



**Department of
Youth & Community
Development**

Jeanne B. Mullgrav
Commissioner

Young Adult Internship Programs Request for Proposals

PIN: 26011YAIPRFP

RFP Release Date: November 3, 2010

Deadline for Proposals: **2:00pm, Wednesday, December 15, 2010**

Return to: DYCD Procurement Office
156 William Street, Second Floor
New York, New York 10038

Attention: Michael Owh, Agency Chief Contracting Officer

Pre-Proposal Conference: November 16, 2010, at 10:00am OR 2:00pm

Pre-Proposal Location: DYCD
156 William Street, Second 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. 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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Young Adult Internship Programs
Request for Proposals
PIN: 26011YAIPRFP

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AUTHORIZED AGENCY CONTACT PERSONS

The authorized agency contact persons for all matters concerning this Request for Proposals (RFP) are:

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RFP Content and Procedures

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NOTE ON E-MAIL INQUIRIES: Proposers should enter “YAIP RFP” in the subject line of the e-mail. DYCD cannot guarantee a timely response to phoned-in and written questions regarding this RFP received less than one week prior to the RFP due date.

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

SECTION I - TIMETABLE

A. Release Date: November 3, 2010

B. Pre-Proposal Conference:

Date: November 16, 2010
Time: 10:00am OR 2:00pm
Location: DYCD
156 William Street, 2nd Floor
New York, NY 10038

Attendance by proposers is optional but recommended by DYCD.

C. Proposal Due Date and Time and Location:

Date: December 15, 2010
Time: 2:00pm
Location: **Hand deliver** proposals to:
DYCD Procurement Office
156 William Street, Second Floor
New York, New York 10038

DYCD will not accept e-mailed or faxed proposals.

Proposals received at this location after the proposal due date and time are late and shall not be accepted, except as provided under New York City Procurement Policy Board Rules, Section 3-03(f)(5).

In accordance with Section 3-03(f)(5), DYCD will consider requests made to the Agency Chief Contracting Officer to extend the Proposal Due Date and Time prescribed above. However, unless DYCD issues a written addendum to this RFP to extend 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, 2011

SECTION II - SUMMARY OF THE REQUEST FOR PROPOSALS

A. Background and Purpose of the RFP

In 2006, Mayor Michael R. Bloomberg created the Commission for Economic Opportunity (Commission) to examine nontraditional approaches to addressing poverty in New York City (City). The Commission's recommendations, released in September 2006, identified young adults as an important target population for anti-poverty efforts. Citing a range of labor market challenges, the Commission recommended that strategies be adopted to re-engage youth who are disconnected from school and work. Acting on these recommendations, the Center for Economic Opportunity (CEO),¹ which is charged with carrying out the Commission's recommendations, allocated City funds to the Department of Youth and Community Development (DYCD) to support an innovative employment internship program for the most job-ready among this vulnerable group. The Young Adult Internship Program (YAIP) began operating in 2007, and a recent evaluation of the program indicated that as many as 76 percent of participants were placed in employment, education or training programs following completion of their internships.² Building on the encouraging results of the first three years of YAIP, DYCD is again seeking qualified nonprofit or for-profit vendors to serve disconnected youth through short-term paid internships; placements in jobs, education, or advanced training; and follow-up services.

In the City there are approximately 160,000 youth aged 16-24 who are not in school and not working.³ These youth are increasingly at risk for long-term economic hardship.⁴ In June 2010, the average unemployment rate over the previous twelve months for teenagers 16-19 years old was 30.0 percent, compared to 9.5 percent for all persons 16 years and older.⁵ However, many of these young people are already equipped with skills needed to enter the labor force, and need only a short-term intervention to connect to sustainable employment or educational or training opportunities to advance their career potential. Recent research reports that about half of disconnected 16-24 year-olds in the City have either a high school diploma or a GED diploma.⁶

National research also has shown that early work experience during the teenage years leads to positive labor market outcomes for youth, especially for those not enrolling in four-year colleges and universities immediately after leaving high school. Young adults who obtain more work experience during these years have smoother transitions to the labor market and have higher beginning wages, as well as higher earnings ten to fifteen years after leaving high school.⁷

B. Service Options and Competitions

There will be one competition under this RFP. Proposers may propose to provide a program in more than one borough, but must provide a complete and separate proposal for each borough proposed. Proposers are encouraged but not required to target the following high-need⁸ areas identified by DYCD.

Brooklyn: CD 1 (Williamsburg/Greenpoint)
 CD 3 (Bedford Stuyvesant)
 CD 4 (Bushwick)
 CD 5 (East New York)
 CD 7 (Sunset Park)
 CD 8 (Crown Heights)
 CD 12 (Borough Park)

¹ www.nyc.gov/ceo.

² See Westat and Metis Associates, "Evaluation of the Young Adult Internship Program (YAIP): Analysis of Existing Participant Data," NYC Center for Economic Opportunity, July 7, 2009. http://www.nyc.gov/html/ceo/downloads/pdf/yaip_report_2009.pdf.

³ Population Division, New York City Department of City Planning, 2006-2008 ACS.

⁴ See Jarrett Murphy, "A Troubled Age: Tough Times for NYC Youth," *City Limits*, June 24, 2010.

⁵ Bureau of Labor Statistics CPS Survey June 2010.

⁶ Laura Wyckoff, Siobhan M. Cooney, Danijela Korom Djakovic, and Wendy S. McClanahan, "Disconnected Young People in New York City: Crisis and Opportunity," Public/Private Ventures, September 2008.

⁷ Andrew Sum et al., "Confronting the Youth Demographic Challenge: The Labor Market Prospects of Out of School Young Adults," Johns Hopkins University, Sar Levitan Center for Social Policy Studies, 2000. <http://eric.ed.gov/PDFS/ED459337.pdf>.

⁸ These target CDs were determined based on numbers of unemployed and numbers of persons living in poverty, with respect to City totals. (Source: Population Division, New York City Department of City Planning, 2006-2008 ACS.) The data required to update the 2000 decennial census count of disconnected youth in NYC at the CD level are not available.

CD 14 (Flatbush)
CD 16 (Brownsville)

Bronx: CD 1 (Mott Haven)
CD 2 (Hunt's Point/Longwood)
CD 3 (Morrisania)
CD 4 (Highbridge/Grand Concourse)
CD 5 (University Heights/Fordham)
CD 6 (East Tremont/Belmont)

Manhattan: CD 3 (Lower East Side/Chinatown)
CD 7 (Manhattan Valley)
CD 9 (Morningside Heights/Manhattanville)
CD 10 (Central Harlem)
CD 11 (East Harlem)
CD 12 (Washington Heights/Inwood)

Queens: CD 1 (Astoria/Long Island City)
CD 3 (Jackson Heights)
CD 4 (Elmhurst/Corona)
CD 5 (Ridgewood)
CD 9 (Richmond Hill)
CD 7 (Flushing)
CD 12 (Jamaica)

Staten Island: CD 1 (St. George)
CD 2 (South Beach)

The YAIP programs would be physically located in the proposed borough. A single program may recruit participants from any one or more of the above targeted CDs within the borough, but must specify the CDs it plans to serve. It is expected that 80 percent of participants in the program would reside in the CDs selected.

Unit Cost

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

C. Funding

The total anticipated annual funding is \$4.6 million for up to 16 YAIP programs. These figures do not include participant wages which will be paid separately by DYCD. DYCD reserves the right to award less than the full amount of funding requested by proposers.

D. Anticipated Payment Structure

It is anticipated that payment structure of contracts awarded under this RFP will be based on line-item budget reimbursement. At least ten percent of the program budget would be allocated to providing follow-up services and would be paid only after the follow-up services have been performed.

E. Anticipated Contract Term

The anticipated term of contracts will be for one year, from July 1, 2011 to June 30, 2012, with an option for DYCD to renew for up to two additional years and nine months. The last nine months would be for follow-up services. Follow-up services for each cohort of participants are expected to begin at the end of the 14-week internship cycle for those participants and continue for nine months thereafter. If the contract is renewed after the initial term, the last nine months of any such renewal would be for follow-up services only.

F. Contractor Qualifications

For-profit and not-for-profit organizations are eligible for contract award.

G. Subcontracting

Subcontracting is permissible under the following conditions:

- The proposer must identify any proposed subcontractor in the proposal.
- Agency assumptions regarding contractor approach as set out in Section III—Scope of Services and other sections of this RFP apply equally to any proposed subcontractor.
- All subcontractors and subcontracts shall be subject to DYCD approval before expenses are incurred and payments made.
- No more than 35 percent of the total value of the contract may be subcontracted.

H. Regulatory Requirements

Nondiscrimination. The contractor shall provide services to all persons regardless of actual or perceived race, color, creed, national origin, alien 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.

Personnel Investigation/Arrest Notification. The contractor must undertake appropriate background checks of all staff paid under any DYCD-funded program. Such checks will include verification of prior employment and references through direct contact by the contractor with former employers. The contractor will be required to provide rosters of all staff in the YAIP program, whether funded directly by DYCD or otherwise. The contractor will be asked to verify the actual existence of claimed staff through an inspection by senior agency staff. Upon receipt of an award, the contractor shall comply with all federal, State, and City regulations with respect to investigation for criminal conviction histories of program staff members (proposed or currently employed), including volunteers, including the requirement that all such persons in programs serving youth under the age of 21 be fingerprinted. Contractors shall comply with applicable State and federal regulations, including 42 U.S.C. §5119. Fingerprinting procedures have been developed by DYCD, the costs of which are reimbursable under the contract as part of the unit price. Youth staff (paid and volunteer) who are 17 years old or younger and who are still attending school are not required to be fingerprinted.

Such regulations, policies, and procedures shall also determine whether individuals with criminal conviction histories may continue their employment in the YAIP program. In addition, the YAIP program shall report any conviction or subsequent arrest of any staff member (paid or volunteer) of which it becomes aware to DYCD.

SECTION III: SCOPE OF SERVICES

A. DYCD's Goals

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

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

B. DYCD's 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 and exercise active oversight of
 - ◆ program management, including regular reviews of executive compensation, audits, and financial controls, and
 - ◆ program operations and outcomes.
- The contractor would engage in successful joint efforts with other organizations providing services to the target population.
- The contractor would have the capacity to integrate the proposed program into its overall operations.
- The contractor's internal monitoring system would be effectively used to identify program, personnel, and fiscal issues and provide corrective action procedures.
- The contractor would have a continuous quality improvement protocol that includes quality assurance measures for all aspects of the program.
- The contractor would have an effective computerized system for data collection and management that meets the following specifications:
 - ◆ Microsoft Internet Explorer 6 or greater is required.
 - ◆ A minimum connection speed of 512 kb/s download speed (basic DSL) is required. Dial-up modems are not sufficient.
 - ◆ Up-to-date antivirus software is required.
 - ◆ Firewall software or hardware is strongly recommended.
 - ◆ A computer system that employs hierarchical password protection to define and restrict access to specified users who are Young Adult Internship program staff members is required.
- The contractor would ensure that program staff has access to computers and the Internet.

C. DYCD's Assumptions Regarding Program Approach

1. Contractor and Staff Qualifications

- The contractor would have at least three years of successful experience within the last five years operating a youth workforce development program, which would include significant experience in working with the target population described below, including follow-up services, as well as experience with developing and facilitating internships and long-term or permanent employment, educational, or training opportunities.
- The contractor's key staff would have at least two years of successful and relevant experience within the last five years.
- All program staff, including volunteers, would provide services in a manner sensitive to the characteristics and cultures of the target population.

2. Target Population

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

Proposers are encouraged to serve especially vulnerable disconnected youth, such as disabled youth, runaway and homeless youth (particularly runaway/homeless youth who are lesbian, gay, bisexual, transgender, and questioning), court-involved youth, and youth with experience in the foster care system.⁹

3. Program Facility

- The program facility would be located in the proposed borough.
- The program facility would be appropriate in size and design to accommodate program staff, participants, and services.
- The contractor would ensure that the building and all facilities and equipment therein meet the local fire, health, and safety standards and comply with American Disabilities Act (ADA) standards. If facilities do not meet ADA standards, DYCD-approved alternative measures such as access to other suitable space would be used to make activities accessible to persons with disabilities.
- The facility would be easily accessible by public transportation.

4. Program Approach

Programs would operate in 14-week cycles with three cycles per year. There would be approximately two weeks between cohort cycles. Each cycle would consist of an orientation, followed by paid internships and weekly educational workshops. Upon completing their internships, participants would be placed in education, advanced training, or a job. Follow-up support services would continue for a minimum of 9 months.

Participant Payments

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

Service Levels

Contractors would provide services to a minimum of 90 youth annually in three cohorts of 30 youth each. All participants who complete an internship would receive at least nine months of follow-up services.

Required Program Elements

⁹Research has shown that such youth have higher unemployment rates and more sporadic employment experiences than youth in the general population. See, for example, John Hagan and Bill McCarthy, "Homeless Youth and the Perilous Passage to Adulthood," Network on Transitions to Adulthood Policy Brief, April 2005, Issue 25; Richard Wertheimer, "Youth Who Age Out of Foster Care: Troubled Lives, Troubling Prospects," Child Trends Research Brief, December 2002; and, Harry J. Holzer, et al., "Employment Barriers Facing Ex-Offenders," Paper presented at the Urban Institute Reentry Roundtable: Employment Dimensions of Reentry, New York University Law School, May, 2003. See also, the 2010 report of the New York City Commission on LGBTQ Runaway and Homeless Youth for discussion of the particular challenges confronting this group of vulnerable youth. http://www.nyc.gov/html/om/pdf/2010/pr267_10_report.pdf

For the purposes of this RFP, court-involved youth are youth who (i) have been arrested and have been given alternatives to detention or incarceration, including probation, or (ii) are returning to their community from a New York State placement or detention in a Department of Juvenile Justice facility.

The contractor would include the following program elements:

Recruitment and Enrollment

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

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

Orientation Services (Phase I)

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

Internship Placement and Support (Phase II)

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

DYCD encourages contractors to develop a variety of internship assignments outside their own organizations, which are matched to the strengths and interests of individual participants. Contractors would be expected to avoid in-house placements or provide justification for such placements, including the specific nature of the skill-building opportunities and supervision they would offer. Internship assignments would be well researched and ensure that participants are given opportunities for relevant work experiences and skill development. Internship opportunities should be developed across a broad spectrum of industries and interest areas to allow for meaningful experiences for participants of varying experience levels and backgrounds. **It is anticipated that at least 40 percent of internship placements would be in the private sector.**¹⁰

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

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

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

After the completion of the internship, contractors would provide preparation leading to placement in unsubsidized employment or an educational or training program. A participant may, however, accept placement in a job or educational or training program prior to the end of Phase II.

¹⁰Any nongovernmental placements, including large nonprofit institutions such as hospitals and educational institutions, would be considered "private-sector" placements.

Follow-up Services (Phase III)

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

Minimum Staffing Requirements

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

Linkages

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

Outcomes, Data Collection, and Statistical Reporting

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

Milestones:

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

Outcomes:

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

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

Evaluation

The YAIP programs are one part of a broader CEO anti-poverty strategy that covers a wide range of initiatives. Along with other CEO projects, the YAIP programs will be assessed by a CEO-appointed evaluator to determine whether they are achieving their goals. The YAIP program contractors will be required to participate in ongoing monitoring and evaluation activities led by CEO or its designated evaluator. These may include site visits, surveys, interviews, focus groups, administrative records review, and other data collection and evaluation strategies. In the event of an evaluation using an experimental design, contractors may be required to alter their recruitment practices to ensure random assignment of potential participants to a group that is enrolled in the program intervention or a control group that is not. Contractors may also be required to submit client-level and program data over and above DYCD requirements.

D. 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 name of any "person" who 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 6) and return it with this proposal, and should do so in a separate envelope.** 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 DYCD and will be given four calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to DYCD. Failure to do so will result in a determination that the proposal is nonresponsive. 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 not later than five days from the date of mailing or upon delivery, if delivered.

SECTION IV: FORMAT AND CONTENT OF THE PROPOSAL

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

- The proposal, including attachments if appropriate, 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 25 pages (12 sheets front and back plus one additional page), 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>.)

A. Proposal Format

1. Proposal Summary Form

The Proposal Summary Form (Attachment 1) transmits the proposal package to DYCD. It should be completed in full, signed, and dated by the Board Chair or Executive Director of the proposer. Completing this form fully and accurately assists DYCD in the evaluation of the proposal.

2. Program Proposal

The Program Proposal is a clear, concise narrative which addresses the following:

a. Experience and Qualifications (preferable page limit: 5 pages, excluding requested attachments)

Describe the successful relevant experience within the past five years of the proposer in providing the program services described in Section III, Part 1: Scope of Services of the RFP.

Specifically, identify the programs that demonstrate the successful and relevant experience of the organization relating to the following factors.

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

For each specific program cited, provide a brief description of the services offered, dates of operation, and program goals.

In the chart below (reproduce as needed), using the most recent quantitative measures of success whenever possible, demonstrate that the each program cited above was effective in each of the following areas:

- Achievement of enrollment numbers that met or exceeded funder/program expectations (target levels vs. actual enrollments)
- Achievement of outcomes that met or exceeded funder/program expectations (projections vs. actual outcomes)

Program Name _____

Program Time Period (Describe only one time period for this program.)	Target Enrollment	Actual Enrollment
Outcome 1:	Projected Achievement	Actual Achievement
Outcome 2:	Projected Achievement	Actual Achievement
Outcome 3:	Projected Achievement	Actual Achievement

In addition, in narrative form, describe any other factors that demonstrate that each program cited above was effective such as:

- Positive findings from an evaluation
- Securing multi-year funding for a relevant program(s) from diverse public and private sources
- Successful joint efforts with other organizations and agencies to provide employment and education services and other related services.

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

- The experience of key staff within the past five years providing services to the target population. For each key staff person already identified for a position, provide at least one specific example of his/her success implementing a program similar to the one proposed.

b. Organizational Capability (preferable page limit: 5 pages, excluding requested attachments)

Demonstrate the organization’s programmatic, managerial, and financial capability to perform the services described in Section III—Scope of Services of the RFP. Specifically address the following:

- Describe the steps that will be taken to ensure that program operations will begin on July 1, 2011. Include a brief timeline outlining the activities for program start-up.
- Describe and demonstrate the success of the proposer’s joint efforts with other organizations and agencies to provide employment and education services and other related services.
- Demonstrate the proposer’s capacity to incorporate the proposed program into the organization’s overall operations. Attach an organizational chart showing the proposer’s organization and where the proposed program will fit within the organization.
 - Describe how the proposed program and program staff will relate to the overall organization.
 - Describe any planned collaborations and resource sharing within the organization.
- Describe the proposing organization’s internal monitoring system and demonstrate how it is effectively used to identify personnel and fiscal issues. Describe the corrective action procedures.

- Describe the evaluation and quality improvement protocol that the contractor would implement to ensure continuous improvement of program delivery and participant outcome achievement.
- Describe how the organization manages its data collection and reporting requirements for multiple funding sources.
- Job descriptions and resumes of proposed program staff would address the following:
 - The appropriateness of staff skills, knowledge, and training for providing the proposed services
 - Demonstrate that all individuals, including any volunteers, who will be a part of the program will provide the services in a manner that is sensitive to the ethnic, racial, and linguistic characteristics of the target population.
- State that the organization's computer system meets (or will meet by program start date) the specifications set out in Section IIIB.
- Demonstrate that program staff members have access to computers and the Internet.
- Describe how the proposing organization's Board of Directors will be involved in the proposed program. Describe how past programs have been affected by board involvement. Complete Attachment 3, Corporate Governance Certification.
- Attach a copy of the most recent financial audit of the organization conducted by a certified public accountant, indicating the period covered, OR, if no audit has been performed, the most recent financial statement, indicating the period covered and an explanation of why no audited financial statement is available. Financial audits covering time completely prior to calendar year 2007 will not be accepted as fulfilling this requirement.
- List at least two relevant funding references, including the name of the funding organization and the name, title, and telephone number of a contact person at the funding organization. If there are no funding sources other than DYCD, other relevant references may be listed.
- If the proposer has submitted more than one proposal in response to this RFP, complete Attachment 2, Multiple Proposals.

c. Proposed Program Approach (preferable page limit: 12 pages, excluding requested attachments)

Describe in detail how the proposer will provide the services described in Section III—Scope of Services of the RFP and demonstrate that the proposer's proposed approach will fulfill DYCD's goals and objectives. Specifically address the following

Geographic Area to Be Served/Target Population(s)

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

Program Facility

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

Program Design

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

Staffing

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

Linkages

- Describe the proposed linkages with internship sites, employers, community groups, City agencies, and other service providers that are relevant to the proposed program and whose contribution to the proposed program design benefits all or most participants. Do not include linkage agreements for organizations offering services that participants can access individually on an as-needed basis.
- Demonstrate how the proposed linkages will be effective in helping participants achieve program milestones and outcomes.
- Complete and attach a Linkage Agreement Form (Attachment 4) for each linkage that has been established at the time of proposal submission.

3. Price Proposal

The Price Proposal is the funding request for providing the services described in Section III–Scope of Services. It includes the following:

- Completed Proposal Budget Summary Form (**Attachment 5**) for a 12-month contract period.
- Budget Justification (preferable page limit: 3 pages)

Justify how requested funds would be used to deliver program services. Proposers should ensure that the budget and budget justification are consistent with the proposed program. Specifically, justify the expenses under each major budget category by addressing the points listed below.

Personnel Services

- List each position (full time and part time). Explain how the costs for each position were determined (such as a percentage of full-time salary or hourly rate x number of hours). Indicate which resume or job description is intended to fill that position.

Non-staff Services (as applicable)

- List each consultant and subcontractor and associated cost included in the funding request, and explain how the cost of the assigned work for the program as described in the proposal's Program Approach narrative was calculated.
- If the program design includes payment of stipends, describe how the stipends will be awarded and the rationale for awarding the stated amounts.
- For each type of service purchased from a vendor, describe the nature of that service, why it is needed for the program, and how the costs related to purchasing that service were determined.

Other Than Personnel Services (as applicable)

- For consumable supplies, describe the type and quantity of supplies to be purchased and explain how the costs for these items were determined.
- Explain why each piece of equipment and equipment related expenses are necessary for the proposed program.
- Describe the spaces costs, including those involving a rental expense; their importance in the proposed program; and how costs were determined.
- For travel expenses, describe the purpose of the travel and justify the cost.
- For utility, telephone, and other operational expenses, list each item and how the cost for each item was determined.

4. Doing Business Data Form

The proposer should complete the Doing Business Data Form (Attachment 6) and return it with the proposal. The submission of a Doing Business Data Form that is not accurate and complete may result in appropriate sanctions.

5. Acknowledgment of Addenda

The Acknowledgment of Addenda form (Attachment 7) serves as the proposer's acknowledgment of the receipt of addenda to this RFP which may have been issued by DYCD prior to the Proposal Due Date and Time. The proposer should complete this form as instructed on the form.

B. Proposal Package Contents (“Checklist”)

The Proposal Package should contain the following materials. Proposers should utilize this section as a checklist to assure completeness prior to submitting their proposals to DYCD.

1. The Proposal package should include **one original set and four duplicate sets** of all documents listed below, in the following order:
 - Proposal Summary Form (**Attachment 1**)
 - Multiple Proposals (**Attachment 2**), if submitting more than one proposal
 - Program Proposal
 - Table of Contents
 - Narrative
 - Resumes or Job Descriptions or both for Key Staff Positions
 - Organizational Chart
 - Corporate Governance Certification (**Attachment 3**)
 - Audit Report or Certified Financial Statement or a statement as to why no report or statement is available
 - References for the Proposer
 - Linkage Agreement Form(s) (**Attachment 4**)
 - Price Proposal
 - Narrative
 - Budget Forms (**Attachment 5**)
2. One original Doing Business Data Form (**Attachment 6**) should be placed in a sealed inner envelope.
3. Acknowledgment of Addenda Form (**Attachment 7**)
4. For each proposal submitted, enclose the documents listed above in a sealed envelope and hand deliver to DYCD Office of Contract Procurement, attention: Michael Owh, Agency Chief Contracting Officer. Label the envelope with the following:
 - The title and PIN of this RFP
 - The name of the borough that services are proposed to be provided in
 - The proposer’s name and address
 - 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 nonresponsive to the requirements of this RFP. Proposals which DYCD determines to be nonresponsive will be rejected. DYCD's Evaluation Committees will evaluate and rate all remaining proposals based on the Evaluation Criteria prescribed below. DYCD reserves the right to conduct site visits, to conduct interviews, or to request that proposers make presentations, as deemed applicable and appropriate. Although DYCD may conduct discussions with proposers submitting acceptable proposals, it reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the proposer's initial proposal should contain its best programmatic and price terms.

B. Evaluation Criteria

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

C. Basis for Contract Award

- 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 which are set forth in this RFP. Proposals will be ranked in descending order of their overall average technical scores. Awards will be made to the highest rated vendors whose proposals are technically viable and whose price per participant falls within the range set forth in the RFP. DYCD reserves the right to make awards to ensure appropriate distribution of programs across geographic areas; a variety of internship placements; and delivery of services to diverse subgroups of disconnected youth, including but not restricted to disabled youth, runaway and homeless youth (particularly runaway and homeless youth who are lesbian, gay, bisexual, transgender, and questioning), court-involved youth, and youth with experience in the foster care system.
- If a proposer is eligible for more than one contract award from this RFP, DYCD reserves the right to determine, based on the proposer's demonstrated organizational capability and the best interests of the City, respectively, how many contracts the proposer will be awarded, and at what level of services and dollar value.
- DYCD reserves the right to negotiate with any successful proposer to include additional targeted CDs if such proposer indicated in its proposal that it would be willing to provide services to a targeted CDs for which it did not propose.

Contract award shall be subject to:

- Demonstration that the proposer has, or will have by the conclusion of negotiations, site control of an appropriate program facility.
- Timely completion of contract negotiations between the agency and the selected proposer.

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. Vendex Fees. Pursuant to PPB Rule 2-08(f)(2), the contractor will be charged a fee for the administration of the Vendex system, including the Vendor Name Check Process, if a Vendor Name Check review is required to be conducted by the Department of Investigation. The contractor shall also be required to pay the applicable fees for any of its subcontractors for which Vendor Name Check reviews are required. The fee(s) will be deducted from payments made to the contractor under the contract. For contracts with an estimated value of less than or equal to \$1,000,000, the fee will be \$175. For contracts with an estimated value of greater than \$1,000,000, the fee will be \$350. The estimated value for each contract resulting from this RFP is estimated to be (less than or equal to \$1million) (above \$1million).

M. Charter Section 312(a) Certification.

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



Agency Chief Contracting Officer

11/03/2010
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

Attachment I: Proposal Summary Form

RFP Title: Young Adult Internship Programs (YAIP)

PIN: 26011YAIPRFP

Proposing Organization: _____ EIN: _____

Address: _____

City State Zip Code

Contact Name: _____ Title: _____

Contact Email: _____

Telephone: _____ Fax: _____

Proposed Geographic Area (Check only one borough and list proposed CDs)

Bronx Brooklyn Manhattan Queens Staten Island

Proposed CD(s) _____

Participants To Be Served	Cost Per Participant	DYCD Funding Request
	\$	\$

Note: Cost per participant range is from \$3,200 to \$3,800

Proposed Target Group To Be Served:

(Indicate one target group only)

- | | |
|--|---|
| <input type="checkbox"/> General disconnected youth population aged 16-24
<input type="checkbox"/> Runaway and homeless disconnected youth aged 16-24
<input type="checkbox"/> Runaway and homeless disconnected youth, aged 16-24 who are lesbian, gay, bisexual, transgender, or questioning | <input type="checkbox"/> Disabled disconnected youth, aged 16-24
<input type="checkbox"/> Court-involved disconnected youth, aged 16-24
<input type="checkbox"/> Disconnected youth, aged 16-24 with experience in the foster care system |
|--|---|

Proposed Site: _____

Address: _____

Proposer is willing to additionally provide services to a targeted CD for which it did not propose. Yes No

Has proposer submitted more than one proposal in response to this RFP? Yes No
 If yes, complete Attachment 2, Multiple Proposals.

Is the response printed on both sides, on recycled paper containing the minimum percentage of recovered fiber content as requested by the City in the instructions to this solicitation? Yes No

Authorized Representative _____ Title: _____

Signature: _____ Date: _____

Attachment 2: Multiple Proposals

RFP Title: Young Adult Internship Programs (YAIP)

PIN: 26011YAIPRFP

Complete this attachment if the proposer has submitted more than one proposal in response to this RFP.

Number of proposals submitted _____

Indicate the personnel who will manage the additional programmatic and administrative (fiscal and personnel) oversight if more than one contract is awarded.

Title	Full-Time Equivalent (100% = 35 hours/week)
_____	_____
_____	_____
_____	_____
_____	_____

What funding sources will cover the above costs?

Attachment 3: Corporate Governance Certification

RFP Title: Young Adult Internship Programs (YAIP)

PIN: 26011YAIPRFP

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

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

1. Is governed by a Board of Directors, whose names and addresses are fully and accurately set forth on the attached list.
2. Maintains its corporate books and records, including minutes of each meeting, at the Proposer address stated on the Proposal Summary Form (Attachment 1 of this RFP).
3. Has held in the past 12 months _____ meetings of the Board of Directors at which a quorum was present.
4. Reviews, at least annually, at a meeting of the Board of Directors and has reviewed in the past 12 months each of the following topics:
 - a. Executive compensation
 - b. Internal controls, including financial controls
 - c. Audits
 - d. Program operations and outcomes.

Name of Organization (Print)

Name of Board Chairperson (Print)

Signature of Board Chairperson

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

NOTARY PUBLIC

Attachment 4: Linkage Agreement Form

RFP Title: Young Adult Internship Programs (YAIP)

PIN: 26011YAIPRFP

Proposer: _____

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

Pursuant to the proposal submitted by _____ in
(Proposing Organization)

response to the Young Adult Internship Programs (YAIP) Request for Proposals from the Department of Youth and Community Development, the proposer has established or, if funded, will establish programmatic linkage with _____ in the form and manner described below.

(Linked Organization)

Describe the proposed programmatic linkage, including what services the linked partner will provide, how data will be maintained and information shared between partners, and how referrals between partners will be handled. Describe how the linkage will help youth achieve program outcomes.

Proposing Organization:

Authorized Representative

Title

Signature

Date

Linked Organization:

Authorized Representative

Title

Signature

Work Address

Work Telephone Number

Date

Attachment 5: Proposal Budget Summary Form

RFP Title: Young Adult Internship Programs (YAIP)

PIN: 26011YAIPRFP

Organization:		EIN:	
----------------------	--	-------------	--

Account Code	Category	DYCD Funding Request:
Personnel Services		
1100	Salaries and Wages	\$
	Full Time:	\$
	Part Time:	\$
1200	Fringe Benefits	\$
1300	Central Insurance Program	\$
	Total Personnel Services:	\$
Non-Staff Services		
2100	Consultants	\$
2200	Subcontractors	\$
2300	Stipends	\$
2400	Vendors	\$
	Total Non-Staff Services:	\$
Other Than Personnel Services		
3100	Consumable Supplies	\$
3200	Equipment Purchases	\$
3300	Equipment Other	\$
3400	Space Costs	\$
3500	Travel	\$
3600	Utilities & Telephone	\$
3700	Other Operational Costs	\$
	Other Costs:	\$
	Indirect Costs:	\$
3800	Fiscal Agent Services	\$
	Total Other Than Personnel Services:	\$
	Total DYCD Funding Request:	\$

Proposal Budget Summary Category Definitions

Personnel Services

1100 Salaries and Wages

- The Salaries are divided into two categories:
 - Full Time employees: Persons who work 35 hours or more per week
 - Part Time employees: Persons who work less than 35 hours per week

1200 Fringe Benefits

- 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.

Non-Staff Services

2100 Consultants

- An independent entity with professional 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 Subcontractors

- An independent, usually nonprofit, 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 Stipends

- An incentive allowance ONLY for the benefit of a participant or client.

2400 Vendors

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

Other Than Personnel Services

3100 Consumable Supplies

- Supplies that are not lasting or permanent in nature, such as office, program, and/or maintenance supplies.

3200 Equipment Purchases

- Purchase of equipment that is durable or permanent, such as furniture, printers, calculators, telephones, computers. All equipment and furniture purchased with DYCD funds at a cost of \$500 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.

3300 Equipment Other

- The rental, lease, repair, and maintenance of office/program equipment utilized in the program's operation. This category also includes Computer Software.

3400 Space Costs

- Public School: Opening fees and room rentals paid to the Department of Education (DOE) or
- Space Cost/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 space cost are required to submit a Space Cost/Cost Allocation Plan. In addition, you will be required to submit a copy of your lease, DOE permit, 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 program functions. Expenditures for employees who use their personal automobile for business are reimbursed a maximum of \$0.28 per mile plus tolls. Charge to this account all participant- related travel, such as bus trips and local travel.

3600 Utilities & Telephone

- Utilities & Telephone costs associated with the proposed program.

3700 Other Operational Costs

- This category is separated into two subcategories:
 - **3710 Other Costs:** Items such as audit costs, 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.
 - **3720 Indirect Costs:** The purpose of Indirect Costs is to capture overhead costs incurred by a contractor operating several programs. The maximum allowable rate is 10 percent of the total budget.

3800 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, and 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

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



Attachment 7: Acknowledgement of Addenda

RFP Title: Young Adult Internship Programs (YAIP)

PIN: 26011YAIPRFP

Proposer: _____

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: _____, 2011

ADDENDUM #2 DATED: _____, 2011

ADDENDUM #3 DATED: _____, 2011

ADDENDUM #4 DATED: _____, 2011

ADDENDUM #5 DATED: _____, 2011

ADDENDUM #6 DATED: _____, 2011

ADDENDUM #7 DATED: _____, 2011

ADDENDUM #8 DATED: _____, 2011

PART II: Check, if applicable.

_____ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFP.

DATE ____/____/____

PROPOSER (NAME): _____

PROPOSER (SIGNATURE): _____