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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. KAISARAM:	<p>Hello, good afternoon. I would like to welcome you to Department of Probation pre-proposal conference for Works Plus RFP. My name is Maleenee Kaisaram, and I'm Deputy at ACCO here at DOP. I'm also joined by Eileen Parfrey-Smith, who is the ACCO, as well as Paul Richards, Director of YMI for Adult Operations, who oversees the Works Plus program. Also joining us today is Lena O'Brian, a representative from MOCS, which is the Mayor's Office of Contracts. She will do a short presentation on how HHS Accelerator works, as well as answer any questions you may have. I just want to let you guys know that the proposal is due February 28th at 2:00 p.m., on the HHS Accelerator system, just please note any documents submitted outside the system will not be accepted or considered towards your proposal. We've had instances where, you—we've had references of letters submitted to the agency, outside agency. So just please make sure that those letters are submitted to you, then you can upload it to the Accelerator system. Also, anything that is submitted in the vault, please make sure that you also submit any information relating to your proposal in the proposal tab as well. Any questions outside of the conference must be submitted to the ACCO e-mail address, which is ACCO@probation.nyc.gov. If you have any questions relating to the RFP, and it's submitted to any other person outside of DOP, it will not be considered official. So please make sure that you are using the ACCO e-mail address when submitting questions. Additionally, any questions as regarding the RFP at this conference requires that requires clarification, an official addendum will be released to the RFP. It will be released in writing through the HHS Accelerator system. In the event that you have any technical issues regarding submitting your RFP, you may contact MOCS help@mocs.nyc.gov, and please make sure to e-mail—cc the ACCO e-mail as well, so that we're aware of everything that's going on. Before I turn it over to Paul Richards, who is going</p>

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	<p>to be speaking about the program...sorry, just after Paul Richards speaks, I will have Lena come forward and present a presentation on Accelerator, and how to use Accelerator. And after that we will have questions and answers. So, at this point I will turn it over to Paul to discuss the program side of it.</p>
<p>MR. RICHARDS:</p>	<p>Hello, everyone. Good afternoon. My name is Paul Richards, I'm the director of Young Men's Initiative programming here at DOP. I am a 26-year lifetime employee here at the, the Department of Probation. I'd like to welcome all of you here, to this conference. I'd also like to introduce a few people that we have in the room, my colleagues. We have Jane Imbasciani, who is the Director of Special Projects, in the back. We have Jana Hulen, who is the program manager for Next Steps, also in the back. We have Angela Adams, who is a program manager for Works Plus, and we also have Shermika Simon, who is our lead program manager, also with Works Plus. And I will be deferring to Shermika—just letting you know. I want to discuss this program, but I really would like to just kind of like, touch on how we got here to this point. I will make this very brief. Again, I'd like to welcome all of you, for showing interest in the Works Plus program and showing interest in being a partner with DOP. There was a time where we did not have partners, and we did not seek out partners. But that all changed. Around 2011/2012 we kind of, underwent a change, and we changed from being a punitive operation, where we dealt with, not just supervision, but punishment, and we kind of moved towards being a more supportive department, where we want to support our young people, and also partner with community-based organizations. There was this idea of justice reinvestment, where we wanted to move our resources into the community and partner with you all, in order to service our young people. So, this is a change, was a change for us. But it was a welcome change, and it was—it's a successful change as well. In regards to the program, I'm not going to go through the details of Works Plus. You have that in front of you. You all have read that.</p>

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	<p>But I would like to say that this is not what we would call an employment program, it's a work readiness program, and I think that's very important to point out. Although that end goal, yes, is employment, right? That's definitely the end goal. We would like to see our young people employed. But what we are focusing on, and the issue at hand is work readiness, and that's what this is. This is a work readiness program. It's a work readiness program, it's the wrap around service for the crisis management initiative, right, formally known, or some of you know of it as cure violence. So the skills that we want to work on are like, those softer skills, such as being able to shake hands, being able to look at someone in the face, look at someone in the eyes, being able to, you know, write a resume, being able to write your address. Believe it or not, these are some of the things that we assume our young people no, we assume that that's a given, but they're not. Knowing how to dress, right? All of these things that you may, or those of us in this room may take for granted that our young people already know, that they actually don't, right? So, we don't want the focus to be on employment in the immediate. We want the focus to be on work readiness, and those softer skills as well. Again, I'm not going to go through the details, and what we'll do is we'll answer questions as we go along when we get to that portion. But I'll—again, I would like to welcome everyone for showing your interest in the Works Plus program, and also showing your interest in partnering with DOP.</p>
<p>MS. KAISARAM:</p>	<p>At this point I will have, Lena O'Brian come up to have a presentation on HHS Accelerator.</p>
<p>MS. O'BRIEN:</p>	<p>Hi, everyone. While we get the PowerPoint started, again, my name is Lena O'Brien. I'm from the Mayor's Office of Contract Services. I'm going to go through a brief presentation on HHS accelerator, which is the system that you'll be using to submit your proposals for this RFP. Before we get started, how many of you have already accessed or read the RFP documents in</p>

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	<p>HHS Accelerator? O.K., quite a handful. That's good. So, if you're not familiar with HHS Accelerator yet, here's some background on the system. HHS accelerator was created to simplify and improve the competitive contract process for health and human service providers. HHS Accelerator was launched in 2013 to simplify and speed the contract process. New York City agencies released all Health and Human Service RFPs in HHS Accelerator. Likewise, all proposals must be submitted through the system. Pre-qualified providers will be approved for relevant services, and those preapproved providers are all eligible to propose, and can submit proposals once the RFP has been released. We have a team at MOCS that supports the system with various expertise. HHS Accelerator was written into law PPB rule 3-16, which states all health and human service RFPs must go through HHS accelerator. The system itself has four modules. The first module is the document vault. This allows for electronic storing, viewing, and sharing files. Each provider account has a document vault, and city agency accounts have a document vault as well. The next module is the pre-qualification application. To be able to submit a proposal in HHS Accelerator, the providers first need to be pre-qualified. Pre-qualification consists of submitting a business application and at least one service application. The business application is where providers establish their corporate identity, basically telling us who you are. The service application is where providers demonstrate what services they are capable of delivering. So, what you do. The procurement module is where RFP documents can be accessed by pre-qualified providers, and where providers submit proposals. Lastly, the financials module allows for electronic management of contracts, budgets, invoices, and payment. Providers must submit proposals through HHS accelerator by the proposal due date, and for this RFP, it's February 28th by 2 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 also access guides with step-by-step instructions, videos, and register for</p>

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	<p>training. Your very first step will be to create an account for your organization in HHS Accelerator. Once you have an account 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 funding in HHS Accelerator. Again, the application has two components. The first is a business application. This collects foundational information and documentation about your organization. The second is a service application. You can add multiple service applications, as these establish a track record of your services—of the services your organization provides to New Yorkers. Service application also inform which RFPs you are eligible to compete for in HHS accelerator. Once you complete and submit the application, it is reviewed by a MOCS 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 home page in HHS Accelerator, you can access the procurement tab from this page and locate the RFP on the procurement roadmap. To review procurement details, click the blue hyperlink with the name of the procurement. 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 are published will also be in this tab. Click on the proposal summary tab when you are ready to start your proposal. Click add new proposal to get started. Once you start a proposal, you'll 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 where you will be providing the service. On the proposal documents tab, upload all of the required and optional proposal documents here. The system will not let you submit the proposal unless</p>

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	<p>you upload all required documents. HHS Accelerator has a file size limit of 12 megabytes per file. Only level two users can submit proposals on your organization's behalf. Check off the boxes at the bottom, enter in your full name, email address, and HHS Accelerator password, and then click submit proposal. We encourage you to submit 24 hours in advance in case you encounter any issues. This way, there is time to resolve them. You will have three indicators that you have successfully submitted your proposal. The first, you'll get a green confirmation bar across the top of the screen confirming your submission. Second, you'll receive an email confirming that you have submitted a proposal. And lastly, your proposal status will change from draft to submitted. Thank you.</p>
<p>MS. KAISARAM:</p>	<p>Before we go into the portion of questions and answers, I just wanted to point out, the minimum qualification requirements for a proposal and award. For the minimum qualification requirements for a proposal, demonstrate that a proposer is tax-exempt and incorporated as a not for profit in the New York, New York State. The minimum qualification requirements for award, selected proposer is required to provide proof of site control. For example, a lease of certificate of occupancy. With that said, the floor is open for questions. Just make sure when you're asking questions, please state your organization and your name. Just please use the mic too, if you're going to ask a question, just because it's being recorded.</p>
<p>MS. TRUE:</p>	<p>Hi, my name is Jocelyn True [PH], and I'm with RiseBoro Community Partnership. Just curious if you can expand on, whether or not this Works Plus RFP relates to the one that came out earlier this summer? If there are additional competitions, or what might be the same or different?</p>
<p>MS. PARFREY-</p>	<p>I guess I'll rejoin the fray here. So this is a reissue of the</p>

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SMITH:	Works Plus RFP that was issued, over the summer. So, there aren't any new competitions. It contains competitions that were not awarded in the first RFP.
MS. KAISARAM:	Does anyone else have any more questions?
MR. JEAN-BAPTISTE:	Good afternoon. My name is Romual Jean-Baptiste [PH], from RJB Educational Services. My question is, just to clarify; the subcontractors will need to be non-profits?
MS. KAISARAM:	No, the subcontractors don't need to be, non-profits, yes.
MR. JEAN-BAPTISTE:	Thank you, I appreciate it.
MS. KAISARAM:	Any more questions? O.K. At this point we're going to close the pre-proposal conference.
	[END OF RECORDING]