DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT
OFFICE OF PROCUREMENT
156 WILLIAM STREET
NEW YORK, NEW YORK 10038
TELEPHONE: (212) 442-5982 FAX: (212) 676-8129

JEANNE B. MULLGRAV
Commissioner

July 12, 2007

ADDENDUM #1

Re Young Adult Internship Programs
Request for Proposals
PIN: 26008YAIPRFP

Dear Prospective Proposer:

Pursuant to Sections 3-02 (i) and 3-03 (f) (2) of the Procurement Policy Board (PPB) Rules, the Department of Youth and Community Development (DYCD) is issuing **Addendum #1** to the Young Adult Internship Programs Request for Proposals (RFP) PIN 26008YAIPRFP.

I. ADDENDUM ITEMS

1. Section II, Summary of the Request for Proposals, page 7, Service Option I: YAIP Services: The section is amended to add the following paragraphs:

   Under **Competition 1**, programs must locate in one of the CEO target areas. Programs in Brooklyn and Queens must serve the single CDs targeted in each of those boroughs. In the Bronx, where there are **two** CEO-targeted CDs, a program may serve ***both*** CDs, as long as the site is easily accessible to residents of both CDs. A single program that targets both Bronx CDs may be physically located in ***either*** CD, and 80 percent of participants must be recruited from the two CDs, in any proportion. For example, 50 percent may be from one CD and 30 percent from the other.

   Under **Competition 2**, proposers are encouraged ***but not required*** to serve the DYCD-designated target CDs. A single program may serve two CDs *provided the CDs are* ***adjoining.*** A program serving two CDs may be located in either CD, as long as the site is easily accessible to residents of both CDs. In a program serving two CDs, 80 percent of the participants must be from those CDs, in any proportion. For example, 50 percent may be from one CD and 30 percent from the other.

Note: This change is also reflected in Attachment 1 (Revised): Proposal Summary Form, "Targeted CD(s)."

2. Section II - Summary of the Request for Proposals, page 8: The paragraph is amended to read as follows:

   In Service Option I, proposers are encouraged to secure cash contributions from private sources. Cash contributions would be used to enhance program services. **Cash contributions may include supplements to DYCD-paid participant wages, which must be paid by internship employers or the proposing organization.**

3. Section III - YAIP Programs (Service Option I), Part 2: Format and Content of the Proposal, page 21, Linkages: The third bullet is amended to read as follows:

   - Complete and attach Attachment 2, Linkage Agreement Form, for **each** linkage **that has been established at the time of proposal submission.**

4. Section IV, Evaluation and Contract Award Procedures, page 32, C. Basis for Contract Award, Service Option I: This section is amended to add the second bullet to read as follows:

   - Contract award will be subject to demonstration that the proposer has, or will have by the conclusion of negotiations, site control of an appropriate program facility.

5. Attachment 1, page 36 **Attachment 1 (Revised):** This section is amended to read as follows:

   Targeted CD**(s)**

II. CLARIFICATIONS

1. Section II, Summary of the Request for Proposals, page 8, Anticipated Contract Term: Follow-up services for each cohort of participants are expected to begin at the end of the 14-week internship cycle for those participants and continue for 9 months thereafter. At least 10 percent of the program budget would be allocated to follow-up services. If the contract is renewed after the initial term, the last 9 months of any such renewal would be for follow-up services only.

2. Section III, YAIP Programs, Part 1: Scope of Services, page 13, Service Levels:
   The language regarding service levels stands as written in the RFP. Contractors would provide services to a *minimum* of 60 youth in FY08 and a *minimum* of 90 new youth annually in FY09 and FY10.

Patricia Chabla
Agency Chief Contracting Officer

ATTACHMENT 1
(Revised)

PROPOSAL SUMMARY

RFP TITLE: YAIP Programs **PIN: 26008YAIPRFP**

Proposer Name:
Address:

City State Zip Code

Tax Identification #:

Contact Person: Title:
Telephone #: Fax #:
Authorized
Representative: Title:
Telephone #: Email Address:

Signature: _____ **Date:** / /

Proposed Service Option

☐ Service Option I – YAIP Program Services
  ☐ Competition 1 – CEO Target Areas
  ☐ Competition 2 – All other areas
☐ Service Option II – Technical Assistance Services

Program Costs and Resources (Enter the requested information in the space provided.)

Service Option I:

FY08 (9-month budget):

a. Total FY08 DYCD funding request $

b. If applicable, FY08 cash contributions
(DYCD does not require cash contributions.) $

c. Total FY08 program cost (Sum of a+b) $

FY09 (12-month budget):

a. Total annual DYCD funding request $

b. If applicable, annual cash contributions
(DYCD does not require cash contributions.) $

c. Total annual program cost (Sum of a+b) $

Service Option II:

a. Total DYCD funding request $

b. Rate per FDE $

Proposed Price Per Participant (Service Option I only)

Total FY08 DYCD funding request ÷ FY08 annual enrollment (60) $

Proposed Site Location (Service Option I only)

Site Name:
Address:

City State Zip Code

Borough: ☐ Bronx ☐ Brooklyn ☐ Manhattan ☐ Queens ☐ Staten Island

Targeted CD(s): _____

Other Proposal(s) Submitted
Proposer has submitted additional proposals in response to the YAIP RFP.
☐ YES ☐ NO

ATTACHMENT 1
(Revised)

PROPOSAL SUMMARY

RFP TITLE: YAIP Programs **PIN: 26008YAIPRFP**

Proposer Name:
Address:

City State Zip Code

Tax Identification #:

Contact Person: Title:
Telephone #: Fax #:
Authorized
Representative: Title:
Telephone #: Email Address:

Signature: _____ Date: / /

Proposed Service Option

☐ Service Option I – YAIP Program Services
☐ Competition 1 – CEO Target Areas
☐ Competition 2 – All other areas
☐ Service Option II – Technical Assistance Services

Program Costs and Resources (Enter the requested information in the space provided.)

Service Option I:

FY08 (9-month budget):

a. Total FY08 DYCD funding request $

b. If applicable, FY08 cash contributions
(DYCD does not require cash contributions.) $

c. Total FY08 program cost (Sum of a+b) $

FY09 (12-month budget):

a. Total annual DYCD funding request $

b. If applicable, annual cash contributions
(DYCD does not require cash contributions.) $

c. Total annual program cost (Sum of a+b) $

Service Option II:

a. Total DYCD funding request $

b. Rate per FDE $

Proposed Price Per Participant (Service Option I only)

Total FY08 DYCD funding request ÷ FY08 annual enrollment (60) $

Proposed Site Location (Service Option I only)

Site Name:
Address:

City State Zip Code

Borough: ☐ Bronx ☐ Brooklyn ☐ Manhattan ☐ Queens ☐ Staten Island

Targeted CD(s): _____

Other Proposal(s) Submitted
Proposer has submitted additional proposals in response to the YAIP RFP.
☐ YES ☐ NO

DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT

Michael R. Bloomberg
Mayor

Jeanne B. Mullgrav
Commissioner

YOUNG ADULT INTERNSHIP PROGRAMS

REQUEST FOR PROPOSALS (RFP)

PIN: 26008YAIPRFP

RFP RELEASE DATE:	**June 27, 2007**
DEADLINE FOR PROPOSALS:	**July 19, 2007**
RETURN TO:	**Office of Contract Procurement** **Department of Youth and Community Development** **156 William Street, 2nd Floor** **New York, New York 10038**
ATTENTION:	**Ava B.Walker** **Deputy Agency Chief Contracting Officer**
PRE-PROPOSAL CONFERENCE:	**July 10, 2007**
PRE-PROPOSAL CONFERENCE LOCATION:	**2:00 PM to 4:00 PM** **New York City Technical College** **Klitgord Center** **285 Jay Street** **Brooklyn, New York 11201**

Please be advised that this Request for Proposals must be obtained directly from DYCD in person or by downloading it from DYCD's web site, www.nyc.gov/dycd. If you obtained a copy of this RFP from any other source, you are not registered as a potential proposer and will not receive addenda DYCD may issue after release of this RFP, which may affect the requirements and/or terms of the RFP.

THE CITY OF NEW YORK
DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT

REQUEST FOR PROPOSALS

YOUNG ADULT INTERNSHIP PROGRAMS
PIN: 26008YAIPRFP

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AUTHORIZED AGENCY CONTACT PERSONS

The authorized agency contact persons for all matters concerning this Request for Proposals are

Procurement

Ava B. Walker
Deputy Agency Chief Contracting Officer
Office of Contract Procurement
Dept of Youth and Community Development
156 William Street, 2nd Floor
New York, New York 10038
Telephone: (212) 788-9961
Facsimile: (212) 676-8129
Email: YAIPRFP@dycd.nyc.gov

RFP Content

Cathleen Collins
Director, Educational Programs Research
Dept. of Youth and Community Development
156 William Street, 2nd Floor
New York, New York 10038
Telephone: (212) 788-9480
Facsimile: (212) 676-8160
Email: YAIPRFP@dycd.nyc.gov

DYCD cannot guarantee a timely response to phoned-in and written questions regarding this RFP received less than one week prior to the RFP due date.

Proposers should note that any telephone or written response that may constitute a change to the RFP will not be binding unless DYCD subsequently issues such a change as a written addendum to the RFP.

NOTE ON E-MAIL INQUIRIES: Proposers should enter "PIN 26008YAIPRFP" in the subject line of the e-mail.

SECTION I - TIMETABLE

A. Release Date of the Request for Proposal: June 27, 2007

B. Pre-Proposal Conference:

Date: **July 10, 2007**
Time: **2:00 PM to 4:00 PM**
Location: **New York City Technical College**
Klitgord Center
285 Jay Street
Brooklyn, New York 11201

Attendance by proposers is optional, but recommended by DYCD. Please arrive at least one half hour early to be process by building security. DYCD will start the Pre-Proposal Conference promptly at 2:00 PM>

C. Proposal Due Date and Time and Location:

Date: **July 19, 2007**
Time: **2:00 PM**
Location: **Hand-deliver proposals to DYCD, Office of Contract Procurement, Attention: Ava B. Walker, Deputy Agency Chief Contracting Officer, 156 William Street, 2nd Floor, NY, NY 10038**

DYCD will not accept faxed proposals.

Proposals received at this location after the proposal due date and time are late and shall not be accepted, except as provided under New York City's Procurement Policy Board Rules, Section 3-03(f)(5). The Agency will consider requests made to the Authorized Agency Contact Person to extend the Proposal Due Date and Time prescribed above. However, unless the Agency issues a written addendum to this RFP that extends the Proposal Due Date and Time for all proposers, the Proposal Due Date and Time prescribed above shall remain in effect.

D. Anticipated Contract Start Date: Service Option I: October 1, 2007

Service Option II: September 1, 2007

SECTION II – SUMMARY OF THE REQUEST FOR PROPOSALS

A. BACKGROUND AND PURPOSE OF THE RFP

In 2006, Mayor Michael R. Bloomberg created the Commission for Economic Opportunity (Commission) to examine nontraditional approaches to addressing poverty in New York City (City). The Commission's recommendations, released in September 2006, identified young adults as an important target population for anti-poverty efforts. Citing a range of labor market challenges, the Commission recommended that strategies be adopted to re-engage youth who are disconnected from school and work. Acting on these recommendations, the Center for Economic Opportunity (CEO)[1], which is charged with carrying out the Commission's recommendations, has allocated City funds to the Department of Youth and Community Development (DYCD) to support an innovative employment internship program for this vulnerable group.

There are nearly 200,000 young people ages 16-24 in the City who are "disconnected," that is, not in school and not working[2]. As the need for an educated and skilled workforce becomes ever more evident in today's global economy, youth are increasingly at risk of long-term economic hardship. However, many of these young people are already equipped with skills needed to enter the labor market, and need only a short-term intervention to connect to sustainable employment, educational or training opportunities to advance their career potential. Recent research reports that about half of disconnected 16-24 year-olds in the City have either a high school diploma or a GED diploma.[3]

National research also has shown that early work experience during the teenage years leads to positive labor market outcomes for youth, especially for those not enrolling in four-year colleges and universities immediately after leaving high school. Young adults who obtain more work experience during these years have smoother transitions to the labor market and have higher beginning wages, as well as higher earnings 10 to 15 years after leaving high school.[4]

In conjunction with CEO, DYCD is seeking appropriately qualified non-profit or for-profit vendors to provide young adult internship programs (YAIP) to serve the most job-ready among disconnected youth through short-term paid internships; placements in jobs, education or advanced training; and follow-up services.

DYCD is also seeking, through a separate competition within this RFP, an appropriately qualified vendor to provide intensive technical assistance consulting to YAIP contractors in the first year of operation. DYCD anticipates that YAIP contractors will need additional support to accomplish start-up tasks such as job and internship development, recruitment, and strategic planning.

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[1] www.nyc.gov/ceo
[2] NYC Department of City Planning, 2007. Data from the US Decennial Census, 2000
[3] Levitan, Mark (2005). "Out of School, Out of Work…Out of Luck?" Community Service Society of New York. http://www.cssny.org/pubs/special/2005_01_disconnectedyouth/2005_01_disconnectedyouth.pdf
[4] Sum, Andrew et al (2000). "Confronting the Youth Demographic Challenge: The Labor Market Prospects of Out of School Young Adults." Johns Hopkins University, Sar Levitan Center for Social Policy Studies. http://eric.ed.gov/ERICDocs/data/ericdocs2/content_storage_01/0000000b/80/0d/9b/96.pdf

B. SERVICE OPTIONS AND COMPETITIONS

There will be two Service Options under this RFP. Service Option I is for direct YAIP services and will comprise two competitions, one for targeted areas established by CEO and another for programs located outside those areas. Service Option II is for technical assistance to YAIP contractors during FY08.

Proposers may submit proposals for more than one Service Option, competition, or geographic area. However, a separate and complete proposal must be submitted for each program proposed. In the event that a proposer is eligible for award of more than one program, DYCD reserves the right to determine, based on the proposer's demonstrated capability and best interests of the City, respectively, how many and for which competition(s) the proposer will be awarded a contract.

Service Option I: YAIP Services

There will be two competitions under this Service Option.

Competition 1 is for programs proposing to locate in one of three (3) target areas established by CEO. These target CDs include: **Brooklyn CD 3 (Bedford Stuyvesant); Queens CD 12 (Jamaica); and Bronx CDs 1 and 3 (Mott Haven and Morrisania)**.

Competition 2 is for programs throughout the rest of the City. Within this competition, proposers are encouraged to target other high-need[5] areas as identified by DYCD. These CDs include:

Brooklyn:	CD 1 (Williamsburg/Greenpoint)
	CD 4 (Bushwick)
	CD 5 (East New York)
	CD 12 (Borough Park)
	CD 16 (Brownsville)
Bronx:	CD 2 (Hunts Point/Longwood)
	CD 4 (Highbridge/Concourse)
	CD 5 (University Heights/Fordham)
	CD 6 (East Tremont/Belmont)
Manhattan:	CD 3 (Lower East Side/Chinatown)
	CD 10 (Central Harlem)
	CD 11 (East Harlem)
	CD 12 (Washington Heights/Inwood)
Queens:	CD 1 (Astoria/Long Island City)

[5] These target CDs were determined based on numbers of disconnected youth and numbers of youth living in poverty, with respect to City totals.

CD 3 (Jackson Heights)
CD 4 (Elmhurst/Corona)
CD 7 (Flushing)

Staten Island: CD 1 (St. George)

YAIP programs would be expected to be physically located in the proposed Community District (CD) to be served. Also, it is expected that at least 80 percent of participants in each program would reside in the targeted CD.

Unit Cost

DYCD anticipates that funding levels will allow for a per participant cost range of $3,200 to $3,800. This cost range does *not* include participant wages, which will be paid separately by DYCD. DYCD considers that a viable program cannot be provided for an annual unit cost of less than $3,200 per participant.

Service Option II - Technical Assistance

Under this Service Option, which will comprise one competition, DYCD will contract with one organization to act as a Technical Assistance (TA) vendor. The TA vendor will be responsible for providing, directly or through approved consultants, practitioner-experts to act as "coaches" for YAIP contractors in the first year of program services. Coaches will provide intensive on- and off-site technical assistance in the areas of strategic planning, job and internship development, recruitment of youth, and follow-up services.

Rate

DYCD anticipates that the TA vendor will be paid on the basis of a fixed "full-day equivalent" (FDE) rate. A full-day equivalent will be considered seven hours of TA services. DYCD considers that an appropriate FDE rate for this contract will be within the range of $1,200 to $1,300. DYCD anticipates that the vendor will provide approximately 320 FDEs. (The number of FDEs assigned to individual contractors will be at the discretion of DYCD.) DYCD considers that quality services cannot be provided for a rate of less than $1,200 per FDE.

C. FUNDING

As detailed below, the total anticipated level of funding for contracts awarded for this initiative is $3,648,000 in FY08 for an anticipated 16 YAIP programs, and $446,000 in FY08 for one TA vendor. These figures do not include participant wages, which will be paid by DYCD. Contingent upon the continuation of the initiative, the total anticipated annual level of funding for contracts in FY09 and FY10 will be $5,046,400 for up to 16 YAIP programs. DYCD reserves the right to award less than the full amount of funding requested by proposers and to modify the allocation of funds between competitions in the best interests of the City.

	SERVICE OPTION I		SERVICE OPTION II
	Competition 1: CEO Target Areas	**Competition 2: All other areas**	
FY08	Up to $1,368,000 for approximately 6 programs	Up to $2,280,000 for approximately 10 programs	Up to $446,000 for 1 TA Vendor
FY09 and FY10	Up to $1,892,400* for approximately 6 programs	Up to $3,154,000* for approximately 10 programs	N/A

* Contingent on contract renewal

In Service Option I, proposers are encouraged to secure cash contributions from private sources. Cash contributions would be used to enhance program services.

D. ANTICIPATED PAYMENT STRUCTURE

It is anticipated that the payment structure of contracts awarded under Service Option I will be based on line-item budget reimbursement. At least 10 percent of the program budget would be allocated to providing follow-up services.

It is anticipated that the payment structure for the contract awarded under Service Option II will be based on a fixed FDE rate plus scheduled reimbursable expenses, subject to receipt by DYCD of approved monthly invoices summarizing time spent and services performed.

E. ANTICIPATED CONTRACT TERM

It is anticipated that the term of the contracts awarded under Service Option I would be nine months, beginning October 1, 2007, with an option for DYCD to renew for up to an additional two years and nine months. The last nine months would be for follow-up services only.

It is anticipated that the term of the contract awarded under Service Option II would be one year, beginning September 1, 2007.

F. SUBCONTRACTING RESTRICTIONS

For Service Option I, subcontracting is permissible under the following conditions:

- *The proposer must identify any proposed subcontractor in the proposal*.
- Agency assumptions regarding contractor approach as set out in Section III - Scope of Services and other sections of this RFP apply equally to any proposed subcontractor.
- All subcontractors and subcontracts shall be subject to DYCD approval before expenses are incurred and payment made.

- A prime contractor may not subcontract all program services nor allow program services to be performed by entities with which there is no DYCD-approved subcontract.
- No more than 35 percent of the total value of the contract may be subcontracted.

For Service Option II, it is anticipated that the TA vendor will coordinate services, which may be performed directly or by consultants, each of whom must be approved by DYCD before expenses are incurred and payments made. The use of a subcontractor, as defined on page 50 of this RFP, is not permissible under Service Option II.

G. REGULATORY REQUIREMENTS

Non-discrimination. The contractor shall provide services to all persons regardless of actual or perceived race, color, creed, national origin, alienage or citizenship status, gender (including gender identity), sexual orientation, disability, marital status, arrest or conviction record, status as a victim of domestic violence, lawful occupation, and family status.

Liability Insurance. The City requires that all human service contractors maintain, at a minimum, the following insurance:

- Commercial general liability of $1 million per occurrence and $2 million aggregate minimum;
- Motor vehicle liability insurance of $5 million, if applicable;
- Workers' Compensation insurance, in accordance with City regulations.

Therefore, the contractor would demonstrate the possession of necessary insurance coverage by providing an **original** certificate of insurance naming DYCD and the City of New York as additional insured. DYCD will not release funds to any proposer awarded a contract until it has obtained the necessary insurance coverage.

ADA Requirements. Program facilities must be easily accessible for people with disabilities and meet all requirements of the Americans with Disabilities Act (ADA). If they do not, DYCD-approved alternative measures, such as access to other suitable space, would be used to make activities accessible to youth with disabilities.

Contract Payments. All payments to contractors shall be made as reimbursements of expenses pursuant to a budget approved by DYCD, and no payments shall be made nor funds applied to other uses. All contract payments are subject to audit.

Applicable to Service Option I only:

Voter Registration and Health Insurance Options Plan. The contractor shall provide non-partisan voter registration opportunities for participants and their families in accordance with Local Law 29 of 2000, and participate in DYCD's Public Health Insurance Options Plan in accordance with Local Law 1 of 2002. Copies of these Local Laws are available upon request from DYCD.

Staff Screening. All YAIP program staff, paid and volunteer, shall be fingerprinted. The contractor shall use due diligence to determine whether any program staff member, paid or volunteer, has a criminal conviction record. If evidence of such history is found, the contractor would inform DYCD of the history and, in consultation with DYCD, would determine whether such history indicates a threat to program participants and, if appropriate, remove the staff member from the program.

SECTION III – YAIP PROGRAMS (Service Option I)

PART 1: Scope of Services

A. Agency Goals and Objectives

YAIP aims to serve the most job-ready among disconnected youth through short-term paid internships, placements in jobs, education or advanced training, and follow-up services. The initiative will serve young adults ages 16-24 who are not in school and not working.

Through this RFP, DYCD seeks to invest in effective and innovative programs run by experienced, high performing community-based organizations (CBOs). The result being sought is an increase in the work preparation, career awareness, educational opportunities, labor force participation and retention in jobs or educational settings of the City's disconnected youth.

B. Agency Assumptions Regarding Organizational Capability

The Agency's assumptions regarding the contractor organization are:

- The contractor would be fiscally sound and capable of managing the proposed program.
- The Board of Directors would exercise active oversight of program management, including regular reviews of executive compensation, audits and financial controls, and program operations and outcomes.

C. Agency Assumptions Regarding Program Approach

1. Contractor and Staff Qualifications

- The contractor would have at least three years of recent successful experience in the last five years operating a youth workforce development program, which would include significant experience in working with the target population described below, including follow-up services, as well as experience with developing and facilitating internships, long-term or permanent employment, educational, or training opportunities.
- The contractor's key staff would have at least two years of successful and relevant experience within the last five years.
- All program staff, including volunteers, would provide services in a manner sensitive to the characteristics of the target population.
- The contractor would have the technological capacity to operate the web-based YAIP program operation and outcomes reporting databases. DYCD would provide software and training for the databases. It is anticipated that these systems will require a personal computer with a current operating system and reliable high-speed Internet and email access.

2. Target Population

The target population will be young adults ages 16-24 who are neither in school nor working, who live in communities where there are high rates of poverty among 16-24 year olds, and high concentrations of disconnected youth. Eligible participants will be youth ages 16-24 who are not in school and not working and whose assessed reading level is at least sixth grade. Proposers may propose to serve an age range within these parameters (such as younger youth ages 16-19); however, DYCD reserves the right to make award decisions to ensure that the full range of young adults is served.

3. Program Facility

- The program facility would be appropriate in size and design to accommodate program staff, clients and services.
- The program facility would be easily accessible by public transportation and for people with disabilities.
- For purposes of conducting business with DYCD, the contractor would provide its director with computer access, maintain internet service, and establish email addresses for its executive director and key program staff.

4. Program Design

Programs would operate in 14-week cycles, with two cycles in FY08, and three cycles per year in FY09 and FY10 (contingent upon continuation of the initiative). The first cohort of participants would begin by November 19, 2007. There would be approximately two weeks between cohort cycles.

Program Overview

Phase I: The program would begin with an orientation period, which would include assessment of employability skills and social support needs, development of an Individual Service Strategy (ISS), pre-internship work-readiness training, and supportive counseling. Proposers may propose to conduct the orientation phase for a minimum of two weeks to a maximum of four weeks.

Phase II: This Phase would consist of a paid internship (20 hours per week) plus paid educational workshops (five hours per week) for the remainder of the 14 week cycle. Phase II would have a minimum duration of 10 weeks and a maximum duration of 12 weeks. This flexibility accommodates different program designs. The educational workshops would allow opportunities for support, feedback and group reflection. Workshops would address financial literacy and other topics such as world of work, career exploration, educational opportunities, and healthy living.

Phase III: Contractors would place those who complete the internship in education, advanced training, or a job. Follow-up support would continue for a minimum of nine months, to sustain youth engagement in educational/training programs or employment.

Participant Payments

For the duration of the 14-week program, DYCD would pay participants the minimum wage[6] based on a 25-hour week that comprises the time spent in orientation, at the internship site, and in educational workshops. A payroll vendor will issue payments to participants via a debit card system.

Service Levels

Contractors would provide services to a minimum of 60 youth in FY08 in two cohorts of 30 youth each. In FY09 and FY10, it is anticipated that contractors would provide services to a minimum of 90 new youth annually in three cohorts of 30 youth each[7]. All participants who complete an internship would receive at least nine months of follow-up services.

Required Program Elements

The contractor would include the following program elements:

Recruitment and Enrollment

Prior to the beginning of the 14-week program, contractors would recruit and identify appropriate candidates. Contractors would recruit participants through street outreach, paid peer-recruiters, and innovative strategies involving City agencies such as the New York City Housing Authority and the Department of Parks and Recreation, as well as CBOs, including faith-based organizations.

Contractors would also have an information and referral system in place for those youth who are *not* accepted into the program, directing them to other educational, health or social services, as appropriate.

Orientation Services (Phase I)

The first two to four weeks of each 14-week cycle would consist of participant orientation, assessment, and preparation for internship placement. During this time, contractors would assess participants' employability skills and social service needs, develop an ISS for each participant, provide training and workshops to prepare youth to enter their internship placements, and identify an appropriate internship placement for the participant.

[6] Currently, the minimum wage in New York is $7.15 per hour. However, this wage may be superseded by an increase in the federal minimum wage.
[7] Actual service levels may vary based on budget allocations in FY09 and FY10.

Internship Placement and Support (Phase II)

Upon completion of the orientation phase, contractors would place participants in a 10- to 12-week paid internship, comprising 20 hours per week. For an additional five hours per week, contractors would provide paid educational workshops and activities.

DYCD will encourage contractors to develop a variety of internship assignments outside their own organizations, which are matched to the strengths and interests of individual participants. Contractors would be expected to avoid in-house placements or provide justification for such placements, including the specific nature of the skill-building opportunities and supervision they would offer. Internship assignments would be well researched and ensure that participants are given opportunities for relevant work experience and skills development. Internship opportunities should be developed across a broad spectrum of industries and interest areas to allow for meaningful experiences for participants of varying experience levels and backgrounds. **It is anticipated that at least 40 percent of internship placements would be in the private sector[8].**

Outside of participants' working hours, contractors would have the following responsibilities for participants in the program: job readiness preparation, educational programming, worksite development, applicant assessment, counseling, internship and worksite monitoring, timekeeping, data entry, support services and intervention as needed. Educational programming would include, at a minimum, financial literacy education. Other topics may include the world of work, career exploration, educational opportunities, and healthy living.

Internship employers would, at a minimum: develop the scope of the internship, supervise and monitor progress, provide written evaluations to the contractor, provide appropriate workspace, approve and submit weekly time sheets to the contractor, report incidents promptly, maintain regular contact with the contractor, and perform other duties, as appropriate.

Both internship placements and educational programming components should reflect recognized youth development principles that emphasize the cognitive, social and behavioral competencies that help youth succeed as adults. Effective YAIP contractors and internship sites would adopt an asset-based approach, in which services are personalized and focus on developing individual strengths and interests. Participants should be given structured feedback on a regular basis from both from the internship employer and the contractor.

After the completion of the internship, contractors would provide preparation leading to placement in unsubsidized employment, or an educational or training program. Participants

[8] Any nongovernmental placements, including large non-profit institutions such as hospitals and educational institutions, would be considered 'private-sector' placements.

may, however, accept a permanent placement in a job, educational or training program prior to the end of Phase II.

Follow-up Services (Phase III)

Programs would provide participants who complete an internship with at least nine months of follow-up services. Follow-up services would be rich enough to provide the necessary support to enable participants to obtain and retain employment or resume their education through the third quarter after program completion. Contractors would serve as a resource to identify and address issues that arise for participants, employers and educators in those placement settings. In addition, contractors would assist with promotions and additional job placements as needed, help youth pursue their educational goals, and counsel youth in long-term education and career planning. Contractors would report on the follow-up services that participants receive and their results.

Minimum Staffing Requirements

Contractors would have adequate staffing to provide the program described. At a minimum, proposers would identify staff to perform the following key functions: recruitment, job development, case management, retention, education and data entry.

Cash Contributions

In Service Option I, proposers are encouraged to secure cash contributions from private sources. Cash contributions would be used to enhance program services.

Linkages

While the proposer is not required to have all of the required internship placements developed prior to submission of a proposal, the proposer would be able to demonstrate, though formal, established linkages, its capacity to do so. Proposers would demonstrate strong linkages with internship sponsors through either letters of support or written agreements specifying the contributions that employers are willing to make to the program. Proposers would also establish linkages with secondary and post-secondary educational institutions such as community colleges, GED preparation programs, and alternative high schools, to provide educational placements as an option for youth completing the program.

Outcomes, Data Collection and Statistical Reporting

Contractor performance would be evaluated according to attainment of the following milestone and outcomes:

Milestones:

- Placement in an internship of all cohort participants who complete orientation
- Successful completion of an internship by at least 75 percent of enrolled participants

Outcomes:

- Placement of at least 70 percent of enrolled participants in post-internship employment; or enrollment in secondary or post-secondary education, a GED program and/or occupational skills training program
- Retention of at least 60 percent of enrolled participants in an approved placement, or another approved placement, during the third quarter after program completion.

The contractor would collect and report statistical information as requested by DYCD, including individual-level data on enrollment, participant demographics, specific services provided, and client participation/attendance in internships and workshops. In addition, the contractor would report outcomes including data on internship placements, permanent placements, and participant retention.

Evaluation

The YAIP programs are one part of a broader CEO anti-poverty strategy that covers a wide range of initiatives. Along with other CEO projects, the YAIP programs will be assessed by a CEO-appointed evaluator to determine whether they are achieving their goals. The YAIP program contractors will be required to participate in ongoing monitoring and evaluation activities led by CEO or its designated evaluator. These may include site visits, surveys, interviews, focus groups, administrative records review, and other data collection and evaluation strategies. Contractors may also be required to submit client-level and program data over and above DYCD requirements.

SECTION III – YAIP PROGRAMS (Service Option I)

PART 2: Format and Content of the Proposal

Instructions: Proposers should provide all information requested in the format indicated below.

- The proposal should be typed on both side of 8 ½" by 11" white paper.
- The City of New York requests that all proposals be submitted on paper with no less than 30 percent post-consumer material content, i.e., the minimum recovered fiber content level for reprographic papers recommended by the United States Environmental Protection Agency (for any changes to that standard, please consult: www.epa.gov/epg/products/printing.htm.
- Lines should be double-spaced with 1" margins, using Times New Roman, 12-point font size.
- Pages should be numbered and include a header or footer identifying the proposer.
- Proposals should preferably not exceed 23 pages (excluding requested attachments).
- The proposal should include a Table of Contents.

Note: Failure to comply with any of these instructions will not make the proposal nonresponsive.

A. Proposal Format

1. Proposal Summary Form

The Proposal Summary Form (Attachment 1) transmits the proposal package to DYCD. The form should be completed in full, signed, and dated by an authorized representative of the proposer. Completing this form fully and accurately assists DYCD in the evaluation of the proposal.

2. Program Proposal

The program proposal is a clear, concise narrative. It will set forth the experience, capability, and program approach of the proposer and should include the following:

a. Experience (Preferable page limit: 3 pages, excluding requested attachments)

Demonstrate the organization's successful and relevant experience within the last five years as a provider of services described in Section III - Scope of Services of the RFP. Demonstrate program success by reference, for example, to multi-year funding from diverse sources, receipt of recognition awards, results from an outside evaluation, achievement of prescribed service levels and outcomes, or of outcomes beyond the funder's expectations.

Specifically demonstrate the successful and relevant experience of the organization relating to:

- Operation of a youth workforce development program
- Provision of services to disconnected youth, including follow-up services
- Provision of services to residents of the specific community(ies) proposed
- Development and facilitation of internships
- Development of long-term or permanent employment, educational or training opportunities
- Collaboration with other community-based agencies and organizations to enhance services

Attach a job description for each key administrative and program staff position, including qualifications that will be required. Include resumes for personnel already identified for positions. Job descriptions and resumes should specifically address the following:

- The experience of key staff within the past five years providing services to the target population
- The appropriateness of staff skills, knowledge and training for providing the proposed services.

b. Organizational Capability (Preferable page limit: 3 pages, excluding requested attachments)

Demonstrate the organization's capability (programmatic, managerial and financial) to carry out the program described in Section III - Scope of Services of the RFP. Specifically:

- Describe the integration of the proposed programs into the organization's overall operations. Provide an organizational chart to indicate where the program (including its staff) fit in;

- Demonstrate successful joint efforts with other organizations, particularly through linkage agreements and in the proposed program model as described in Section III-Scope of Services;

- Demonstrate the effectiveness of the organization's internal monitoring system to identify program, personnel and fiscal issues, and the organization's corrective action procedures;

- Demonstrate that program staff has access to a computer with a current operating system and reliable high-speed Internet and email access.

- State whether the proposer has submitted more than one proposal in response to this RFP. If so, demonstrate the organization's capability (programmatic, managerial and financial) to successfully provide all of the proposed programs indicated on the Proposal Summary Form (Attachment 1) concurrently.

- Indicate the members of the Board of Directors and other governing bodies and demonstrate how, if at all, the members of the governing body(ies) will be involved in the proposed program.

- Indicate the number of staff to be assigned to the program and their job titles. Attach job descriptions, specifying licenses, education, and experience requirements for all paid staff titles. If the organization will be recruiting new staff, describe the proposed recruitment strategies that will ensure staff are appropriately qualified.

- Describe the organization's system for data collection and management.

- State whether the organization has an established site within the proposed community, or describe plans to establish a physical location within the community.

- Attach a list of at least two relevant funding references, including the name of the funding organization; the name, title, and telephone number of a contact person at the funding organization; and a brief description of the service provided. If there are no funding sources other than DYCD, other references may be listed.

- Demonstrate the organization's capability to begin preparation for the program by October 1, 2007, and to implement the first cohort of participants by November 19, 2007. Provide a timeline in weeks identifying the critical tasks.

- If the proposer is required to file with the federal Office of Management and Budget pursuant to Circular A-133, attach a hard copy of the latest report filed with that office, indicating the period covered. If not, provide as a hard-copy attachment the most recent audit or audited financial statement of the organization conducted by a Certified Public Accountant, indicating the period covered, OR, if no audit has been performed, the most recent financial statement indicating the period covered AND an explanation of why no audited financial statement is available.

c. Program Approach (Preferable page limit: 15 pages, excluding requested attachments)

Provide a detailed description of the overall program design and approach (as indicated in Section III - Scope of Services). Specifically, address the following:

Geographic Area(s) To Be Served/Target Population(s)

- Identify the geographic area(s) in which services will be provided.
- Identify the population(s) to be served and indicate the number of participants to be served.
- Identify and demonstrate the strengths and needs of the target population.
- Describe and demonstrate the effectiveness of the outreach and recruitment methods that will be utilized to reach the target population.

Program Facility

- Indicate the location of the program facility(ies).
- Describe the program facility(ies) and demonstrate that it is appropriate to adequately accommodate all program activities.
- Demonstrate that the building and space in which staff and participants will be housed and all facilities and equipment therein meet the local fire, health, and safety standards. Demonstrate that the facility will meet ADA standards or that alternative measures will make program activities accessible to persons with disabilities.
- Demonstrate that the facility(ies) will be easily accessible by public transportation.

Program Design

- Describe and demonstrate the effectiveness of the overall design of the proposed program.
- Describe the proposed orientation services, including proposed duration of orientation phase, and types of orientation activities. Describe plans to assess participants' employability skills and social service needs, to develop an ISS for each participant, to provide training and workshops to prepare youth to enter their internship placements, and to identify an appropriate internship placement for the participant.
- Describe plans to have an information and referral system in place for those youth who are *not* accepted into the program.
- Describe the proposed strategy for internship placements, including division of responsibility between the contractor and the internship site. Include plans to provide structured feedback to participants throughout the internship.
- If providing in-house placements, provide justification for such placements, including the specific nature of the skill-building opportunities and supervision they would offer.
- Describe proposed educational workshops, including proposed schedule and topics. Financial literacy must be included as a topic.
- Describe proposed follow-up services, including type and duration.

- Demonstrate that the proposed program is designed to achieve program milestones and outcomes.

Staffing

- Describe the salaried and non-salaried, if any, staff positions that will be utilized to provide the proposed program. Demonstrate that such staffing covers the key functions outlined in Section III, Part 1 and is sufficient to help participants achieve program milestones and outcomes.
- Demonstrate that all individuals who will be part of the program will provide services in a manner that is sensitive to the characteristics of the target population.

Linkages

- Describe the proposing organization's proposed linkages with internship sites, employers, community groups, City agencies, and other service providers that are relevant to the proposed program.
- Demonstrate how utilization of the proposed linkages will be effective in helping participants achieve program milestones and outcomes.
- Complete and attach Attachment 2, Linkage Agreement Form, for **each** linkage described above.

3. Price Proposal

The Price Proposal should include each of the following for providing the Scope of Services described in Section III of this RFP:

a. The total DYCD funding request

b. The proposed line item budget, including cash contributions, if applicable Complete the attached Budget Forms (Attachments 3A and 3B) for FY08 (two cohorts) and FY09 (three cohorts).

c. The proposed rate per participant

d. **Budget Justification** (preferable page limit: 2 pages, excluding requested attachments)

- Justify how requested funds will be used to achieve program outcomes. Proposers should ensure that the budget and budget justification are consistent with the proposed program.
- Identify the source of cash contributions. Indicate the amount and state how the cash contributions will be used to enhance the proposed program.
- Document the source and amount of each cash contribution by submitting the applicable documentation noted below.

- Cash contribution from existing non-government sources. Proof of the cash contribution should be a Letter of Intent submitted with the proposal, signed by the proposer's Executive Director or Chairperson of the Board, indicating the amount of the contribution, the source of the funds, the purpose for which the funds will be used and the time period within which the funds must be spent.
- Cash contribution from committed non-government sources. Proof of the cash contribution should be a Letter of Intent from the funding source signed by an authorized representative indicating the amount of the committed funds, the expected date the funds will be delivered, the purpose for which the funds are to be used, and the time period within which the funds must be spent.

4. Acknowledgement of Addenda

The Acknowledgement of Addenda form (Attachment 6) serves as the proposer's acknowledgement of the receipt of addenda to this RFP that may have been issued by DYCD prior to the Proposal Due Date and Time. The proposer should complete this acknowledgement as instructed on the form.

5. Other Required Documents

Complete and submit the Certification Regarding Substantiated Cases of Client Abuse or Neglect (Attachment 4), and the Corporate Governance Certification (Attachment 5).

B. Proposal Package Contents (Checklist)

The proposal package should contain the following materials. **Proposers should utilize this section as a "checklist" to assure completeness prior to submitting their proposals to DYCD.**

1. The proposal package should include one original set and eight duplicate sets of the documents listed below in the following order:

   - Proposal Summary Form (Attachment 1)
   - Table of Contents
   - Program Proposal
     - Narrative
     - Organizational Chart
     - A listing of at least two relevant funding references for the proposer
     - Job descriptions, qualifications for all staff positions and resumes, if applicable
     - Audit Report or Certified Financial Statement or a statement as to why no report or statement is available.
     - If applicable, Form CHAR 500 and its required attachments
     - Linkage agreement form(s) (Attachment 2)
   - Price Proposal
     - Budget Forms (Attachments 3A and 3B)
     - Budget Justification
     - Letter(s) of Intent, if applicable
   - Certification Regarding Substantiated Cases of Client Abuse or Neglect (Attachment 4)
   - Corporate Governance Certification (Attachment 5)
   - Acknowledgment of Addenda Form (Attachment 6)

2. For each proposal submitted, enclose the documents listed above in a sealed envelope and hand deliver to DYCD, Office of Procurement, Attn: Ava B. Walker, Deputy Agency Chief Contracting Officer. Label the envelope with the proposer's name and address, "Young Adult Internship Program RFP" and "PIN: 26008YAIPRFP," the proposed Service Option, Competition and the name and telephone number of the proposer's contact person.

SECTION IV– Technical Assistance (TA) (Service Option II)

PART 1: Scope of Services

A. Agency Goals and Objectives

It is anticipated that in the first year of program services, YAIP contractors will need particular help with strategic planning, job and internship development, recruitment of youth, and follow-up services. Accordingly, DYCD seeks to use an intensive "coaching" model to provide technical assistance for YAIP contractors in FY08. Under this approach, DYCD would retain a vendor to provide, directly or through approved consultants, practitioner-experts ("coaches") to provide on- and off-site TA to each of the YAIP contractors.

B. Agency Assumptions Regarding Organizational Capability

The Agency's assumptions regarding the vendor organization are:

- The vendor would be fiscally sound and capable of managing the proposed program.

C. Agency Assumptions Regarding Program Approach

1. TA Vendor Experience and Qualifications

- The vendor would have at least five years of successful TA/consulting experience in the workforce development field, including the hiring and managing of consultants and the provision of TA to government agencies and/or nonprofit organizations.
- The vendor's approach would be designed to meet specific needs of the YAIP program contractors.
- The vendor would have connections to the City's employer community that support the development of internship and job placements.

2. Coach/Consultant Experience and Qualifications

- Coaches would have at least five years successful experience operating a youth workforce development program. They would have experience and knowledge in the areas of case management, assessment, youth development, employer engagement, retention and follow-up services, and occupational skills training.

3. Facility(ies)

Any training facility or meeting space must be easily accessible to people with disabilities, and should meet all requirements of the Americans with Disabilities Act (ADA).

4. Program Design

Service Levels

The vendor would provide consulting services to each of the YAIP contractors. While the amount of consulting services provided to any one YAIP contractor would vary based on the TA vendor's initial assessment of need, DYCD anticipates that service levels would *average* approximately 20 FDEs per YAIP contractor for a total of approximately 320 FDEs (one FDE will be considered seven hours of TA services). The TA vendor would also provide supplementary TA services including workshops and presentations as needed.

Required Program Elements

- The TA vendor's services would be designed to help YAIP contractors meet their primary goals related to staffing, recruitment, internship and job development, and completion of minimum service requirements (enrollment, attendance, etc.) for Year 1 of the YAIP contracts. The TA vendor would provide, with its own staff or consultants, qualified coaches to individual YAIP contractors. Direct services would be provided under this "coaching" model.

- Coaches' targeted TA would address issues including job and internship development, strategic planning and marketing, leadership styles and stakeholder mapping. Coaches would also provide intensive assistance with challenging program elements such as staff development, development of partnerships with other stakeholders and businesses, and development of benchmarks to assess progress toward milestones and outcomes.

- The TA vendor would conduct organizational and/or program assessments for each YAIP program and develop work plans to build capacity to implement and enhance the programs. Capacity building would occur through individual consultations, which would involve a series of work sessions with key staff and follow-up services.

- The TA vendor could supplement the consultations with services for groups of YAIP programs, such as cross-site convening for network meetings, institutes, and promising practices panels.

Deliverables

At a *minimum*, the TA vendor would deliver the following:

- One on-site program assessment of each of the YAIP contractors, including an observation of program activities. Each assessment would culminate in a report submitted to DYCD within one week following the assessment, and a work plan, if deemed necessary.

- In-depth consulting engagements with YAIP contractors in need of assistance meeting milestones and outcomes. Each consultation would culminate in a report submitted to DYCD.
- Monthly reports.
- Periodic presentations for CEO and DYCD staff identifying issues, trends and themes common across the YAIP programs, with recommendations to address these issues.
- A final report.

Administrative Tasks Related to TA Services

Work Plans

- For individual consultations, the TA vendor would complete assessments and submit work plans that include the following items: the needs of the organization relevant to the implementation of the YAIP program; the number of anticipated consultation hours; the scope of the consultation; and anticipated hours of work relating to follow-up.
- Work plans would be submitted for DYCD approval in advance of any TA activities within one week following an organizational/program assessment.
- For events such as network meetings, institutes and best practice panels, the TA vendor would complete and submit a work plan that includes the scope of each event and related activities, including planning and preparation, delivery of services through the event, and anticipated hours relating to all these activities.

Monthly Reports

- With respect to consultations, the TA vendor would submit monthly reports to DYCD that describe the activities undertaken that month and the balance of the work to be done. Customer feedback on consultations would also be included.
- With respect to trainings and other events, the monthly report would record registration, attendance sheets, topics covered, handouts provided, and results of satisfaction surveys.

Final Report

- At the conclusion of the YAIP programs' nine-month contract term, the TA vendor would provide a summative report to DYCD outlining lessons learned and strategies to address challenges in Years 2 and 3 of the YAIP programs.

SECTION IV– Technical Assistance (TA) (Service Option II)

PART 2: Format and Content of the Proposal

Instructions: Proposers should provide all information requested in the format indicated below.

- The proposal should be typed on both side of 8 ½" by 11" white paper.
- The City of New York requests that all proposals be submitted on paper with no less than 30 percent post-consumer material content, i.e., the minimum recovered fiber content level for reprographic papers recommended by the United States Environmental Protection Agency (for any changes to that standard, please consult: www.epa.gov/epg/products/printing.htm.
- Lines should be double-spaced with 1" margins, using Times New Roman, 12-point font size.
- Pages should be numbered and include a header or footer identifying the proposer.
- Proposals should preferably not exceed 16 pages (excluding requested attachments).
- The proposal should include a Table of Contents.

Note: Failure to comply with any of these instructions will not make the proposal nonresponsive.

A. Proposal Format

1. Proposal Summary Form

The Proposal Summary Form (Attachment 1) transmits the proposal package to DYCD. The form should be completed in full, signed, and dated by an authorized representative of the proposer. Completing this form fully and accurately assists DYCD in the evaluation of the proposal.

2. Program Proposal

The program proposal is a clear, concise narrative. It will set forth the experience, capability, and program approach of the proposer and should include the following:

a. Experience (Preferable page limit: 3 pages, excluding requested attachments)

Demonstrate the organization's successful and relevant experience as a provider of services described in Section IV - Scope of Services of the RFP. Demonstrate program success by reference, for example, to multi-year funding from diverse sources, receipt of recognition awards, results from an outside evaluation, achievement of prescribed service levels and outcomes, or of outcomes beyond the funder's expectations.

Specifically demonstrate the successful and relevant experience of the organization relating to:

- The provision of technical assistance/consulting services, particularly in the area of workforce development
- The hiring, management, and evaluation of individual consultants
- The provision of services to government agencies and nonprofit organizations

Attach a job description for each key administrative, program, and consultant position, including qualifications that will be required. Include resumes for personnel already identified for positions. Job descriptions and resumes should specifically address the following:

- The experience of key staff and consultants within the past five years providing services to the target population
- The appropriateness of staff skills, knowledge and training for providing the proposed services.

b. Organizational Capability (Preferable page limit: 3 pages, excluding requested attachments)

Demonstrate the organization's capability (programmatic, managerial and financial) to carry out the program described in Section III - Scope of Services of the RFP. Specifically:

- Describe the integration of the proposed programs into the organization's overall operations. Provide an organizational chart to indicate where the program (including its staff/consultants) fit in;

- Demonstrate the effectiveness of the organization's internal monitoring system to identify program, personnel and fiscal issues, and the organization's corrective action procedures;

- State whether the proposer has submitted more than one proposal in response to this RFP. If so, demonstrate the organization's capability (programmatic, managerial and financial) to successfully provide all of the proposed programs indicated on the Proposal Summary Form (Attachment 1) concurrently.

- Describe the number of administrative, program, and consultant staff members to be assigned to the contract and their job titles. If the organization will be recruiting new staff members, describe the proposed recruitment strategies that will ensure they are appropriately qualified.

- Demonstrate that the proposer has familiarity with and connections to the City employer community that support the development of internship and job placements.

- Describe the organization's system for data collection and management.
- Attach a list of at least two relevant funding references, including the name of the funding organization; the name, title, and telephone number of a contact person at the funding organization; and a brief description of the service provided. If there are no funding sources other than DYCD, other references may be listed.

- Demonstrate the organization's capability to implement the program by September 1, 2007. Provide a timeline in weeks identifying the critical tasks.

- If the proposer is required to file with the federal Office of Management and Budget pursuant to Circular A-133, attach a hard copy of the latest report filed with that office, indicating the period covered. If not, provide as a hard-copy attachment the most recent audit or audited financial statement of the organization conducted by a Certified Public Accountant, indicating the period covered, OR, if no audit has been performed, the most recent financial statement indicating the period covered AND an explanation of why no audited financial statement is available.

c. TA Approach (Preferable page limit: 8 pages, excluding requested attachments)

Provide a detailed description of the TA approach as indicated in Section IV - Scope of Services. Specifically describe the following:

- Describe the proposed method for identifying, recruiting, assigning and overseeing consultants to provide TA services.
- Describe the proposed TA services in detail, including individual assessments, consultations, workshops, and other services.
- Identify and justify key topics to be covered in consultations and training; for example, recruitment and retention of participants, internship and job development, and staff development.

Training Facility

- Describe the proposer's training facility, if proposed, and demonstrate that it is adequate in size, design, and equipment to provide the proposed services.
- Demonstrate that the facility will be easily accessible to public transportation. The facility shall comply with all Americans with Disabilities Act (ADA) requirements.

Staffing

- Describe the salaried and non-salaried, if any, staff/consultant positions that will be utilized to provide the proposed TA services and demonstrate that such

staffing is sufficient to provide all the services described in Section IV – Scope of Services.

- Demonstrate that all individuals who will be part of the program will provide services in a manner that is sensitive to the characteristics of the target population.

3. Price Proposal

The Price Proposal should include each of the following for providing the Scope of Services described in Section III of this RFP:

a. Budget

Prepare and submit a one-page budget that includes the following information:

- The total DYCD funding request
- The proposed rate per FDE (= 7 hours of consultation)
- The proposed total number of FDEs
- If applicable, a listing of proposed reimbursable expenses for out-of-town travel[9]

b. Budget Justification (preferable page limit: 2 pages)

Justify how requested funds will be used to achieve deliverables. Proposers should ensure that the budget and budget justification are consistent with the proposed services.

4. Acknowledgement of Addenda

The Acknowledgement of Addenda form (Attachment 6) serves as the proposer's acknowledgement of the receipt of addenda to this RFP that may have been issued by DYCD prior to the Proposal Due Date and Time. The proposer should complete this acknowledgement as instructed on the form.

5. Other Required Documents

Complete and submit the Certification Regarding Substantiated Cases of Client Abuse or Neglect (Attachment 4).

[9] Reimbursable items include train fare, plane fare, automobile rental, gas and hotel.

B. Proposal Package Contents (Checklist)

The proposal package should contain the following materials. **Proposers should utilize this section as a "checklist" to assure completeness prior to submitting their proposals to DYCD.**

The proposal package should include one original set and eight duplicate sets of the documents listed below in the following order:

- Proposal Summary Form (Attachment 1)
- Table of Contents
- Program Proposal
  - Narrative
  - Organizational Chart
  - A listing of at least two relevant funding references for the proposer
  - Job description, qualifications for all staff positions and resumes, if applicable
  - Audit Report or Certified Financial Statement or a statement as to why no report or statement is available.
  - If applicable, Form CHAR 500 and its required attachments
- Price Proposal
  - One-page Budget
  - Budget Justification
- Certification Regarding Substantiated Cases of Client Abuse or Neglect (Attachment 4)
- Acknowledgment of Addenda Form (Attachment 6)

For each proposal submitted, enclose the documents listed above in a sealed envelope and hand deliver to DYCD, Office of Procurement, Attn: Ava B. Walker, Deputy Agency Chief Contracting Officer. Label the envelope with the proposer's name and address, "Young Adult Internship Program RFP" and "PIN: 26008YAIPRFP," the proposed Service Option, and the name and telephone number of the proposer's contact person.

SECTION V - EVALUATION AND CONTRACT AWARD PROCEDURES

A. Evaluation Procedures

All proposals accepted by DYCD will be reviewed to determine whether they are responsive or non-responsive to the requisites of this RFP. Proposals which are determined to be non-responsive will not be further considered. The DYCD Evaluation Committee will evaluate and rate all remaining proposals based on the evaluation criteria prescribed below. The City reserves the right to conduct site visits of all proposed facilities. Although discussions may be conducted with contractors submitting acceptable proposals, DYCD reserves the right to award contracts on the basis of initial proposals received, without discussion; therefore, the contractor's initial proposal should contain its best programmatic and price terms.

B. Evaluation Criteria

- Demonstrated quantity and quality of successful relevant experience 30 percent
- Demonstrated level of organizational capability 20 percent
- Quality of proposed program approach 50 percent

C. Basis for Contract Award

Service Option I:

- DYCD will award contracts to applicants whose proposals are determined to be the most advantageous to the City, taking into consideration the price and such other factors or criteria set forth in this RFP, including geographic areas, program diversity, and the target youth to be served.

Service Option II:

- DYCD will award a contract to the applicant whose proposal is determined to be the most advantageous to the City, taking into consideration the price and such other factors or criteria set forth in this RFP.

Service Options I and II:

- **Selections are based on proposals within the price range established in the RFP**

- If a proposer is eligible for more than one contract award from this RFP, DYCD reserves the right to determine, based on the proposer's demonstrated organizational capability and the best interests of the City, how many, for what level of services and for which competition the proposer will be awarded a contract, and the dollar value of each such contract.

- DYCD reserves the right to award less than the full amount of funding requested by each proposer and to modify the allocation of funds between competitions in the best interests of the City.

- Contract award would be subject to the timely completion of contract negotiations between DYCD and the selected proposers.

SECTION VI - GENERAL INFORMATION TO PROPOSERS

A. Complaints. The New York City Comptroller is charged with the audit of contracts in New York City. Any proposer who believes that there has been unfairness, favoritism or impropriety in the proposal process should inform the Comptroller, Office of Contract Administration, 1 Centre Street, 10th Floor, New York, NY 10007; the telephone number is (212) 669-3000. In addition, the New York City Department of Investigation should be informed of such complaints at its Investigations Division, 80 Maiden Lane, New York, NY 10038; the telephone number is (212) 825-5959.

B. Overall Provisions. This Request for Proposals and the resulting contract award(s), if any, unless otherwise stated, are subject to all applicable provisions of New York State Law, the New York City Administrative Code, New York City Charter, and New York City Procurement Policy Board (PPB) Rules. A copy of the PPB Rules may be obtained by accessing the City's website at nyc.gov/ppb.

C. Applicable Laws. This Request for Proposals and the resulting contract award(s), if any, unless otherwise stated, are subject to all applicable provisions of New York State Law, the New York City Administrative Code, New York City Charter and New York City Procurement Policy Board (PPB) Rules. A copy of the PPB Rules may be obtained by contacting The Mayor's Office of Contracts at (212) 788-7820.

D. General Contract Provisions. Contracts shall be subject to New York City's general contract provisions, in substantially the form that they appear in "Appendix A—General Provisions Governing Contracts for Consultants, Professional and Technical Services" or, if the Agency utilizes other than the formal Appendix A, in substantially the form that they appear in the Agency's general contract provisions. A copy of the applicable document is available through the Authorized Agency Contact Person.

E. Contract Award. Contract award is subject to each of the following applicable conditions and any others that may apply: New York City Fair Share Criteria; New York City MacBride Principles Law; submission by the proposer of the requisite New York City Department of Business Services/Division of Labor Services Employment Report and certification by that office; submission by the proposer of the requisite VENDEX Questionnaires/Certificates of No Change and review of the information contained therein by the New York City Department of Investigation; all other required oversight approvals; applicable provisions of federal, state and local laws and executive orders requiring affirmative action and equal employment opportunity; and Section 6-108.1 of the New York City Administrative Code relating to the Local Based Enterprises program and its implementation rules.

F. Proposer Appeal Rights. Pursuant to New York City's Procurement Policy Board Rules, proposers have the right to appeal Agency non-responsiveness determinations and Agency non-responsibility determinations and to protest an Agency's determination regarding the solicitation or award of a contract.

G. Multi-Year Contracts. Multi-year contracts are subject to modification or cancellation if adequate funds are not appropriated to the Agency to support continuation of performance in any City fiscal year succeeding the first fiscal year and/or if the contractor's performance is not satisfactory. The Agency will notify the contractor as soon as is practicable that the funds are, or are not, available for the continuation of the multi-year contract for each succeeding City fiscal year. In the event of cancellation, the contractor will be reimbursed for those costs, if any, which are so provided for in the contract.

H. Prompt Payment Policy. Pursuant to the New York City's Procurement Policy Board Rules, it is the policy of the City to process contract payments efficiently and expeditiously.

I. Prices Irrevocable. Prices proposed by the proposer shall be irrevocable until contract award, unless the proposal is withdrawn. Proposals may only be withdrawn by submitting a written request to the Agency prior to contract award but after the expiration of 90 days after the opening of proposals. This shall not limit the discretion of the Agency to request proposers to revise proposed prices through the submission of best and final offers and/or the conduct of negotiations.

J. Confidential, Proprietary Information or Trade Secrets. Proposers should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification of why such materials, upon request, should not be disclosed by the City. Such information must be easily separable from the non-confidential sections of the proposal. All information not so identified may be disclosed by the City.

K. RFP Postponement/Cancellation. The Agency reserves the right to postpone or cancel this RFP, in whole or in part, and to reject all proposals.

L. Proposer Costs. Proposers will not be reimbursed for any costs incurred to prepare proposals.

M. Charter Section 312(a) Certification.
The Agency has determined that the contract(s) to be awarded through this Request for Proposals will not directly result in the displacement of any New York City employee.

Patricia Chabla
Agency Chief Contracting Officer

6/25/07
Date

ATTACHMENT 1

PROPOSAL SUMMARY

RFP TITLE: YAIP Programs **PIN #: 26008YAIPRFP**

Organization Name: _____

Address: _____

_____
City State Zip Code

Tax Identification #: _____ DYCD Funding Request: _____

Contact Name: _____ Title: _____

Telephone #: ( ) _____ Fax No. ( )_____ E-Mail Address: _____

Authorized Representative: _____ Title: _____

Signature: _____ Date: _____ / _____ / _____

Proposed Service Option

☐ Service Option I – YAIP Program Services
- ☐ Competition 1 – CEO Target Areas
- ☐ Competition 2 – All other areas

☐ Service Option II – Technical Assistance Services

Program Costs and Resources (Enter the requested information in the space provided.)

Service Option I:

FY08 (9-month budget):

a. Total FY08 DYCD funding request **$**_____

b. If applicable, FY08 cash contributions
(DYCD does not require cash contributions.) $_____

c. Total FY08 program cost (Sum of a+b) $_____

FY09 (12-month budget):

a. Total annual DYCD funding request ***$***_____

b. If applicable, annual cash contributions
(DYCD does not require cash contributions.) $_____

c. Total annual program cost (Sum of a+b) $_____

Service Option II:

a. Total DYCD funding request $_____

b. Rate per FDE $ _____

Proposed Price Per Participant (Service Option I only)

Total FY08 DYCD funding request ÷ FY08 annual enrollment (60) $ _____

Proposed Site Location (Service Option I only)

Name: _____

Address: _____

_____
City State Zip Code

Borough: ☐ Bronx ☐ Brooklyn ☐ Manhattan ☐ Queens ☐ Staten Island

CD: _____

Other Proposal(s) Submitted
Proposer has submitted additional proposals in response to the YAIP RFP.

☐ YES
☐ NO

ATTACHMENT 2

LINKAGE AGREEMENT FORM

RFP TITLE: YAIP **PIN #: 26008YAIPRFP**

Proposer: _____ RFP PIN# 26008YAIPRFP

Instructions: This agreement is a demonstration of a commitment to integrate service delivery through working relationships with other organizations. It is not a consultant agreement. Provide one Linkage Agreement for each organization with which you will be working. Duplicate this form as needed.

Pursuant to the proposal submitted by_____in response to the
(Proposer Organization)
Young Adult Internship Program Request For Proposals from the Department of Youth and Community Development, the proposer, if funded, will establish programmatic linkages with _____ in the form and manner described below.

(Linkage Organization)
Describe the proposed programmatic linkage, including how referrals and follow-up services for individuals will be maintained.

Proposer Organization:

_____
Authorized Representative

_____
Title

_____
Signature

_____
Date

Linked Organization:

_____
Authorized Representative

_____
Title

_____
Work Address

_____
Work Telephone Number

_____
Signature

_____
Date

ATTACHMENT 3A

Department of Youth and Community Development
REQUEST FOR PROPOSAL
PIN260008YAIPRFP
FY08 BUDGET SUMMARY (9-month budget)

Proposer's Name _____
Address: _____
_____

Tel #: _____ **Fax #:** _____ **E-mail:** _____
Ex. Director _____ **Tel #:** _____ **E-mail:** _____
Fiscal Officer: _____ **Tel #:** _____ **E-mail:** _____
EIN: _____ **SUI #:** _____
Operating Period: _____ **Through:** _____

Account Code		A TOTAL FUNDING REQUEST	B CASH CONTRIBUTION	(Column A+B=C) C TOTAL PROGRAM COST
	PERSONNEL SERVICES			
1100	Salaries and Wages			
1200	Fringe Benefits*			
1300	Central Insurance Program (CIP) **			
TOTAL PERSONNEL SERVICES				
	NON STAFF SERVICES			
2100	Consultants			
2200	Sub-Contractors			
2300	Stipends			
2400	Vendors			
TOTAL NON-STAFF SERVICES				
	OTHER THAN PERSONNEL SERVICES			
3100	Consumable Supplies			
3200	Equipment Purchases			
3300	Equipment Other			
3400	Space Rental			
3500	Travel			
3600	Utilities & Telephone			
3700	Other Operational Costs			
3900	Fiscal Agent Services			
TOTAL OTHER THAN PERSONNEL SERVICES				
TOTAL COST				

*** The maximum rate is 30%; and the minimum rate is 7.65% of the total salaries.**

**** CIP rate is 4.50% of total budget for insurance coverage**

SALARIES AND WAGES SUPPORT SHEET

Full Time Employees Only

# Of Pos.	Title Code	*** Position/Title	# of Months	Annual Salary	% Applied to DYCD	Total DYCD Cost
					Sub-Total	

Part Time Employees Only

# Of Pos.	Title Code	*** Position/Title	Hourly Rate	Total Hours for Budget Period	Total Amount Part Time Staff
					Sub-Total
				Total Budgeted Salaries	

***Note: Part Time employees must work less than 35 hours per week.**

Department of Youth and Community Development

Proposed RFP budget

Acct Code

FUNDING REQUESTED

FRINGE BENEFITS

1200 **FRINGE BENEFITS**

FICA @ 7.65%, Unemployment Insurance, Medical,

Workers' Compensation , Disability, Life insurance, & Pension.

The maximum fringe benefit rate is 30%; and the minimum rate is 7.65% of the total salaries.

If under the Fiscal Agent, the minimum fringe benefit rate is 12.65% of the total salaries.

1300 **CENTRAL INSURANCE PROGRAM (CIP)**

Central Insurance Package **4.5 % of Total Budgeted Amount**

General Liability, Workers' Compensation, Disability, Special Accident, and Property Insurance are covered under the DYCD Central Insurance Program.

NON STAFF SERVICES

2100 **CONSULTANTS (Total)** **(Total of all Consultants)**

Description and amount for each Consultant(If additional space is required submit attachments)

2200 **SUB-CONTRACTORS (Total)** **(Total of Sub-Contractors)**

Description and amount for each Sub-Contractor (If additional space is required submit attachments)

2300 **STIPENDS (Total)**

Description (If additional space is required submit attachments)

2400 **VENDORS (Total)**

Description (If additional space is required submit attachments)

Department of Youth and Community Development
Proposed RFP budget

Acct Code		FUNDING REQUESTED	
	OTHER THAN PERSONNEL SERVICES		
3100	**C O N S U M A B L E S U P P L I E S** Office , Program and Maintenance Supplies		
3200	**E Q U I P M E N T P U R C H A S E S*** ***Attach description or itemized equipment list.*** Copiers, Computers, Printers, and Furniture Etc. _____ _____ _____ _____ _____		
3300	**EQUIPMENT OTHER** Maintenance, Repairs, Rentals, & Computer Software		
3400	**SPACE RENTAL (Total of Lines 3410 & 3420)**		
	3410 Public School		
	3420 Rent / Other		
3500	**T R A V E L** Staff Travel , Bus Trips, Other		
3600	**TOTAL UTILITIES AND TELEPHONE**		
3700	**OTHER OPERATIONAL COSTS (Total of Lines 3710 & 3720)** Postage, Admission tickets, Printing and Publications Bank Charges, Training and Conferences, Audit Fee, Internet Fee Food and Refreshments, Participant Costs, and Liability Ins, Etc.		
	3710 Other Costs		
	3720 Indirect Costs * % _____		
3900	**FISCAL AGENT SERVICES** **See Fee Scale on Budget Instructions**		

*** Maximum rate is 10% of Total Budget.**

Please note: ***All highlighted fields (Blue) are calculated automatically and cannot be changed manually.***

ATTACHMENT 3B

Department of Youth and Community Development
REQUEST FOR PROPOSAL
PIN260008YAIPRFP
FY09 BUDGET SUMMARY (12-month budget)

Proposer's Name _____

Address: _____

_____

Tel #: _____ **Fax #:** _____ **E-mail:** _____

Ex. Director _____ **Tel #:** _____ **E-mail:** _____

Fiscal Officer: _____ **Tel #:** _____ **E-mail:** _____

EIN: _____ **SUI #:** _____

Operating Period: _____ **Through:** _____

Account Code		A TOTAL FUNDING REQUEST	B CASH CONTRIBUTION	(Column A+B=C) C TOTAL PROGRAM COST
	PERSONNEL SERVICES			
1100	Salaries and Wages			
1200	Fringe Benefits*			
1300	Central Insurance Program (CIP) **			
TOTAL PERSONNEL SERVICES				
	NON STAFF SERVICES			
2100	Consultants			
2200	Sub-Contractors			
2300	Stipends			
2400	Vendors			
TOTAL NON-STAFF SERVICES				
	OTHER THAN PERSONNEL SERVICES			
3100	Consumable Supplies			
3200	Equipment Purchases			
3300	Equipment Other			
3400	Space Rental			
3500	Travel			
3600	Utilities & Telephone			
3700	Other Operational Costs			
3900	Fiscal Agent Services			
TOTAL OTHER THAN PERSONNEL SERVICES				
TOTAL COST				

*** The maximum rate is 30%; and the minimum rate is 7.65% of the total salaries.**

**** CIP rate is 4.50% of total budget for insurance coverage**

SALARIES AND WAGES SUPPORT SHEET

	Full Time Employees Only					
# Of Pos.	**Title Code**	***** Position/Title**	**# of Months**	**Annual Salary**	**% Applied to DYCD**	**Total DYCD Cost**
					Sub-Total	

	Part Time Employees Only				
# Of Pos.	**Title Code**	***** Position/Title**	**Hourly Rate**	**Total Hours for Budget Period**	**Total Amount Part Time Staff**
				Sub-Total	
				Total Budgeted Salaries	

***Note: Part Time employees must work less than 35 hours per week.**

Department of Youth and Community Development

Proposed RFP budget

Acct Code

FUNDING REQUESTED

FRINGE BENEFITS

1200 **FRINGE BENEFITS**

FICA @ 7.65%, Unemployment Insurance, Medical,

Workers' Compensation , Disability, Life insurance, & Pension.

The maximum fringe benefit rate is 30%; and the minimum rate is 7.65% of the total salaries.

If under the Fiscal Agent, the minimum fringe benefit rate is 12.65% of the total salaries.

1300 **CENTRAL INSURANCE PROGRAM (CIP)**

Central Insurance Package **4.5 % of Total Budgeted Amount**

General Liability, Workers' Compensation, Disability, Special Accident, and Property Insurance are covered under the DYCD Central Insurance Program.

NON STAFF SERVICES

2100 **CONSULTANTS (Total)** **(Total of all Consultants)**

Description and amount for each Consultant(If additional space is required submit attachments)

2200 **SUB-CONTRACTORS (Total)** **(Total of Sub-Contractors)**

Description and amount for each Sub-Contractor (If additional space is required submit attachments)

2300 **STIPENDS (Total)**

Description (If additional space is required submit attachments)

2400 **VENDORS (Total)**

Description (If additional space is required submit attachments)

Department of Youth and Community Development
Proposed RFP budget

Acct Code		FUNDING REQUESTED	
	OTHER THAN PERSONNEL SERVICES		
3100	**C O N S U M A B L E S U P P L I E S** Office , Program and Maintenance Supplies		
3200	**E Q U I P M E N T P U R C H A S E S*** ***Attach description or itemized equipment list.*** Copiers, Computers, Printers, and Furniture Etc. _____ _____ _____ _____ _____		
3300	**EQUIPMENT OTHER** Maintenance, Repairs, Rentals, & Computer Software		
3400	**SPACE RENTAL (Total of Lines 3410 & 3420)**		
	3410 Public School		
	3420 Rent / Other		
3500	**T R A V E L** Staff Travel , Bus Trips, Other		
3600	**TOTAL UTILITIES AND TELEPHONE**		
3700	**OTHER OPERATIONAL COSTS (Total of Lines 3710 & 3720)** Postage, Admission tickets, Printing and Publications Bank Charges, Training and Conferences, Audit Fee, Internet Fee Food and Refreshments, Participant Costs, and Liability Ins, Etc.		
	3710 Other Costs		
	3720 Indirect Costs * % _____		
3900	**FISCAL AGENT SERVICES** **See Fee Scale on Budget Instructions**		

*** Maximum rate is 10% of Total Budget.**

Please note: ***All highlighted fields (Blue) are calculated automatically and cannot be changed manually.***

DYCD TITLE CODES

AA	ADMINISTRATIVE ASSISTANT
AB	ASSISTANT BOOKKEEPER
AC	ACCOUNT SPECIALIST
AD	ADMINISTRATOR
AE	ASSISTANT EXECUTIVE DIRECTOR
AI	ARTISTIC INSTRUCTOR
AP	AFTER SCHOOL PROGRAM DIRECTOR
AR	ART SPECIALIST – ARTS PARTNER
AS	ACTIVITY SPECIALIST
AT	ATTENDANT
AX	ACTOR
BA	BA CASE PLANNER
BK	BOOKKEEPER
BM	BUDGET MANAGER
BS	BILINGUAL SPECIALIST
CA	COACHES
CC	CHILD CARE PROVIDER
CI	CAMP INSTRUCTOR
CK	COOK
CL	CLERK
CM	CONTRACT MANAGER
CO	COUNSELOR
CP	CASE PLANNER
CR	COORDINATOR
CS	COUNSELING SPECIALIST
CT	CONTROLLER
CU	CUSTODIAN
CW	CASE WORKER
CZ	COMPUTER SPECIALIST
DC	DRUG COUNSELOR
DD	DEPUTY DIRECTOR
DE	DIRECTOR
DF	DIRECTOR OF FINANCE
DI	DANCE INSTRUCTOR
DP	DIRECTOR OF PERSONNEL
DR	DOCTOR
DS	DEVELOPMENT SPECIALIST
DT	DIRECTOR OF PROGRAM AND JOB DEVELOPMENT
DV	DRIVER
EA	EDUCATIONAL ADVISOR
EC	EDUCATION COORDINATOR (TEACHER LICENSE)
ED	EXECUTIVE DIRECTOR
EI	EDITOR
EP	EXHIBITION PREPARER
ES	EMPLOYMENT/EDUCATION SPECIALIST
FA	FACILITATOR

FC	FAMILY COUNSELOR
FD	FOSTER CARE DIRECTOR
FO	FISCAL OFFICER
FW	FAMILY WORKER
GL	GROUP LEADER
GW	GROUP WORKER
HC	HEALTH COUNSELOR
HM	HOUSE MANAGER
HP	HOUSE PARENT
HS	HOUSING/HOMELESS SPECIALIST
IC	IMMIGRATION COORDINATOR
IN	INSTRUCTOR
IS	IMMIGRATION SPECIALIST
JA	JANITOR
JC	JUVENILE COORDINATOR
JD	JOB DEVELOPER
JR	JOB READINESS COUNSELOR
LA	LITERARY ARTIST
LC	LATCHKEY COORDINATOR
LD	LEADERSHIP DEVELOPMENT SPECIALIST
LG	LIFEGUARD
LS	LEADERSHIP SPECIALIST
MA	MAINTENANCE
MC	MEDIATOR COUNSELOR
ME	MENTOR
MI	MUSIC INSTRUCTOR
MS	MSW CASE PLANNER
OM	OFFICE MANAGER
OW	OUTREACH WORKER
PA	PROGRAM DIRECTOR ASSISTANT
PB	PHYSICIAN’S ASSISTANT
PC	PROGRAM COORDINATOR
PD	PROGRAM DIRECTOR
PE	PARENT AIDE
PJ	PROJECT COORDINATOR
PL	PARALEGAL
PM	PROGRAM DIRECTOR (MD LICENSE)
PO	DIRECTOR OF PROGRAM OPERATIONS
PR	PROGRAM AIDE
PS	PROGRAM SUPERVISOR
PT	PROGRAM DIRECTOR (TEACHER LICENSE)
RC	RECEPTIONIST
RD	REGIONAL DIRECTOR
RE	RELIEF
RN	REGISTERED NURSE
RR	RECREATION COORDINATOR
RS	RECREATION SPECIALIST
SA	STAFF ATTORNEY

SC	SERVICES COORDINATOR
SE	SECRETARY
SF	ADMINISTRATIVE SECRETARY
SG	SECURITY GUARD
SI	SHOP INSTRUCTOR
SN	SENIOR ACCOUNTANT
SS	SUMMER STAFF
ST	STREET WORKER
SU	SUPERVISOR
SW	SOCIAL WORKER (M.S.W.)
TA	TEACHER AIDE
TE	TEACHER (TEACHER LICENSE)
TH	THERAPIST
TL	TEAM LEADER
TM	TRAINING MONITOR
TS	TRAINING SPECIALIST
TU	TUTOR
TY	TYPIST/TEACHER AIDE
UD	UNIT DIRECTOR
UH	URBAN HOUSING SPECIALIST
VA	VISUAL ARTIST
VC	VOLUNTEER COORDINATOR
WF	WORKSHOP FACILITATOR
WI	WRITING INSTRUCTOR
WL	WORKSHOP LEADER
WS	WATER SAFETY INSTRUCTOR
YC	YOUTH COUNSELOR
YE	YOUTH EMPLOYMENT COORDINATOR
YW	YOUTH WORKER

RFP BUDGET INSTRUCTIONS

BUDGET FACE SHEET IDENTIFYING INFORMATION

To assist with proper completion of the budget, DYCD has made the budget forms available for download (in Microsoft Excel and the Instructions in Microsoft Word) on the DYCD Website: **www.nyc.gov/dycd**

- Indicate the official name of your organization, address, e-mail, telephone number and fax number.
- The **Executive Director** is the person responsible for this proposal, or in charge of the overall agency. Please include his/her e-mail and telephone numbers.
- The **Fiscal Officer** is the person responsible for preparing the financial documents for this contract, i.e., the Comptroller, Bookkeeper and/or Accountant. Please include his/her e-mail and telephone numbers.
- **Federal Employer Identification Number** (**EIN**): Indicate the proposer's EIN #. (A copy of any official IRS document reflecting the Federal Employer Identification Number will be required before entering into contract with your organization.)
- **State Unemployment Insurance Number** (**SUI**): A number appearing on all correspondence relating to State Unemployment Insurance. It is obtainable through the New York State Department of Labor (1-888-899-8810).
- **Operating Period**: The first 12 month period of your proposed contract should coincide with the dates that activities operate within the budget.

The budget is divided into three columns: A. Total Funding Request, B. Cash Contributions and C. Total Program Cost.

A. Total Funding Request Budget Column is the funding requested from DYCD.
B. Cash Contribution Column is the dollar value of all cash resources applied to the proposed program, but not included in the funding requested from DYCD.
C. Total Program Cost Column is the Grand Total of the proposed budget (Columns A + B).

BUDGET SUMMARY BY THE BUDGET CATEGORIES

To complete the remainder of Page 1 of the budget, first complete Pages 2, 3, and 4 as described below. For proposers completing the budget electronically, the appropriate totals for each budget category will automatically transfer into the corresponding box on Page 1.

For the **Cash Contribution** column, **you must** enter the amount contributed for each category on Page 1, where applicable.

I. BUDGET SALARIES AND WAGES SUPPORT SHEET

1100 The Salaries are divided in two categories:

Category 1 Full Time employees: Persons who work **35 hours or more** per week
Category 2 Part Time employees: Persons who work **less than 35 hours** per week

All required information should be entered on the budget, including all personnel, Full-Time (35 hours or more) and Part-Time (less than 35 hours), who will receive a salary from this program. For Full-Time employees, enter the title, salary, number of positions within the title and percent of salary that will be allocated to this contract. For Part-Time staff, enter the title, hourly wage rate, number of positions number of annual hours on the program per position, and the percent of the wages that will be allocated to this program.

Helpful Hints
To calculate the annual salary for FY 2008 multiply the hourly rate by 1827 hours per year (35 hours per week).
To calculate the number of hours per year multiply the number of hours worked per day by the number of days per year. (FY 2008=261 days)
To calculate the annual salary for FY 2008, multiply the hourly rate by 2088 hours per year (40 hours per week).

The minimum wage is $7.15 effective January 1, 2007. This is subject to change. Part Time salaries should be calculated by consolidating same titles with the maximum hourly rate. The Sub-Total of all salaries should be calculated and transferred to Page 1, Salaries and Wages (1100) both boxes.

II. FRINGE BENEFITS

1200 Fringe Benefits must include FICA. Charges to Fringe Benefits may also include unemployment insurance, worker's compensation, disability, pension, life insurance and medical coverage as per your policies. Enter the Fringe Benefit rate as indicated on the budget summary page. Fringe rates must not be less than 7.65 percent or exceed 30 percent of total salaries. If the contractor uses the Fiscal Agent, the minimum rate for Fringe Benefits is 12.65 percent.

1300 **Central Insurance Program (CIP):** Proposers without general liability insurance at the time of selection have the option of purchasing insurance through CIP or other sources. CIP includes general liability, special accident, property insurance (equipment), worker's compensation and disability, at a cost of 4.5 percent of the total program cost. CIP only covers DYCD- funded programs and activities. **All funded programs must have general liability insurance of $1 million, with a certificate naming DYCD and the City of New York as additional insureds, if they do not participate in CIP.**

CONSULTANTS/SUBCONTRACTORS/STIPENDS/VENDORS

2100 **Consultant:** An independent individual with professional and/or technical skills retained to perform specific tasks or complete projects related to the program that cannot be accomplished by regular staff. Consultant cannot be a salaried employee**.**

2200 **Subcontractor:** An independent entity retained to perform program services. A subcontract will be part of the DYCD contract and will be registered with the NYC Comptroller. Each Subcontractor's EIN# must be listed on the subcontract and on its budget.

2300 **Stipend:** An incentive allowance **ONLY** for the benefit of a participant and/or client.

2400 **Vendor:** An independent business entity retained to provide non-program services. Examples: Cleaning Services, Security and Accounting Services.

OTHER THAN PERSONNEL SERVICES (OTPS)

3100 **Consumable Supplies:** Supplies that are not lasting or permanent in nature, such as office, program and/or maintenance supplies.

3200 **Equipment Purchase:** Purchase of equipment that is durable or permanent, such as furniture, printers, calculators, telephones, computers. All equipment and/or furniture purchased with DYCD funds at a cost of $200 or more become the property of The City of New York/DYCD. If the program is terminated, all such items must be returned to DYCD. Indicate items being purchased.

3300 **Equipment Other:** The rental, lease, repair and maintenance of office/programmatic equipment utilized in the program's operation. This category also includes Computer Software.

3400 **Space Rental:** This category is separated into two subcategories (3410 and 3420).

3410 **Public School:** Opening fees and room rentals paid to the Department of Education (DOE).

3420 **Rent/Other**: All other rent paid by a program for all sites utilized by that program. It also includes all related charges associated with the use of the site such as **minor** repairs and maintenance costs. **No** renovation or construction projects can be budgeted or paid for with DYCD program funds. After being selected, all contractors charging for rent are required to submit a Space Rental - Cost Allocation Plan. In addition, you will be required to submit a copy of your lease, DOE permit and/or month to month rental agreement at the time of the budget submission.

3500 **Travel:** Local travel (i.e., bus and subway fares) by the employees of the program to and from sites that are being used for day-to-day programmatic functions. Expenditures for employees who use their personal automobile for business are reimbursed a maximum of $0.35 per mile plus tolls. Charge to this account all participant related travel, such as bus trips and local travel.

3600 **Utilities and Telephone:** Self-explanatory**.**

3700 **Other Operational Costs**: This category is separated into two subcategories (3710 and 3720).

3710 **Other Costs:** Items such as postage, printing and publications, subscriptions, internet fees, etc. Also include any other operating costs that cannot be classified in any other category. In addition, include costs associated with and for the benefit of the participants such as food, refreshments, entrance fees, awards, T-shirts, uniforms, and sporting equipment. This category also includes general liability insurance for contractors not in the Central Insurance Program.
Please note regarding audit costs, DYCD will accept a portion of your audit fees for Fiscal Year 2008. If your organization receives additional funding besides that from DYCD, you may only include DYCD's proportionate share. The proportionate share should be calculated by dividing the total DYCD budget by the agency's total budget and applying that percentage to the total audit cost. You must submit an Audit Cost Allocation Plan with your budget.

3720 **Indirect Cost:** The purpose of Indirect Cost is to capture overhead costs incurred by a contractor operating several programs. The following guides are to be used to request Indirect Cost:

- A detailed justification and/or an analysis from a CPA or Audit detailing how the rate was determined must be provided.
- The maximum allowable rate is 10 percent of the total budget.

3900 **Fiscal Agent Services**: All contractors now have the option of purchasing the services of the Fiscal Agent. A contractor may also be required by DYCD to have its funds administered by the Fiscal Agent. An agency that chooses or is mandated to utilize the Fiscal Agent must have all DYCD contracts administered by the Fiscal Agent. The following is a brief description of services that will be offered by the Fiscal Agent:

- Establish financial records
- Maintain and report on available budget balance
- Verify invoices
- Provide payroll services and personnel reporting
- Be responsible for the timely filing and payments of employment related taxes.
- Maintain an Accounts Payable and Ledger system in accordance with generally accepted accounting practices and procedures.

Fiscal Agent services will be charged from your total budgeted amount at this scale:

Budget $ Value	Fiscal Agent Services Fee
$0 - $25,000	$1,200
$25,001 - $50,000	$3,500
$50,001 - $$100,000	$5,100
$100,001 - $250,000	$7,100
Over $250,001	$10,000

ATTACHMENT 4

CERTIFICATION REGARDING SUBSTANTIATED CASES OF CLIENT ABUSE OR NEGLECT

RFP TITLE: YAIP **PIN #: 26008YAIPRFP**

The City requires each organization with which it contracts for the provision of human client services to: 1) certify that no substantiated case of client abuse or neglect by any employee of the organization (including a foster parent, if applicable) occurred during the latest 12-month period; OR 2) disclose each such substantiated case and provide a brief description of the case, the date of occurrence, the level of severity, and the case disposition, including an explanation of the action taken against the offender(s) and, if applicable, the organization. Complete the form below to certify, or disclose, as applicable.

☐ This is to certify that no substantiated case of client abuse or neglect by any employee (including foster parents) of the organization named below has occurred during the latest 12-month period.

☐ This is to disclose that _____ case(s) of client abuse or neglect by an employee(s) of the organization named below was/were substantiated as having occurred during the latest 12-month period. An attachment to this form provides for each substantiated case: a brief description of the case, the date of occurrence, level of severity, and the case disposition, including an explanation of the action taken against the offender(s) and, if applicable, the organization.

Name of Organization (Print) _____

Name of Authorized Representative (Print) _____

Title of Authorized Representative (Print) _____

Signature of Authorized Representative _____

Date _____/_____/_____

ATTACHMENT 5

CORPORATE GOVERNANCE CERTIFICATION

YAIP RFP **PIN 26008YAIPRFP**

To enter into a contract with DYCD, each organization must certify that its organizational capability is sufficient to support the services it has contracted to provide. To certify, complete the form below, including the attached list of the members of the Board of Directors, with the name, title, address, telephone number, and e-mail address of each member.

I, _____, am the Chairperson of the Board of _____ ("Proposer"), a not-for-profit organization that has proposed to provide certain youth or community development services. I hereby certify that the Proposer:

1. Is governed by a Board of Directors, whose names and addresses are fully and accurately set forth on the attached list.

2. Maintains its corporate books and records, including minutes of each meeting, at the Proposer address stated on the Proposal Summary Form (Attachment 1 of this RFP).

3. Has held in the past 12 months _____ meetings of the Board of Directors at which a quorum was present.

4. Reviews, at least annually, at a meeting of the Board of Directors and has reviewed in the past 12 months each of the following topics:

    a. Executive compensation
    b. Internal controls, including financial controls
    c. Audits
    d. Program operations and outcomes.

Name of Organization (Print)

_____

Name of Board Chairperson (Print)

_____

Signature of Board Chairperson

_____

Sworn to before me this _____ day of _____, 20__.

_____

NOTARY PUBLIC

BOARD OF DIRECTORS

Name of Organization:

Board Member Name	Board Position	Business Address/Phone	E-Mail Address

(ATTACH ADDITIONAL PAGES IF NEEDED.)

ATTACHMENT 6

ACKNOWLEDGEMENT OF ADDENDA

RFP TITLE: YAIP **PIN #: 26008YAIPRFP**

Applicant Organization: _____

DIRECTIONS: COMPLETE PART I OR PART II, WHICHEVER IS APPLICABLE.

PART I: Listed below are the dates of issuance for each addendum received in connection with this RFP:

ADDENDUM #1 DATED: _____, 20____

ADDENDUM #2 DATED: _____, 20____

ADDENDUM #3 DATED: _____, 20____

ADDENDUM #4 DATED: _____, 20____

ADDENDUM #5 DATED: _____, 20____

ADDENDUM #6 DATED: _____, 20____

ADDENDUM #7 DATED: _____, 20____

ADDENDUM #8 DATED: _____, 20____

PART II: _____ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFP.

DATE _____/____/____

PROPOSER (NAME): _____

PROPOSER (SIGNATURE): _____