COMPASS Explore RFP

Pre-Proposal Conference
December 18, 2015

Agenda

- Welcome and Timeline
- Proposal Expectations and Instructions
- Pre-Qualifying and Proposal Submission
- Program Expectations
- Post Award Requirements
- Question and Answer Session

RFP Timeline

- Proposal Due Date: January 12, 2016 at 2pm
- Anticipated Award Announcement Date: Early Spring 2016
- Anticipated Contract Term: July 1, 2016 – June 30, 2019
  (with an Option to Renew for up to an additional 3 years)
- Questions regarding RFP: RFPquestions@dycd.nyc.gov –
  (Must be received by January 4, 2016)

Proposal Expectations and Instructions

Required Documents

- Structured Proposal Form
- School Linkage Agreement
- Proposer's Organizational Chart
- Proposal Budget Summary
- Doing Business Data Form
- Resumes for Program Director (or job description, if not yet identified)

Evaluation Criteria

- Organizational Experience (25 points)
- Staffing (25 points)
- Program Design (45 points)
- Budget Management (5 points)

Mayor's Office of Operations

HHS ACCELERATOR

Pre-Proposal Conference

2015

INTRODUCTION

The HHS Accelerator System was launched to simplify and improve the competitive contract process for Health and Human Service providers.

- Agencies publish all Request for Proposals (RFP) Documents in the HHS Accelerator System.
- Prequalified providers approved for relevant Services are "Eligible to Propose" and can submit after RFPs are released.
- **Providers must submit proposals through the HHS Accelerator System by the proposal due date and time (2 pm).**
- All questions about the HHS Accelerator System should be directed to info@hhsaccelerator.nyc.gov.

HOW IT WORKS

Document Vault

The Document Vault module allows for file upload and storage, viewing or sharing.

Prequalification Application

Prequalification includes two major sections, the Business Application and Service Application. Providers confirm corporate identity, compliance with regulations, and then demonstrate basic record of service.

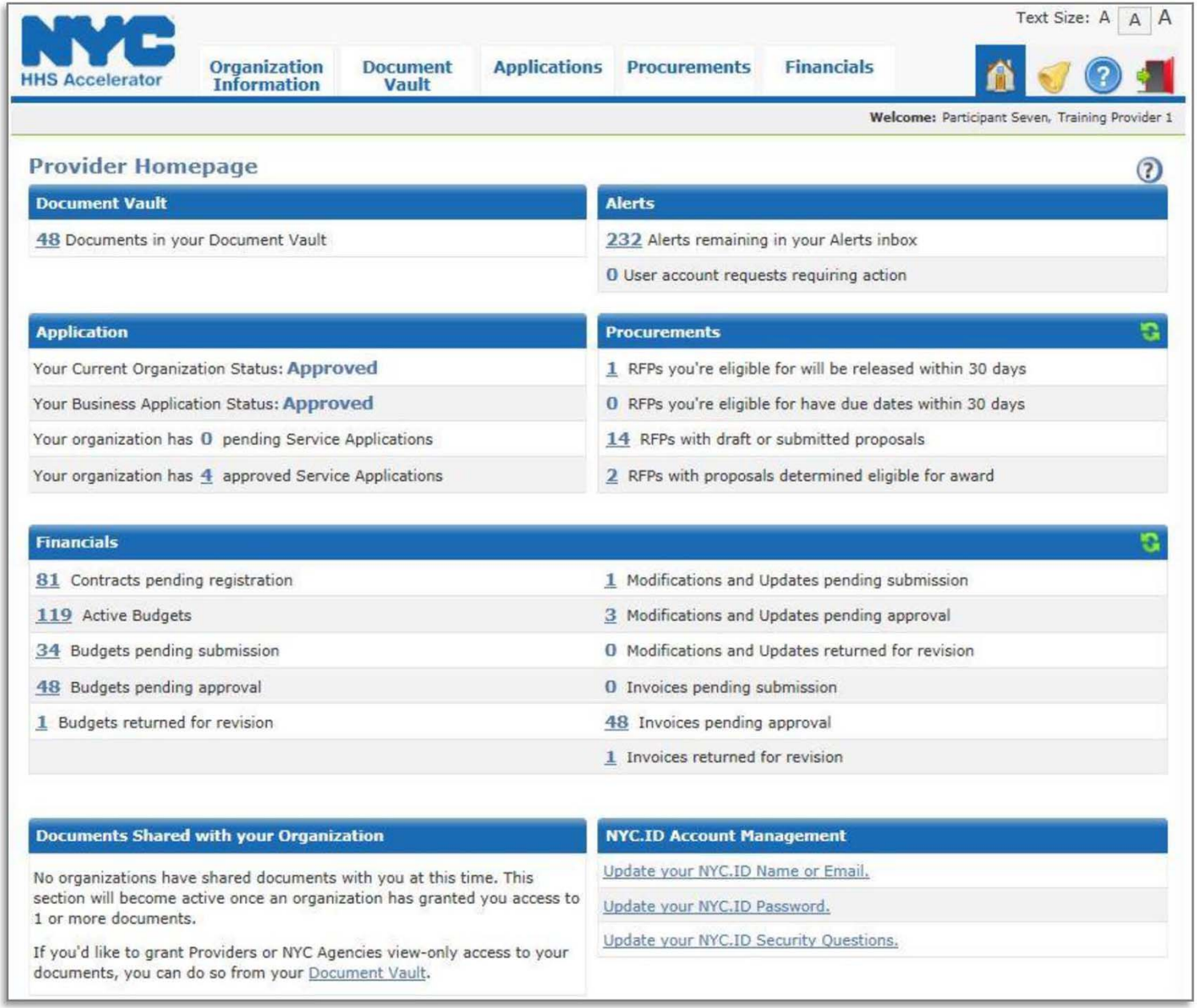
Procurements

The Procurements module contains RFPs prequalified organizations can view and compete for.

Financials

The Financials module gives access to budgets, invoices and payments.

HOMEPAGE NAVIGATION



PREQUALIFICATION APPLICATION

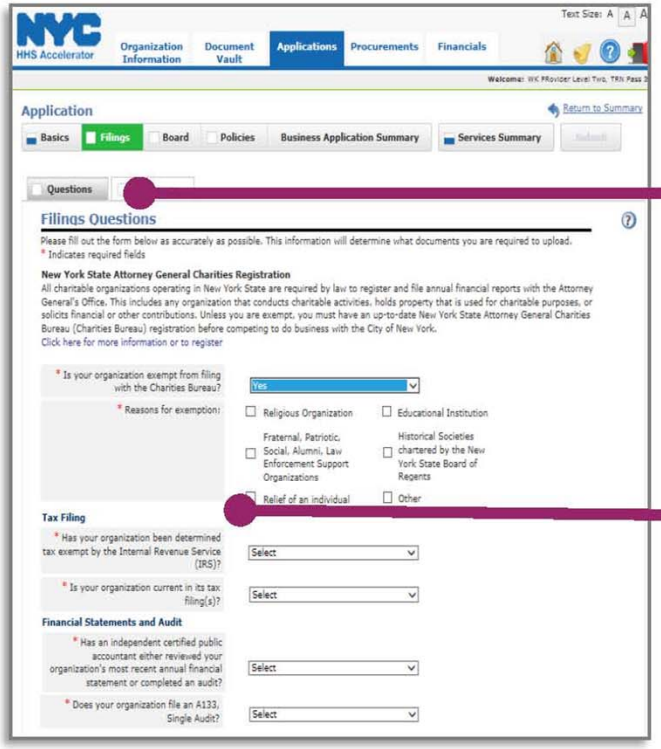
HHS Accelerator

PREQUALIFICATION

Eligibility is determined through a two-part prequalification Application.

Business Application

- Establish corporate identity
- Confirm annual regulatory filings
- Board structure and policies.

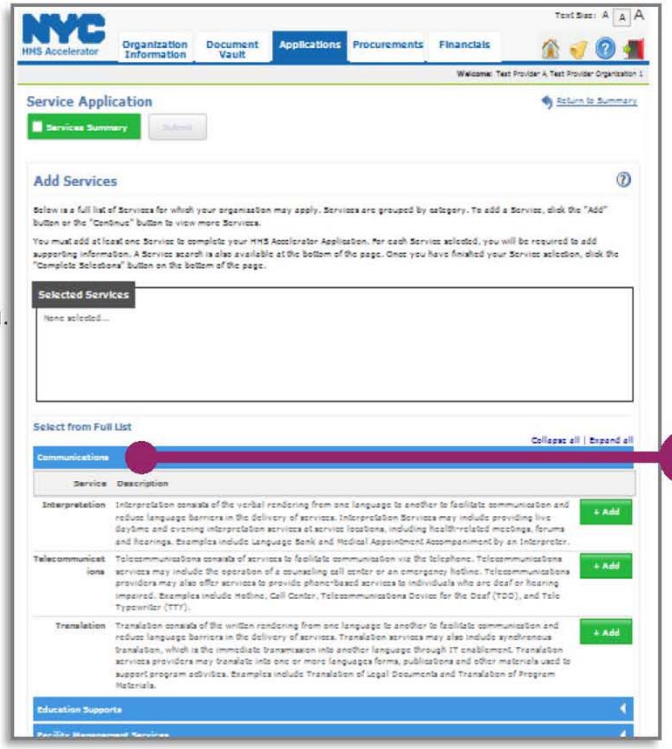


1 Box turns blue to indicate completion.

2 *Indicates required field.

Service Application

- Browse and search the Client and Community Services Catalog to select services
- Establish track record of service delivery.



3 Options to demonstrate service record:

- Contract/ Grant
- Key Staff Resume
- Statement.

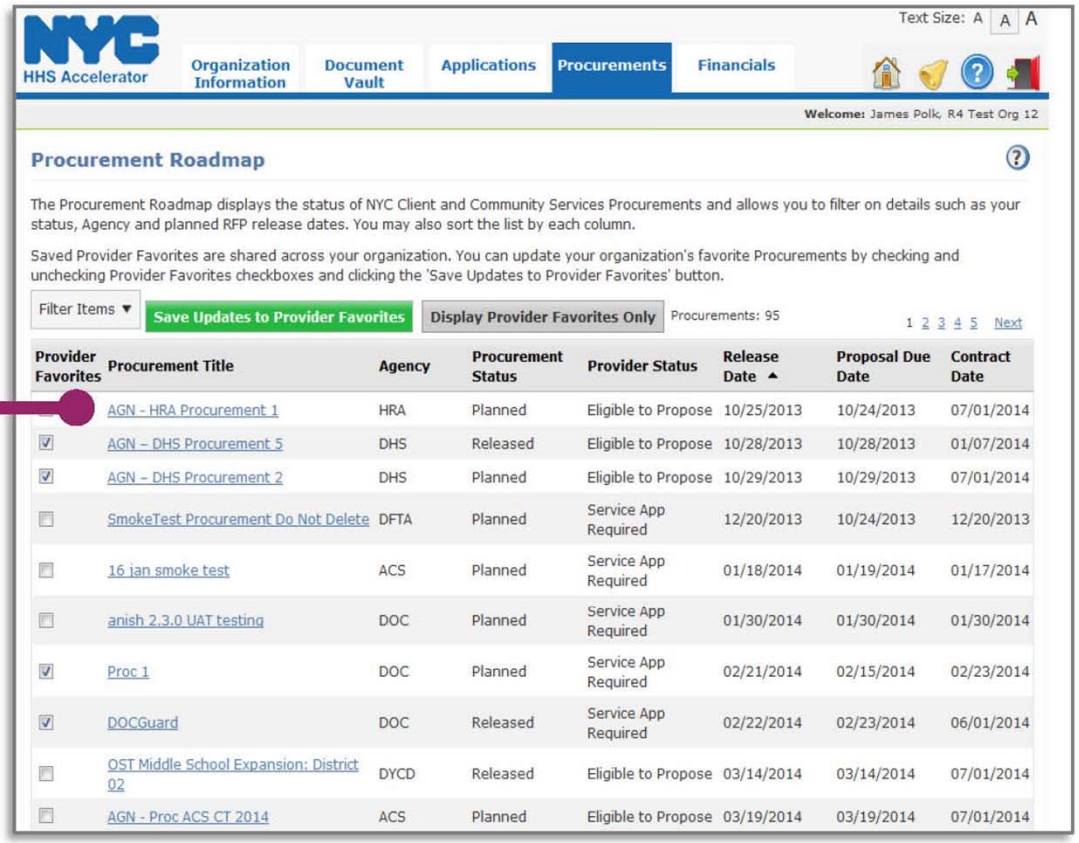
COMPETING FOR FUNDING

HHS Accelerator

PROCUREMENT ROADMAP

The NYC Procurement Roadmap is used to plan for RFPs across multiple Agencies.

Click "**Procurement Title**" links to display details.

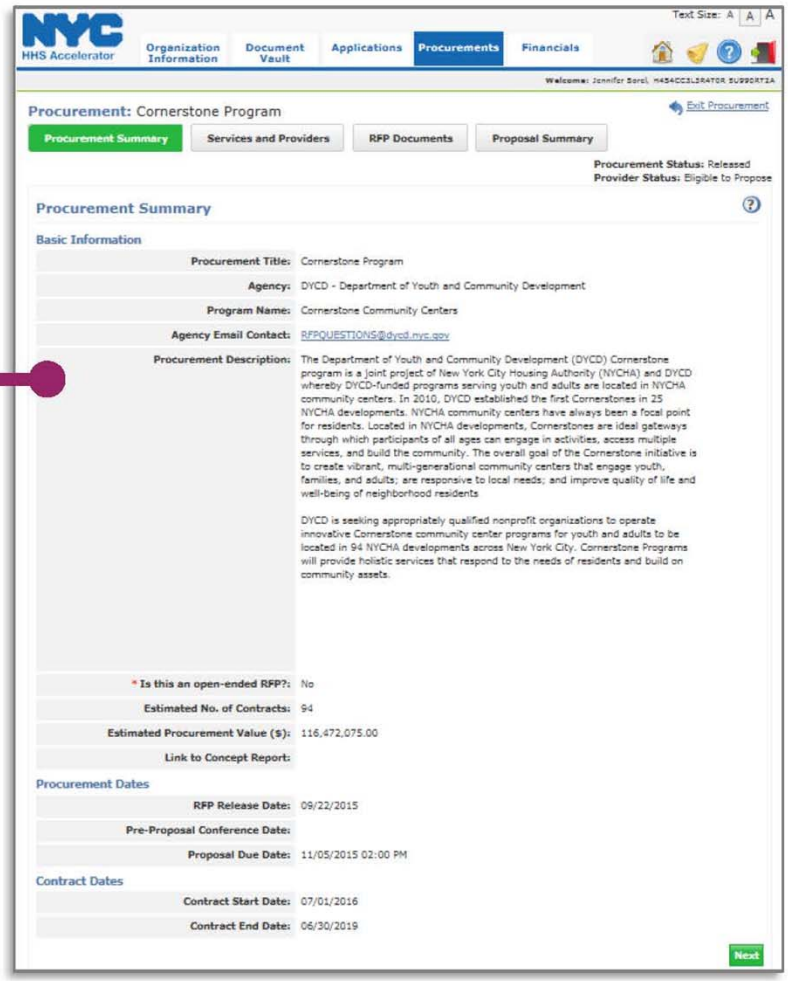


- Plan for upcoming procurements, some listed months in advance of anticipated release date.
- Check your organization's status for each procurement
- Manage multiple proposals for one or more procurements. Prioritize work based on key dates.

PROCUREMENT SUMMARY

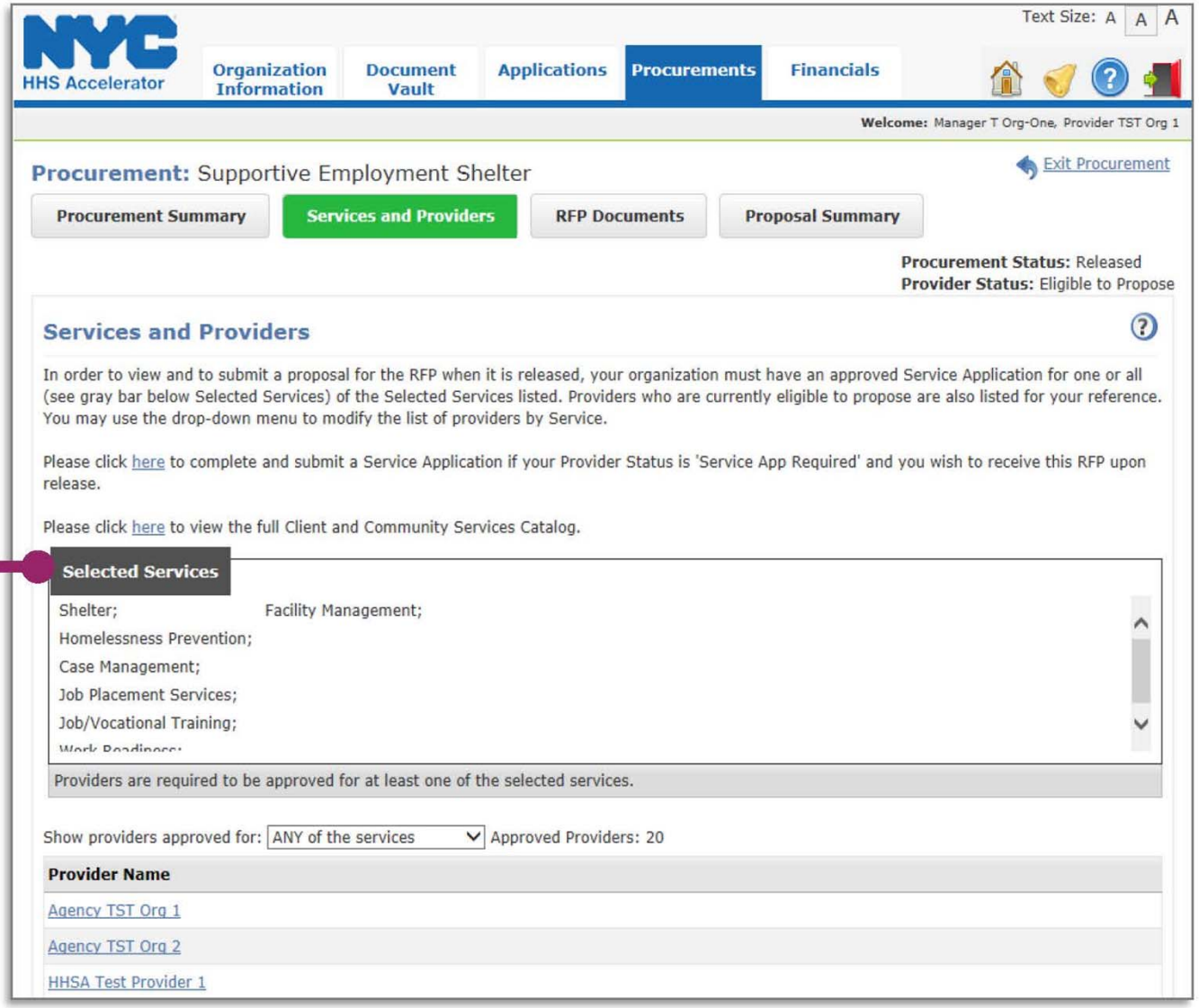
The system displays basic information in the Procurement Summary. Important dates to note are the Pre-Proposal Conference and Proposal Due Date.

Review summary information on the **"Procurement Summary"** tab.



SERVICES AND PROVIDERS

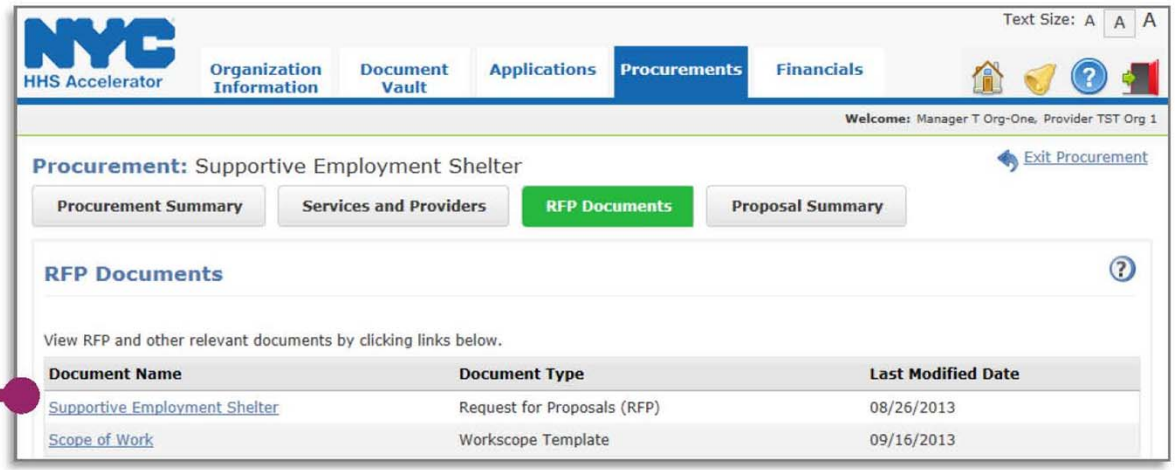
Review the list of **"Selected Services."** You must be prequalified for at least one of the selected services in order to be eligible to propose.



RFP DOCUMENTS

This section displays the Request for Proposals (RFP) and other relevant documents.

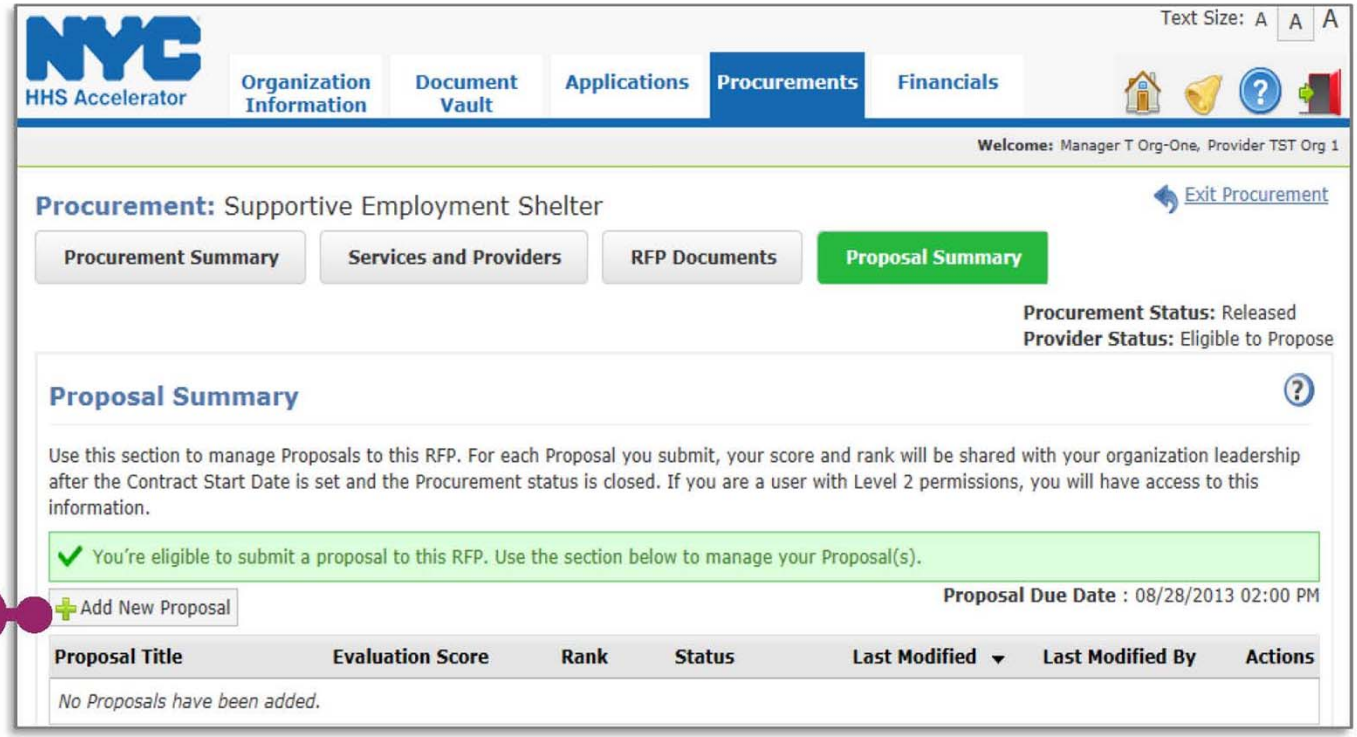
Review all documents in the **"RFP Documents"** tab before submitting a proposal.



- The content of this tab is not visible if a procurement is in Planned status or none of the required services were approved for your organization.

PROPOSAL SUMMARY

Click **"Add New Proposal"** to begin your response to the RFP.

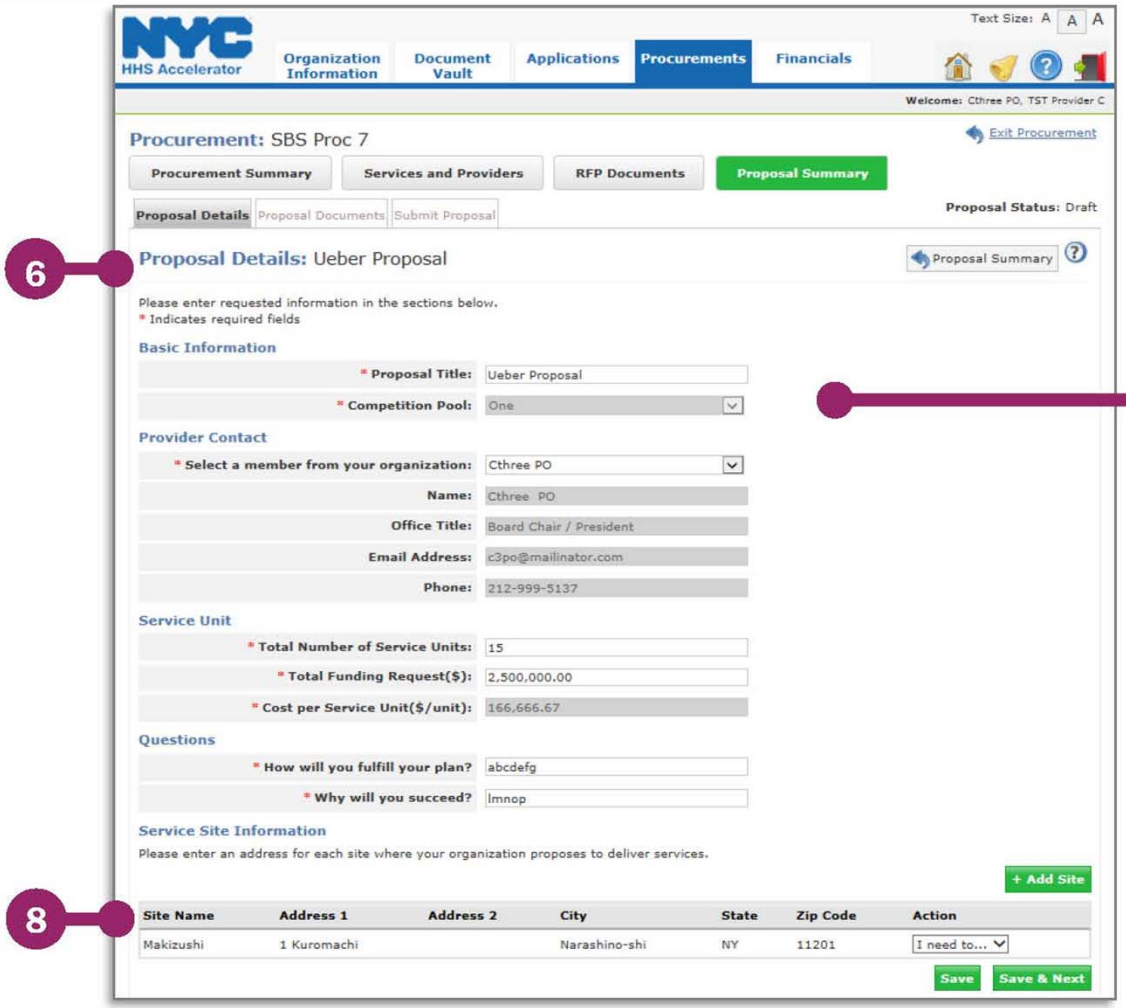


PROPOSAL DETAILS

Review the Proposal Submission Instructions in the RFP documents for definitions, details about competition pools, and how to respond to custom questions.

The Proposal Details tab includes Basic Information, Provider Contact, Service Units and Questions Sections. Enter information for all required **"Proposal Details"** fields.

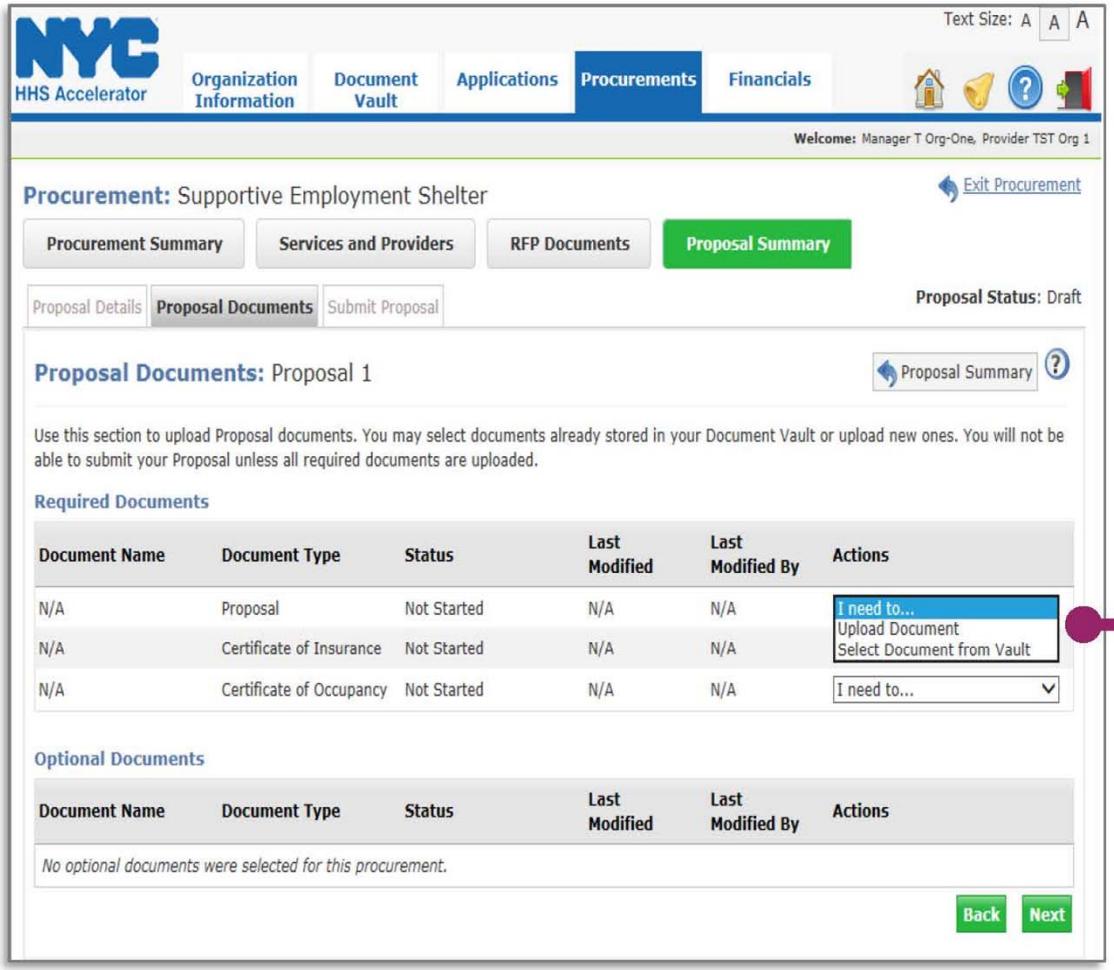
Click **"+Add Site"** to enter the location where your program will be implemented.



Make sure to select the correct Competition Pool where multiple pools exist.

UPLOAD PROPOSAL DOCUMENTS

Review the Proposal Submission Instructions in the RFP for what is required to upload in each line.



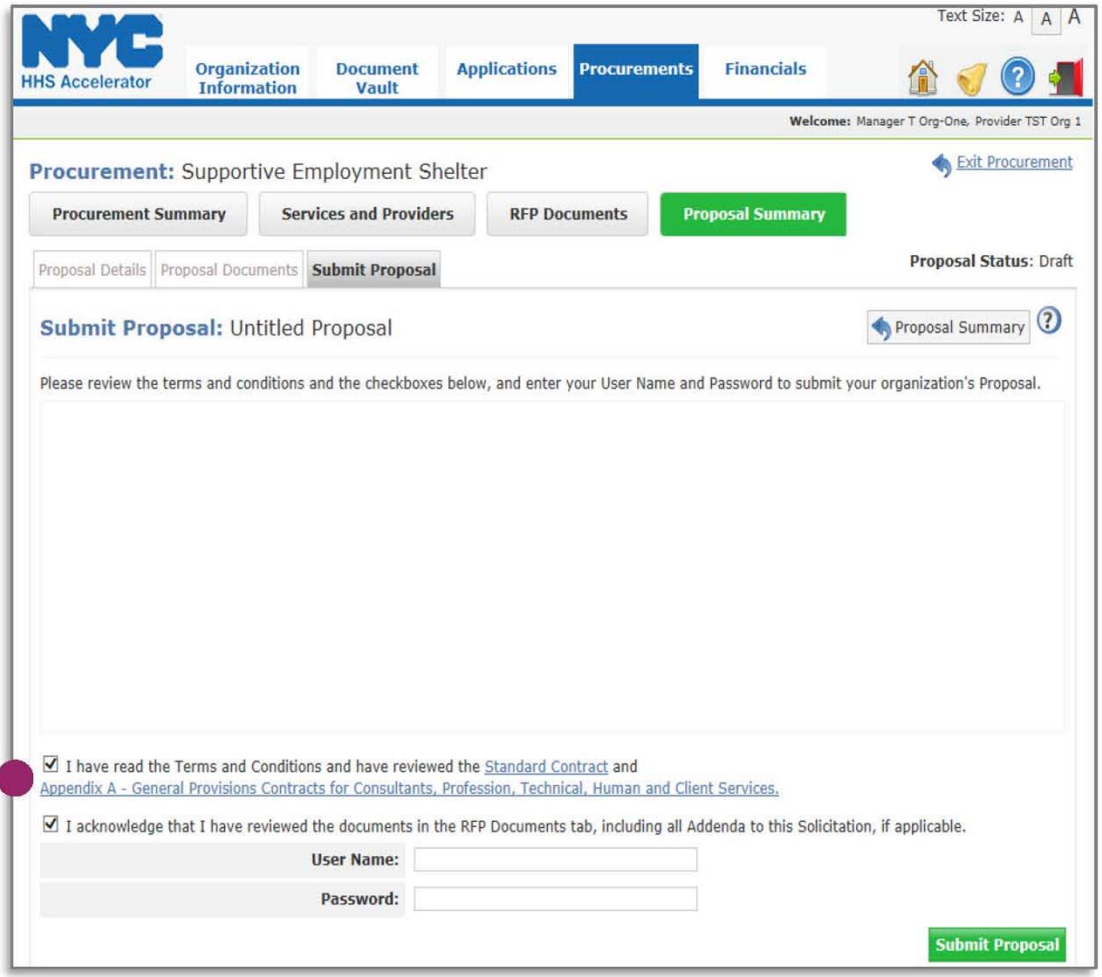
9 Upload all the **"Required Documents"** by using the Actions drop-down list.

SUBMITTING YOUR PROPOSAL

Once you have reviewed all the documents and details, you may submit your proposal.

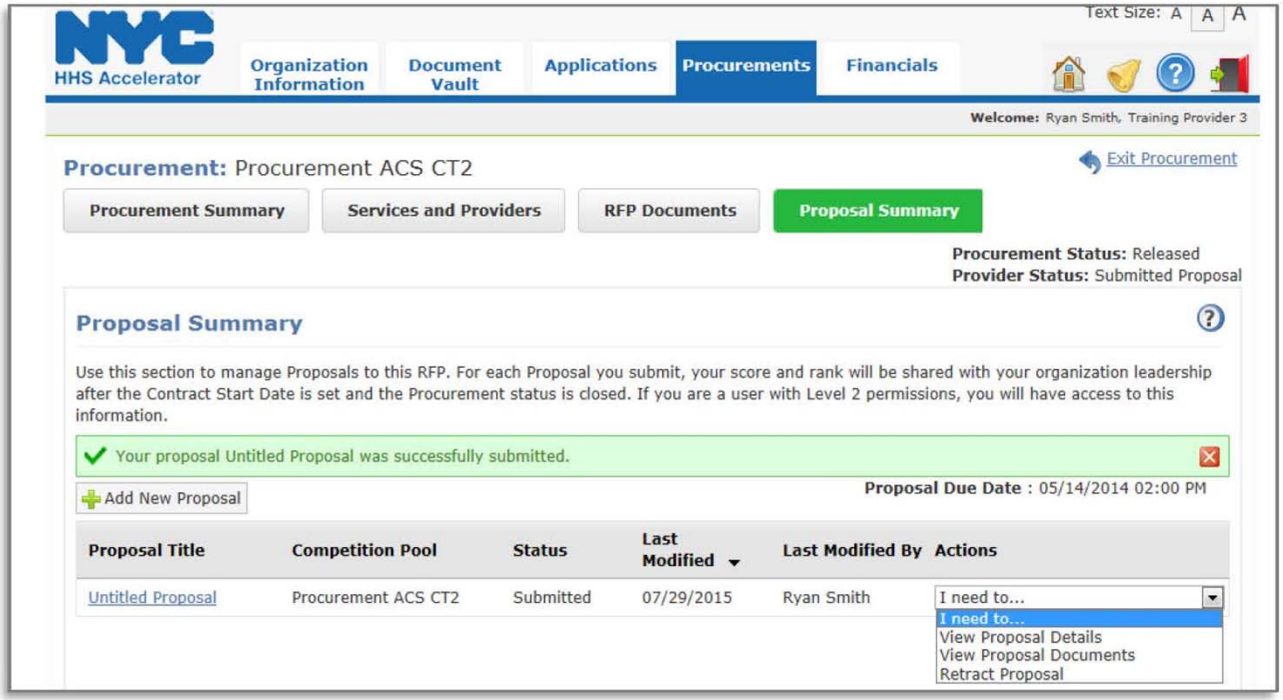
- **Reminder:** Only Level 2 users can submit proposals.
- **Reminder:** Proposals are due at 2 pm on the date specified in the RFP.

Enter your **"User Name"** and **"Password"** and click **"Submit Proposal."**



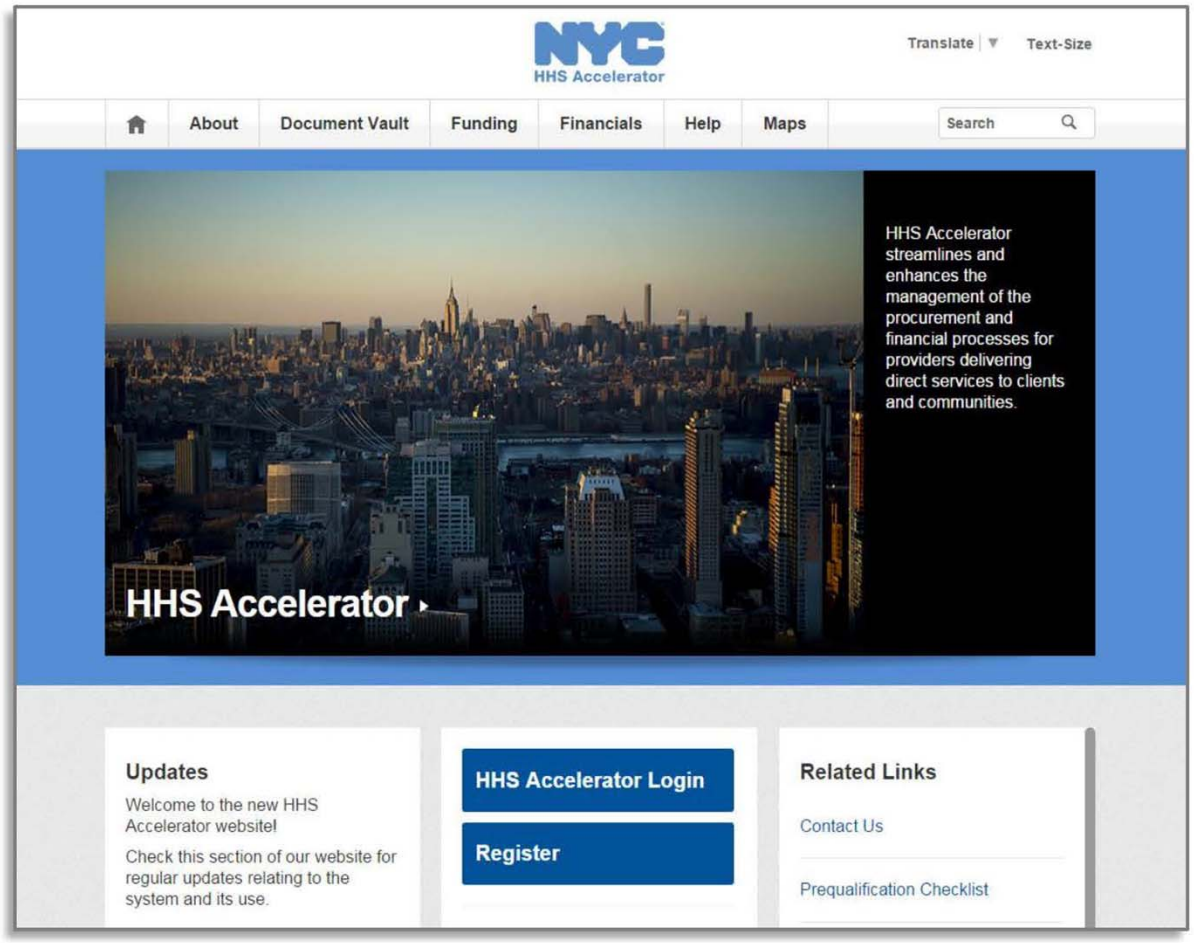
VIEW/EDIT PROPOSAL

Once your proposal has been submitted, your organization's status will change from Draft to Submitted Proposal.



- After submission, you may use the **"Actions"** drop-down to view or retract your proposal to make changes.
- Complete all changes and resubmit by the proposal due date and time.

RESOURCES: ONLINE & IN-PERSON



Providers

All provider materials and training registration can be accessed from the HHS Accelerator Website: nyc.gov/hhsaccelerator

Resources

- Help Desk
- Newsletters
- Videos
- Trainings
- Guides
- FAQ.

COMPASS
MISSION

COMPREHENSIVE AFTER SCHOOL SYSTEM OF NYC (COMPASS) helps young people build knowledge, skills and self-confidence and nurtures their aspirations through a variety of high quality enrichment opportunities.

In partnership with community-based organizations through funding, capacity building, evaluation and advocacy, COMPASS strives to enhance and expand a sustainable network of out of school time programs for youth, families and communities.

Program Goals

The COMPASS Explore programs will promote positive youth development and leadership through a single-focus activity area. More specifically:

Goal 1: Provide a safe, engaging and supportive environment

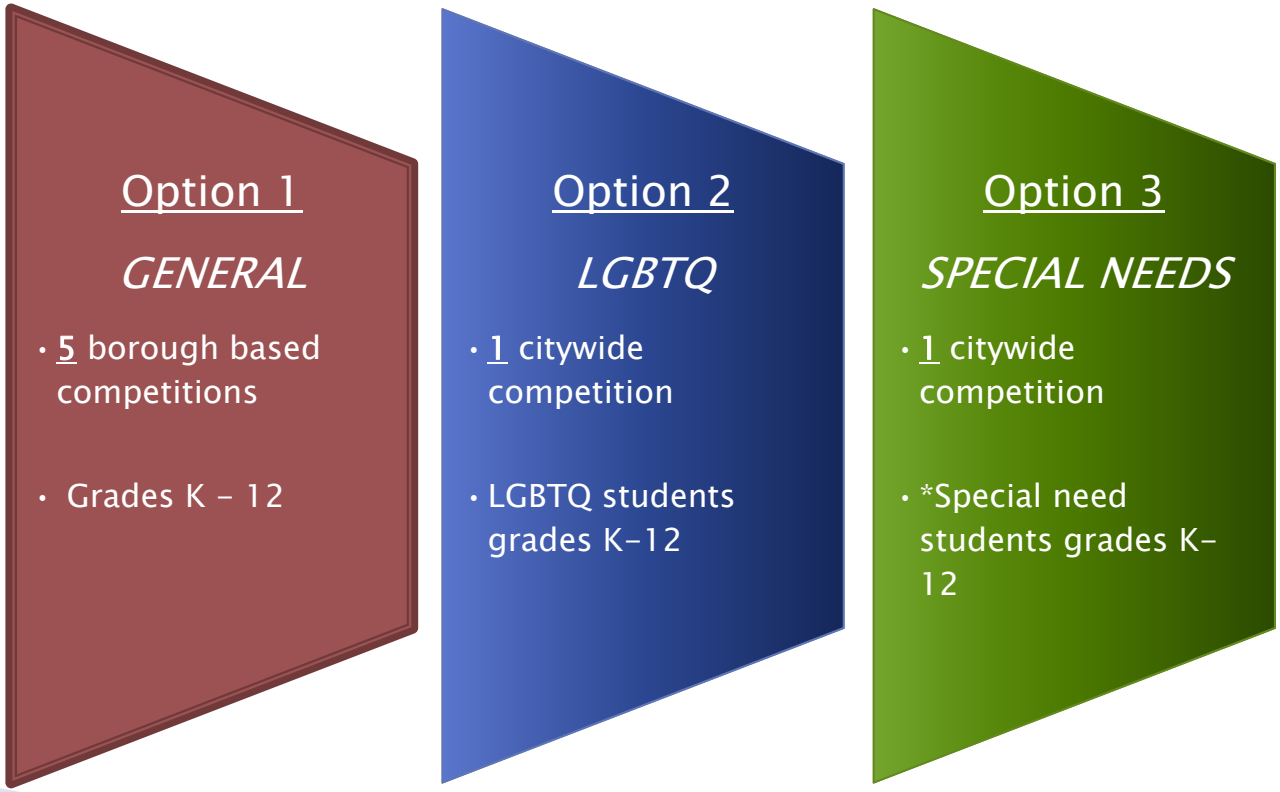
Goal 2: Foster leadership, confidence and resilience

Goal 3: Support exploration of interests, skill-building projects and creativity

Goal 4: Promote positive relationships with adults and peers and develop a sense of community

COMPASS Explore Overview

Through this RFP, DYCD is seeking qualified nonprofit organizations (school-based or center-based) to operate COMPASS Explore programs for elementary, middle and high school students. Through single-focused activities, COMPASS Explore programs will offer students the opportunity to devote time and energy to a particular interest or passion. This solicitation has three service options and seven competitions as follows:



**Proposer would define the special needs of the students.*

Annual Funding and Price Per Participant (PPP)

Option 1 General

- Funding: $1,931,297
- PPP: $1,000
- Max participants: 75

Option 2 LGBTQ

- Funding: $100,000
- PPP: $1,000
- Max participants: 100

Option 3 Special Needs

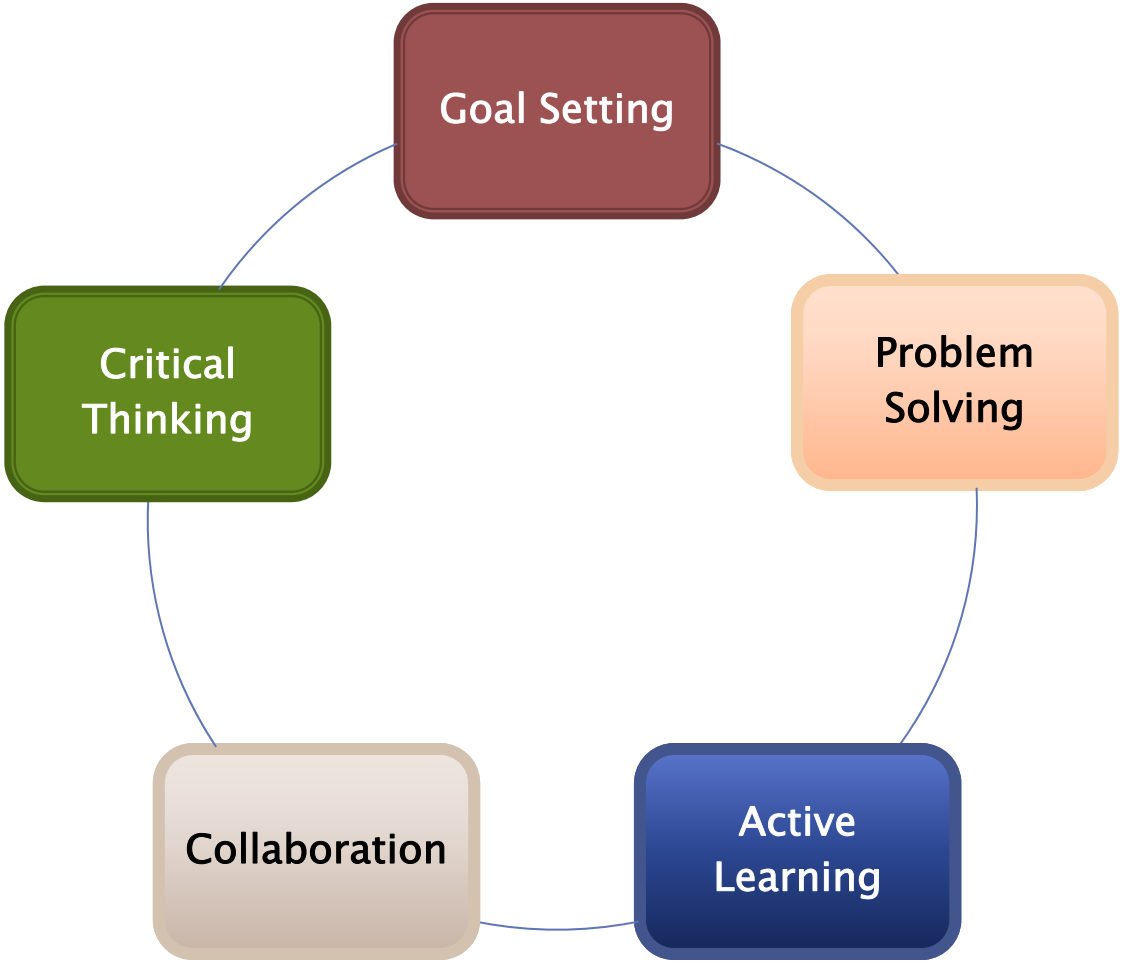
- Funding: $100,000
- PPP: May vary
- Max participants: May vary

Program Design

- Single Focus
- Project(s)/Project Based Learning
- Flexible program hours
- Minimum program operation: 4 weeks
- Minimum hours for **each** participant: 150 hours
- Programs may operate in cycles

Program Design *(cont.)*

Explore programs should help participants develop the following skills:



Staffing Ratios

Staff must have two years of applicable experience within the last five years. Staff should have expertise in the area of the program's focus.

Options 1 and 2 (General and LGBTQ)

- 9 and younger – 1:10
- 10 and older – 1:15

Option 3 (Special Needs)

- May vary; proposer must justify

Performance Metrics

- Minimum program operation: 150 hours annually or over 4 week minimum
- Rate of Participation (ROP): 70%
- Fully enrolled by end of fiscal year

Rate of Participation (ROP)

ROP tracks attendance for the program as a whole by totaling the recorded number of attended hours for each contracted participant and comparing it to the required total number of hours for the program. For example, a program with **100** slots:

Total Expected year end cumulated hours for program = ***15,000 hours***
(100 slots x 150 hours per slot)

Minimum ROP = ***10,500***
(15,000*70%)

- ROP is cumulative and based on slots
- Hours are capped by participant; no more than 150 hours per participant

Addendum

Explore programs may be located at sites where other DYCD programs are located. Explore programs may also serve young people who participate in other programs. However:

- Explore programs must be independent of **any** existing after school programs on site and cannot be used to expand enrichment services, or add on a component to other DYCD-funded programs.

- Explore programs must schedule activities at different times from services provided by other programs on site **or** must be designed to serve participants in an age group not served by the other programs.

Post Award Requirements

- Public Assistance Hiring Commitment Rider
- General Information and Regulatory Requirements
  - Responsibility Determination
- Notice for Proposer Subcontractor Compliance

Important Information

- DYCD encourages MWBE participation and recommends the utilization of certified MWBEs
- Transcript, presentation and attendance rosters will be posted to DYCD website for viewing
- HRA is present with materials to discuss the Public Assistance (PA) Rider

Questions?

Questions regarding RFP: RFPQUESTIONS@DYCD.NYC.GOV

Indicate COMPASS Explore in subject line