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NEW YORK CITY
DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT
COMPASS SCHOOL-BASED ELEMENTARY PROGRAMS REISSUE
PRE-PROPOSAL CONFERENCE

January 14, 2016
2:17 p.m.

Transcribed by:

Nicole Ellis

TRANSCRIPT OF PROCEEDINGS

PANEL MEMBERS:

NINA HERMAN	HHS Accelerator
ROSANA HIRSCH	Deputy Director COMPASS
BOB FRENZEL-BERRA	Director of Planning Research and Program Development
KEITH BUNCH	Moderator Assistant Deputy Agency Chief Contracting Officer

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MR. BUNCH: Good afternoon. On behalf of Commissioner Chong, I'd like to welcome you to the Department of Youth and Community Development's Pre-Proposal Conference for COMPASS Elementary Programs Reissue. My name is Keith Bunch, Assistant Deputy Agency Chief Contracting Officer, I come from the procurement unit here at DYCD.

And I just want to start with our agenda for today. So we have the welcome and timeline, proposal expectations and instructions; that will be gone over by HHS Accelerator. We have pre-qualifying and proposal submission, program expectations; that will be done by COMPASS. We have some post award requirements, and we have our Q&A session in case you have any questions.

All right, at this time I'd like to introduce our panel. To my right, we have from COMPASS Rosana Hirsch, she's the Deputy Director, she'll be doing the program overview. We also have from PRPD,

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Robert Frenzel-Berra, he's Director of Research and Program Development, he'll be available if you have any questions. And we also have from HHS Accelerator, Nina Herman.

Thank you for joining us today, before I turn this conference over to the panel I'd like to go over some important dates and general information. The due date for this RFP is February 4, 2016 and that will be do in the HHS Accelerator System. Please note that DYCD will not be accepting any hard copies of proposals. In order to respond to this RFP, you must be pre-qualified in the HHS Accelerator System. Please note once again the due date is February 4, 2016 at 2 p.m. in the HHS Accelerator System, proposals submitted after this date will not be accepted.

DYCD anticipates that these awards will be announced in mid-spring. Notification of award selections will be done through the HHS Accelerator System.

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The anticipated contract term will be from July 1, 2016 to June 30, 2019. If you still have any questions after this pre-proposal conference you may e-mail DYCD at RFPquestions@dycd.nyc.gov. Please note in order to ensure timely responses all questions must be received no later than January 28, 2016.

So when you submit your proposal and it's scored upon, it's going to be evaluated based on five categories. So the first is Organizational Experience, you can receive up to 20 points; Staffing up to 20 points; School Partnership and School-Based Expectations, you can receive up to 15 points; we also have Program Design where you can receive 40 point; and is Budget Management where you can receive up to 5 points.

All right, at this time we'd like to have Nina Herman from HHS Accelerator, she'll be going over her portion of the slides. Thank you.

MR. HERMAN: Good afternoon, my name

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is Nina Herman and I work at HHS Accelerator in the Mayor's Office of Operations, and I'm going to provide an overview of Accelerator, which is a system used to submit your proposal.

So a little overview, HHS Accelerator was created to streamline the procurement process. Agencies release RFPs through HHS Accelerator and providers must submit proposals through HHS Accelerator by the proposal due date and time. Pre-qualified providers approved for relevant services are eligible to propose and can submit once the RFP has been released. If you have any questions about the use of Accelerator, you can e-mail our help desk. Our e-mail address is info@hhsaccelerator.nyc.gov.

So Accelerator has four modules. We have the Document Vault, which is a private electronic filing cabinet. We have the Pre-Qualification Application, which I'll speak about in detail in a moment. We release the Procurements

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through HHS Accelerator and providers can view procurements in the system, and then we have an Financials module, where agency can manage budgets, invoices, and payments electronically through the system.

So when you first log in, you'll come to your home page which looks like this. To call tasks forward on each of the dashboards, you'll click on the green Refresh button and you'll see that task will populate. And we operate on tab-based system, so if you want to view different areas of the system, you'll click on various tabs.

To get to the HHS Accelerator Application you click the Applications tab and that will get you to start your Pre-Qualification Application. So providers must be pre-qualified in Accelerator before they're eligible to propose. They'll submit a Business Application and a Lease Form Service Application, which is reviewed by our team at the Mayor's Office of Operations.

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Once it is reviewed, you'll be pre-qualified and ready to compete for funding. From your homepage you can click on the Procurements tab which will take you to the Procurements Roadmap. On this roadmap, an important column to notice is your Provider Status, so that is your organizations status in relation to that opportunity. If you see Eligible to Propose then you know you're eligible for that opportunity, and if you see Service App Required that means you need to submit and be approved in an additional service in order to be eligible to propose.

Once you identify the opportunity you're interested in, you can click on the Title and that will take you to the Procurement Summary tab. So here you'll get a description of the procurement and some important dates and funding amounts related to that opportunity. And the next tab is the Services and Providers tab, here you'll see a list of selected services and you'll have to be

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2 pre-qualified in at least one in order to
3 be eligible to propose for the
4 opportunity. These first two tabs are
5 viewable by all providers regardless of
6 eligibility and even before the RFP is
7 released, so that you can prepare ahead of
8 time. The next two tabs I speak about are
9 only viewable by providers who are
10 eligible to propose and once the RFP is
11 released. You'll be able to view the RFP
12 in the RFP Documents tab, you just click
13 on the name of the document to view it and
14 you can print it or save it. Any Addenda
15 that are released will also be released in
16 this tab.

17 And when you're ready, you can come
18 to the Proposal Summary tab. You'll have
19 the green bar across the screen that
20 you're eligible to submit a proposal to
21 this RFP and then you can click Add New
22 Proposal to get started. That will take
23 you to the Proposal Details tab, so
24 everything with a red asterisks is
25 required to be filled out before you can

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2 save this page. You'll need to select a
3 competition pool and the RFP will have
4 instructions on how to select the
5 appropriate one for your organization.
6 You'll also be asked to add a site
7 location, on the bottom right there's an
8 Add Site button.

9 The next tab is a Proposal Documents
10 tab, so here you'll upload your proposal
11 documents and you'll find instructions on
12 completing those documents in the RFP.
13 The system won't let you submit until all
14 documents have been uploaded, so keep that
15 in mind. And uploading is similar to
16 attaching a document to an e-mail; you
17 just go to the Actions drop-down menu,
18 select Upload Document or you can select a
19 document from your document vault.

20 And the last tab is the Submit
21 Proposal tab, you'll check off the boxes
22 at the bottom, enter in your user name and
23 password, and click Submit Proposal. Only
24 Level 2 users have permission to submit on
25 behalf of their organization, so if that

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button is not active for you it may be because you do not have the appropriate permission.

You'll have a few indicators that you have successfully submitted. One is this green bar across your screen with a message that you've submitted. You'll also receive an e-mail with a similar message, and then lastly you'll see the status here in the Proposal Summary tab. The status of that proposal is Submitted. If it says Draft that means the proposal is still with you, the agency has not received it or cannot see it, if it's in draft it still needs to be submitted.

We recommend submitting 24 hours in advance of due date and time. If you do submit early and you want to retract you proposal for any reason, to make updates or edit, you can do so by coming back to this tab, the Proposal Summary tab, selecting from Actions drop-down, you'll select Retract Proposal, and then you'll see your status go from Submitted back to

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Draft. You can make any edits or updates you like, and then it's really important to remember to resubmit before the due date and time for it to be reviewed.

Lastly, we have a lot of resources on our website, it's nyc.gov/hhsaccelerator. You can click on the Help tab and the first page you'll see is Training; we offer Webinars and on-site trainings, and the tab next to it is Guides and Videos; so our guides have screen shots and step-by-step instructions on the different tasks that you can complete in the system. And then lastly, you can always e-mail help desk if there are questions that are not answered by our resources. Thank you.

MR. BUNCH: Thank you, Nina.

At this time, we'll have Rosana Hirsch from COMPASS, she's going to go over the Program overview.

MS. HIRSCH: Good afternoon. At this point I am going to walk you through what the program is required to have when you -- all the contractual requirements that

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are necessary when you're filling out your proposal.

This is our mission. We used to be called OST, Out of School Time, and then with a tremendous growth that we have gone through since last year due to Mayor de Blasio's generosity and intention in creating programs for middle school students, which is now called SONIC, we have now more than doubled in size. We serve between -- around 920 programs, K-12. So we have grown tremendously, we have gone through a whole process of renaming and marketing our programs, and we are now known as the Comprehensive After School System of New York City, it's a long name, and to shorten it the acronym is COMPASS.

We expect -- this is our mission, but we expect programs to be aligned with the mission and the activities -- program content, program design, and the structure of the programs should reflect at least some of this mission, and the mission

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should be aligned with what we see when we go observe programs.

These are our goals. Goal No. 1 is to foster academic, social and emotional competencies, and physical well-being. You will also see this reflected in the activities you design and implement in your program. Provide opportunities for youth to explore interest and creativity, because we have more of a latitude during the afternoon out of school time, we have the ability to be a lot more creative and explore more interests, speak to the voice and the choice of youth and children, and actually make them believe and agree that learning is, in fact, fun -- can be fun. So build skills that support academic achievement. You will see that a lot of principals will like this goal. In the after-school hours, we have to be a little more sensitive. It is not the extension of the school day, but the expansion of the school day. So academic support is done in a different way than test prep and

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2 other things that happen during the school
3 day. So -- and this is always a good
4 conversation to have with your principal
5 and your teachers. Cultivate youth
6 leadership and community engagement. A
7 lot of folks say, youth leadership, it's
8 not for, what I call, little big people.
9 I think leadership skills should start in
10 elementary school, they can do it too.
11 And it's also a great preparation for
12 upper grades in elementary school to
13 prepare them for middle school, and to
14 really make them aware that they do count,
15 that they do matter, and there's room for
16 them and space for them to be engaged in
17 their communities from an early start.
18 It's something that the seed should be
19 planted at that point. Engage parents and
20 other caretakers to support the above
21 goals. I know this is a bit of a
22 challenging one, but it will continue to
23 insist on the importance of engaging
24 parents because you know research says the
25 more engaged parents, and guardians, and

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relatives, the family -- takes a village,
right, to be involved in a child's
academic, social, emotional development
the better they will do as people and as
students. I know I'm preaching to the
converted, but -- and they have very
serious faces like they know that.

So key, if a school is located -- I'm
sorry, if a program -- a COMPASS Program
is located in a host school, one of the
key elements for the success of this
program is that relationship that the
agency, the program has, with the
principal, the teachers, believe it or not
custodial staff, kitchen staff, the entire
-- secretaries, the entire school. It's
extremely important that the program staff
sits down with the principal on a regular
basis to make sure that, in fact, the
needs of participants are being met. This
partnership is very much key, it will make
or break your program, and then we have to
run and put out some fires, so from the
get-go you want to establish a very

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positive relationship with a school personnel, and also make the expectations clear to the point that we have something called the School Partnership Agreement, and those expectations are spelled out and the documents should be signed by both parties. And it's a live document, it should be revisited regular to make sure that everybody is on the same page on a continuous basis, key.

The Program Design, we have requirements, they're not negotiable. The program has to serve participants for a 1,020 hours for the entire school year, counting the summer. So during the school year, the hours will be 540 per participant at three hours a day Monday through Friday. Don't worry, depending on the time -- I know it varies, the time of dismissal from the school day, you have to make arrangements to make sure that you're serving the participants and the program operates three hours a day, Monday through Friday. Program is required to operate 13

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holidays out of the year, you can pick and choose your holidays. We strongly recommend that you serve participants during the long holidays, the recess holidays, and that's for ten hours per day. It's like a camp, it's a holiday camp. And then for the summer, 350 hours. The same dosage -- daily dosage of hours, ten hours a day, and that is summer camp. That's a time when you want to encourage programs to have field trips, to get them outside of the classroom, they spend too much time indoors, they need to explore the City. And the holiday programs, like I said, we really encourage you to serve them during the spring and winter breaks.

Activities, we have a structured program model that requires certain activities and a certain number of hours for those activities. Elementary school programs -- COMPASS elementary school programs are required to offer either literacy or STEM two hours a week per participant. I repeat, not a combination,

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two hours a week per participant. They also need to offer physical activity, which is extremely important. These kids don't move around enough during the day, for 90 minutes per participant per week. It is ideal, and a great opportunity, for the program to combine physical activity with nutrition, so kids understand from the get-go that they are very, very strongly connected. And there are plenty of free curriculum, or curricula, that can you get from the web and align your physical activities with the nutritional curriculum.

Now we can have the best -- I always say this -- the best curriculum on earth, the best lesson plans, and educational specialist. If we don't have the staff that is qualified and well prepared to implement these activities, we don't have a program. So I understand that because of the tremendous increase in the number of programs, the competition for qualified staff has been unbelievable. We get

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2 complaints from agencies all the time, I
3 can't hire staff, but it's paramount that
4 you hire qualified staff so the program is
5 substantive, is intentional, and it does
6 bring you results and has positive
7 outcomes. So if you have 90 or more
8 participants, you are required, it's not
9 nonnegotiable, to have a full-time Program
10 Director that has to be on-site from 10 to
11 6, and has to be available during the day
12 to speak to parents, to have meetings with
13 the school personnel, do paperwork. But
14 it's our requirement, it's nonnegotiable.
15 If it's 89 or less, you can have a
16 part-time Program Director. This is our
17 requirement, a BA or BS is required. But
18 if the person has an AA and is working
19 towards a BA or BS, there is a possibility
20 that you can fill out a waiver, we will
21 review it and approve it, and the person
22 has the experience to counter, you know,
23 the lack of the BA and BS, we'll review it
24 and hopefully approve it, is that clear?

25 Okay. So in this case, because this

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is a formally funded City Council reissue, they are not required to have an Educational Specialist. However, however, it is strongly recommended, because this person serves as a bridge between the school and the after-school, 'cause we know really well that the type of after-school staff that we get, they come through with different experiences and not necessarily formal educational experience. So this person will really level the playing field, give them feedback through observation of the implementation of activities, help them in developing meaningful lesson plans. So this row is extremely important, and we strongly recommend -- you have money in the budget to do it, so don't tell us you don't. So we strongly recommend that.

A Senior Supervisor. Staff Program Directors need the support from a Senior Supervisor, we just strongly recommend that a Senior Supervisor should not have the load of ten sites. It's impossible

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for them to do really the work they should do fully. So we would like to stick to four to five sites, but we strongly recommend a Supervisor. Activity Specialists, you can see that when we go to site visits now, we need folks with expertise because we are really trying to promote the mastery of skills and the strengthening of their knowledge and their learning. So when folks have expertise in certain areas, the activities are a lot more successful as a result. Data Management role. We know we rely on attendance a lot, it's one of our requirements. The Rate of Participation of 80 percent of elementary school programs, and you must enroll all of the slots that you're supposed to serve, and you also allowed to enroll over 20 percent. So this is -- this would make your life a lot easier if you assign somebody, and our lives a lot easier, if you assign somebody to be in charge of the data. It's also good data for you to see

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2 what's happening with your program,
3 because DYCD online allows you for
4 comprehensive reports on how your program
5 is doing in different areas. A School
6 Liaison, really important. A lot of the
7 times the Program Director is the School
8 Liaison. But let's say for whatever
9 reason the Program Director is not your
10 School Liaison, assign another staff
11 member to be the School Liaison, somebody
12 who goes back and forth and really is
13 trying to bridge all that is needed for
14 the partnership to be successful.

15 Last but not least, this is extremely
16 important in terms of safety, security.
17 DOH is the agency responsible for
18 instituting these regulations. We come
19 into a site to visit the site, you're out
20 of ratio, unfortunately we will have to
21 point that out in the Site Visit Report.
22 And depending on the severity of how out
23 of ratio you are, and it's causing
24 possible safety hazards to the kids, we
25 will have to place you on a Work

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Improvement Plan and depending on the severity, a Corrective Action Plan. That's how important, and you must have -- during operation hours, your program must be in ratio at all times.

Talk about partnerships. We work with a lot of folks, we're very fortunate to have really, really great partnerships with different agencies. We work very closely with the New York City Department of Education, they have a whole group of folks who are dedicated to after-school services, and we work very closely with them. The New York City Department of Health and Mental Hygiene, DOH, they also work very closely with us because, as you know, all these programs require a SACC License to be able to operate. Child and Adult Care Food Program because a lot of these programs, particularly if they're in school, it's an in-kind contribution of the school, they get served either snack or supper. Rescue Social Change, this was left here. This is really in reference to

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SONIC middle school programs, but this was the organization that actually helped market the SONIC Program. They haven't really worked with elementary yet, so let's not. And then at DYCD we're fortunate enough to be able to offer technical assistance through the Capacity Building Unit. We have plenty of really, really good solid -- they have expertise in different areas -- of folks who contracted with us that we can recommend to go to sites to strengthen their overall program quality. So we were -- and COMPASS is also fortunate to have something called the Program Quality and Innovation Unit within COMPASS, and they really they work with our program managers and they work with programs to make sure that they are in compliance, and to make sure that they are as successful as they can be.

Any questions -- oh, no questions later, I'm sorry.

MR. BUNCH: Thank you, Rosana for the

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COMPASS overview.

So before we go on, I just want to go over a few things regarding post award requirements. So we have our Public Assistance Hiring Commitment Rider, below that we have General Information and Regulatory Requirements, and I just want to touch on a couple things regarding the Responsibility Determination.

So we at DYCD we stress the importance of finding all awarded vendors responsible through our Responsibility Determination. Therefore, please make your VENDEX filings are up-to-date, your charities filings are current, and ensure that any outstanding liens or adverse information has been resolved.

Below that we have Notice For Proposal Subcontractor Compliance. So regarding that -- regarding that, all subcontractors -- regarding that, all subcontractors and subcontracts are subject to DYCD approval before any expenses are incurred or any payments are

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made to them by the prime contractor, and must be reported using the Pay Information Portal, also known as P-I-P or PIP. And so therefore it is important to identify all subcontractors as possible. So again, if you're going to use a subcontractor, make sure you identify them as soon as you can.

Some important information. We encourage M/WEB participation and we recommend the utilization of certified M/WEBs. And just an important note, transcript, presentation, and attendance rosters will be posted to the DYCD website for viewing.

All right, so at this time if you have any questions or if you need further clarification on the presentation that was done today, please feel free to line up to the front of this microphone. Please be sure to state your name, and the name of your agency, and reference the page of the RFP that pertains to your question. So if you have any questions --

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MR. FRENZEL-BERRA: Just a clarification on the presentation regarding the qualifications of the Program Director for the proposal, we're asking that any proposal for Program Director be a qualification plus experience. And in practice, DYCD has, on occasion, considered an alternative if someone doesn't have a BA and they are enrolled in a college program that can sometimes meet our approval. For the purpose of the proposal, we're asking that the proposers -- that the Program Director have a BA or BS.

MR. BUNCH: All right. Does anyone have any questions? Any questions at all, any clarification needed for RFP, HHS?

(No response.)

MR. BUNCH: Going once, twice.

All right. All right, so just remember that the proposal due date is once again February 4, 2016 at 2 p.m. in the HHS Accelerator System. In addition, please be on the lookout for any Addendums

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to the RFP, which will be released in the
HHS Accelerator System.

On that note, that concludes our
Pre-Proposal Conference. Thank you for
coming.

(Time noted: 2:48 p.m.)

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C E R T I F I C A T E

STATE OF NEW YORK)
) ss.:
COUNTY OF QUEENS)

I, NICOLE ELLIS, a Notary Public for and within
the State of New York, do hereby certify:

I reported the proceedings in the within-entitled
matter, and that the within transcript is a true
record of such proceedings.

I further certify that I am not related to any of
the parties in this matter by blood or by marriage
and that I am in no way interested in the outcome of
this matter.

IN WITNESS WHEREOF, I have hereunto set my hand
this 15th day of January 2016.

NICOLE ELLIS

**Department of Youth and Community Development - COMPASS Pre-Proposal Hearing
January 14, 2016**

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