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

<u>PARTICIPANTS</u>	<u>ENGLISH TRANSCRIPTION</u>
	[BEGINNING OF RECORDING]
MS. PARFREY-SMITH:	<p>Hi, good morning everyone. I'd like to welcome you to the pre-proposal conference for the Next STEPS RFP. My name is Eileen Parfrey-Smith. I'm the Agency Chief Contracting Officer here at DOP. I am joined up front by Paul Richards, the Director of YMI for Adult Operations, who oversees the Next STEPS program. Also joining us today will be Derrick Hung, he's a representative from the Mayor's Office of Contract Services. He will be giving you a short presentation about the HHS Accelerator system, and he'll be here to answer any questions you have specific to the system. For those of you who may not have used HHS Accelerator before, this system will be where you download the RFP, where you will receive any addenda, if they are issued to the RFP, and where you will be submitting your proposal. So for today's presentation, we're going to give you some brief information a short presentation for you. As I mentioned, Derrick will do a presentation on HHS Accelerator, and then later on we will turn the program over for questions and answers. We'll try to make our presentation brief. I know the questions and answers are usually what everybody's here for. A few quick reminders. Proposals are due Friday, February 7th, at 2:00 p.m. Like I mentioned before, the proposals are due in the HHS Accelerator system. Please note that any documents that are sent outside of the system will not be considered toward your proposal, O.K.? So sometimes we receive hard copy documents, especially for letters of reference. If you are obtaining letters of reference from an outside entity, please make sure that they send those to you directly, so that you can upload those with your proposal. Also, if you upload anything in the document vault, it needs to be uploaded then into your proposal. Derrick will talk a little bit more about the technical side of that. But if you simply put something in the document vault and then share it with DOP, we cannot consider that towards your proposal. Same for anything that gets emailed. So just keep in mind, anything that you want</p>

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	<p>considered with your proposal needs to be uploaded in that proposal in its entirety when you submit it through the system. O.K, questions. So questions outside of this conference must be submitted to the ACCO at probation.nyc.gov email address. You'll find that in the RFP. Please keep in mind that questions submitted anywhere else, to any other person at DOP, any answers that are received are not considered official. So in order to receive an official answer to the RFP, you have to submit it to that email. You will get a response back from me directly, O.K.? The one small exception to that is, you may submit technical questions to the MOCS help desk. Again, Derrick will talk to you a little bit about that. Also, we just ask if you do sent questions to the MOCS health desk directly, that you cc the ACCO email address. Sometimes it's easier for us to get you an answer quicker, sometimes it's something MOCS can help you with. But it's a lot easier if it's an agency question that we can handle, for us to be able to handle it before it has to go through the loop at the help desk at MOCS, O.K.? So please, just keep us informed if you do send something to MOCS help desk. O.K., and then also, keep in mind that any responses that you receive, whether it's here or it's by email, are not considered...if they are changes to the RFP, they are not considered binding unless an official addendum is released to the RFP, O.K.? So that will be released in writing, and it will be released to you through the HHS Accelerator system. O.K., so I just want to point your attention to a couple of things in the RFP. First, that there are minimum qualifications to apply for this RFP. If you have the RFP in front of you, or if you go back to check later, you will find this information on page two. There is a, section about minimum qualifications. The first minimum qualification is that the, proposal you submit will contain a site. That site location must, at minimum, be located within the borough for the competition you propose for. Now keep in mind, simply proposing a site within the borough does not necessarily mean that your site is acceptable. But it's the bar you need to pass to at least get your proposal evaluated, right? If you submit something outside of the borough, we will</p>

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	<p>automatically disqualify your proposal, it will not be evaluated. If you do submit a site within the borough, it will go through the regular evaluation process to be checked against the criteria of the RFP, O.K.? The second minimum qualification is that your organization must be a not for profit. You will have to submit documentation of this with your proposal. If that documentation is missing... again, we will not evaluate your proposal. It will immediately be rejected. So please keep in mind those minimum qualifications. Pay very close attention, and make sure you have the proper documentation when you, are submitting your proposal. For the site location, we don't require any kind of proof of site control at the time of your proposal. That's required at award. But when you submit your proposal, there is a field that you fill in in the system that indicates the address of your site. That's what we'll be checking for the minimum qualification. O.K., I think that's pretty much my side of the presentation. I'm going to hand it over to Paul. He's going to talk to you a little bit about the Next STEPS program.</p>
<p>MR. RICHARDS:</p>	<p>Hello, everyone. Paul Richards, I'm the director for Young Men's Initiative programming here at the Department of Probation. I have 25 years of experience here at the Department. It's a very long time. I always say that I don't know why. But you know, I spent my entire adult life here at Probation. So this is home for me. These programs are very exciting for me, and I want to tell you why. And I'm going to give you a brief overview, more so a history of how we got to this point. Very brief. And then we'll get right to it. But the reason why this is exciting to me is because for years, DOP, in regards to supervision of our young people, has been very punitive, right? We dealt with punishment. The young person gets a set of conditions from the court, also agreed upon by their lawyer, as well as DOP, and basically our function is to supervise this young person in the community, and make sure that they're following a set of conditions laid out by the court. It wasn't very supportive, it wasn't very engaging, it was</p>

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	<p>basically just monitoring a set of conditions, and if this young person didn't adhere to those set of conditions, then we would file a violation, and this young person would go back to jail. And that's basically what we did, as a Department and as a probation officer. In 2011, we went about changing that thought process, right? We realized that, that we were doing a disservice to our young people in the community. So we did a total overhaul of the way, you know, we supervised our young people. And we went from being punitive to being more supportive of our young people, to being more engaging with our young people. To working with the community, working with community based organizations, we developed, we created our, NeONs, Neighborhood Opportunity Networks, where we moved our officers into the community, into these hubs in some of the major communities where we serve the majority of our population, specifically 16 to 24 year olds, and we worked with the community. We realized that we couldn't do this on our own, right? We realized that the answers were in the community, right? The answers were with you all that are sitting here. And what it meant was us working together with you all to service these young people...as partners, not as a referral source, but as real partners. So at we, it was this idea of what they call justice reinvestment where we kind of shifted our resources away from the punitive side of the violations...jail, punishment, and kind of moved our resources into programming, into the NeONs, into, working with community based organizations. And out of this came a program called Arches. Arches transformative mentoring. This was a mentoring program that was designed... created by DOP. However, it was based on a mentoring program that was going on out in Oakland, California at the time, at the mentoring center. This wasn't a governmental agency; it was a community based organization. It's something that hadn't been done before with a governmental agency. And there were a few components that really resonated with the Department of Probation. One was the idea, this idea of mentoring. It was a different type of mentoring. It wasn't what we know of, of mentoring...what we knew of, of mentoring,</p>

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	<p>where you, enlist an adult to act as a coach to this young person, these young adults, or a sounding board, or a buddy, as you will, but the mentoring would be intentional and more focused on zeroing in on thinking and, and behavioral change as well. So we were thinking this mentoring would be a lot more transformative. And that's where that particular term came from. These mentors were more engaging, they were more focused on how do we change a mindset of a young person, as opposed to just being a buddy or a coach, right? Also, another component was the mentors themselves. These were what we call credible messengers. So at the time, these were individuals that were previously gang involved, previously incarcerated, or otherwise involved in negative or destructive activities, in the community, who now got their lives together, wanted to give back and serve our young people. That term has evolved as well. we really want mentors that are credible. What does credible mean? That could be someone that is identifiable to our young person, maybe someone who has gone through the same experiences as our young person. Someone who lives in their...or they're from the same community as our young people, that can relate to our young people, and our young people can relate to them. And they would be a lot more credible than say, a probation officer, or maybe some of us that are in this room. In 2014, we were approached by the Mayor's office; and we were asked to replicate the Arches transformative mentoring program for the Mayor, Mayor De Blasio's new program Mayor's Action Plan for Neighborhood Safety. This was a, initiative that kind of composed, I don't know, about 30 different city agencies and community based organizations to work together in 15 different NYCHA developments, city wide, that comprised of 20% of all, violent crime. So we replicated the Arches mentoring program, which is Next STEPS. There are some, a few components that are a little different, but for the most part, it is the Arches mentoring program for non-probation youth in NYCHA. Also in, in the room we have Jana Hulen, who is the program manager for Next STEPS. And we also have our senior Program Manager, Shermika Simon, in the</p>

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	<p>back. And I also just want to welcome all of you here. The fact that you're sitting in the room means a lot. It means that you're really interested in partnering with us in order to serve our young people.</p>
<p>MS. PARFREY-SMITH:</p>	<p>Thank you so much, Paul. Before I turn it over, to Derrick, I just wanted to bring your attention to two things in the RFP. As Paul mentioned, the Next STEPS program has been in existence since 2014. This RFP, for this go-round, for proposals for new contracts that will start July 1st, I just want to highlight, two differences, in this RFP. First of all, for the original, Next STEPS RFP, there had been some, bundling of sites within boroughs. So you'll notice that there are 15 competitions. In this RFP there are no, there is no up-front bundling of any sites. So for each, NYCHA development, there is a competition, and one...you know, a proposal would then be submitted, to each competition, if you are interested in proposing for more than one. So just keep that in mind. If you'll note in the beginning of the RFP, I think its page 3, it states that if you submit multiple proposals for this RFP, you are entitled to do that, but you must submit a complete and separate proposal for each competition. So that means that whatever is outlined in the RFP document applies to one site, one location, one competition. If you were to submit another proposal, you're duplicating that information, for that other competition...for that other site or location, O.K.? So realize that, we had received some questions about, like the...a program coordinator, for instance. The RFP is anticipating one proposal, one competition. You would need another program coordinator if you are applying for another program site, or another competition. So just to keep that in mind. The other change in this RFP is the...are the minimum salaries for, the program coordinator and for mentors. When we started this program, the base salary for a mentor was \$15.00 an hour. As we're all aware, there have been a lot of changes over the last few years regarding minimum wage. The expectation for this program was always that the mentor</p>

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	<p>position would be a position that was above what the minimum wage is. So realize now that the, the base has been raised now to a minimum of \$20.00 an hour for the, for the mentors. There is also a minimum salary for the program coordinator. I believe in the last round it had been \$40,000.00, now it's up to approximately \$43,500.00, which is based on, a change in, cost of living increases. We did a round of that. Also, over the last couple of years we've been doing cost of living increases for human service contracts. So this RFP, that salary anticipates a higher starting salary based on those cost of living adjustments that we've been doing over the last few years, O.K.? So with that said, I'm just going to pass it over to Derrick for his presentation.</p>
<p>MR. HUNG:</p>	<p>Hi, good morning. Is everyone here prequalified in HHS Accelerator? Great. By a show of hands, who is not pre-qualified here? Great. And who has...here has proposed for an RFP before on HHS Accelerator? Maybe the question should be who has not proposed for an RFP...great. O.K., so thank you for coming. My name is Derrick Hung. I'm here with the Mayor's office...I'm here with the Mayor's office of Contract Services. So the Mayor's Office of Contract Services actually, you would say, built HHS Accelerator. So I'm here to give you an overview on what Accelerator is, what you can do, what you shouldn't be doing...the rules, as well as, anything else you may want to know. So here's the overview. So, HHS Accelerator is actually a centralized procurement and contract finance management tool for all human service for, for New York City. So basically, it allows providers to submit proposals and manage their financial transactions with the city electronically. Am I speaking too loud? O.K. So as per PPP, rule 3-16, HHS was created. It helps all providers that do human...health and human services with the city...is really what I just said. So we have four modules. The first one is pre-qualification, which most of you have done. It consists of one business app and one service application. The second one is the document vault, where you can actually store your</p>



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	<p>documents. Basically like a Google drive, of sorts. The second...or the third one is procurements, and this, this is where all the RFPs are viewed and completed. And the fourth is financials. So all your budget, invoicing, and payments are managed there. So proposing in HHS Accelerator. A, a key few things for proposing. Once you click procurement on the top...I'll show you how it's done...you're going to see that this RFP will show eligible to propose. When it shows that status that means that you can submit your proposal when it's released. Proposers must submit their proposals on or before 2 p.m. on the proposal due date. Be sure to do that, because sometimes you have computer problems at 2:00 p.m. and you're freaking out. So make sure you do it early. And if you have any questions, like, Eileen said, make sure you, email <a href="mailto:help@mocs.nyc.gov">help@mocs.nyc.gov</a>. If it's a technical question, cc <a href="mailto:ACCO@probation.nyc.gov">ACCO@probation.nyc.gov</a>. So like I said before, the first module was prequalification. As you all know, you had to submit one business application and one related service application for this RFP. So if you don't have that specific service app, be sure to propose... or be sure to submit a service application that is related to this RFP. Do we have the services? O.K. It'll, if you click, let's see. Here. So on the top you're going to click procurement...my shadow... hi there. You're going to click procurement and you're going to click the specific RFP, and on the provider status if it says eligible to propose then your organization is great. But if it says, if it says service app required, and that means you need to actually submit one service app that's related to the RFP. So once you click...once you click the RFP itself, you're going to see four tabs. Procurement summary, services and providers...this is where you're going to find the services that you need...the RFP documents, and proposal summary. And you're going to click the proposal summary, and you're going to click add new proposal. Follow my shadow, not my finger. So once you click add new proposal, you're going to see this screen with these three mini tabs. And you're going to fill out proposal details; you're going to fill out proposal documents. Everything that's required is...that has a red asterisk needs to be completed.</p>

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	<p>And once you fill out everything, you're going to submit the proposal. You're going to click all three check boxes, and then you're going to enter your credentials, and you're going to submit your proposal. Is everyone with me so far? Great. O.K. So once you do that, you're going to see a green bar that says your proposal was, was successfully submitted. That indicates you have submitted your proposal. Great. If you wanted to edit your proposal at any time, you would click this drop down, and then you could actually re-tract the proposal...before the proposal due date, remember. You could edit it...and be sure to re-submit. Because when you retract the proposal, you need to actually re-submit in order for probation, DOP to actually evaluate you. So let me recap. If you have any questions, email <a href="mailto:help@mocs.nyc.gov">help@mocs.nyc.gov</a>, cc <a href="mailto:ACCO@probation.nyc.gov">ACCO@probation.nyc.gov</a>. Be sure to submit your proposal on or before 2 p.m. of the proposal due date. That's it. All yours.</p>
MS. PARFREY-SMITH:	I'm going to add one thing to that.
MR. HUNG:	Great.
MS. PARFREY-SMITH:	<p>O.K. One other, reminder. When it's...can you go back to that last screen? When you are getting ready to submit the proposal, you have to be a level two user in the system in order to complete this, O.K.? we do get questions, sometimes at the last minute, people are like, oh my God, like, I'm trying to get my proposal in and I, I don't know what to do, what...make sure you know your levels, and make sure you know who your level two users are, because that's...those are the people, that need to submit it. If you're not a level two user, my understanding is you're not going to see any of this, right?</p>

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MR. HUNG:	Yeah, you can't even ...
MS. PARFREY-SMITH:	So you're, you're not even going to be able to get to that point to get, to submitting the proposal. So just keep that in mind, and definitely check out who your level two users are in advance of the due date.
MR. HUNG:	Or you have your system admin make the proposer...or maybe you are the proposers...your account, your access, level two. There, then you won't have any of that confusion on the day of the due date, where you're scrambling to complete everything. Thank you.
MS. PARFREY-SMITH:	O.K. O.K., so Paul and I are back. We are ready to start our question and answer period. I have a microphone here. Somebody is going to, be holding it for you. Anybody that has a question, we ask that you please line up on the side. and Seema [PH] here will give you the microphone. When you are up to ask a question, we need the following information from you. We need your full name and we need the organization that you are representing. Please make sure that every time, if you come up multiple times to, ask a question, that you just repeat that information. As you might have noticed, the pre-proposal conference is being recorded, and we need that information for the transcript, O.K.? So anybody who has questions, please feel free to line up.
MS. KELLY:	Just start with anyone?
MS. PARFREY-SMITH:	Whoever's, whoever's there. Whoever's first.
MS. SEEMA:	Who wants to go first? Speak directly into the mike.

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MS. KELLY:	Thanks. I have two questions. My name is Eileen Kelly. I am representing the Osborne Association. One you sort of answered, but I'm, I'm still unclear. With the program coordinator position. So there has to be one in...if we were to submit for multiple competition pools we need to have a program coordinator position, is it possible to split that full time position, however, of course, or...
MS. PARFREY-SMITH:	No.
MS. KELLY:	...across a different site, in respect ...
MS. PARFREY-SMITH:	It needs to...yeah, it needs to be full time ...
MS. KELLY:	One full time position?
MS. PARFREY-SMITH:	... to that particular location...
MS. KELLY:	Location?
MS. PARFREY-SMITH:	...program location. Yep.
MS. KELLY:	O.K. the other, question had to do with site control. if, if some of our, in our previous work, the Next STEPS activities have taken place on site at a NYCHA, like, housing. So are we expected to provide any control, demonstrate control of that site? What, in that situation are...would you ask us to do?

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MS. PARFREY-SMITH:	So at this time no. I just realized that there's no up-front requirement for documentation of site control for your proposal. When it comes time, if you were to be awarded, a contract, we would work with you to figure out whatever documentation it would be that you'd need to provide, just to prove that you're able to...you know you're allowed to provide ...
MS. KELLY:	Yeah.
MS. PARFREY-SMITH:	...services where you say.
MS. KELLY:	O.K.
MS. PARFREY-SMITH:	But for your proposal, you're not required to provide any of that information.
MS. KELLY:	O.K., thank you. That's all.
MS. GOLDSMITH:	Hi, I'm Joy Goldsmith from Good Shepherd Services. I also have two questions. One is, you mentioned that, in the previous round sites have been bundled, so I'm just wondering if you could tell us what the new sites are, or if there are new sites at this time?
MS. PARFREY-SMITH:	So it's not that they're...yeah. So it's not that there's new sites, but in the prior iteration we had done, for instance the Bronx? Was it the Bronx, and Manhattan, they were...Bronx, Manhattan, like, they were...all three sites, or whatever it may be in that particular borough, were bundled into one competition. So if you were applying to the Bronx, you were applying for all the sites within that, within that borough.

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MS. GOLDSMITH:	O.K.
MS. PARFREY-SMITH:	We've done away with that. It's one...one NYCHA development, one competition, one proposal. So ...
MS. GOLDSMITH:	O.K., and none of these are new, they've all been put into [U/I]?
MS. PARFREY-SMITH:	Correct. Yes.
MS. GOLDSMITH:	Um, O.K., my second question is about staffing. I believe in the RFP it says you're supposed to have three mentors per site, and it's a five to one ratio, and if you have a five to one ratio and three mentors, that's 15 young people. But elsewhere in the RFP, it says the groups are 16 young people. So I'm just wondering what the staff needs to make that ratio work?
MS. PARFREY-SMITH:	so our expectation is, is...
MR. RICHARDS:	Is three.
MS. PARFREY-SMITH:	Is three mentors. We're, we're taking a look at the language, just to see how we could make that more clear. But the idea with the ratio also is that if you're not, at full capacity, that you still maintain that, do you know what I mean? Like, you might not have 15 people or 16 people in a group at one time, but we expect the ratio to be maintained. We're just trying to fig...the numbers are a little funny, so we're just trying to figure out how to make that a little bit clearer.

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MS. GOLDSMITH:	O.K. So it's three, even if it's 16 young people and we thought that, you know ...
MR. RICHARDS:	It's three. Three.
MS. GOLDSMITH:	... sometimes you might not have some...O.K. Thank you so much.
MS. PARFREY-SMITH:	Yeah.
MR. RICHARDS:	We...
MS. PARFREY-SMITH:	So we'll we'll, we'll...like I said, we'll, we'll, we anticipate releasing an addendum. We'll try to provide some clarification for that.
MS. GOLDSMITH:	O.K., great. Thank you.
MS. BIRMAN:	Hi, my name is Amanda Birman. I'm with the Red Hook Community Justice Center. And I have a few questions. My first question is regarding...also regarding the enrollment. So the RFP mentioned 16 people in a group at a time, or up to 16. Can you give more information about what you expect for total enrollment? Are there targets for total enrollment for the year that exceed that 16?
MR. RICHARDS:	Yeah, well...I mean, you, you can kind of look at it as 16 seats. You know, we would expect, initial enrollment of 16, that is the target. And then we would expect you to maintain 16 seats.

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MS. BIRMAN:	Right.
MR. RICHARDS:	You know, keep in mind it's open enrollment, so you're going to have youth coming and going at all times.
MS. BIRMAN:	O.K.
MS. PARFREY-SMITH:	So right. So I, I just... I just want to, just repeat that. When we talk about 16, and we talk about enrollment, as Paul mentioned, the idea of looking at them as seats is really key. So the idea is, you're going to keep your 16 seats full at any one time. That's what the expectation is. So as Paul said, I mean, at minimum you're looking at 16 people. But because people start and stop, and come back to the program, you know, and like he said, open enrollment, you may have different people filling those seats at any one time, but the expectation is you're keeping your seats full.
MS. BIRMAN:	O.K., that's all. Paul, thank you. My next question is just about the hours of the programming. I think the RFP mentions that programming should be run outside of normal business hours to accommodate people who are working during the day, or in school. Is that exclusively the case, or is it the case that you could run some programming during the day hours and some in the evening, since some participants might not be available in the evenings?
MR. RICHARDS:	Yeah, I mean, we, we would like groups...your, your official hours to be outside of, you know, working hours, school hours. However, yes, there will be certain activities that will take place, you know, at other times as well. But your official hours, your group sessions, should be outside of business hours.



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MS. BIRMAN:	<p>I think this is my last question. The criteria for participants that was identified in the RFP regarding either gang involvement, or being involved in other violent activity, including domestic violence, are, is there any more clarity you can provide around how to identify individuals as "high risk?" You know, is there any verification that's expected on the part of the providers that they need to do, documentation-wise, or otherwise to, to indicate that they are high risk?</p>
MR. RICHARDS:	<p>No. We're not requiring any documentation or verification. You know, I think you just need to really think of it like, in the spirit of things. This is what we are trying to target. And also understand that you're working within an initiative, a bigger initiative, which is the Mayor's Action Plan for Neighborhood Safety. So with that said, yes, you are looking for those individuals, but we would expect that through developing relationships with the NYCHA developments, and, and with all of the various partners, that you will encounter as being a part of this bigger initiative, that those things will kind of work themselves out. But yes, that should be your target audience.</p>
MS. PARFREY-SMITH:	<p>I, I just want to add also, that the RFP contemplates that they would also be high risk involved in those types of activities in or around the NYCHA facility, right? Because that's really what, this broader initiative is about, is about reducing violence, in NYCHA. And the other thing is, we don't require like, up front verification, which is what Paul was talking about. But realize if, you know, we want you to fill seats, but we want you to fill them appropriately also. If there is a...if there is like, a pattern or something that concerns us, in terms of the participants that are being recruited into the program, you are going to be subject to some type of audit. So just realize that. We're not requiring it up front, but if we do come across, concerns or issues, you may have to find a way, then, to explain, you know, how these particular</p>

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	participants were targeted, or how they fit the criteria for the RFP at that point.
MS. BIRMAN:	Thank you.
MS. PARFREY-SMITH:	O.K.
MR. HAMMOND:	Good morning, my name is Dorin Hammond, Program Coordinator for Next STEPS St. Nicholas, and in conjunction with Harlem Commonwealth Council, and we are currently housed at Living Redemption, equal opportunity hub. So my question is, due to changing fiscal responses, how would that effect organizational history?
MS. PARFREY-SMITH:	That is a good question. I, I think there's a couple of ways that you could approach that. I believe if you were still, like, utilizing the same staff, so some of your some of that history, right, would be included in your, your staffing section of your proposal, because if you're utilizing people who have already run the program, that goes towards their qualification and their ability to run the program. if it is in, if it's a newer, if it's a new...so you said it's a new fiscal sponsor. so somebody else would be submitting the proposal, rather than Harlem Commonwealth, is that the ...
MR. HAMMOND:	Yes, correct.
MS. PARFREY-SMITH:	...question? Why don't we touch base, after the session and talk about that. I think...unless there's anybody else that's in that situation. I think that's a little bit more of a specific, situation, and we could just talk through that a little bit after.
MR.HAMMOND:	Thank you.

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MS. PARFREY-SMITH:	Yeah.
MR. GRAY:	Good morning. My name is Keito Gray, and I'm with CEO, Center for Employment Opportunities. My question is regarding the program expectations. You, or, or in the [U/I] you said that, that you asked that we deliver interactive journaling, journaling as, as the kind of behavioral curriculum. Is there any, room for us to supplement something that we're currently using? A different type of CBT, instead of using interactive journaling [U/I] solid on interactive journaling?
MR. RICHARDS:	Yeah, well, we're actually undergoing, a change in, in curriculum as well. But you know, at this time, the curriculum is interactive journaling. And then we can kind of discuss that on a case-by-case basis as we move forward.
MS. PARFREY-SMITH:	Let me just, add to that. For purposes of submitting your proposal, assume that it is interactive journaling, and that's how you should propose. But it is my understanding if you were to...that is your main vehicle, that's your main curriculum. If you do things that are outside of interactive...like, in addition to interactive journaling, that's acceptable.
MR. GRAY:	Right.
MS. PARFREY-SMITH:	O.K.
MR. RICHARDS:	You know, or like, incorporate interactive journaling into what you're doing.

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MR. GRAY:	[U/I].
MR. RICHARDS:	In what, you know. But, but again, that would be more of a case-by-case basis, and you can discuss that like, with your, program manager. You know, because we need to see what curriculum you're running.
MS. PARFREY-SMITH:	That would be post-proposal. Just to clarify that. O.K.
MS. COWAL:	Hi. I'm Kirsten Cowal from Union Settlement Association. My question is about, budgeting for the stipends incentives. It seems, you know with the expectation that 16 seats be sort of continually sort of be filled, and you know with, you know, some expectation of a little bit of flux in the, client population, it just seems in terms of, is there, you know, I'm sort of, I guess...I, I'm not exactly sure what my question is. But it seems like in terms of sort of planning the program budget and incorporating the incentives that seems, it seems a little bit challenging. I mean, if...it's a little bit more straightforward if we sort of know that there's, you know, a \$1,200.00, or whatever it says in the RFP, for you know, X number of participants. So if you have any sort of further clarification or thoughts on how we should think about incorporating budgeting for the incentives, given sort of the, the program as you see it?
MS. PARFREY-SMITH:	O.K. So I'm going to give you the official RFP answer, and then I'm going to ask Paul to talk to you a little bit about what the, what the, current situation is with our current provider. So realize that, stipends, as you mentioned, are in your budget, that comes from the allocation that you're given. you are responsible for distributing those stipends in whatever method that you use, right? So first and foremost, like, yes. They're in your budget, that amount has to be

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	budgeted for in your proposal, and if you were to win, into your contract budget.
MR. RICHARDS:	And mods. You know, that...
MS. PARFREY-SMITH:	Right. And then there's always the possibility to do, like, if...modifications or whatever if you are awarded the contract.
MR. RICHARDS:	Yeah, I mean,
MS. PARFREY-SMITH:	I think we're going to, clarify that for you in the addendum. My understanding is that, the way this works in practice is that, while we all strive to keep our seats full and to keep people coming, they don't always do that. So you are going to have some, you know, with attendance and everything, you're probably not going to realize that full amount, you know in your, in your contract year. But based on what our current attendance rates are and what we expect of our current providers for their contract budgets, we will issue a minimum, at least, to have in your proposal to account for stipends.
MS. CANTON:	Hi. Jamie Canton from Health People. And we are curious about, if our office is just over one mile from the site that we want to propose for, if that is O.K., and if that means that we need to provide the round trip MetroCards for every participant, that might be involved. Or if you would prefer for us to find a site closer. An office space closer to that site.
MS. PARFREY-SMITH:	O.K., so let me answer the first part of that question first. If it's a little bit over a mile, it's not that it's not O.K., or not acceptable, but just realizing that I mean, depending on how far over a mile you're talking about, right? That'll all get figured into the score that goes to that section of your proposal, right?

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	It doesn't mean that you're ineligible to apply; it just means that it may affect your score. I mean, if it's minimum...a miniscule amount over a mile ...
MS. CANTON:	[U/I].
MS. PARFREY-SMITH:	Right. I don't know that that would make or break your score, but just to keep that in mind, right? That is something that will be checked, and then that will be reflected in your score. The question about MetroCards ...
MR. RICHARDS:	Yeah, well we expect that...we're expecting that you would budget for MetroCards. And then in regards to distribution, it would be based on those, that you feel need them. But we do expect those to be budgeted in.
MS. GARABITO:	Hello, my name is Yorhely. I work at the Center for Court Innovation. I have a question about the linkage agreement. So the Center for Court Innovation has multiple operating projects within the five boroughs. So we were wondering if we can use one of our project sites as a linkage agreement, or if it has to be, like a outside organization. Because we all share the same tax ID.
MS. PARFREY-SMITH:	Give me one second. O.K., so first and foremost, I would definitely include those, right? You have them, include them. But just realize that, you know, the, the idea of partnerships and linkages is a pretty broad pretty broad part of the RFP. So I can't guarantee that if you only provide linkages to yourself that... that would be evaluated the same as somebody who has other linkages within the community.
MS. GARABITO:	All right, so we technically can, but it would, like kind of effect our score?

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MS. PARFREY-SMITH:	It may.
MS. GARABITO:	O.K.
MS. PARFREY-SMITH:	I mean, like I said, if you look at the criteria for what's expected in terms of partnerships, I mean, ultimately you're looking for something that's going to boost your, program experience for your participants. But part of that is also working with other, CBOs, working with...I mean, we give a couple of different types of things that you might do...government agencies, educate...right? Like, a kind of a broad range of, other entities to, you know, bolsters the program that you're providing.
MS. GARABITO:	O.K., so it doesn't matter that we share the same tax ID number?
MS. PARFREY-SMITH:	No, I don't believe that it does.
MS. GARABITO:	O.K.
MS. PARFREY-SMITH:	But like I said, I think you just want to be clear that you're fully meeting the criteria for that section if you are only using, entities that are related right to you.
MS. GARABITO:	Thank you.
MS. PARFREY-SMITH:	Anybody else? Give you a minute to think.
MR. EVANS:	Hey. How you doing? I had a question... you know, [U/I]

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	came in late. So I had a ...
MS. PARFREY-SMITH:	Just give us your name and, the organization you represent.
MR. EVANS:	Oh, O.K. William Evans. Neighborhood Benches. So, I have a question around, stipends. As far as I'm not being sure that, that it'll be a second round, for funding. Is there a possibility to where we can tie in stipends into the, for the participants?
MS. PARFREY-SMITH:	Yes. Yes, yes. So stipends should be part of...up front, should be part of your proposal.
MR. EVANS:	O.K.
MS. PARFREY-SMITH:	It should be part of your proposal; it should be integrated into how you operate the program.
MR. EVANS:	O.K.
MR. RICHARDS:	For group sessions.
MS. PARFREY-SMITH:	Oh, for group sessions, sorry. Just want to be clear about that. If you, if you, when you get a chance to...the, there is a section in the RFP that specifically deals with stipends, and it talks to you about, exactly what, participants can earn stipends for. O.K.
MS. HOWARD:	Hi, Michelle Howard from the Osborne Association. And I'm circling back again to the program coordinator, questions. So I understand that we would, need to budget within each competition pool for one FTE. However, if an organization



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	were awarded multiple, grants in, in different competition pools, would it be possible to then combine that and share one FTE over, or?
MS. PARFREY-SMITH:	No. It has to, it, it would remain you would fill out however many...if you won two, and you filled out two budgets, you would need to fully budget for a program coordinator in both budgets.
MS. GOLDSMITH:	Joy Goldsmith from Good Shepherd again. I have a question. It's not exactly about this proposal, but it's sort of about the effects this proposal has on other contracts. So I understand and I appreciate that the salary for the mentors...so the rate is going up to \$20.00, and that's not what it was in the past. And that's not what it was for Arches, either. And a lot of agencies have Arches and Next STEPS. And so by increasing the Next STEPS wage for mentors, for agencies that have parity between positions, it's sort of forcing us to increase for Arches, but there's no increased funding for Arches...
MS. PARFREY-SMITH:	There is, actually.
MS. GOLDSMITH:	Oh, O.K.
MS. PARFREY-SMITH:	You have let, you have let the cat out of the bag.
MS. GOLDSMITH:	Dun, dun, dun...yeah. Pretty good news.
MS. PARFREY-SMITH:	Yeah. Yes. So this RFP has sort of predated our ability to, put that into place, but we do have funding. So for anybody that has a Next STEPS or an Arches contract, you will be getting retroactive funding...I believe it's back to January

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	1st...to bring up, anybody that is below \$20.00 an hour to \$20.00 an hour.
MS. GOLDSMITH:	Wonderful. Wow.
MS. PARFREY-SMITH:	So our fiscal...Jim Ralston [PH] is here for...our Chief Financial Officer. His staff is working very diligently right now, analyzing, payroll; payroll registers from your, current invoices, to determine the amount of funding that would be provided to each provider. So we haven't had a chance, to discuss that, you know, within, within the group, and that, that will be coming. But as I mentioned, we're just still calculating the, the amounts of those increases.
MS. GOLDSMITH:	But generally from January 1st for Arches and...
MR. RICHARDS:	Yes.
MS. PARFREY-SMITH:	I believe it's going to be January 1st. And that would apply to existing Next STEPS, as well as Arches.
MS. GOLDSMITH:	Great. Thank you so much. That was [U/I] answer.
MS. PARFREY-SMITH:	Woo-woo, good news. Anybody else? We're still kind of riding the excitement from that last, last question? Anybody else? I'll give you a couple of minutes. Just if you have any last questions. O.K., going once, going twice...anybody? Anybody? O.K. If you do have any other questions, as I mentioned before, please make sure, to email the ACCO email address. That's it. Thank you guys so much for coming. We look forward to receiving your proposals on the 7th.

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	[END OF RECORDING]