



**Department of  
Youth & Community  
Development**

Jeanne B. Mullgrav  
Commissioner

**RUNAWAY AND HOMELESS YOUTH SERVICES  
REQUEST FOR PROPOSALS (RFP)**

**PIN: 260090RHYRFP**

**RFP RELEASE DATE:** Thursday, November 20, 2008

**DEADLINE FOR PROPOSALS:** 2:00pm, Monday, December 22, 2008

**RETURN TO:** Office of Contract Procurement  
Department of Youth and Community Development  
156 William Street, 2<sup>nd</sup> Floor  
New York, New York 10038

**ATTENTION:** Daniel Symon  
Agency Chief Contracting Officer

**PRE-PROPOSAL CONFERENCE:**

**Date:** Wednesday, December 3, 2008  
**Time:** 3:00pm  
**Location:** Department of Youth and Community Development  
156 William Street, 2<sup>nd</sup> Floor  
New York, New York 10038

**This Request for Proposals (RFP) must be obtained directly from the Department of Youth and Community Development (DYCD) in person or by downloading it from DYCD's Web site, [www.nyc.gov/dycd](http://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.**



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**NEW YORK CITY  
DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT**

**TITLE: RUNAWAY AND HOMELESS YOUTH SERVICES RFP  
PIN: 260090RHYRFP**

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## **AUTHORIZED AGENCY CONTACT PERSONS**

The authorized agency contact persons for all matters concerning this RFP are:

### **Procurement:**

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**NOTE ON E-MAIL INQUIRIES: Proposers must enter “RHY RFP” in the subject line of their email message.**

The Department of Youth and Community Development (DYCD) cannot guarantee a timely response to phoned-in and written questions regarding this RFP that are 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.

**SECTION I - TIMETABLE**

**A. Release Date:** Thursday, November 20, 2008

**B. Pre-proposal Conference:**

**Date:** Wednesday, December 3, 2008  
**Time:** 3:00pm  
**Location:** Department of Youth and Community Development  
156 William Street, 2<sup>nd</sup> Floor  
New York, New York 10038

Attendance by proposers is optional but recommended by DYCD.

**C. Proposal Due Date, Time, and Location:**

**Date:** Monday, December 22, 2008  
**Time:** 2:00pm  
**Location:** Hand-deliver proposals to: Office of Contract Procurement  
Attention: Daniel Symon  
Agency Chief Contracting Officer  
156 William Street, 2<sup>nd</sup> Floor  
New York, New York 10038

E-mailed or faxed proposals will not be accepted by DYCD.

**Proposals received at this Location after the Proposal Due Date and Time are late and shall not be accepted by DYCD, except as provided under the New York City Procurement Policy Board Rules.**

DYCD will consider requests made to the Authorized Agency Contact Person to extend the Proposal Due Date and Time prescribed above. However, unless DYCD issues a written addendum to this RFP which 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: July 1, 2009**

## **SECTION II - SUMMARY OF THE REQUEST FOR PROPOSALS**

### **A. Purpose of RFP**

Through this RFP, DYCD is seeking appropriately qualified not-for-profit organizations to provide effective services in New York City (City) for runaway and homeless youth (RHY) under age 21 and youth at risk for homelessness. Anticipated total funding for this solicitation is \$5.8 million, divided among four service options: Borough-based Drop-In Centers, Crisis Shelters, Transitional Independent Living Programs, and Street Outreach Services.

Youth become homeless for a variety of reasons. Many young people run away from home because of conflict with parents or others in the household. Some are rejected by their families, for example, because of sexual orientation, an unplanned pregnancy, problems at school, or use of drugs and alcohol. Others have been exposed to sexual exploitation, domestic violence, or parental neglect. Some find themselves without suitable housing arrangements after exiting juvenile detention or foster care, despite the best efforts of those systems to establish effective discharge plans. Whatever the cause of their homelessness, RHY tend to have multiple needs, all of which must be addressed if they are to get on track for success. In addition to a safe place to live, they typically require health, mental health, education, and employment services.

In 2006, DYCD strengthened its RHY services by establishing a “continuum of care” system that included drop-in centers for each borough, revised street outreach services, specialized residential services, and expanded shelter options. Overall, the new system was designed to make it easier for youth to access needed services, strengthen family connections, and create the foundation for more effective responses to RHY, including the best use of residential services.

At this juncture, DYCD is seeking to refine certain aspects of its RHY continuum of care system based on lessons learned during the past two years, while retaining the basic components of the continuum of care system put in place in 2006. In particular, the RFP will: (a) bring the operating hours of drop-in centers and street outreach services into line with actual usage patterns; (b) require drop-in centers, residential programs and street outreach services each to take responsibility for transporting youth in need to safe destinations, as necessary; and (c) establish a range of allowable costs per bed for RHY residential programs.

The programs funded through this RFP will protect RHY, and, whenever possible, reunite them with their families, in keeping with the federal Runaway and Homeless Youth Act of 1978 and current New York State (“State”) legislation and regulations. Where reunification is unrealistic, contractors will help youth progress along an alternative path to independent living, identifying suitable housing options through an integrated network of services. They will facilitate access to other RHY providers through linkages and referrals, and collaborate with City and State agencies, including the Administration for Children’s Services (ACS), the Department of Education (DOE), the Department of Health and Mental Hygiene (DOHMH), the Department of Homeless Services (DHS), the Department of Juvenile Justice (DJJ), the Department of Probation (DOP), the State Office of Children and Family Services (OCFS), and the Police Department (NYPD).

In safe and welcoming environments, RHY contractors will offer activities and experiences designed to help participants become healthy, caring, responsible adults. Every aspect of RHY programs, both residential and non-residential, will be infused with positive youth development principles. Contractors will set and maintain high expectations for participants and help them take advantage of education and career development opportunities.

**B. Service Options**

This RFP comprises four service options:

- Service Option I: Five Borough-based Drop-In Centers
- Service Option II: Crisis Shelters
- Service Option III: Transitional Independent Living (TIL) Programs
- Service Option IV: Street Outreach Services

Proposers may submit proposals under more than one service option and for more than one program. **However, a complete and separate proposal must be submitted for each proposed program.** Where a proposer is eligible for award of more than one contract, DYCD reserves the right to determine, based on the proposer’s demonstrated organizational capability and the best interests of the City, how many and for which proposed program(s) and at what level of services a contract will be awarded, as well as the dollar value of each such contract.

Service Option	Levels of Service/Utilization Rates
<b>I. Drop-In Centers</b>	<ul style="list-style-type: none"> <li>• Each drop in center would serve a minimum of 1,500 youth annually, and provide at least 12 workshops/presentations annually.</li> <li>• Each drop-in center would provide case management to at least 150 unduplicated youth annually.</li> </ul>
<b>II. Crisis Shelters</b>	<ul style="list-style-type: none"> <li>• Crisis shelters would provide up to 66 beds in total. Each shelter would maintain a utilization rate of at least 90 percent.</li> </ul>
<b>III. TIL Programs</b>	<ul style="list-style-type: none"> <li>• TIL programs would provide up to 70 beds in total. Each TIL would maintain a utilization rate of at least 90 percent.</li> </ul>
<b>IV. Street Outreach Services</b>	<ul style="list-style-type: none"> <li>• Each street outreach program would make at least 3,500 contacts with youth annually.</li> </ul>

**C. Anticipated Contract Term**

It is anticipated that the term of the contracts awarded from this RFP will be three years, starting July 1, 2009. DYCD will have an option to renew these contracts for up to three additional years at its discretion.

**D. Anticipated Maximum Available Annual Funding**

It is anticipated that the maximum available annual funding for the contracts awarded from this RFP will be as indicated in the chart below. DYCD reserves the right to award less than the full amount requested by proposers and modify the allocation of funds among service options in the best interests of the City.

Service Option	Anticipated Maximum Available Annual Funding
<b>I – Drop-In Centers</b>	\$1,530,000 annually for 5 borough-based drop-in centers distributed as follows: <ul style="list-style-type: none"> <li>• <i>Manhattan, Brooklyn, the Bronx and Queens:</i> maximum of \$320,000 each.</li> <li>• <i>Staten Island:</i> maximum of \$250,000.</li> </ul>
<b>II – Crisis Shelters</b>	\$1,670,000 annually for up to 66 crisis shelter beds in total, at a unit price of \$25,000 to \$35,000 per bed
<b>III – TIL Programs</b>	\$2.1 million annually for up to 70 TIL beds in total, at a unit price of \$30,000 to \$42,000 per bed.
<b>IV – Street Outreach Services</b>	\$500,000 total annual funding for two contracts covering (1) Bronx, Queens, and Manhattan above 59 <sup>th</sup> Street; and (2) Brooklyn, Staten Island, and Manhattan below 59 <sup>th</sup> Street.

**E. Anticipated Payment Structure**

It is anticipated that the payment structure of contracts awarded from this RFP will be based on line-item budget reimbursement of program expenses pursuant to a budget approved by DYCD.

**F. Minimum Qualification Requirements**

The following are the Minimum Qualification Requirements of this RFP. Proposers (including proposed sub-contractors) who fail to meet each applicable requirement will be deemed non-responsive, and their proposals will not be further considered.

**Minimum Qualifications Applicable to ALL Proposers**

- All proposers must be classified as tax-exempt organizations under Section 501(c)(3) of the Internal Revenue Code **or** have applied for such status by the proposal due date prescribed in this RFP. Proposers shall append a copy of their exemption certificate or application for tax-exempt classification to the Proposal Summary (Attachment 1) of their proposal to document their compliance with this minimum qualification. Final contract award shall be contingent upon presentation of a copy of the exemption certificate if not previously submitted.
- All proposers must be incorporated as not-for-profit organizations, as documented by a Certificate of Incorporation, **or** demonstrate proof of filing for such status, as documented by a copy of the relevant application with the State Department of State prior to the proposal submission due date indicated in this RFP. Final contract award shall be contingent upon presentation of a copy of the Certificate of Incorporation.

**Minimum Qualifications Applicable to Proposers for Option II and Option III ONLY**

- The proposer must be certified by the State to operate a residential program for RHY, **or** have applied for such certification, as defined by State RHY Regulations, by the proposal due date prescribed in this RFP.
  - **Proposers who are currently certified** shall append a copy of the RHY certification to Attachment 1 of their proposal as proof of such certification.
  - **Proposers who are not currently certified** must complete and submit the OCFS Report of Inquiry and the Application for an Approved Runaway Program forms to DYCD.<sup>1</sup> Upon submission of these documents, proposers will receive a receipt from DYCD. **Proposers must append this receipt to Attachment 1 of their proposal as proof of having applied for certification.** Final contract award shall be contingent upon presentation of a copy of the RHY certification.

## G. Subcontracting

Subcontracting is allowed subject to the following conditions:

- All proposed subcontractors must be identified in the proposal and meet the same minimum qualifications requirements as prime contractors.
- All subcontractors and subcontracts are subject to DYCD approval before expenses are incurred and payment made.
- No more than 35 percent of the total value of the contract may be subcontracted.

## H. Regulatory Framework

**State RHY Regulations.** All residential programs shall comply with applicable State regulations 9 NYCRR §182-1 *et seq.* and 9 NYCRR §182-2 *et seq.* (RHY Regulations.)<sup>2</sup> The RHY Regulations relate to various aspects of programs for RHY, including, but not limited to: program protocols, facilities, staff qualifications and staff training.

**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.

**Staff Screening.** In addition to the screening requirements in the RHY Regulations, 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 shall inform DYCD of the history and, in consultation with DYCD, determine whether such history indicates a threat to program participants and, if appropriate, remove the staff member from the program.

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<sup>1</sup> The Report of Inquiry and the Application for an Approved Runaway Program forms are available on DYCD's website at [www.nyc.gov/dycd](http://www.nyc.gov/dycd) under Runaway and Homeless Youth, Information for Providers. Hard copies can be obtained on request from DYCD. Proposers should **hand deliver** the fully completed documents to: Robyn Causey, Runaway and Homeless Youth Coordinator, 156 William Street, 4<sup>th</sup> Floor, New York, NY 10038. Robyn Causey can be contacted at [rcausey@dycd.nyc.gov](mailto:rcausey@dycd.nyc.gov). Proposers are advised to submit completed documents to DYCD at least 10 days prior to the proposal due date to allow for processing.

<sup>2</sup> A copy of the RHY Regulations has been posted on the DYCD website at [www.nyc.gov/dycd](http://www.nyc.gov/dycd), under the heading "Runaway and Homeless Youth" and at the link "Information for Providers."

**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.

## **SECTION III - SCOPE OF SERVICES**

### **A. Goals and Objectives**

DYCD's goals and objectives for this RFP are as follows:

- To protect RHY and, whenever possible, reunite them with their families through an integrated network of residential and non-residential services in keeping with the federal RHYA of 1978 and RHY Regulations. Where reunification is not possible, the goal is to protect youth and help them progress toward the goal of independent living.
- To ensure a safe and welcoming environment for all RHY including young parents, victims of abuse, youth involved with the criminal or juvenile justice system, and lesbian, gay, bisexual, transgender and questioning (LGBTQ) youth, regardless of culture or background.
- To provide residential and non-residential services for RHY that are infused with the principles of positive youth development, by offering activities and experiences that help youth grow into healthy, caring, responsible, and resilient adults. Positive youth development principles include ensuring the safety, engagement, and empowerment of youth; building trusting relationships with youth, and between youth and their peers; providing positive adult role models; setting high expectations; and offering opportunities to develop skills and competencies.
- To facilitate access by RHY to needed resources through linkages and referrals to other service providers, including City and State agencies such as ACS, DOE, DOHMH, DHS, DJJ, DOP, OCFS, and the NYPD.

### **B. Assumptions Regarding Organizational Capability**

- The contractor would be fiscally sound and capable of managing the proposed program.
- The contractor's Board of Directors would remain free of conflicts of interest and exercise active oversight of:
  - Program management, including regular reviews of executive compensation, audits, and financial controls.
  - Program operations and outcomes.
- The contractor would be capable of starting program operations by July 1, 2009.
- The contractor would have an effective internal monitoring system to identify program, personnel, and fiscal issues.
- The contractor would have an effective system for data collection and management that would include key staff having access to computers
- For the purposes of conducting business with DYCD, the contractor would establish email addresses and computer access for the program director and all key staff and maintain internet service at the program site.

## **C. Assumptions Regarding Contractor Approach**

DYCD's assumptions regarding which approach will most likely achieve the goals and objectives set out above are as follows:

### **All Service Options**

#### **1. Administrative Requirements**

Each contractor would:

- Comply with all DYCD policies and administrative procedures, including attendance by senior program staff at DYCD-sponsored monthly meetings;
- Provide RHY with clear information regarding services and grievance procedures;
- Collect and report statistical information as requested by DYCD, including the data requirements specified below under each Service Option in a format consistent with DYCD policies and procedures and State RHY program requirements; and
- Have written security and safety protocols, including weapons control and emergency preparedness, to ensure the safety of staff and youth.

#### **2. Contractor and Staff Qualifications/Experience**

- The contractor would have at least two years of successful experience within the last five years working with RHY or youth at risk of homelessness due to factors such as substance abuse, mental health issues, aging out of foster care, court-involvement, and sexual/gender identity issues.
- The contractor and key staff would have the minimum experience and qualifications as specified below under each service option.
- All program staff, both paid and volunteer, would have appropriate education and experience to provide the proposed services.

#### **3. Program Facility**

- The program facility (and, if applicable, vehicles) 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.
- The program facility would prominently display a DYCD poster inviting participants to communicate any concerns regarding RHY services.
- In the case of residential facilities, the contractor would be certified by the State to serve RHY, and would operate the facility in accordance with RHY Regulations. These conditions must also be met in the case where crisis shelter beds are co-located in residential facilities serving youth in foster care, even though the facility is certified by the State for youth in foster care.

#### **4. Transportation Services**

Each contractor would be responsible for providing transportation services to youth in need and would ensure that RHY are safely transported, as necessary, to safe and appropriate locations. If transportation is provided by the contractor, all drivers would be qualified and licensed and vehicles insured.

#### **5. Training and Professional Development**

- The contractor would comply with the RHY Regulations, including minimum training hours to be completed by staff members and topics to be covered such as safety and emergency procedures, HIV awareness and education, case records and confidentiality, youth development, child abuse prevention and reporting, suicide prevention, cultural diversity awareness, domestic violence, pregnancy prevention and parenting, LGBTQ sensitivity, sexual exploitation, substance abuse, and youth with disabilities.
- The contractor would ensure that all staff, whether paid or volunteer, are sensitive to the diverse backgrounds and cultures of RHY and have received appropriate training and experience to work effectively with vulnerable youth and their families.
- The contractor would ensure that all program staff members, both paid and volunteer, participate in training to increase their capacity to effectively serve RHY in a manner that incorporates DYCD's core competencies for youth workers.<sup>3</sup>
- The contractor would provide staff with opportunities for ongoing professional development and ensure that they are given information about the Family Development Training and Credentialing Program (FDC) and eligibility for scholarships to FDC that are offered through DYCD. Successful completion of the FDC program would satisfy State RHY training requirements.

#### **6. Linkages**

The contractor would establish relationships with health, mental health, and substance abuse treatment service providers, schools and other educational institutions, youth advocacy networks, employment and training programs, and other relevant service providers, including other RHY programs. Linkages would be documented through Linkage Agreements and submitted with the proposal.

### **Service Option I – Five Borough-Based Drop-In Centers**

It is anticipated that DYCD will fund five borough-based drop-in centers with maximum annual funding of up to \$250,000 for Staten Island and up to \$320,000 each for Manhattan, Brooklyn, the Bronx and Queens.

#### **1. Program Description**

Drop-in centers are resource centers for RHY and their families. Each drop-in center would be staffed by a full-time program director and at least one community connections coordinator. Their role is to provide a range of services and information and facilitate access to other local resources

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<sup>3</sup> The core competencies are posted on the agency's website at [www.dycd.nyc.gov](http://www.dycd.nyc.gov).

so that families are better able to help youth develop into healthy, well-functioning adults, allowing crisis shelter and TIL programs to focus on youth with no other options.

The drop-in center services would include but not be limited to: crisis intervention, assessment, counseling, and mediation; transportation to RHY residential programs or other safe locations; life skills and work readiness assistance; educational counseling; and referrals to other services, including, in particular, education and career development, health and mental health and substance abuse treatment programs.

The contractor would be responsible for setting up direct linkages with health and mental health services, schools, and other RHY programs, including street outreach services, to create an interlocking network of services for youth. The contractor would also establish working relationships with City agencies including ACS, DOE, DOHMH, DHS, DJJ, DOP, OCFS, and NYPD. In addition, drop-in centers would provide informational literature and raise public awareness about homelessness through workshop presentations in schools and other appropriate venues.

#### Role of the Community Connections Coordinator

The community connections coordinator (“coordinator”), working under the supervision of the program director, would help youth and families to access appropriate services and resources in their neighborhoods. A key role of the coordinator would be to provide intensive case management, counseling, and assistance designed to prevent homelessness among at-risk youth and encourage precariously-housed and homeless young people, to the greatest extent possible, to return to their homes. The coordinator would establish vital linkages with local resources, particularly those relating to education and career development such as schools, other RHY service providers, and City agencies, including the Borough Service Cabinet in that borough.<sup>4</sup>

#### Hours of Operation

The drop-in centers would be easily accessible by public transportation and operate at least six days a week from 12:00 noon to 9:00 pm on four weekdays and 12:00 pm to 6:00 pm on Saturdays and Sundays. Unless otherwise approved by DYCD, each drop-in center would offer services on Saturdays and Sundays but would be allowed to close one other day during the week. The day selected for closure would be subject to DYCD approval.

## **2. Target Population, Service Levels, and Service Areas**

The target population for the drop-in centers is at-risk youth and runaway and homeless youth under age 21, throughout the City. Each drop-in center would serve a minimum of **1,500** youth annually, and each community connections coordinator would provide case management to at least **150** unduplicated youth annually.

Based on an analysis of need for preventive services, DYCD has identified community districts (CDs) in each borough that it considers to be target areas for the community connections coordinators’ services.<sup>5</sup> The target CDs for each borough are:

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<sup>4</sup> The Borough Service Cabinet is a body chaired by the Borough President that coordinates, at the borough level, service delivery functions and programs of agencies that provide services in the borough, considers interagency problems that impede effective and economic delivery of services, plans and develops programs to address the needs and priorities of the borough and its residents, and consults with residents and representatives of the Community Boards about service problems and activities.

<sup>5</sup> Target communities were selected based on an analysis of data related to risk factors, including: youth aging out of foster care; youth not in school, not high school graduates, and not in the labor force; and youth leaving OCFS rehabilitative facilities. Selected communities ranked in the top three borough-wide for one or more of these factors.

Bronx: CD1 (Mott Haven), CD4 (Highbridge/Concourse), CD5 (University Heights), CD9 (Unionport/Soundview)  
Brooklyn: CD1 (Williamsburg/Greenpoint), CD3 (Bedford Stuyvesant), CD5 (East New York), CD16 (Brownsville)  
Manhattan: CD3 (Lower East Side), CD9 (Manhattanville), CD10 (Central Harlem), CD11 (East Harlem), CD12 (Washington Heights)  
Queens: CD1 (Astoria/Long Island City), CD3 (Jackson Heights), CD10 (S. Ozone Park), CD12 (Jamaica/Hollis), CD14 (Rockaway)  
Staten Island: CD1 (St. George/Stapleton)

**Facilities must be located in the proposed borough and be able to serve the whole borough but do not need to be physically located in a targeted CD.**

### 3. Core Program Elements

The drop-in centers would include the following core elements:

**Public Outreach, Education and Awareness** – The contractor would raise awareness about resources available through the drop-in center, educate the public about homelessness, and highlight risk factors and prevention strategies. **The contractor would conduct at least 12 workshops per year at schools and other appropriate venues.**

**Welcoming Environment** – The contractor would create centers that are attractive for youth and their families and provide basic amenities such as refreshments, clean clothing, bathroom facilities, and, if possible, shower facilities. The contractor would also have a designated space for private counseling.

**Resources and Information** – The contractor would conduct an inventory of local resources in its target neighborhoods to which it would refer youth and families. The contractor would also provide, in a designated area of the facility, informational literature on a range of topics such as HIV prevention, sexual orientation and identity, substance abuse, parenting, and other issues relevant to RHY and at-risk youth.

**Preliminary Assessment and Referrals** – The drop-in center director or other qualified and trained staff member would respond to requests for information, conduct initial assessments, and make referrals to other agencies, such as shelter and emergency assistance, counseling, health and mental health care, and education and training programs. The contractor would explain and provide written information about drop-in center services, agency policies and processes, rights and privileges regarding confidentiality, and grievance procedures. The contractor would, in addition, distribute informational materials from DYCD, as requested.

**Case Management/Counseling** – In appropriate cases, youth would be referred to the in-house community connections coordinator for case management and counseling. The case manager would work with each youth (and, where appropriate, with his/her family) to identify areas of need, develop an Individualized Service Plan (ISP), to help the young person set and achieve his/her goals. When youth are reunited with their families or referred elsewhere, the case manager would continue to provide services for a period of 90 days. The contractor would obtain written consent from youth and families before

disclosing any information to or discussing recommendations for services with other agencies.

#### **4. Contractor and Key Staff Experience**

- The contractor and key staff members would have at least two years of experience providing services to at-risk youth, including assessments, referrals to other agencies, and case management
- The contractor and key staff members would have a history of successful collaboration with other community-based agencies and organizations to enhance services for RHY
- The contractor and key staff members would have conducted public education and awareness presentations on issues relevant to RHY
- The contractor and key staff members would have achieved the goals and outcomes expected by funders.

#### **5. Minimum Staffing Requirements and Qualifications**

- Minimum staffing requirements for each drop-in center would be two full-time positions: a program director and a community connections coordinator.
- Either the program director or the community connections coordinator would have a master's degree in social work or a related field **and** four or more years experience working with youth, including at least two years' supervisory experience.

#### **5. Data Collection/Reporting**

- The contractor would collect and report statistical information as requested by DYCD, including data on the total number of youth and families served as well as individual cases opened, services provided, and referrals to outside educational, job readiness, health and housing programs and other services.
- The contractor would report client outcomes including reunification, entry to shelter or transitional housing, and numbers of youth and families referred for case management services more than once.

### **Service Option II - Crisis Shelters**

It is anticipated that DYCD will provide annual funding for crisis shelter programs at a unit cost of \$25,000 to \$35,000 per bed for up to 66 beds.

#### **1. Program description**

Crisis shelters are voluntary short-term residential programs that provide emergency shelter and crisis intervention with the goal of reuniting RHY with their families whenever possible. They are a critical component in the continuum of care system, providing RHY with housing for up to 30 days (with a possible 30-day extension, in accordance with RHY Regulations, and upon request to DYCD).

Each crisis shelter contractor would for each youth served, conduct a comprehensive assessment, develop an ISP, and provide a full range of services, directly or through written agreements with

other agencies, to address the goals outlined in the ISP. If family reunification is not possible, the contractor would offer youth other appropriate transitional and longer-term placements. The contractor would be responsible for follow-up communication and referrals for a period of at least 90 days from the date of discharge of each youth. In facilities that also serve youth in foster care, the contractor would ensure that the quality and integrity of the RHY services are not compromised.

The crisis shelter would work closely with the entire continuum of RHY services - street outreach, drop-in centers, and TIL programs. Crisis shelters would refer youth deemed appropriate for independent living to DYCD TIL programs. In order to make suitable referrals in a timely manner, the contractor would communicate with each TIL to discuss availability of beds and potential referrals. Crisis shelters would always obtain consent from clients before sharing appropriate client information with TIL programs, or other agencies.

A crisis shelter may be designed to respond to the needs of specific underserved groups such as LGBTQ youth or pregnant and parenting youth. However, the role of crisis shelters is to provide a welcoming environment for all RHY and, subject to bed availability, they will be expected to accept any young person in need of emergency shelter, regardless of whether he/she is a member of the target group.<sup>6</sup>

#### Hours of Operation

The crisis shelters would operate and provide on-site staff supervision 24 hours a day, 7 days a week.

## **2. Target Population and Service Levels**

- Crisis shelters are a resource for all youth under age 21 who are in crisis and in need of shelter. However, individual programs would serve youth who are either: (a) all under age 18 years; or (b) ages 16 to 20. DYCD reserves the right to require a proposer, as a condition of contract award, to serve an age group different from that specified in the proposal to ensure availability of RHY services to the full range of eligible youth.
- In accordance with RHY Regulations, each crisis shelter would serve a maximum of 20 youth, unless a waiver has been obtained from OCFS to allow for additional beds.
- All crisis shelter contractors maintain a bed utilization rate of at least 90 percent.

## **3. Core Program Elements**

Crisis shelter programs would include the following core elements:

**Intake** – The contractor would address any immediate or emergency needs, for example, for food, clothing or medical care.

**Orientation** –The contractor would welcome all youth and explain, and provide written information about program services, agency policies and processes, rights and privileges regarding confidentiality, and grievance procedures. The contractor would then obtain signed agreements from each youth acknowledging receipt of the above information and

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<sup>6</sup> Contractors may sometimes be required to provide respite services for youth referred by DYCD. Such respite does not generally exceed 21 days and referrals are made subject to availability of beds, with priority being accorded to RHY.

agreeing to comply with program rules. It would also, as requested, distribute informational materials provided by DYCD.

**Assessment** – The contractor would conduct a comprehensive assessment of each youth that includes the following elements:

- family reunification strategies (wherever possible);
- eligibility determination;
  
- in-depth needs assessment - to establish family and institutional history (including foster care and any prior residential placements) and identify the services, including a psychiatric evaluation, that the young person requires (see “Comprehensive Services” below); and
- Parental/Guardian/Legal Custodian Notification for Youth under Age 18. The contractor would make contact with the parent(s) or guardian(s) of all youth under 18 years within 72 hours and, preferably, within 24 hours, except where there are compelling reasons for delaying notification as outlined in the RHY Regulations.

**Comprehensive Services** – The contractor would adopt a comprehensive approach and provide or ensure access through referrals to the following services, according to need:

- Food, in accordance with USDA standards, shelter, and clothing
- Medical care, including dental care and HIV education, testing and treatment
- Mental health care, including psychiatric assessment and treatment
- Substance abuse education and prevention
- Intensive counseling for individuals, families and groups, including family reunification counseling
- Housing assistance (prior to discharge)
- Educational services, including basic skills testing and proficiency examinations
- Employment training and preparation
- Violence intervention and prevention education
- Parenting skills training
- Legal assistance and entitlement services
- Transportation

**Case Management/Counseling** – Following the comprehensive needs assessment, the contractor would develop an ISP in partnership with each youth to identify immediate needs, appropriate action, and longer term goals and the means to achieve those goals including education or work plans, procurement of key documents, and plans for discharge and long-term housing. The contractor would implement the ISP in full, ensuring that all the specified services are provided directly or through referrals. The contractor would obtain written consent from youth and families before disclosing any information to or discussing recommendations for services with other agencies. Contractors would, in particular, anticipate requests for information regarding housing options and procure the necessary consents, in advance, so they could provide assistance with housing in a timely fashion.

**Discharge/Follow-up Services** – The contractor would determine client eligibility for and make appropriate referrals to other RHY programs, including TIL programs and drop-in centers. The contractor would also conduct exit interviews with youth prior to discharge and provide case management and other appropriate services (excluding shelter) for a period of at least 90 days following discharge, documenting the follow-up services provided and current housing status in the youth’s individual case record.

#### **4. Contractor and Key Staff Experience**

- The contractor and key staff members would have at least two years of experience providing short term residential services to at-risk youth, including assessments, crisis intervention, counseling and family mediation
- The contractor and key staff members would have a history of successful collaboration with other community-based agencies and organizations to enhance services for vulnerable youth
- The contractor and key staff members would have achieved the goals and outcomes expected by funders.

#### **5. Contractor and Staff Qualifications**

- Minimum staffing requirements for each crisis shelter would be one full-time program director and one full-time counselor. Either the program director or the counselor would have a master’s degree in social work (or related field) **and** at least two years relevant experience.
- The contractor would have at least two years of experience running residential programs for youth or young adults within the last five years.

#### **5. Data Collection and Statistical Reporting**

- The contractor would report the daily census of residential beds and provide monthly statistical reports in a format consistent with DYCD policies and procedures and the RHY Regulations.
- The contractor would develop a client tracking system with the capacity to maintain data on client demographics, contacts, referrals, and services provided.
- The contractor would maintain records on housing status and other outcomes for 90 days following the date the youth leaves the crisis shelter.

### **Service Option III: TIL Programs**

It is anticipated that DYCD will provide annual funding for TIL programs at a unit cost of \$30,000 to \$42,000 per bed for up to 70 beds.

#### **1. Program Description**

TIL programs provide housing for up to 18 months for RHY ages 16 to 20 years and any dependent children.<sup>7</sup> They provide transitional housing and are not intended to be short-stay accommodation. Their primary purpose is to equip youth with the social and emotional skills needed to live independently and advance their educational and career goals. TILs provide a

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<sup>7</sup> In certain defined circumstances, the RHY Regulations allow DYCD to consider granting an extension of six months.

comprehensive range of services including shelter, food, clothing, individual and group counseling, and, if necessary, transportation.

TILs offer cooperative housing facilities that allow residents maximum responsibility for their daily lives with access to on-site counseling and other services. The contractor would connect residents to educational and employment resources and underscore the importance of educational and other qualifications to their future success as adults. The contractor would teach independent living skills through activities and opportunities designed to develop each participant's problem-solving, decision-making, and communication skills, focusing on topics such as employment opportunities and career pathways, effective use of leisure time, personal hygiene, health maintenance, housekeeping, and financial management. In facilities that also serve youth in foster care, the contractor would ensure that the quality and integrity of the RHY services are not compromised.

A youth would be considered for entry into a TIL following a referral from a DYCD crisis shelter on the basis of a comprehensive assessment and recommendation for admission. The TIL would communicate regularly with DYCD crisis shelter programs regarding available beds and potential referrals. After receiving a referral from a crisis shelter, the TIL would make its own assessment and determine whether the youth is an appropriate candidate for independent living. In certain circumstances, subject to specific consent from DYCD, a youth may enter a TIL without a referral from a crisis shelter. However, priority will be given to youth referred through the crisis shelters.

DYCD anticipates that contracts awarded under this service option will include one TIL designed to respond to the specific needs of LGBTQ youth and another for pregnant and parenting youth. However, the role of TILs is to provide a welcoming environment for all RHY and TIL programs will be expected, subject to bed availability, to accept referrals for youth, whether or not they are members of the target group.

#### Hours of Operation

TILS would operate and provide on-site staff supervision 24 hours a day, 7 days a week.

## **2. Target Population and Service Levels**

- The target population for the TIL programs is homeless youth ages 16 to 21 years and their dependent children, who have been assessed and referred by a DYCD crisis shelter.
- In accordance with RHY Regulations, each TIL would serve a maximum of 20 youth, unless a waiver has been obtained from OCFS to allow for additional beds.
- All contractors would maintain a utilization rate of at least 90 percent.

## **3. Core Program Elements**

TIL programs would include the following core elements:

**Assessment**—the contractor would carefully review the crisis shelter assessment (if available), with the consent of the youth, prior to determining his/her appropriateness for the TIL.

**Intake/Orientation** – The contractor would welcome all youth and explain and provide written information about program services, agency policies and processes, rights and privileges relating to confidentiality, and complaints/grievance procedures. The contractor would obtain signed agreements from each young person acknowledging receipt of the above information and agreeing to comply with program rules. The contractor would also distribute informational materials from DYCD, as requested.

**Case Management/Counseling** – The contractor would provide on-site individual, group, and family counseling, as appropriate and develop an ISP with each youth that would be reviewed at least every 30 days. Services included in the ISP would help youth increase their knowledge of and ability to access community resources available to assist and support them. (See “Comprehensive Services” below). The provider would implement the ISP in full, ensuring that all the specified services are provided directly or through referrals to other agencies. The TIL housing counselor would help the youth identify appropriate housing placements prior to discharge. *The contractor would obtain written consent from the youth before disclosing any information to or discussing recommendations for services with other agencies.*

**Comprehensive Services** - The contractor would provide the following services, as appropriate, directly or through referrals to other providers:

- Food, in accordance with USDA standards, shelter, and clothing
- Medical, including dental care and HIV testing and education
- Mental health, including psychiatric assessment and treatment
- Substance abuse education and prevention
- Housing assistance and referrals to permanent housing prior to discharge
- Educational services, including basis skills testing and proficiency exams
- Long-term counseling for individuals and groups
- Independent living and life skills training
- Employment skills training and preparation
- Violence intervention and prevention education
- Recreational activities
- Parenting skills training
- Legal assistance and Entitlement services
- Transportation

**Discharge/Follow-up Services** – Follow-up services would be designed to support the young person during the most vulnerable period following transition to independence, and help prevent future homelessness. The contractor would conduct an exit interview prior to discharge and continue to provide case management and other appropriate services (excluding shelter) for at least 90 days following discharge. The TIL would identify a housing counselor who would be responsible for identifying housing resources for its residents and provide post-discharge follow-up services. Follow-up services and housing status would be documented in the individual’s case record. **Where a young person is discharged into public housing, including Section 8 housing, the housing counselor would provide at least two years of case management, following discharge.**

#### **4. Contractor and Key Staff Experience**

- o The contractor and key staff members would have at least two years of experience providing residential services to at-risk youth, including assessments, individual and group counseling, and development and implementation of ISPs

- The contractor and key staff members would have a history of successful collaboration with other community-based agencies and organizations to enhance services for vulnerable youth
- The contractor and key staff members would have achieved the goals and outcomes expected by funders.

## **5. Contractor and Staff Qualifications**

- The contractor would have at least two years of experience running residential programs for youth or young adults within the last five years.
- Minimum staffing requirements for each TIL would be one full-time program director and one full-time counselor. Either the director or the counselor would have a master's degree in social work (or related field) **and** at least two years of experience.

## **5. Data Collection and Statistical Reporting**

- The contractor would report the daily census of residential beds available and provide monthly statistical reports in a format consistent with DYCD policies and procedures and the RHY Regulations.
- The contractor would develop a client tracking system with the capacity to maintain data on demographics, services provided, referrals, and housing status 90 days after discharge.

## **Service Option IV: Street Outreach Services**

### **1. Program Description**

DYCD's Citywide, vehicle-based, street outreach services would focus primarily on those areas where youth are known to congregate at night, on weekends and on weekdays. The purpose of the program is to distribute information about RHY services, provide resources, materials and referrals, and transport youth to their homes, crisis shelters, or other safe environments.

Contractors would target public spaces, subway stations, and transportation hubs such as those in Jamaica, Queens; Atlantic Avenue, Brooklyn; and the Port Authority bus terminal in Manhattan.

By developing rapport with youth in the streets and elsewhere, outreach workers would directly inform RHY and youth at risk for homelessness about available services and refer youth and their families to drop-in centers and other RHY programs, thereby serving as a point of entry into the wider DYCD RHY system.

#### **Hours of Operation**

Street Outreach services must operate six days a week from Wednesday through Monday or Tuesday through Sunday. Required hours of operation will vary by season, as follows:

- Fall/Winter: 7:00 pm to 3:00 am
- Spring/Summer: 9:00 pm to 5:00 am

### **2. Target Population, Service Levels, and Service Areas**

- The target population for the Street Outreach Services is RHY and at-risk youth under age 21.
- Each Street Outreach program would make at least **3,500** contacts with youth annually.
- DYCD will award two contracts for Street Outreach Services covering specific areas of the City as follows: (1) Bronx, Queens, and Manhattan above 59<sup>th</sup> Street; (2) Brooklyn, Staten Island, and Manhattan 59<sup>th</sup> Street and below. DYCD reserves the right to ask proposers to contract to serve an area other than that proposed, in the interest of providing high-quality services across the entire city.
- Contractors would be expected to respond to calls for assistance outside their specified area, if the other contractor is unavailable or the situation is an emergency.

### 3. Core Program Elements

The Street Outreach Services would include the following core elements:

**Engagement:** The contractor would actively search for RHY and at-risk youth between the hours specified according to the season. Outreach workers would locate and engage RHY and at-risk youth to encourage participation in services that can help them.

**Sensitivity:** The contractor would provide sensitive, culturally appropriate responses to RHY and at-risk youth through night-time street outreach.

**Urgent Needs Assessment:** The contractor would provide crisis intervention and counseling, offering information about resources, and, when youth are willing to accept assistance, helping them access the services they need.

**Support and Referral Services:** The contractor would provide youth with information and resources, including food. The contractor would also distribute information about drop-in centers, healthcare services and other network service providers to which youth can self-refer. The contractor would provide materials that encourage safe sex and prevent HIV and STDs.

**Transportation:** Where youth are in need of and willing to accept transportation, the contractor would escort them home, to a shelter or to another safe environment, including, if appropriate, a hospital.

### 4. Contractor and Key Staff Experience

- The contractor and key staff members would have at least two years of experience providing street outreach services to at-risk youth, including engagement of youth, needs assessments, support and referral services, transportation and culturally sensitive services and information.
- The contractor and key staff would have a history of successful collaboration with other community-based agencies and organizations.
- The contractor and key staff members would have achieved the goals and outcomes expected by funders.

### 5. Contractor and Staff Qualifications

- Minimum staffing requirements for Street Outreach vehicles at all times would be two workers per vehicle.

- The contractor would have knowledge of popular locations and the numbers of RHY and at risk youth who typically congregate in such locations during weekdays and at weekends.
- Each Street Outreach driver would have a valid State license and successful and relevant experience working with youth.
- One Street Outreach worker would have a relevant two- or four-year degree.

## **6. Data Collection and Statistical Reporting**

- The contractor would maintain a log of all youth contacts.
- The contractor would provide data about contacts with RHY and at risk youth and services provided to them, as requested by DYCD, including the number of youth served daily, the primary geographical locations where services were provided, the number and nature of services and referrals that were provided, and the information and materials distributed.

## **All Service Options**

### **Compliance with Local Law 34 of 2007**

Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any “person” that has “business dealings with the city” as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, vendors responding to this solicitation are required to complete the attached Doing Business Data Form (Attachment 5) and return it with this proposal, and should do so in a separate envelope. (If the responding vendor is a proposed joint venture, the entities that comprise the proposed joint venture must each complete a Data Form.)

If the City determines that a vendor has failed to submit a Data Form or has submitted a Data Form that is not complete, the vendor will be notified by the agency and will be given four (4) calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to the agency. Failure to do so will result in a determination that the proposal is non-responsive. Receipt of notification is defined as the day notice is e-mailed or faxed (if the vendor has provided an e-mail address or fax number), or no later than five (5) days from the date of mailing or upon delivery, if delivered.

## **SECTION IV - FORMAT AND CONTENT OF THE PROPOSAL**

### **A. Proposal Format**

Proposers should provide all information requested in the format below:

- The proposal should be typed on both sides of 8½” x 11” white paper.
- Lines should be double-spaced with 1” margins, using 12-point font size.
- Pages should be numbered and include a header or footer identifying the proposer.
- Proposals should preferably not exceed 20 pages (excluding requested attachments).
- The proposal should include a Table of Contents, placed directly following the Proposal Summary Form.
- The City of New York requests that all applications 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 change to that standard please consult: <http://www.epa.gov/cpg/products/printing.htm>.)
- The proposal will be evaluated on the basis of its content, not length. Failure to comply with any of these instructions will not make the proposal non-responsive.

### **B. Proposal Summary (Attachment 1)**

The Proposal Summary Form (Attachment I) transmits the proposal package to DYCD. It should be completed, signed, and dated by an authorized representative of the proposer.

### **C. Program Proposal**

The program proposal is a clear, concise narrative. It describes and demonstrates the proposer’s experience, capability, and program approach and should address all the following:

#### **1. Organizational Capability - All Service Options** (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 address the following:

- List the members of the Board of Directors and other governing bodies and describe how they will be involved in the proposed program.
- Complete the Corporate Governance Certification (Attachment 2) and submit with the proposal.
- State whether or not the proposer has submitted more than one proposal in response to this RFP. If yes, state how many proposals were submitted and 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.
- Demonstrate that the organization has the capability to implement the program by July 1, 2009, with a timeline (in weeks) identifying critical tasks.

- Demonstrate the effectiveness of the organization’s system for data collection and management and confirm that program staff has access to computers and the Internet.
- Demonstrate the effectiveness of the organization’s internal monitoring system to identify program, personnel and fiscal issues and describe its corrective action procedures.
- Provide at least three letters of support from members of the local community such as community board members, elected officials, civic associations, faith-based organizations, parent groups, and community leaders, confirming the organization’s capability to provide services to the target population.
- Attach contact information for at least two relevant funding references. Include 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 services that were supported by the funder.
- 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. If no audit has been performed, attach a copy of the most recent financial statement, indicating the period covered AND an explanation of why no audited financial statement is available.

**2. Experience and Qualifications** (preferable page limit: 3 pages, excluding requested attachments)

Demonstrate the successful, relevant experience of the proposer, each proposed subcontractor (if any), and proposed key staff in providing services for RHY or youth at risk for homelessness due to factors such as substance abuse, mental health issues, aging out of foster care, court-involvement, and sexual/gender identity issues referred to in Section III – Scope of Services.

**Specifically address the points indicated below for the Service Option to which the proposal relates.**

**Service Option I**

Describe the successful relevant experience of the organization and its key staff in the last five years in each of the following areas:

- Provision of services to at-risk youth, including assessments, referrals to other agencies, and case management
- Collaboration with other community-based agencies and organizations to enhance services for RHY
- Public education and awareness presentations on youth issues relevant to this RFP
- Goals and outcomes achieved that met or exceeded the expectation of the funder.

**Service Option II**

Describe the proposer’s the successful relevant experience in the last five years in each of the following areas:

- Provision of short term residential services to at-risk youth, including assessments, crisis intervention, counseling and family mediation
- Collaboration with other organizations to enhance services for vulnerable youth.

- Goals and outcomes achieved that met or exceeded the expectations of the funder
- Experience of key staff.

### **Service Option III**

Describe the proposer’s successful relevant experience in the last five years in each of the following areas:

- Provision of residential services to youth, including assessment, individual and group counseling, and development and implementation of individual service plans
- Collaborations with other organizations that enhanced the services provided
- Goals and outcomes achieved that met or exceeded the expectations of the funder
- Experience of key staff.

### **Service Option IV**

Describe the proposer’s successful relevant experience in the last five years in the following areas:

- Provision of outreach services to at-risk youth, including engagement of youth, needs assessments, support and referral services, transportation, and culturally sensitive services and information
- Goals and outcomes achieved that met or exceeded the expectations of the funder
- Experience of key staff.

### **3. Program Approach** (Preferable page limit: 13 pages, excluding requested attachments)

Describe and proposer’s approach to services for RHY for the service option to which the proposal relates, and demonstrate that the approach will successfully fulfill DYCD’s goals and objectives as described in Section III - Scope of Services of the RFP.

**Specifically address the points indicated below for the service option to which the proposal relates.**

#### **Service Option I**

State:

- Proposed location of the drop-in center and the CDs to be served
- Anticipated number of cases that will be opened annually
- Number of workshops to be provided and anticipated locations.

Describe:

- Proposed staffing plan and qualifications of key staff. **Attach resumes for key staff; if new staff will be hired, attach job descriptions for their positions.** Indicate how the required hours of operations will be covered.
- The proposed facility, its accessibility, and its amenities, including number of offices and other rooms, and the space designated for private counseling
- The proposed public education strategies, including type and proposed locations for outreach efforts including the relevant CDs to be targeted
- How the proposer will establish a welcoming and safe environment for RHY and at-risk youth and their families

- How the proposer will conduct assessments and develop ISPs where youth are referred for case management and counseling
- Local resources and opportunities for RHY, particularly housing options
- Proposer's system for data collection and recording, case tracking, and protection of privacy
- Linkages to other organizations and specify how each linkage would enhance the ability of the program to achieve DYCD's objectives and goals (For each linkage, complete and sign a Linkage Agreement Form (Attachment 3).)

### **Service Option II**

State:

- Proposed geographical location of the crisis shelter
- Whether the proposed program will serve youth who are (a) all under age 18 years OR (b) between the ages of 16 and under 21 years
- Whether the program will be address the needs of a specific group(s) such as LGBTQ or pregnant and parenting youth, and, if so, the targeted group
- Whether the program will serve males only, females only, or both
- Proposed number of beds.

Describe:

- Proposed staffing plan and qualifications of key staff. **Attach resumes for key staff; if new staff will be hired, attach job descriptions for their positions.**
- Initial intake and assessment processes
- Approach to service provision including family reunification counseling
- Strategies for case management and development of an Individual Service Plan
- Services to be provided (a) directly and (b) through referrals
- Discharge planning processes, including staff who will be responsible for providing follow-up services
- System for data collection and recording, case tracking, and privacy protection
- If there is a proposed co-location of RHY with youth in foster care, demonstrate that the quality and integrity of the RHY services will not be compromised.
- Linkages to other organizations, including those that offer housing resources, and specify how each linkage would enhance the ability of the program to achieve DYCD's objectives and goals. For each linkage, complete and sign a Linkage Agreement Form (Attachment 3).

Complete the following exercise:

Illustrate the program approach by briefly describing intake and assessment procedures for (a) a young person age 16; and (b) a young person age 18.

### **Service Option III**

State:

- Proposed geographical location of the TIL
- Proposed number of beds
- Whether the program is designed to address the needs of a specific group of homeless youth such as LGBTQ or pregnant and parenting youth and, if so, the targeted group
- Whether the program will serve males only, females only, or both.

Describe:

- Proposed staffing plan to ensure coverage 24 hours a day, 7 days a week. **Attach resumes for all key staff or, if new staff will be hired, job descriptions for their positions**
- How the program will provide a supportive environment that allows youth maximum responsibility within a cooperative housing situation
- Proposed intake and assessment processes
- The proposed counseling and case management strategies and how the ISP will be developed
- Services to be provided (a) directly and (b) through referrals
- Proposed linkages with local service providers
- The proposed discharge planning and follow-up services, and how the proposer will provide follow-up services to youth discharged to public housing (including Section 8 housing) for a two year period
- The proposer's system for data collection and recording, case tracking, and privacy protection
- If there is a proposed co-location of RHY with youth in foster care, demonstrate that the quality and integrity of the RHY services will not be compromised.
- Linkages to other organizations and specify how each linkage would enhance the ability of the program to achieve DYCD's objectives and goals (For each linkage, complete and sign a Linkage Agreement Form (Attachment 3).)

#### **Service Option IV**

State:

- Whether the proposed program will cover (1) the Bronx, Queens and Manhattan above 59<sup>th</sup> street; **or** (2) Brooklyn, Staten Island, and Manhattan at 59<sup>th</sup> street and below
- Anticipated number of street outreach contacts that will be made by the proposer on an annual basis

Describe:

- Proposed plans to identify and provide focused outreach in areas where youth are known to congregate
- Locations where the proposer will focus its outreach efforts
- Way in which program staff will engage at risk youth and RHY
- How staff will provide crisis intervention, urgent needs assessments, support and referrals to other service providers
- Plans for receiving calls for intervention after-hours.
- Linkages to other organizations and specify how each linkage would enhance the ability of the program to achieve DYCD's objectives and goals (For each linkage, complete and sign a Linkage Agreement Form (Attachment 3).)

#### **D. The Price Proposal**

##### **All Service Options**

The Price Proposal is the funding request for providing the services described in Section III - Scope of Services in the applicable Service Option. It includes the proposal Budget and Budget Justification.

### Budget Forms

Complete the Budget Forms (Attachment 4) following the Budget Instructions.

### Transportation Services

DYCD anticipates that the minimum cost of transportation services will be \$500 annually. However, proposers should include in the Budget a sum that reflects their own experience and explain the basis of their calculation in the Budget Justification.

### Budget Justification (Preferred page limit: 1 page)

- Explain how the requested funding will be used to achieve the program outcomes.
- Ensure that the Budget and Budget Justification are consistent with the details of the proposed program in terms of staffing and other costs

### **Additional Instructions for Service Options II and III**

Explain and justify the cost-per-bed incorporated into the proposed Budget.

### **E. Doing Business Data Form (Attachment 5)**

The proposer should complete the Doing Business Data Form as instructed.

### **F. Acknowledgement of Addenda (Attachment 6)**

The Acknowledgement of Addenda 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 acknowledgment as instructed on the form.

## G. 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 four duplicate sets** of the documents listed below in the following order:
  - Proposal Summary Form (**Attachment 1**)
  - Table of Contents
  - Program Proposal
    - Narrative
    - 3 letters of support from members of the local community
    - Corporate Governance Certification (**Attachment 2**)
    - listing of at least 2 relevant funding references for the proposer
    - Job description, qualifications for all staff positions and resumes, if applicable
    - Organizational chart
    - Linkage agreement form(s) (**Attachment 3**)
    - Audit report or Certified Financial Statement or statement as to why no report or statement is available
    - Copy of tax exemption certificate or application for tax exempt status. *(If documentation is not attached, the proposal will be considered nonresponsive and will not be considered)*
    - Copy of certificate of incorporation as a not-for-profit corporation or application for such certificate. *(If documentation is not attached, the proposal will be considered nonresponsive and will not be considered)*
    - Copy of State certification to operate a residential facility or proof of filing for certification. *(If documentation is not attached, the proposal will be considered nonresponsive and will not be considered)*
  - Price Proposal
    - Budget Forms (**Attachment 4**)
    - Budget Justification
  - Acknowledgment of Addenda (**Attachment 6**)
2. In a sealed, inner envelope, one original and one duplicate set of the Doing Business Data Form (**Attachment 5**) should be included in the proposal package.
3. For each proposal submitted, enclose the documents listed above in a sealed envelope and hand deliver to DYCD, Office of Procurement, Attn: Agency Chief Contracting Officer. Label the envelope with the proposer’s name and address, “Runaway and Homeless Youth Services RFP” and “PIN: 260090RHYRFP,” and the name and telephone number of the proposer’s contact person.

## **SECTION V - PROPOSAL 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 that are determined by DYCD to be non-responsive will be rejected. The Evaluation Committee will evaluate and rate all remaining proposals based on the Evaluation Criteria prescribed below. DYCD reserves the right to make site visits, conduct interviews, or request that proposers make presentations as DYCD deems appropriate. Although discussions may be conducted with proposers submitting acceptable proposals, DYCD reserves the right to award contracts on the basis of initial proposals received, without discussions.

### **B. Evaluation Criteria**

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

### **C. Basis for Contract Award**

Award selection will be based on the best technically rated proposal for which the price does not exceed the maximum figure or fall outside the range (price per bed) for the proposed service option. DYCD will award contracts to the responsible proposers 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 geographical location, demographics, and other characteristics of youth to be served.

DYCD reserves the right to award less than the full amount of funding requested and to modify the allocation of funds among competitions in the best interest of the City. Where a proposer is eligible for award of more than one program, DYCD reserves the right to determine, based on the proposer's demonstrated organizational capability and the best interests of the City, how many and for which proposed program(s) and at what level of services a contract will be awarded, as well as the dollar value of each such contract. Contract award shall be subject to:

- Documentation of appropriate certification from OCFS (if applicable) by the conclusion of contract negotiations
- Timely completion of contract negotiations between DYCD and the selected proposer(s).

## **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, Room 835, 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. 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 PPB at (212) 788-7820.

**C. 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.

**D. 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/Affidavits 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.

**E. 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.

**F. 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.

**G. 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.

**H. 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.

**I. 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.

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

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

**L. 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.



\_\_\_\_\_  
(Agency Chief Contracting Officer)

11.20.08

\_\_\_\_\_  
Date

**Message from the New York City Vendor Enrollment Center  
Get on mailing lists for New York City contract opportunities!  
Submit a NYC-FMS Vendor Application - Call 212/857-1680**

**Proposal Summary Form**

**RFP TITLE: Neighborhood Development Area**

**PIN: 26009CSBGRFP**

**Organization:** \_\_\_\_\_ **EIN:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code**

**Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**DYCD Funding Request:** \$ \_\_\_\_\_

Complete ONLY ONE of the following charts:

<b>Service Option I – Drop-In Center:</b>				
Check <u>one borough only</u> and complete the corresponding row				
<u>Check One</u>	Borough	Youth Served (min 1,500)	Cases Managed (min 150)	Annual Workshops (min 12)
<input type="checkbox"/>	<b>Bronx</b>			
<input type="checkbox"/>	<b>Brooklyn</b>			
<input type="checkbox"/>	<b>Manhattan</b>			
<input type="checkbox"/>	<b>Queens</b>			
<input type="checkbox"/>	<b>Staten Island</b>			

<b>Service Option II – Crisis Shelters:</b>	
Shelter Beds	Cost per Shelter Bed
	\$ _____

<b>Service Option III – TILs:</b>	
TIL Beds	Cost per TIL Bed
	\$ _____

<b>Service Option IV – Street Outreach:</b>		
Check <u>one category only</u> and complete the corresponding row		
<u>Check One</u>	Borough	Youth Contacted (min 3,500)
<input type="checkbox"/>	<b>Bronx, Queens and Manhattan above 59th</b>	
<input type="checkbox"/>	<b>Brooklyn, Staten Island and Manhattan below 59<sup>th</sup></b>	

**Please indicate the site address for this proposed program:**

**Proposed Site**

**1:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

\_\_\_\_\_

**City**

**State**

**Zip Code**

**Authorized**

**Representative:**

\_\_\_\_\_

**Title:**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**CORPORATE GOVERNANCE CERTIFICATION**

**RFP TITLE: RHY SERVICES**

**PIN: 260090RHYRFP**

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). The certification must be notarized by a Notary Public.

---

---

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 to 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**

**LINKAGE AGREEMENT FORM**

<b>Proposer:</b>	<b>PIN: 260090RHYRFP</b>
------------------	--------------------------

**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 Form for each organization with which you will be working. Duplicate this form as needed.

Pursuant to the proposal submitted by \_\_\_\_\_ in response to the Neighborhood Development **(Proposer Organization)**

Area Request for Proposals from the Department of Youth and Community Development, the proposer, if funded, will establish a programmatic linkage with \_\_\_\_\_ in the form and manner described below. **(Linked Organization)**

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

**Proposer Organization:**

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: / /

**Linked Organization:**

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: / /

Department of Youth and Community Development  
**REQUEST FOR PROPOSAL**  
**PIN: 260090RHYRFP**  
**RHY BUDGET SUMMARY**

**ATTACHMENT 4**

Form Revised 12/06

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	PERSONNEL SERVICES	DYCD FUNDING REQUEST
1100	Salaries and Wages	
1200	Fringe Benefits*	
1300	Central Insurance Program (CIP) **	
<b>TOTAL PERSONNEL SERVICES</b>		
<u>NON STAFF SERVICES</u>		
2100	Consultants	
2200	Sub-Contractors	
2300	Stipends	
2400	Vendors	
<b>TOTAL NON-STAFF SERVICES</b>		
<u>OTHER THAN PERSONNEL SERVICES</u>		
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	
<b>TOTAL OTHER THAN PERSONNEL SERVICES</b>		
<b>TOTAL COST</b>		

\* 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





FUNDING  
 REQUESTED

Acct Code

**OTHER THAN PERSONNEL SERVICES**

3100	<b>CONSUMABLE SUPPLIES</b> Office , Program and Maintenance Supplies	<input type="text"/>
3200	<b>EQUIPMENT PURCHASES *</b> <u>*Attach description or itemized equipment list.</u> Copiers, Computers, Printers, and Furniture Etc.  _____ _____ _____ _____	<input type="text"/>
3300	<b>EQUIPMENT OTHER</b> Maintenance, Repairs, Rentals, & Computer Software	<input type="text"/>
3400	<b>SPACE RENTAL (Total of Lines 3410 &amp; 3420)</b>	<input type="text"/>
	3410 Public School	<input type="text"/>
	3420 Rent / Other	<input type="text"/>
3500	<b>TRAVEL</b> Staff Travel , Bus Trips, Other	<input type="text"/>
3600	<b>TOTAL UTILITIES AND TELEPHONE</b>	<input type="text"/>
3700	<b>OTHER OPERATIONAL COSTS (Total of Lines 3710 &amp; 3720)</b> Postage, Admission tickets, Printing and Publications Bank Charges, Training and Conferences, Audit Fee, Internet Fee Food and Refreshments, Participant Costs, and Liability Ins, Etc.	<input type="text"/>
	3710 Other Costs	<input type="text"/>
	3720 Indirect Costs *    % _____	<input type="text"/>
3900	<b>FISCAL AGENT SERVICES</b> See Fee Scale on Budget Instructions	<input type="text"/>

\* 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	JR	JOB READINESS COUNSELOR
AB	ASSISTANT BOOKKEEPER	LA	LITERARY ARTIST
AC	ACCOUNT SPECIALIST	LC	LATCHKEY COORDINATOR
AD	ADMINISTRATOR	LD	LEADERSHIP DEVELOPMENT SPECIALIST
AE	ASSISTANT EXECUTIVE DIRECTOR	LG	LIFEGUARD
AI	ARTISTIC INSTRUCTOR	LS	LEADERSHIP SPECIALIST
AP	AFTER SCHOOL PROGRAM DIRECTOR	MA	MAINTENANCE
AR	ART SPECIALIST – ARTS PARTNER	MC	MEDIATOR COUNSELOR
AS	ACTIVITY SPECIALIST	ME	MENTOR
AT	ATTENDANT	MI	MUSIC INSTRUCTOR
AX	ACTOR	MS	MSW CASE PLANNER
BA	BA CASE PLANNER	OM	OFFICE MANAGER
BK	BOOKKEEPER	OW	OUTREACH WORKER
BM	BUDGET MANAGER	PA	PROGRAM DIRECTOR ASSISTANT
BS	BILINGUAL SPECIALIST	PB	PHYSICIAN'S ASSISTANT
CA	COACHES	PC	PROGRAM COORDINATOR
CC	CHILD CARE PROVIDER	PD	PROGRAM DIRECTOR
CI	CAMP INSTRUCTOR	PE	PARENT AIDE
CK	COOK	PJ	PROJECT COORDINATOR
CL	CLERK	PL	PARALEGAL
CM	CONTRACT MANAGER	PM	PROGRAM DIRECTOR (MD LICENSE)
CO	COUNSELOR	PO	DIRECTOR OF PROGRAM OPERATIONS
CP	CASE PLANNER	PR	PROGRAM AIDE
CR	COORDINATOR	PS	PROGRAM SUPERVISOR
CS	COUNSELING SPECIALIST	PT	PROGRAM DIRECTOR (TEACHER LICENSE)
CT	CONTROLLER	RC	RECEPTIONIST
CU	CUSTODIAN	RD	REGIONAL DIRECTOR
CW	CASE WORKER	RE	RELIEF
CZ	COMPUTER SPECIALIST	RN	REGISTERED NURSE
DC	DRUG COUNSELOR	RR	RECREATION COORDINATOR
DD	DEPUTY DIRECTOR	RS	RECREATION SPECIALIST
DE	DIRECTOR	SA	STAFF ATTORNEY
DF	DIRECTOR OF FINANCE	SC	SERVICES COORDINATOR
DI	DANCE INSTRUCTOR	SE	SECRETARY
DP	DIRECTOR OF PERSONNEL	SF	ADMINISTRATIVE SECRETARY
DR	DOCTOR	SG	SECURITY GUARD
DS	DEVELOPMENT SPECIALIST	SI	SHOP INSTRUCTOR
DT	DIRECTOR OF PROGRAM AND JOB DEVELOPMENT	SN	SENIOR ACCOUNTANT
DV	DRIVER	SS	SUMMER STAFF
EA	EDUCATIONAL ADVISOR	ST	STREET WORKER
EC	EDUCATION COORDINATOR (TEACHER LICENSE)	SU	SUPERVISOR
ED	EXECUTIVE DIRECTOR	SW	SOCIAL WORKER (M.S.W.)
EI	EDITOR	TA	TEACHER AIDE
EP	EXHIBITION PREPARER	TE	TEACHER (TEACHER LICENSE)
ES	EMPLOYMENT/EDUCATION SPECIALIST	TH	THERAPIST
FA	FACILITATOR	TL	TEAM LEADER
FC	FAMILY COUNSELOR	TM	TRAINING MONITOR
FD	FOSTER CARE DIRECTOR	TS	TRAINING SPECIALIST
FO	FISCAL OFFICER	TU	TUTOR
FW	FAMILY WORKER	TY	TYPIST/TEACHER AIDE
GL	GROUP LEADER	UD	UNIT DIRECTOR
GW	GROUP WORKER	UH	URBAN HOUSING SPECIALIST
HC	HEALTH COUNSELOR	VA	VISUAL ARTIST
HM	HOUSE MANAGER	VC	VOLUNTEER COORDINATOR
HP	HOUSE PARENT	WF	WORKSHOP FACILITATOR
HS	HOUSING/HOMELESS SPECIALIST	WI	WRITING INSTRUCTOR
IC	IMMIGRATION COORDINATOR	WL	WORKSHOP LEADER
IN	INSTRUCTOR	WS	WATER SAFETY INSTRUCTOR
IS	IMMIGRATION SPECIALIST	YC	YOUTH COUNSELOR
JA	JANITOR	YE	YOUTH EMPLOYMENT COORDINATOR
JC	JUVENILE COORDINATOR	YW	YOUTH WORKER
JD	JOB DEVELOPER		

# RFP BUDGET INSTRUCTIONS

## BUDGET FACE SHEET IDENTIFYING INFORMATION – Page 1 of 4

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](http://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 has one column, DYCD Funding Request, in which to enter the funding requested from DYCD for each line item.**

## 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.

### **I. BUDGET SALARIES AND WAGES SUPPORT SHEET- Page 2 of 4**

**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 2009 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 2009=261 days)**

**To calculate the annual salary for FY 2009, 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 – Page 3 of 4

- 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% or exceed 30% of total salaries. If the contractor uses the Fiscal Agent, the minimum rate for Fringe Benefits is 12.65%.
- 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% 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) - Page 4 of 4

- 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% 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:

<u>Budget \$ Value</u>	<u>Fiscal Agent Services Fee</u>
\$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

**DOING BUSINESS DATA FORM**

**RFP TITLE: RHY SERVICES**

**PIN: 260090RHYRFP**

# Doing Business Data Form

To be completed by the City Agency prior to distribution			
Agency: _____		Transaction ID: _____	
<b>Check One:</b>	<b>Transaction Type (check one):</b>		
<input type="checkbox"/> Proposal	<input type="checkbox"/> Concession	<input type="checkbox"/> Contract	<input type="checkbox"/> Economic Development Agreement
<input type="checkbox"/> Award	<input type="checkbox"/> Franchise	<input type="checkbox"/> Grant	<input type="checkbox"/> Pension Investment Contract

Any entity receiving, applying for or proposing on an award or agreement must complete a Doing Business Data Form (see Q&A sheet for more information). Please either type responses directly into this fillable form or print answers by hand in black ink, and be sure to fill out the certification box on the last page. **Submission of a complete and accurate form is required for a proposal to be considered responsive or for any entity to receive an award or enter into an agreement.**

This Data Form requires information to be provided on principal officers, owners and senior managers. The name, employer and title of each person identified on the Data Form will be included in a public database of people who do business with the City of New York; no other information reported on this form will be disclosed to the public. **This Data Form is not related to the City's VENDEX requirements.**

**Please return the completed Data Form to the City Agency that supplied it.** Please contact the Doing Business Accountability Project at [DoingBusiness@cityhall.nyc.gov](mailto:DoingBusiness@cityhall.nyc.gov) or 212-788-8104 with any questions regarding this Data Form. Thank you for your cooperation.

## Section 1: Entity Information

Entity Name: \_\_\_\_\_

Entity EIN/TIN: \_\_\_\_\_

### **Entity Filing Status (select one):**

- Entity has never completed a Doing Business Data Form. *Fill out the entire form.*
- Change from previous Data Form dated \_\_\_\_\_. *Fill out only those sections that have changed, and indicate the name of the persons who no longer hold positions with the entity.*
- No Change from previous Data Form dated \_\_\_\_\_. *Skip to the bottom of the last page.*

Entity is a Non-Profit:       Yes       No

Entity Type:     Corporation (any type)     Joint Venture       LLC       Partnership (any type)  
 Sole Proprietor       Other (specify): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone : \_\_\_\_\_ Fax : \_\_\_\_\_

E-mail: \_\_\_\_\_

Provide your e-mail address and/or fax number in order to receive notices regarding this form by e-mail or fax.

**Section 2: Principal Officers**

Please fill in the required identification information for each officer listed below. If the entity has no such officer or its equivalent, please check "This position does not exist." If the entity is filing a Change Form and the person listed is replacing someone who was previously disclosed, please check "This person replaced..." and fill in the name of the person being replaced so his/her name can be removed from the *Doing Business Database*, and indicate the date that the change became effective.

**Chief Executive Officer (CEO) or equivalent officer** This position does not exist

The highest ranking officer or manager, such as the President, Executive Director, Sole Proprietor or Chairperson of the Board.

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Office Title: \_\_\_\_\_

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

 This person replaced former CEO: \_\_\_\_\_ on date: \_\_\_\_\_**Chief Financial Officer (CFO) or equivalent officer** This position does not exist

The highest ranking financial officer, such as the Treasurer, Comptroller, Financial Director or VP for Finance.

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Office Title: \_\_\_\_\_

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

 This person replaced former CFO: \_\_\_\_\_ on date: \_\_\_\_\_**Chief Operating Officer (COO) or equivalent officer** This position does not exist

The highest ranking operational officer, such as the Chief Planning Officer, Director of Operations or VP for Operations.

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Office Title: \_\_\_\_\_

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

 This person replaced former COO: \_\_\_\_\_ on date: \_\_\_\_\_

**Section 3: Principal Owners**

Please fill in the required identification information for all individuals who, through stock shares, partnership agreements or other means, **own or control 10% or more of the entity**. If no individual owners exist, please check the appropriate box to indicate why and skip to the next page. If the entity is owned by other companies, those companies do **not** need to be listed. If an owner was identified on the previous page, fill in his/her name and write "See above." If the entity is filing a Change Form, list any individuals who are no longer owners at the bottom of this page. If more space is needed, attach additional pages labeled "Additional Owners."

**There are no owners listed because (select one):**

- The entity is not-for-profit
- There are no individual owners
- No individual owner holds 10% or more shares in the entity
- Other (explain): \_\_\_\_\_

**Principal Owners (who own or control 10% or more of the entity):**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Office Title: \_\_\_\_\_

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Office Title: \_\_\_\_\_

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Office Title: \_\_\_\_\_

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

**Remove the following previously-reported Principal Owners:**

Name: \_\_\_\_\_ Removal Date: \_\_\_\_\_

Name: \_\_\_\_\_ Removal Date: \_\_\_\_\_

Name: \_\_\_\_\_ Removal Date: \_\_\_\_\_

**Section 4: Senior Managers**

Please fill in the required identification information for all senior managers who oversee any of the entity's relevant transactions with the City (e.g., contract managers if this form is for a contract award/proposal, grant managers if for a grant, etc.). Senior managers include anyone who, either by title or duties, has substantial discretion and high-level oversight regarding the solicitation, letting or administration of any transaction with the City. **At least one senior manager must be listed, or the Data Form will be considered incomplete.** If a senior manager has been identified on a previous page, fill in his/her name and write "See above." If the entity is filing a Change Form, list individuals who are no longer senior managers at the bottom of this section. If more space is needed, attach additional pages labeled "Additional Senior Managers."

**Senior Managers:**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Office Title: \_\_\_\_\_

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Office Title: \_\_\_\_\_

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Office Title: \_\_\_\_\_

Employer (if not employed by entity): \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

**Remove the following previously-reported Senior Managers:**

Name: \_\_\_\_\_ Removal Date: \_\_\_\_\_

Name: \_\_\_\_\_ Removal Date: \_\_\_\_\_

**Certification**

I certify that the information submitted on these four pages and \_\_\_\_\_ additional pages is accurate and complete. I understand that willful or fraudulent submission of a materially false statement may result in the entity being found non-responsible and therefore denied future City awards.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Entity Name: \_\_\_\_\_

Title: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

**Return the completed Data Form to the agency that supplied it.**

For information or assistance, call the Doing Business Accountability Project at 212-788-8104.



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# ATTACHMENT 6

## ACKNOWLEDGEMENT OF ADDENDA

**RFP: RHY SERVICES**

**Proposer:**

**PIN: 260090RHYRFP**

**COMPLETE PART I OR PART II, WHICHEVER IS APPLICABLE.**

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

ADDENDUM #1 DATED: \_\_\_/\_\_\_/ 2008

ADDENDUM #2 DATED: \_\_\_/\_\_\_/ 2008

ADDENDUM #3 DATED: \_\_\_/\_\_\_/ 2008

ADDENDUM #4 DATED: \_\_\_/\_\_\_/ 2008

ADDENDUM #5 DATED: \_\_\_/\_\_\_/ 2008

PART II: Check, if applicable.

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFP.

**PROPOSER (NAME):** \_\_\_\_\_

**PROPOSER (SIGNATURE):** \_\_\_\_\_