, after 60 days it's pretty much done. So, the retention part is gonna be on the provider to keep them in the program for the remaining four months. That's critical. That means that you really need to think about that in your program design, how are you going to motivate these individuals to remain in the group, to keep coming back. There's a lot of tools at your disposal. You have stipends; you have other kinds of incentives. You know, it's really important again, to really sort of bake that in to, to the design to make sure, that you're able to retain the participants for the length of that six months. Like I said, we don't anticipate it going beyond the six months, the same way you have with Arches and Next Steps, we don't necessarily expect that they're going to in...you know, attend, fully, continuously. We would hope to see this is gonna be a little bit more continuous, that we then we see with our adult side, simply because for those 60 days that they're on the ICM we are putting a pretty, you know, a pretty high expectation on their attendance in this program. Because it's really a critical piece of their success. After that, you know, our expectations are a little bit lower for the post ICM, part of the program, but, again, it's on the provider to do outreach, to bake in some incentives to keep them coming, to keep them wanting to be there., O.K. I think that's pretty much that. O.K. And then, again, if you have any questions, we'll have question and answer in a little bit. I just wanted to go really quickly through the RFP and just highlight a few sections for you. The first section in the RFP we talk about organizational experience and capability. One of the things that I wanna highlight here is the fact that this is a borough-based initiative. So, there are five borough-based competitions. Please be careful when you submit your proposals, make sure you are proposing for the correct</p>

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	<p>borough. Your site location, obviously, must be located in that particular borough. But we're also...we're asking sort of for two different things here. We wanna know that the provider that's going to be successful, in winning that particular borough, that you're able to provide services borough wide. That's really important. We are gonna have participants coming from all reaches of the borough, and that can be a challenge. So that's something, you know, we really want to see that you're going to be able to serve, all of those clients and to have your site in a place that they're going to be able to come. So, again, that's taking into consideration any safety concerns, making sure that it's a neutral place, you know we always have concerns about, gang activity and things like that. You need to have a site where your client...the clients can come. That it's not gonna be an issue for them to cross the street over to the site, you know, really being mindful of what sort of those individual, circumstances are within the borough you're proposing for, to ensure that, participants will come, can come, and can safely come to the group. Again, also take into consideration transportation. Obviously, it's great if it's in a safe place, but if they can't get there, that's another problem. So, obviously, everything is encouraging the ability for participants to get to that particular program and that particular site. The other thing I wanna talk about, we ask, in that section, we wanna know that you can serve the borough, but we also wanna know if you have any type of, sort of specific community based, connections, experience, within the borough. We'd like to know that as well. Obviously, this is a new program and we're still sort of working through, obviously, how many clients are actually going to be in the program, what the logistics are going to be. We're starting this at a borough wide level. At some point we may need to focus this program at a community level as well, which is why we wanna know what type of experience you have within individual communities. So we ask that you, obviously, for the purposes of this proposal make sure that, you're addressing your ability borough wide, but we'd also like to know, and I'm sure, you know, every organization has, you know, a specific community, or, you know, ties in...in a couple of different communities or, you know, the ability...you know you might have multiple sites in the borough or something like that. We'd like to know that information, as well, just in case, as we go through this program, there's any type of community-based sort of considerations we need to, you know, be mindful of, as this sort of evolves. Similar, again, to Arches, you know, the</p>

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	<p>foundation and Next Steps, the foundation of this program are credible messengers. So, I'm sure many of you are already familiar with this concept, but another critical piece of this is always the ability to recognize and recruit credible messengers who are going to be appropriate mentors for the program. People that are really going to be able to reach the youth. People that may have been, previously, you know, involved in the criminal justice system. Obviously, we have a little caveat there. We ask that they not be too recently involved in the criminal justice system. It's important, you know, that there's some distance between sort of that chapter in their life and the chapter, you know, that they might be taking on now. Sort of bringing their experience and...and their knowledge, to other, you know, young people who are...who are sort of struggling. That may be people who are entrenched in the community, obviously, you have kind of different, you know, different considerations for the borough based program, but we ask you to take all of that into consideration and to, you know, really tell us how you're going to be able to find and recruit credible messengers, to serve as mentors in this program. O.K. So that's experience. The other experience, I think is pretty, straightforward. The group process, like I've said, I've already touched a little bit on the group process and sort of the similarities and the differences for those of you who are already familiar with our transformative mentoring programs, again the duration of this program is, a little bit shorter than those programs like I mentioned. We're looking at six months. Right now we are sort of estimating that we'd like to see about 36 sessions, for a successful completion. You know, that may change as time goes on, but that's sort of where we're, you know, setting our sights to begin with. Again, groups are ongoing, rolling admission, the same way with our other programs. You don't need to start a cohort, the expectation is you have groups running all the time, with the ability then for, participants to start whenever they are referred to you, for the program. O.K. So, we talked a little bit already about case management. We have some information there about best practices, and assumptions for case management. I already talked to you a little bit about the hot meals. And then, again, about the incentives, which I think, through this particular program, it's really critical, especially for the...the last four months in the program involvement where you don't have, you know, sort of the ICM part reinforcing their attendance and their, participation. I think too the...the idea is during ICM we would encourage that they go to the group twice a week if we</p>

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	<p>can manage it. I know for our other programs it's a little bit more fluid. Usually they come once a week, you know, and sort of pick, you know, what days, appropriate for them but for this we'd really like to see, during the ICM involvement the, you know, there's an effort to come twice a week, because it's definitely that 60 days is really critical, and I think it's a little bit more intensive for those 60 days of participation that you really wanna see them, you know, involved and...and showing up. Again, we have stipends. Right now, we're looking about 900, dollars, per participant over the span of about six months. It's gonna be up to the provider to decide how you distribute the stipends. For one, we will not be using, the DOP stipend administration debit cards. So, it will be up to the provider, to decide what they wanna do in terms of distribution the stipends. It's expected that it will be a cash or cash-like stipend. If you have questions about that, please feel free to ask during the Q and A. We have some examples of what providers do now, in our other programs that utilize stipends, that don't use our centralized debit card system. Audrey touched a little bit about the schedule, so keep in mind we're dealing with school-aged youth. Arches and Next Steps do evening. We're looking more like late afternoon. This should be like an after school, type schedule. So, you wanna make sure you've got enough time for, individuals to get to the group after school. And you also want to make sure you're ending the program early enough, so we suggest really no later than 6:30, maybe even 7:00 o'clock at the latest, if you have to, because you also want to ensure safe passage for participants when they come home. You're dealing with young, you know, young...young adolescents and we don't want them taking the subway at 8:30 at night going home. So, you need to make sure they're going home at an appropriate time when it is safe for them to leave. We talked a little bit about asking for a plan for safe dismissal, so part of that is the time. Obviously, what time are they coming to the group, and what time are they going to be going home. But also, just taking into consideration and this may end up being a case-by-case, you know, a case-by-case determination, but what measures need to be put in place to make sure that they're going home safely. So, like I said, that could run the gamut, and that will be kind of baked into your program design. You can give them metro cards. We've had programs where people, you know, escort them home, or hi...you know, hire, you know hire like a van or something to take them home. Think about all those things. Think about your budget. Think about what makes sense, but</p>

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	<p>we're really emphasizing the safety of participants going home. So, you know, that's definitely really important, for this particular program. We talk about the, no eject, no reject, to which is a hallmark of all of our programs. Really, you should not be, you know, expelling participants, especially not without talking to us first. You know, but the idea is these are, you know, individuals who are gonna come in and they come in with negative attitudes and not be happy about being there. And it's really, you know, the provider and in the beginning the probation officer working together to try to make this, you know, an experience that, you know, participants want to be there. They want to go. If they continue to, you know, have negative attitudes, or they're disruptive. Or whatever it is, you know, that's something where you just need to make sure you're in constant communication with the PO and with the DOP on the program level, to make sure that we're all aware of what's going on and we make a collaborative decision about what the best course of action is for that individual. So, we talk about a staffing, you should have, four mentors, in your group. We're looking at, I believe it's four for everybody, except Staten Island. Staten Island we're expecting a slightly smaller program, because we're expecting, you know, lower, referrals for Staten Island, but I think Staten Island is three, and then everybody else is four. We're looking at approximately a 16-seat group for everybody, except Staten Island. I think Staten Island is 12. So, the idea, same way with our other, you know, mentoring programs, basically you have those seats available, again, not everybody is gonna show up at every group session, you know, but that's sort of the expectation that you're keeping those seats sort of open for that number of people. I already talked to you a little bit about credible messengers, but that's basically who you're looking for in terms of your mentors. And then, again, because you're going to be doing some case management, for the latter part of the program, you should have somebody on staff who is able to perform in case management roles. Some people have a separate case manager. Sometimes it's your program coordinator, so you'll have a program coordinator, you'll have your mentors. We expect a lead mentor as well. And then some component of case management, whether that's already done by a staff member, like I said the program coordinator, or if you have somebody else on the staff who is going to perform that function. We ask that the project coordinator be full time to the program. And that they have, an MSW or similar, experience. We lay out, different graduate degrees or other ways of</p>

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	<p>experience that can make that up. But be really careful about that when you submit your proposals, you wanna make sure that the person that you're proposing to be the project coordinator, especially, has, you know, the sort of minimal levels of either, you know, education and then experience. O.K. I'm just gonna talk really briefly about, the partnerships and the linkages. So, I think the...the most critical partnership here is the partnership between DOP and...and the providers. So, I believe Audrey mentioned this, but I'm gonna reiterate it. We'll probably say it again. That connection from the provider to the PO is in...extremely important. There needs to be a constant flow of information back and forth. And we expect that the probation officer is, at least for those 60 days, going to be some part of that program. That will sort of be individualized, I think, depending on who the particular PO is, working with which program, but the expectation is if it makes sense, the PO might be in a group, maybe not every group, maybe they'll be there for one, you know, it kind of depends, but we expect that the PO will also be on site, at certain intervals in the program to also have a presence, but also to make that connection, because it's really, like I said, really important. I think that is...is the ultimate, you know, sort of partnership in terms of...of running this program. As usual, we ask that you have some linkages. That you tell us, you know, how robust your...your program delivery is, what other organizations you have, to partner with to refer to, you know, to help you with, you know, fulfilling, you know, the end goals of your case management. And also you know, making sure that there are connections for the young person after they complete the program.</p>
MS. WILSON:	<p>I just wanted to say something about the PO's. There will be three exclusive ICM, probation officers assigned for that borough, so it's not necessarily hundreds of PO's transitioning, however, if the young person transitions from ICM onto supervision, that partnership may also transfer to the assigned officer. But we don't imagine you have [U/I] and build relationships with multiple officers they are three identified.</p>
MS. PARFREY-SMITH:	<p>O.K. O.K. So, I think the other thing too in terms of partnerships is more in community that I mentioned earlier, that's also, I think, a really important piece of this program, and all about transformative mentoring programs that you all get a</p>

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	<p>chance to meet each other, learn from each other, you know, work together, and, you know, work collaboratively to make these programs the best they possibly can be. The other thing, the other section...let's see, we have facilities, so I already spoke to you a little bit about the site. Safe, neutral location, accessible to public transportation, think about your, you know, relevant safety concerns with selecting a site. Obviously, make sure that it's, you know, accessible to persons with disabilities, meets all the fire codes, you know, all that kind of stuff. We also ask, and this is a little bit different, I kind of mentioned this before in terms of, just having us having an idea of what types of like individual community, resources you have within your organization. We're asking that you pr...you know, you're going to propose one citywide site that's going to serve, as your group location, and where you are participants will meet their case manager and, you know, will have access to the mentors. We just wanna know what kind of resources you have available in the community. Do you have more than one site location in the borough? Where is it located? Or do you have access to space some place else? This might not necessarily be evaluated in your proposal, but it's information we wanna have upfront and in hand. So if anything should change in terms of our focus, and any community sort of, relevant concerns, depending on the number of participants we get and where they're located, we just would like to have this information upfront, so that if there is an opportunity to sort of focus this down to a community level, we have that information and we can work with you to make that happen. O.K. And the last two things I'm gonna talk about before we move over to the, HHS Accelerator part of the, presentation, so we talk about monitoring and reporting, we'll probably have more specific information about reporting when contracts are awarded, but like Audrey said, there's gonna be levels of information that are going to need to be, provided to the probation officer, especially during that 60-day period where, you know, you might have very detailed information that needs to be provided and provided on a fairly regular basis. So, we could be talking about, weekly. We could be talking about every day. So, you know, that sort of stuff will be communicated to the, to the selected, providers, but just keep that in mind. You know, and you'll have your, you know the usual types of reporting that you do in other programs that come back to us and come back to our program staff for, you know, outcomes and attendance and things like that. O.K. One of the last things I wanna talk about really</p>

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	<p>quickly is the budget. So, the information for, dollar amounts is in the attachment...let's see...attachment B I wanna say. Attachment B tells you what the annual funding levels are for each group, which is basically \$150,000, except for Staten Island, which is a smaller capacity program at 130. Keep that in mind, in terms of what the maximum annual available funding is. Keep in mind, also that there is a milestone-based component to this program, which is the same as we have all of our other transformative mentoring interventions. Right now, we're looking at, a 75%-line item 25% performance-based split. So that's what you should use for your proposal. If we make modifications we may make modifications when programs are awarded, but for purposes of this proposal, please make sure you pay attention to 75%-line item, and 25% needs to be put into the milestones, and then there's a breakdown, for each milestone what the percentage is. So, you have 10% for participate contacts, which is basically monthly. How many times do you reach out to the individual? How many times do they attend a group session? How many times do they go to case, you know, their case management session? How many times do they meet individually with a mentor? That's all gonna count towards the, participant, contacts each month. 5% is going to be participant attendance, so you're gonna get 5%, for monthly for exceeding, the minimum attendance threshold. 5% for positive exit. So that's an annual and...excuse me...an annual milestone. So, if you exceed the threshold, the minimum threshold for, participants completing the program then you're entitled to the 5%, payment, at the end of the year. And then there's, 5% for timeliness of reporting, so we wanna make sure that your, monthly reports, we have some pre and post like assessment data that needs to be submitted, You'll have to, you know, make sure every month that you get that, individual...that information in by that due date, otherwise, you're not gonna get your full reimbursement, you know, for your invoices. I think that's pretty much it for the RFP... Lena will you talk about PASSPort at all? No. Then I will do it. For those of you who are not familiar with PASSPort, the City of New York has instituted a new system. So many of you may have been familiar with VENDEX. You may already be, familiar with PASSPort, but PASSPort has replaced VENDEX. So, if you have not already enrolled in Passport, we strongly recommend that you do so while you're in the process of submitting proposals. That will speed up, our ability to make awards after the fact. It can take time for you to submit the</p>

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	<p>disclosure information that you need to submit for PASSPort. It is a little bit different than what you previously submitted for VENDEX. Some of the questions are a little bit different. Some of the information you might need to gather is a little bit different. So, we recommend that if you haven't done it already, please take a look at PASSPort, and get your, organization, started with an account, and then submitting that disclosure information. If you need a little bit of, more information about PASSPort, we do have it on our website. You can also visit the MOCS website for more information. If you have questions, you know, please, please ask, you know, during the question and answer period. But essentially, you know, if you win an award, we need you in PASSPort in order for us to proceed with, moving your contract to registration. So, the sooner you're in there, and the sooner your information is submitted, validated, approved, you know, the faster the process will be on the back end in terms of getting your contract registered and getting your money back out to you when it's time for reimbursement. So, if you have questions about PASSPort, let me know if you're not familiar with that, the system is been in place for about a year now. So I would assume most of you have already, you know, done, you know, done the, the initial enrollment and have probably worked with the system already, but if you have questions, please, please let me know, you can always send, like I said, you can always send an email. So with that I'm gonna ask Lena to come up. She's gonna talk to you a little bit about, submitting, you know, the mechanics of submitting your proposal through HHS Accelerator.</p>
<p>MS. O'BRIEN:</p>	<p>Hi. Good morning. My name is Lena O'Brien. And I work at the Mayor's Office of Contract Services. I'm going to go through a brief presentation on HHS Accelerator, which is a system you'll be using to submit proposals to this RFP. Before I get started, can you raise a hand if you already have access or read the RFP documents? O.K. Great. If you are not familiar with HHS Accelerator, here is some background on the system. HHS Accelerator was created to simplify and improve the competitive contract process for health and human services providers. Agencies publish the RFPs in HHS Accelerator, and pre-qualified providers approved for relevant services are eligible to propose and can submit proposals once the RFP has been released. Provider must submit proposals through HHS Accelerator by proposal due date for this...in this</p>

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	<p>case ICM Plus is for October 5th and the time is 2:00 p.m. If you need assistance using HHS Accelerator you can contact our help desk at help@mocs.nyc.gov. On our public website nyc.gov/hhsaccelerator you can access guides with step-by-step instruction, videos, and registers for [U/I]. Your very first step will be to create an account for an org...for your organization, HHS Accelerator. Once you have an account in your sys...in the system, your next step is to get pre-qualified by submitting the HHS Accelerator application. Pre-qualification lasts for three years and is required in order to compete for fun... to funding and HHS Accelerator. The application has two components. The first is the business application. This collects foundational information and documentation about your organization. The second is a service application. You can add multiple service applications. These establish a track record of services your organization provides to New Yorkers. Service applications inform which RFP's are eligible to compete for in HHS Accelerator. Once you complete and submit the application, it is reviewed by our team within 24 hours. Once your application is approved, you are considered pre-qualified in HHS Accelerator. At this point, you are ready to compete for funding. From the homepage and HHS Accelerator you can access procurement tab from this page and locate the ICM of procurement on the procurement program. To review procurement details, click the blue hyperlink. You will first land on the procurement summary tab, which provides general information about the procurement. The RFP documents tab is where eligible providers can access RFP documents once the RFP is released in HHS Accelerator. Any addenda that [U/I] publish will also be in this tab. Click and add...click on the proposal summary tab when you are ready to start your proposal. Then you click add new proposal to get started. Once you start a proposal you see three tabs. Proposal Details, Proposal Documents and Submit Proposal. On the proposal details tab everything with a red asterisk is required before you can save the page. Enter in all the requested information and make sure the contact information is up-to-date at the site location will you be providing the service. On the proposal documents tab upload all the required and optional proposal documents here. The system won't let you submit the proposal unless you upload all of the required documents. HHS Accelerator has a file size li... limit of 12 megabytes per file. Only level two users can submit proposal on org...on your organization's behalf. Check off the boxes on the bottom and enter your full email</p>

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	<p>address and HHS Accelerator message, and then click submit proposal. We encourage you, like Eileen said, to submit at least within 24 hours in advance in case you encounter any issues. That way there's enough time to resolve those issues. You'll have three indicators that you have successfully submitted your proposal. You'll get a green confirmation bar across the top of the screen confirming your submission. You'll receive an email confirming that you submitted a proposal, and your proposal status will change from draft to submitted. Thank you.</p>
<p>MS. PARFREY-SMITH:</p>	<p>And I just wanna say one thing really briefly. Just to sort of piggy back on what Lena, told you. Sometimes we get requests from proposers, especially if they submit their proposal early. There's something they forgot, or something that they wanna change, or whatever it may be. You should contact... you can contact us, or you can contact, the MOCS help desk. But you need to contact somebody within a reasonable amount of time to ask that, your proposal will be sent back to you so that you can make changes. So just keep that in mind, when you're submitting. O.K. O.K. So, Lena [I/I] you guys have any questions, about HHS Accelerator. We're going to move over to the, question and answer portion of the proposal conference. Just a few ground rules we have a microphone set up, over here. We ask if you have a question you guys take, line up in front of the microphone. When you ask your question, please, clearly state your name, and what organization that you are representing. Again, like I mentioned, this is being recorded, and we anticipate it being transcribed and available on our website, so we wanna make sure that we, properly credit, where questions are coming from. So, go ahead. Any questions?</p>
<p>MR. WATERS:</p>	<p>Hello? Good morning. William Eric Waters from FedCap...[technical feedback] Sorry.</p>
<p>MS. PARFREY-SMITH:</p>	<p>Sorry.</p>
<p>MR. WATERS:</p>	<p>William Eric Waters from FedCap Rehabilitation Services. I have three questions. So, there's nobody else is out there.</p>

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	With Next Steps DOP provided the interactive journals with all the agencies have the budget to purchase interactive journals?
MS. PARFREY-SMITH:	No. We will...we will provide them the same way. So, you don't need to include, interactive journals in your budget, and please don't purchase them, because we've have some issues with that and had to work around, reimbursing people for them. So, do not buy them on your own.
MR. WATERS:	Oh, great. For the full-time program coordinator, must that person be 100% on the ICM Plus budget, or can that person, say, be 60% on another budget and 40% [U/I] \$150,000 is tight for a full-time program coordinator.
MS. PARFREY-SMITH:	I think as of the way it's written right now the expectation is that the person would be 100%, to the program, but, we will, take a look at that and if, you know, if there's a reason to change it, then that would be in the, in an addendum.
MR. WATERS:	Thank you. Final question. On, I believe you said between 35 and 40 participants will be referred to each site in each borough. Do you have a sense in terms of the percentage of male, female, boys, girls, what that might look like?
MS. WILSON:	No considering that this is a brand new, I'm sorry. No. Not at this time, because this is a brand new, population that we're gonna begin the service in. So, we don't necessarily have the breakdown of how many... but we noted that it's something that could possibly be a challenge, but we don't know what's... that breakdown at this time.
MR. WATERS:	Thank you. Because we're just thinking in terms of best practices.

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MS. WILSON:	Yes.
MR. WATERS:	Male mentors for boys. O.K. Thank you.
MS. PARFREY-SMITH:	Anybody else have questions?
MR. MACMILLAN:	Good morning. [U/I] Sean MacMillan of the Mentor Next Steps. I'd just like to know about the...the, the credible messengers that you would like to have. You mentioned, that they should be just shortly be moved from the incarceration. What is that period of...of the mentor separation?
MS. PARFREY-SMITH:	Yes, so that's a good question. I don't think I have a crystal-clear answer for you. I would just sort of make a side note to say that, you know, over the...the years now that we have, been, funding, you know, these transformative mentoring programs and really emphasizing credible messengers, early on we did have some issues in terms of individuals that were not far enough removed from their previous life, and may have still been, you know, involved in criminal activity. So, it's just something we're sensitive to. We ask providers to be sensitive to it as well. I...I'm not going to give you an answer that's, you know, absolute, because I think it's case-by-case. I think you know, you know, each organization is gonna know, you know, either their existing staff, if their...you know, utilizing the staff that, already provides mentoring or hiring somebody new, we really are just asking that you be mindful of that, and...and to just understand, like I said, you know, we've had organizations that had run into problems, and we are just trying to avoid repeating that. You know, like I said, I don't think there's a magic number, that says, you know, months, years, you know, I...I don't think there is. But, it's just like I said, something to be mindful of, and I think when you're hiring staff, to be vigilant about. You know, we ask that you do whatever background checks you need to do and things like that. You know, and...and, kind of, you know, staying on top of that situation just in case issues you know, do arise. What organization, I'm

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	sorry, do you, are you with?
MR. MACMILLAN:	Next Steps.
MS. PARFREY-SMITH:	I'm sorry. But which provider?
MR. MACMILLAN:	FedCap.
MS. PARFREY-SMITH:	FedCap. O.K. thank you.
MR. MACMILLAN:	Thank you.
MS. McLANE:	Hi. Erica McLane [PH] from the Center for Court Innovations. Just a quick question. I just wanted to clarify what you said in regards to, the adolescents that are available. So with the 16 of 17-year-old and their c... cases being moved to Family Court, those will be eligible, but she said that also it would be eligible to those who may not come to Family Court as well?
MS. WILSON:	Those 16-year-olds that are going to remain in the youth, [Technical feedback] because they have, a felony charge?
MS. McLANE:	Right.
MS. WILSON:	[U/I] may be eligible for ICM.
MS. McLANE:	O.K. thank you.
MS. WILSON:	Yes, but the...it's primarily we accept the juvenile... the juveniles who we currently serve and the 16-year-old that are

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	charged with [U/I] that would automatically gonna be directed to us [U/I].
MS. McLANE:	Got you. Thank you.
MS. WILSON:	And I just want to add, although we don't know the population, we expect that more than 80% of them will be male, because the... our young women population [U/I].
MR. JONES:	Good morning. Keston Jones at SCO Family of Services. Had two questions. One, can we talk more about the breakdown of the mentors. You mentioned four mentors, but we also...I...I think I read it twice a week, so are we looking at a total of eight mentors, or the four mentors for the two sessions for the week [U/I]?
MS. PARFREY-SMITH:	They can be...I mean, that's really up to your program design, you know, how you...how you set up the program. You can use the same mentors, for both group sessions.
MR. JONES:	O.K. You said, also that there would be up to three probation officers at each site. Shouldn't the site have a space, an office, a section for the, the probation officers to have a computer, a phone, what does that setup look like?
UNIDENTIFIED MALE:	Yes. If they pay for the space.
MS. WILSON:	That would be ideal, because we do want them to visit the programs and perhaps then not necessarily co-facilitate the group, to be part of the group, depending on the [I/I] but that's depending on the space. We won't mandate that you have a designated space for probation.
MR. JONES:	Thank you. Can we talk more about the 150,000?

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MS. PARFREY-SMITH:	Sure. Go ahead.
MR. JONES:	[U/I] I'm trying to wrap my mind around how this program is supposed to work with \$150,000 so can we talk more about that? What did you guys have in mind?
MS. PARFREY-SMITH:	<p>So, I guess...I guess, just as a frame of reference, the funding for this program is based, on our existing transformative mentoring programs. So, for programs that serve around 15 to 16, you know how groups for 15 to 16 participants twice a week, our funding is usually, right now, is about in the 140s. So, we're also taking into consideration, which actually, this is a good time to mention it, the City just went through a process of, cost of living adjustments for our human service providers. So, we've also, you know, we've taken the rates that we have for our other transformative mentoring programs and have, increased them, considering the population and also, the fact that there is, has been cost of living adjustments that are being phased in, they were phased in for about 17, 18...I'm sorry, fiscal year 18, 19 and then 20. So, we've built in, those adjustments as well, into the 150. I understand that it's tight. Most of our programs run tight. That's just, you know, the way that it is. The other side of it is, just, again, just...I...I don't know if I have a good answer for you, beyond what I've already said. I mean this really is based on those, you know, those existing programs. You know, mentors generally make, in our programs, a lot of them are part time. Again, that's up to your, your organization and your program design. But I think most organizations have part time mentors. Maybe a handful of them that are full time. Right now we have a minimum of \$15 an hour salary or, or wage, for...for mentors. But, this is also in the RFP and sort of hand-in-hand with the COLA that's been going on, there are also, out of state and City mandated, increases due to minimum wage. So, we're also expecting, I mean, obviously 15 is where the minimum wage is going to be. But you know, the idea of this program has always driven based on providing, mentors with the... with more than just what the minimum wage is. So, we ask that you also take that into consideration when you are, setting your...your rates for your, for your mentors. You know, the gentleman before mentioned about the...the program coordinator, I think we're definitely going to take that back and see, if we can, you know</p>

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	<p>make an allowance so that the individual, the program coordinator does not have to be full time with the program, but keep in mind, there is also case management, so, you know if that individual, if that program coordinator is going to also be doing your case management, you probably would expect that they're going to be full time to the program. If you have somebody else already within your organization that can provide, you know, the case management component without, you know, separate and apart from the program coordinator, you know, that that's...that's fine as well. You know, like I said, I mean...I, I think we're fully understanding that this is a tight budget. But, you know, our other transformative mentoring programs run around in the same range, even a little bit, under what this program is being funded at. You know, but like I said, we're happy to take suggestions and to sort of look into, you know, if there's any, you know, modifications that can be made, to the RFP or to the, you know, to the model, obviously, within reason that might help that, that budget work better for you.</p>
MR. MYERS:	<p>Good morning. My name is Eon Senior Myers [PH]. Senior director UC Adults and FedCap. So, there was one difference between the Next Steps model and the other model which [U/I] require a five to one ratio, a four to one ratio required four, mentors, and so speaking to the question of the \$150,000 that means something that you could look at...</p>
MS. PARFREY-SMITH:	<p>So it is this is four to one.</p>
MR. MEYERS:	<p>Right.</p>
MS. PARFREY-SMITH:	<p>Yeah. Yeah.</p>
MR. MYERS:	<p>The other budget [U/I] that you speak of having five to one. And so, by creating, by creating a four to one ratio you're actually, increasing the expense, of the program. And so that 140, 50 that worked with, a five to one is harder to make with a four to one. So I just ask that maybe you can, you consider</p>

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	<p>that and also regarding the coordinator position perhaps the, the compromise could be that the coordinator works, full time, but maybe can be used on multiple probation programs, so that it's not that we're trying to use another person in another program, but that they're all doing mentoring, but that does it all have to come from, one of the probation programs, because many of us will [U/I] we already have another, recruitment. Perhaps that's a way to create a compromise that makes it, doable. Because we too have...I...I have been working on the numbers all weekend, and I don't see how it could be done. And with four mentors. With the fourth mentor it throws the budget, out of whack, because you wanna pay more than \$15...</p>
MS. PARFREY-SMITH:	Right.
MR. MYERS:	... an hour because you want to pay someone minimum wage who is doing such critical work.
MS. PARFREY-SMITH:	Right.
MR. MYERS:	So that's just some thoughts there. And I have a question, regarding rent. Is rent an allowable expense...
MS. PARFREY SMITH:	Yes.
MR. MYERS:	...for space?
MS. PARFREY-SMITH:	Yes.
MR. MYERS:	It is? O.K. And is there any proportions or formulas that you...

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MR. PARFREY-SMITH:	<p>You know, you can take a look at our fiscal manual, which is on our website, which, I would actually encourage everybody to do when you're formulating your budget if you're not already familiar with our fiscal manual. Just so that you understand, you know, the rules and guidelines that we have for like indirect or fringe, things like that. But, you know, obviously, I mean, if you have multiple programs you'll also have to do a cost allocation plan. Just keep that in mind if you do get awarded. In terms of formulas, I mean, we ask, obviously, if you're using space for something else you don't charge us 100%.</p>
MR. MYERS:	<p>Sure. Sure.</p>
MR. PARFREY-SMITH:	<p>I mean, I don't think, you know, I think, our guidelines are mostly just commonsense, but if, you know, I mean if you are renting the space 100%, to run this program, yes, we...we understand then that you, you know, you might be, charging 100% of your rent then to your, to your, to your budget for this program. So, that's fine. Less is fine, also. You know, and just keep in mind that when you do your...your...we don't expect this at the proposal level, but a contract award level, you will need to submit, like, a lease, and we'll need to know how much your space is, and there might be, you know, additional questions just to make sure that the percentage is being charged to us is appropriate. But, no we don't have any, you know, really like rigorous formula or anything for calculating that.</p>
MR. MYERS:	<p>And my last question is, if we were able to find additional, resources to write in, for stipends, is that O.K. that we would find additional source that would cover the stipend, requirement?</p>
MS. PARFREY-SMITH:	<p>So we need... we would...I would say for the purposes of writing your proposal, you should keep it at 900, but something we would need to consider on a case-by-case, once we hit contract award, because you just have to keep in mind that we don't wanna create a disparity between an individual that's going to a program, say, in Brooklyn versus in Queens, if they are able to earn more stipends in Queens it's not fair to</p>

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	everybody else.
MR. MYERS:	I'm sorry. My question wasn't clear.
MS. PARFREY-SMITH:	Oh.
MR. MYERS:	My question wasn't there's a requirement...
MS. PARFREY-SMITH:	Do you need to...
MR. MYERS:	...for stipends. And if we're able to find additional resources...
MS. PARFREY-SMITH:	Oh. I see what you mean. To, to count...to offset.
MR. MEYERS:	...to cover this the offset...
MS. PARFREY-SMITH:	That's fine. Yes.
MR. MYERS:	...because I'm trying to find...so, yes. You can do that?
MS. PARFREY-SMITH:	Yes. You can.
MR. MYERS:	And then there's a benchmark that's re... that's related to stipends. Can we still, collect that benchmark even though, perhaps, half of that fund is coming from another source?
MS. PARFREY-SMITH:	Yes.

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MR. MEYER:	Yes. O.K. awesome, thank you.
MS. PARFREY-SMITH:	Yes.
MR. THOMAS:	William Thomas, Phipps Neighborhoods. So I'm trying to get a handle, or some clarity based on [U/I] how many young people are we scheduled to serve for the year under this budget? I know I hear 16, but then you talked about they're will be up to 35.
MS. PARFREY-SMITH:	O.K. so 16 is at any one time. Same as our other transformative mentoring programs. So, we expect that you have the capacity to serve, like I said for, very...for the four boroughs that are, 16 seat programs that you have the capacity to accommodate 16, individuals in your group at any one group session. Right? Overall, we're talking about the 35 to 40 annually.
MR. THOMAS:	O.K. Per year. And, secondly, and going back to the budget, in the past the Arches [U/I] mentoring program, the stipend didn't come out of the budget, the program budget.
MS. PARFREY-SMITH:	No. Right. So, for Arches that's the case. Because it's, actually, let's...we'll go back and look at that and see, how we have that written, because I know our Next Steps and our Arches programs are a little bit different in how we handled the stipends. But we will...we will take a look at that and then clarify.
MR. THOMAS:	Thank you.
MS PARFREY-SMITH:	Yes. So, I just want to clarify quickly on...on the question that you had about numbers, just so that you know, you might end up seeing more than 40 individuals over the course of a year. Like I said, the expectation is that you have the capacity to serve 16 at any one-group session. But just to keep in mind

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	<p>that, please don't like close intake because you see 40 people in the year. Right. Like you might see more. But our expectation is that you at least, keep the capacity open for 16 at any one time, and you know, we'll work with you as, you know, contracts are awarded, and we do more orientation and talk a little bit more, you know, concrete, right? Once the contracts are awarded, but, you know, those, those numbers, you know, are fluid and they change, and I would expect in the beginning, you know, things are probably gonna go through a ramp up period as well. But we will, you know, we'll work with you about the numbers and how to ... how to ... [U/I] with accommodating those numbers and then also, we have a little bit of information for those of you who have already worked with, some of our other programs, we generally have like a 30-day [U/I] de-enrollment, so, you know, there are ways to manage your, your caseload, your roster, in terms of active individuals and those that aren't, showing up. But we will...we will work with you, a little bit more concretely around that, you know, once... once we have contracts awarded and we're getting ready to get these programs up off the ground. O.K. Does anyone else have any more questions? No? Going once. Going twice. Anybody. I'll give you a few minutes to think about it. O.K. so, yep you got a question...</p>
ROGELIA:	Hello. My name is Rogelia [PH] and I'm from the Center for Court Innovation. We have a question in regard to fringe. Is there a cap for fringe?
MS. PARFREY-SMITH	Check the fiscal manual. I don't know it offhand, but it...it is in the fiscal manual.
ROGELIA:	O.K. And, I know you mentioned, the probation office, ideally, we want a space for the probation officer, so is the probation officer going to...is...is the probation officer going to be at every session, or is that...no? O.K. So, it's just like the probation officer will come like once or twice a week?
MS. WILSON	Once or twice a week. A young person might require additional contact that [U/I] the individual.

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ROGELIA:	O.K. Thank you.
MS. PARFREY-SMITH:	O.K. So just to repeat what Audrey said, that would be case-by-case, and obviously, dependent on your...dependent on the individual probation officer and what arrangements you make ... in terms of how to best manage their presence at your site, and also what you have available. Like what she said, we're not asking you to, you know, you know, get additional space just to accommodate them.
MS. WILSON:	Space [U/I].
MS. PARFREY SMITH:	You know, we'll...we'll work with what you have, but just...just be cognizant that, that the PO will have a presence at your site. Yes?
MR. JONES:	Yes. Keston Jones, SCO Family of Services. You mentioned earlier that you would give an example of how, other programs, such as Arches and Next Steps utilizes fringe and...not fringe, but stipends, how they give it out, allocated...
MS. PARFREY-SMITH:	Sure. So, so like I said, for Next Steps, for that program, the individual provider manages the stipends. Some providers, do gift cards. Some do cash, which is, you know, not always the best way to do it. But there are considerations why you might do it. Some actually put their participants, on their payroll to be able to issue, like a payroll check to them. Others utilize debit cards, similar to the, debit card system we have centrally for our, for some of our other, programs. But you know, like I said, I mean, the idea is that they're cash and cash like we want to have the participants have access to that money, you know, without...without too much difficulty. You know, so like I said, that's why I think some people do end up doing cash. People don't have bank accounts and things like that. But cash, gift cards, debit cards, checks, payroll all of those things have been done and are acceptable and we're open to other, you know, other ways of...of sort of managing, the...the stipend, distribution, so.

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MR: WATERS:	William Eric Waters FedCap Rehabilitation Services. We're working with the younger population here the 13 to 15-year olds, and the [U/I] companies which produces of the data journaling, they have journals for a younger, client. We anticipate doing a data journaling [U/I] looking at some of the other CDT start [U/I] companies have for putting out a publication.
MS. PARFREY-SMITH:	So, I think at this point, we had anticipated using interactive journaling, but and I think, for the purposes of the proposal, that's what you should assume, but it is something that, we're still considering, and, you know depending on what is the most appropriate might change, once contracts [U/I]. But...but we are you know aware, you know, of, some of the limitations of using interactive journaling for this and...and some of the other things out there. So, we will, you know, like I said, develop that further, but for now assume interactive journaling.
MS. GEBHART:	Hi. Lindsey Gebhart Sheltering Arms. I believe in the footnote that I saw on the RFP the indirect rate is 10%?
MS. PARFREY-SMITH:	Yes.
MS. GEBHART:	Yes.
MS. PARFREY-SMITH:	So glad that you mentioned that, actually, because that's something else, citywide that is another initiative. So, we've had COLA. We've had minimum wage, and the other thing is indirect. So, for our programs, we ask not only is the maximum 10%, but we ask that you budget at 10%. You know, we have some programs where people choose to budget less, but ideally, your indirect rate should be 10%. You know, and really, you know, 10% I...I...I would hope there isn't an issue with...with utilizing that. There aren't a lot of strings attached to indirect. So it's kind of a good, you know, you know, it's meant to be an easy way for you to calculate, you know, to account for your admin costs and your overhead and things that, you know, you might not be able to directly, be reimbursed for line items. I will just say this also, like I said, it's

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	<p>a citywide incentive to bring, all providers up to, 10% indirect rate. So, like I said, we ask for this that you do budget at 10%. Uwe will be looking at that, more closely in terms of contract award and when we approve budgets for contract award. Less maybe at the proposal level, but it's something you should be mindful of in case you are awarded a contract. The other side of it is, keep in mind because this has milestones in it, for those providers who have already worked with us on milestone based programs, there are things that you can put in your milestone, portion of the budget that might ordinarily be a line item if, you know, we don't expect that you're going to run the program on just the 75% line item, right? You may account for some of your expenses within the milestones. Some of the milestones are easier than others to achieve, so, obviously, keep that in mind. But, for instance, like the contact and the reporting, those are generally like for our providers that already do our milestone-based programs. They get 100% of their reimbursement. And really, I would say the vast majority of our, other providers and other programs that do milestone based do get 100%, back on the reimbursement. You know, we try to make that sort of a...a you know a carrot, a little bit to kind you know make sure that...that we're achieving, relevant outcomes. But we try not to make it too difficult so that, you know, it's going to really affect your operations in the program, so. And just clearly state, if you do put things in milestones that you don't account for in line item when you do your budgets for your proposals. Be really clear about what you're budgeting for and where you're budgeting for it...not only are you fil...filling out a like a summary form for each, category, but you're gonna be submitting a narrative also, please be as clear and detailed as you possibly can in that narrative, so that we don't miss, you know, we don't miss things in terms of, what you're budgeting for, because the evaluators are going to be looking at that budget and making sure that what you're saying is reasonable and that you're accounting for a, you know, programming expenses, you know, necessary programming expenses. Yes?</p>
<p>UNIDENTIFIED MALE:</p>	<p>Yes. Good morning. [U/I] Next Steps. You mentioned the criteria for your mentors you had [U/I] criteria for your mentors. I was just a little concerned though I think maybe you...about your case management. Is it going to be the probation officer that do the case management or is it gonna be the providers and their staff?</p>

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MS. PARFREY-SMITH:	<p>So, it's a mixed responsibility. So, we assume, the, the clients are going to be in, the ICM Transformative Mentoring for 60 days, at least, they're going to...they're going to have a probation officer, right? So, for those 60 days we expect that the probation officer will handle case management. There may be a limited number of individuals who, are also on supervision that may continue with a PO for the duration of their involvement in your program in which case you would not need to provide case management for them. If there is a PO available and assigned to them, the PO will do the case management. But, generally speaking, 60 days, DOP provided case management and then the remaining, four months of the program we anticipate that that's the provider's responsibility and in some way shape or form to...to provide that case management. And however, your organization sees best fit to do that, is...is really up to your program design.</p>
UNIDENTIFIED MALE:	I just have one more question.
MS. PARFREY-SMITH:	Sure.
UNIDENTIFIED MALE:	<p>The, no expulsion, clause, we are...the population that we're dealing with more than likely will not wanna be there...not everyone, some people will come in there with, the, their attitude will be perh... be potentially problematic, how do you propose or is this again on the provider to propose ways to solutions to deal with these potentially problematic [U/I]...</p>
MS. PARFREY-SMITH:	<p>So, a litt... a little of both. So, we fully understand and expect, and this is really no different than any program we run in DOP, right? That you're going to have participants that are involved in the criminal justice system, and that's why they're in our programs, right? So, yes. There is full expectation, that there is going to be some resistance to being there, for one. And there may be negative attitudes, you know, disruptive, behavior, things like that, all needs to be fully understood. So, we understand that, and we ask that the providers be mindful</p>

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	<p>of that as well. It's a... it's important, but you know, you know what you're getting yourself into, and that we're clear...that DOP is clear in the expectation that you will do everything within your power to work...work with those individuals and manage...manage those challenges. So, yes. In that sense, we ask that the providers, you know, develop a robust way of engaging participants, making the group a place that they want to be, a place that they feel welcome, you know a place that they feel heard. The, you know, but we all understand that there are extremes to every situation. There may be an individual or more than one individual that really is not appropriate or ready and cannot be made so, to...to, you know, have successful participation in the group. We understand that that may happen. We hope that it's a rarity. In cases like that, we ask that, again, that you're in constant communication if the PO is involved, obviously, with the PO, but absolutely 100% with the, the individual who is going to be the DOP program manager and...and program staff, so that we're all on the same page, we understand what the, you know, the circumstances are and if that individual needs to be removed from the program, or there are, you know, alternative arrangements that need to be made for them, that we make that as a group. So, the really...the...the, the, idea behind no eject, no reject, is that a provider doesn't just make a decision that you can't come back to this program. Right? We all need to be on the same page about that. And like I said, I think the, you know, the...the...the foundation of this program and a lot of our programs is working with, you know, difficult to serve individuals. And that, that's really critical, you know, to programs, the program design and to the provider, to be mindful of that and...and to make, you know, make avenues for which to deal with that. Right? That you have a toolbox of, of you know, ideas and...and methods that you can use to...to employ, to, to try to change those attitudes and really, in essence, that's what almost every program we run here is about. Right? Changing those attitudes, turning them into something positive, turning somebody's involvement in the criminal justice system into...into a positive. It's something that will you know ultimately be a turning point in their life. So, you know, I think that shared knowledge is profoundly important. For providers who run this program.</p>
MS. WILSON:	And [U/I] as probation we don't have that magic all the time, however, we were working partnerships to make sure that

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	<p>young people know the expectations that they are [U/I] that it is a condition of their parole and we do remind [U/I] is visits to the program. So, for that first 60 days you have help in getting that relationship and know that something...so that that young person has a connection in that they want to be there at the program. So, in the beginning, I mean, you know again, it...this is gonna be like a [U/I] younger clientele and some of our older clientele, and based on, you know, the success with out older and young people we think that they're going to find their way. I mean, there...what is it? [U/I] or strongly suggested that you attend. So that's something that will always, be always be reminding a young person that that's what they [U/I].</p>
UNIDENTIFIED MALE:	Thank you.
MR. POLESE:	<p>Hi. I'm Lou Polese and I'm from Phipps Neighborhoods and [U/I] points [U/I] in the RFP you guys mentioned that the first year will be budgeted at, 11 and a half...[U/I] 11 and a half months rather than 12 months. Should I be adjusting the budget I submit from [U/I] working in the Bronx? I should not?</p>
MS. PARFREY-SMITH:	<p>No. So, for purposes of proposal, please submit your proposal at the annual level. At this point we don't know 100% when contracts are going to be awarded and when contract start date is. Our, you know, our...our, best...</p>
MR, POLESE:	I'm just gonna [U/I] guys wrote...
MS. PARFREY-SMITH:	<p>Yes. Understood. I think it's an important point of clarification. Please, when you submit your proposal budgets, submit them at the full annual value for your competition. But be mindful that, you know...</p>
MR. POLESE	Bill the adjustment of the work...
MS. PARFREY-	...one of the years may be...

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SMITH:	
MR. POLESE:	Yeah.
MS. PARFREY-SMITH:	...prorated depending on when your contract start date actually is.
MR. POLESE:	And the second question, if I'm proposing some...something that's at an already funded site, for example, I'm say a Beacon program or a Cornerstone program, for the site control, will that contract be sufficient to sit the... to authenticate that I have site control?
MS. PARFREY-SMITH:	Likely, yes.
MR. POLESE:	Thank you.
MS. PARFREY-SMITH:	<p>Does anybody else have any questions? Anybody? While you're thinking about it, there's one little thing I wanna sort of put in your minds to keep...to keep in mind, especially, if you're proposal is awarded.</p> <p>Because of the nature of the, type of participants that will be in this program, and the fact that they have a pending case, for the first 60 days that they're in the program, there are going to be some sort of privacy and confidentiality...confidentiality issues that are going to need to be worked through, likely, though our general counsel's office, and, whatever legal staff, you have available to talk with us. But, you know, I think for purposes of a proposal it's important to keep it in mind. It's not necessarily going to affect your proposal or how it's evaluated, but just to be mindful and that...and...and aware that we're aware, because these are our pending cases, that, for a group discussion some of what they discuss with the mentors or some of what they discuss in the group might impact their case in Court, and they're gonna have to be some, you know, careful measures taken, to ensure that that doesn't happen. And like I said, you know, at contract award, we will have, somebody from our general counsel office available, up, to</p>

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	work with you, to sort of set up a process and a best practice, in order to deal with that, and in order to ensure that, participation in this program does not, in any way negatively affect, the young person, who is, who is participating. Oh, we've got another question.
MR. POLESE:	Not, not a hard question [U/I]. ... you were speculative. Hi. Lou Polese [PH] Phipps Neighborhoods, again. I was thinking about this before as well, this... the fact that, that, the probation officers will be meeting at...at times individually with young people, at the location, if...if that's going to take place will we need to make certain that there's a private space [U/I] confidentiality.
MS. PARFREY-SMITH:	O.K. So, so I think the the, I think, in... Audrey [U/I] jump in if I'm wrong. Most of that, like one-on-one interaction with their PO is probably gonna happen onsite at DOP. Don't really anticipate that there's going to be a whole lot of like confidential discussion between POs and individual clients at the...at the group site.
MR. POLESE:	O.K.
MS. PARFREY-SMITH:	More so, the presence of the probation officer, especially during that 60 days is kind of like a reinforcement of like we expect you to be here, you know, come, we're gonna know if you're not here things like that. Less so, you know, than the individual part. The individual, relationship is really, especially if your group is going to be managed with the mentors running it.
MR. POLESE:	Yeah. I was thinking that...
MS. PARFREY-SMITH:	Yeah.
MR. POLESE:	...it's a convenience that's about [U/I]. O.K. [U/I] it's pretty certain the kid is gonna be here, and pretty certain that the PO

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	is gonna be there.
MS. PARFREY-SMITH:	Right. So no...
MR. POLESE:	So... [U/I] to get together.
MS. PARFREY-SMITH:	...it's not...no. And totally...totally understood and I think that's a really, sort of a natural question to ask, based on the services. But the answer to your question is, no. You don't need to provide like a confidential like meeting area for the... for the PO and the client. Like I said, we anticipated any kind of confidential discussion that's gonna happen within the PO's office or whatever field work that they do.
MR. POLESE:	O.K. Thanks.
MS. PARFREY-SMITH:	Yeah. Thank you. Anybody else? Questions? It's your last chance, while we're still sitting here, going once, twice. Anybody? Oh... nope. Just teasing. O.K. So, I think it's fair to say then that, we can, put a close this pre-proposal conference, please, if you did not sign in on your way in, please make sure you do so on your way out, so we know who was here and in attendance. Please keep in mind, due date is October 5 th , 2:00 p.m. Get those proposals in as quickly as you possibly can in advance of the due date. If you have any questions, you can reach me by email. Utilize the acco@probation.nyc.gov , email address. That is in the RFP. If you need it, it's also on our website. Also, if you need to get in touch with MOCS or HHS Accelerator, that's help@mocs email address is also in the RFP. O.K. Thank you so much for coming. We look forward to seeing your proposals on October 5 th .
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