



DEPARTMENT OF  
YOUTH AND  
COMMUNITY  
DEVELOPMENT

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Michael R. Bloomberg  
Mayor

Jeanne B. Mullgrav  
Commissioner

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

**PIN: 26007RHYRFP**

**RFP RELEASE DATE: December 21, 2005**

**DEADLINE FOR PROPOSALS: February 8, 2006 at 3:00 p.m.**

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

**ATTENTION: Patricia Chabla  
Agency Chief Contracting Officer**

**PRE-PROPOSAL CONFERENCE: January 10, 2006  
10:00 a.m. to 12:00 p.m.  
Municipal Building  
One Centre Street  
Mezzanine North  
New York, New York 10007**

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

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

**REQUEST FOR PROPOSALS**

**RUNAWAY AND HOMELESS YOUTH  
RESIDENTIAL, NON-RESIDENTIAL AND PREVENTIVE SERVICES  
PIN: 26007RHYRFP**

**TABLE OF CONTENTS:**

	<b><u>PAGE #</u></b>	
<b>SECTION I</b>	<b>TIMETABLE</b>	<b>3</b>
<b>SECTION II</b>	<b>SUMMARY OF THE REQUEST FOR PROPOSALS</b>	<b>4</b>
<b>SECTION III</b>	<b>SCOPE OF SERVICES</b>	<b>7</b>
<b>SECTION IV</b>	<b>FORMAT AND CONTENT OF THE PROPOSAL</b>	<b>21</b>
<b>SECTION V</b>	<b>PROPOSAL EVALUATION/CONTRACT AWARD PROCEDURES</b>	<b>27</b>
<b>SECTION VI</b>	<b>GENERAL INFORMATION TO PROPOSERS</b>	<b>28</b>
<b>ATTACHMENT 1</b>	Proposal Summary Form	29
<b>ATTACHMENT 2</b>	Linkage Agreement Form	30
<b>ATTACHMENT 3</b>	Budget Forms	32
<b>ATTACHMENT 4</b>	Acknowledgement of Addenda	37
<b>ATTACHMENT 5</b>	Certification Regarding Client Abuse/Neglect	38

**AUTHORIZED AGENCY CONTACT PERSONS**

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

Procurement

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**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:** December 21, 2005

**B. Pre-Proposal Conference:**

**Date:** January 10, 2006  
**Time:** 10:00 a.m. to 12:00 p.m.  
**Location:** Municipal Building  
One Centre Street  
Mezzanine North  
New York, NY 10007

Attendance by proposers is optional, but recommended by DYCD. Please arrive at least one half hour early to be processed by building security. DYCD will start the Pre-Proposal Conference promptly at 10:00 a.m.

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

**Date:** February 8, 2006  
**Time:** 3:00 p.m.  
**Location:** Hand-deliver proposals to DYCD, Office of Contract Procurement, Attention: Patricia Chabla, Agency Chief Contracting Officer, 156 William Street, 2<sup>nd</sup> Floor, NY, NY 10038

DYCD will not accept faxed proposals.

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

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, but under no circumstances will an extension beyond three hours be permitted, nor will one be permitted if any competing proposal has been opened. In the event that any proposal is afforded an extension, all proposals similarly filed within the period of extension will be considered timely filed. 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, 2006

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

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

The New York City (City) Department of Youth and Community Development (DYCD) is seeking appropriately qualified vendors to strengthen and enhance its services for the City's runaway and homeless youth (RHY) under 21 years of age. Through this RFP, DYCD will fund a range of non-residential and residential programs to respond to the needs of homeless youth, and, wherever possible, promote family reunification and prevent homelessness. The funded services will include drop-in centers, transportation services, crisis shelters, street outreach, and transitional housing.

Many factors lead to homelessness among youth. These include maltreatment, neglect, physical abuse, and sexual abuse - all of which may cause adolescents to run away from their homes. In addition, poor family relationships and conflicts over matters such as teen pregnancy, substance abuse, and sexual orientation can result in young people being rejected by their families. Experts suggest that lesbian, gay, bisexual, transgender and questioning (LGBTQ) youth, as well as those aging out of foster care, are disproportionately represented among homeless and street-involved youth. Youth who have been in detention facilities may also find themselves homeless after leaving their placements.

Many adolescents who run away or are forced out of their homes have a variety of health and mental health needs before they become homeless. Homelessness typically exacerbates their problems. For example, the absence of responsible adults in their lives and lack of safe, hygienic living conditions put young people at risk for a range of problems including substance abuse, HIV/AIDS, chronic medical conditions such as asthma and diabetes, and mental illnesses such as depression. It is also well-established that, once homeless, youth are at increased risk for physical abuse, exploitation (including "survival sex" and prostitution), and violent victimization. The negative consequences associated with homelessness make it imperative not only to respond effectively to the needs of runaway and homeless youth, but to focus, in addition, on family reunification and prevention.

This RFP seeks to develop a more integrated system of services along a continuum of care. This continuum will include drop-in centers that offer information about local resources and encourage family reunification under a new "community connections initiative"; short-term shelter and emergency assistance for youth in crisis; transitional independent living programs for youth who cannot be reunited with their families and need long-term support; and redesigned street outreach and transportation services. DYCD's approach is underpinned by principles of youth development that stress the importance of positive role models and responsible adults in young people's lives, as well as opportunities to help youth become resilient and self-sufficient.

The community connections initiative combines the concept of drop-in centers with new "community connections coordinators." The drop-in centers will play several roles. They will be a welcoming presence in the community, offering information to youth and their families and connecting them to local resources. They will also contribute to public education about homelessness to raise awareness about risk factors, resources and prevention strategies. Finally, through the community connections coordinators, the drop-in centers, wherever possible, will foster family reunification and accord among homeless and at-risk youth.

With respect to residential services, the RFP aims to highlight the distinctive roles and responsibilities of crisis shelters and transitional independent living (TIL) programs to ensure efficient allocation of scarce resources. It seeks to promote improvements in services for *all* homeless youth, as well as to better address the needs of specific groups of youth such as LGBTQ youth and pregnant and parenting youth.

Overall, the RFP aims to achieve a broader dispersal of resources – both residential and non-residential – across the City to make it easier for youth and their families to access services that can address their needs. Together, the services funded through this RFP will build on the principles of youth development, strengthen family connections, and lay the foundation for more effective responses to RHY and at-risk youth.

**B. Service Options**

This RFP comprises three service options:

- **Service Option I: Community Connections Initiative (Drop-In Centers)**  
(5 competitions – one per borough, with services focusing on targeted community districts in each borough)
- **Service Option II: Crisis Shelters** (2 competitions)
  - IIA: Crisis Shelter *only*
  - IIB: Crisis Shelter *plus* Street Outreach Services in two areas:
    - The Bronx, Queens and Manhattan above 59<sup>th</sup> street
    - Brooklyn, Staten Island and Manhattan at 59<sup>th</sup> street and below.
- **Service Option III: Transitional Independent Living (TIL) Programs** (1 competition)

Proposers may submit proposals for more than one service option. In addition, for Option I, proposers may submit proposals for more than one borough. For Option II, proposers may submit proposals for both Option IIA and IIB and/or submit more than one proposal for Option IIA and/or IIB. **However, a complete and separate proposal must be submitted for each program proposed.**

If a proposer is eligible for award of more than one program, DYCD reserves the right to determine, based on the proposer’s demonstrated organizational capability and the best interests of the City, respectively, how many and for which proposed program(s) and at what level of services the proposer will be awarded a contract, as well as the dollar value of each such contract.

Service Option	Levels of Service/Utilization Rates
I	<ul style="list-style-type: none"> <li>• Drop-in centers would serve a minimum of 1,500 unduplicated youth annually, and provide at least 12 workshops/presentations annually.</li> <li>• Each community connections coordinator would provide case management to at least 150 unduplicated youth annually.</li> </ul>
II	<ul style="list-style-type: none"> <li>• Crisis shelters would maintain a utilization rate of 90 percent. Street outreach programs would make at least 4,000 contacts with youth annually.</li> </ul>
III	<ul style="list-style-type: none"> <li>• TIL programs would maintain a utilization rate of 90 percent.</li> </ul>

**C. Anticipated Maximum Available Annual Funding**

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

Service Option	Anticipated Maximum Available Annual Funding
I	Up to a total of \$ 2.1 million annually to fund 5 borough-based drop-in centers, including 9 community connections coordinators and 1 transportation services program, distributed as follows: <ul style="list-style-type: none"><li>• <b>Manhattan:</b> Up to \$600,000 for 1 drop-in center, 2 community connections coordinators, and 1 citywide transportation services program</li><li>• <b>Brooklyn, the Bronx and Queens:</b> Up to \$400,000 for 1 drop-in center and 2 community connections coordinators in each borough</li><li>• <b>Staten Island:</b> Up to \$300,000 for 1 drop-in center and 1 community connections coordinator</li></ul>
II	Up to a total of \$1.6 million annually to fund a minimum of 70 crisis beds in up to 6 crisis shelters, and up to \$400,000 to fund street outreach services provided by 2 of those shelters.
III	Up to a total of \$3.8 million annually to fund up to 120 beds in up to 20 TILs.

**Proposers are encouraged to enhance programs through additional funding from other sources and in-kind contributions.**

**D. Anticipated Contract Term**

It is anticipated that the term of the contracts awarded from this RFP will be three years beginning July 1, 2006. The contracts will include an option for DYCD to renew for up to three additional years.

**E. Anticipated Payment Structure**

It is anticipated that the payment structure of contracts awarded from this RFP will be based on line-item budget reimbursement. However, DYCD reserves the right to modify the payment structure so that up to 10 percent of the contract value is based on performance.

**F. Subcontracting Requirements/Limitations**

- Proposed subcontractors must be identified in the proposal
- No more than 35 percent of the total value of the contract may be subcontracted.
- All subcontractors and subcontracts will be subject to prior DYCD approval, which will require subcontractor compliance with the applicable minimum qualification requirements set forth below for proposers in Section II(G).
- A prime contractor may not subcontract administrative functions (including, but not limited to, data entry and record keeping) nor allow program services to be performed by entities with which there is no DYCD-approved subcontract.

## **G. Minimum Qualification Requirements**

The following are the Minimum Qualification Requirements of this RFP, pursuant, where applicable, to New York State (State) regulations (9 NYCRR §182-1 *et seq.* and 9 NYCRR §182-2 *et seq.*) Proposers (including proposed sub-contractors) who fail to meet each applicable requirement will be determined to be non-responsive and will not be further considered.

### **Applicable to ALL Proposers**

- The proposer must be classified as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code **OR** must have applied for such status by the proposal due date prescribed in this RFP. (Final contract award shall be contingent upon presentation of a copy of the exemption certificate.) Proposers shall append a copy of their exemption certificate or application, whichever is applicable, to Attachment 1 of their proposal in order to document their compliance with this minimum qualification

### **Applicable to Proposers for Option II and Option III ONLY**

- The proposer must be certified by the State to operate a residential program, or must have applied for such certification, as defined by State regulations, by the proposal due date prescribed in this RFP. Proposers who are currently certified shall append a copy of their certification to Attachment 1 of their proposal. Proposers who have not yet received certification shall submit a State Office of Children and Family Services (OCFS) Report of Inquiry or application for approval to DYCD **at least 10 days prior to the proposal due date** prescribed in this RFP, and shall append proof of such filing to Attachment 1 of their proposal.

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

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

In keeping with the federal Runaway and Homeless Youth Act (RHYA) of 1978 and current State RHYA regulations, DYCD will fund programs that are designed to protect runaway and homeless youth and, whenever possible, reunite them with their families. In cases where reunification is not possible, these programs will help youth progress from crisis and transitional care to independent living.

The principles of positive youth development will be the basis for all aspects of the programs and settings offered by both residential and non-residential RHY service providers. These principles include: ensuring the safety, engagement, and empowerment of youth; providing positive adult role models; setting high expectations; and offering opportunities to develop skills and competencies. Program activities and experiences will be designed to assist youth in becoming healthy, caring, responsible, and resilient adults.

While the RFP encourages proposals designed to address the needs of specific underserved groups, DYCD expects all RHY programs to be safe and welcoming for all youth, including young parents, victims of abuse, youth involved with the criminal or juvenile justice system, and LGBTQ youth. Accordingly, RHY program staff will be appropriately trained and experienced in working with vulnerable youth and their families, and sensitive to the diverse cultures and backgrounds of the youth to be served. All youth will be made aware of their rights and responsibilities relating to the program and receive information about services and grievance procedures.

### **B. Regulatory Framework**

**State RHY Regulations.** All residential programs shall comply with applicable State regulations (9 NYCRR §182-1 *et seq.* and 9 NYCRR §182-2 *et seq.*). These regulations pertain to program aspects including, but not limited to: program content, facilities, staff qualifications and training. The State RHY regulations are available upon request from DYCD.

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

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

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

- Commercial general liability of \$1 million per occurrence and \$2 million aggregate minimum;
- Motor vehicle liability insurance of \$5 million, if applicable.

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

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

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

**DYCD Requirements.** Contactors must:

- Comply with all DYCD policies and administrative procedures, including attendance by senior program staff at DYCD-sponsored monthly meetings;
- Prominently display DYCD posters inviting participants to communicate their concerns and comments to DYCD; and
- Ensure program staff receive training that includes cultural diversity awareness, domestic violence awareness, pregnancy prevention and parenting, LGBTQ sensitivity, sexual exploitation, substance abuse, and youth with disabilities, as well as those topics required by State RHY Regulations, where applicable. Copies of the State RHY regulations and DYCD's RHY Procedure Manual may be obtained from Ava Walker, Deputy Agency Chief Contracting Officer, by calling (212) 788-9961.

### **C. Agency Assumptions Regarding Program Approach**

The Agency's assumptions regarding which approach will most likely achieve the goals and objectives set out above are:

#### **Program Parameters**

##### **1. Contractor Qualifications**

- The contractor would be fiscally sound and capable of managing the proposed program.
- The contractor would have at least two years of successful experience within the last five years working with youth who are at risk of homelessness due to factors such as substance abuse, mental health issues, aging out of foster care, court-involvement, and/or sexual/gender identity issues.
- The contractor's key staff would have at least two years of successful and relevant experience within the last five years.

##### **2. Program Facility**

- The program facility (and, if applicable, vehicles) would be appropriate in size and design to accommodate program staff, clients and services.
- The program facility would be easily accessible by public transportation and for people with disabilities.
- In the case of residential facilities, the contractor would be certified to operate a suitable facility, in accordance with State regulations.
- For purposes of conducting business with DYCD, the contractor would provide its director with computer access, maintain internet service, and establish email addresses for its executive director and key program staff.

## **Option I - Community Connections Initiative Program Design**

### ***Drop-In Centers***

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

##### Borough-Based Drop-in Centers

Drop-in centers would provide homeless and at-risk youth and their families with information and access to a variety of services including counseling, mediation, and referrals to local resources such as health and mental health services and substance abuse treatment. In effect, they will be family resource centers, offering support and assistance to youth and their families.

The director of each drop-in center would be an experienced social worker who is well equipped to determine whether a community connections coordinator should be assigned to the case for more intensive services.

The drop-in centers would be easily accessible by public transportation and would be open, at a minimum, from 9:00 a.m. to 9:00 p.m., 7 days a week. Drop-in centers would also raise public awareness about homelessness through workshop presentations in schools and other venues.

In addition, the Manhattan Drop-In Center would be required to provide a citywide transportation services program (**see below under “Manhattan Drop-In Center Citywide Transportation Service”**).

##### Community Connections Coordinators' Role

Each drop-in center would have one or more community connections coordinators who, under the supervision of the drop-in center's director, would be responsible for helping youth and families to access appropriate services and resources in their neighborhoods. A key role of the coordinator is to provide intensive case management, counseling, and assistance to prevent homelessness among at-risk youth and encourage precariously-housed and homeless young people, wherever possible, to return home. Their critical goal is to help families become the primary support systems that youth need to develop into healthy, well-functioning adults, so that scarce shelter and transitional housing resources can focus on youth who have no other options. In cases where the drop-in center reunites youth with their families, it would continue to offer services for a period of 90 days.

The drop-in centers would be responsible for creating direct linkages with health and mental health services, schools, and other RHY service providers, including street outreach programs, to form an interlocking network of services for youth. The drop-in centers would also establish working relationships with the City Administration for Children's Services (ACS), Department of Education (DOE), Department of Health and Mental Hygiene (DOHMH), Department of Homeless Services (DHS), Department of Juvenile Justice (DJJ), Department of Probation (DOP), OCFS, and the Police Department (NYPD).

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

The target population for the community connections initiative is at-risk youth and their families, as well as runaway and homeless youth under age 21, throughout the City. Each drop-in centers would serve a minimum of **1,500** unduplicated youth annually, and each community connections coordinator would provide case management to at least **150** unduplicated youth annually. In addition, each drop-in center would undertake public education activities, conducting a minimum of twelve (12) workshops per year in schools and other venues.

Based on an analysis of need for preventive services, DYCD has identified community districts (CDs) in each borough that it considers to be “target areas” for the community connections coordinators’ services.<sup>1</sup> The target CDs for each borough are:

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

With the exception of Staten Island, the contractor will be expected to serve youth from at least two CDs. **Facilities must be located in the proposed borough, but do not need to be physically located in a targeted CD. DYCD will consider CDs other than those listed above if proposers sufficiently demonstrate need for services in those areas.**

### 3. Required Program Elements

The contractor would include the following program elements:

- **Welcoming Environment**– The contractor would create centers that are attractive for youth and their families and provide basic amenities such as refreshments, clothing, and bathroom facilities and, if possible, shower facilities. The contractor would also have designated space for private counseling.
- **Resources and Informational Literature**– The contractor would conduct an inventory of local resources in their target neighborhoods to which they can refer youth and their families. The contractor would also provide, in a designated area, informational literature on a range of topics such as HIV prevention, sexual orientation and identity, substance abuse, parenting, and other issues relevant to RHY and at-risk youth.
- **Intake/Orientation** – The contractor would explain to participants in person and provide written information about rights and privileges regarding confidentiality, agency policies and processes, program services, and grievance procedures. The contractor would also be required to distribute DYCD documents as requested.
- **Preliminary Assessment and Referrals** – The drop-in center director or other qualified staff member would respond to requests for information, conduct initial assessments, and make referrals to other agencies, such as shelter and emergency assistance, counseling, health and mental health care, and education and training programs.
- **Case Management** – In appropriate cases, the contractor would assign youth and families to the in-house community connections coordinator(s) for case management. Coordinators would obtain signed agreements from youth and families confirming that they will comply with program policies. Coordinators would keep each case referred to them open for a minimum of 90 days.
- **Written Consent** – The contractor would obtain written consent from youth and families before disclosing any information to or discussing recommendations for services with other agencies.

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<sup>1</sup> Target communities were selected based on an analysis of data related to risk factors, including: youth aging out of foster care; youth not in school, not high school graduates, and not in the labor force; and youth leaving OCFS rehabilitative facilities. Selected communities ranked in the top three borough-wide for one or more of these factors.

- **Public Education and Awareness** – The contractor would be expected to raise awareness and educate the public about homelessness, highlighting risk factors and prevention strategies. The contractor would conduct at least 12 workshops per year at schools or other appropriate venues.

#### **4. Minimum Staffing Requirements, Staff Qualifications and Training**

Minimum staffing requirements for each drop-in center (except Staten Island) are one full-time director and two community connections coordinators. Staten Island must have one director and at least one community connections coordinator.

Directors would have a master's degree in social work or a related area, and at least two years of supervisory experience. Community connections coordinators would have a four-year degree in social work or a related area, as well as demonstrated experience working with youth.

The contractor would ensure that program staff members receive training that includes: safety and emergency procedures, HIV awareness and education, case records and confidentiality, youth development, child abuse prevention and reporting, suicide prevention, cultural diversity awareness, domestic violence, pregnancy prevention and parenting, LGBTQ sensitivity, sexual exploitation, substance abuse, and youth with disabilities.

In addition, the contractor would be encouraged to promote staff participation in the Family Development Training and Credentialing Program (FDC) as provided by DYCD.

#### **5. Linkages**

The contractor would establish linkages with health, mental health, and substance abuse treatment providers, schools, other RHY service providers, youth advocacy networks, and other agencies. These linkages must be demonstrated through a Linkage Agreement Form (Attachment 2) specifying how each linkage would enhance the ability of the program to achieve the desired objectives.

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

The contractor would collect and report statistical information as requested by DYCD, including data on numbers of youth and families served, services provided, and referrals to outside educational, job readiness, health and housing programs and other services. The contractor would also report the numbers of youth and families assigned to community connections coordinators, reason for contact, the type and number of services provided by the coordinators (e.g., counseling, mediation, referrals) and the length of time services were provided. In addition, the contractor would report outcomes including reunification, entry to shelter or transitional housing, and numbers of youth and families referred more than once for case management services.

## ***Manhattan Drop-In Center Citywide Transportation Service***

In addition to its other functions, the Manhattan drop-in center would provide a Citywide, vehicle-based transportation service. The primary role of this service is to transport youth to and among RHY facilities in accordance with requests from DYCD-funded RHY programs, including the RHY Hotline.

The Citywide transportation service would operate from 1:00 pm to 9:00 pm, 7 days a week. The drop-in center could provide the transportation services directly in accordance with requests from DYCD-funded RHY providers, or oversee provision of such services by a subcontractor approved by DYCD.

### **Requirements:**

- The contractor (or the approved subcontractor) would ensure an efficient system for managing dispatch requests and maintaining accurate records, including the names of youth transported and pick-up and destination details.
- While awaiting dispatch calls, the contractor would distribute informational literature about available resources for runaway and homeless and at-risk youth, as well as safe sex and STD materials.
- The contractor would staff the transportation service with one or two individuals at a time. Drivers of the vehicle must hold a valid State license.
- The contractor would maintain a log of all youth transported and provide statistics, as requested by DYCD, including details of pick-ups and drop-offs, materials and information distributed, and referrals made.

## Option II - Crisis Shelter Program Design

### **Options IIA and IIB- Crisis Shelters**

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

Emergency shelter is a critical component within the continuum of care for runaway and homeless youth. DYCD is increasing its funding for beds in crisis shelters and seeking to distribute these resources more broadly across the City. These voluntary, short-term residential programs are intended to provide emergency shelter and crisis intervention services with the goal of reuniting youth with their families or, if family reunification is not possible, finding other appropriate transitional and long-term placements for them.

It is anticipated that each crisis shelter would have a maximum capacity of 20 youth, unless a waiver is obtained from OCFS to allow for additional beds. **There is no minimum capacity requirement; however, shelters must operate and provide on-site staff supervision 24 hours a day, 7 days a week.** Youth will be housed on a short-term basis for up to 30 days, with the possibility to extend for an additional 30 days, pending pre-approval by DYCD.

A crisis shelter may be designed to serve the needs of specific underserved groups, such as LGBTQ youth or pregnant and parenting youth.

Crisis shelters may be required to provide respite services for youth upon referrals from DYCD. Such respite will generally not exceed 21 days. Referrals would be subject to availability of beds, with RHY receiving priority.

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

The general target population for the crisis shelter program is youth age 16 to under 21 years, but each program would serve youth in the City who are **either**: a) all under age 18 years **or** b) between the ages of 16 and under 21 years. Contractors would maintain a bed utilization rate of 90 percent.

#### **3. Required Program Elements**

Crisis shelters must include the following program elements:

- **Intake/Orientation** – The contractor would explain and provide written information about rights and privileges regarding confidentiality, agency policies and processes, program services, and grievance procedures. The contractor would also be required to distribute DYCD documents as requested. The contractor would obtain signed agreements from participants acknowledging receipt of the above information and agreeing to comply with program rules.
- **Assessment** – The contractor would conduct an assessment of youth that includes the following elements: initial intake and preliminary needs assessment (including the possibility of family reunification); eligibility determination; a comprehensive assessment that includes health, mental health, and substance abuse issues, educational status, family history, ACS history, and other prior residential placements.
- **Parental/Guardian/Legal Custodian Notification for Youth under Age 18** – The contractor would make contact with the parent(s) or guardian(s) of all youth under 18 years within 72 hours and, preferably, within 24 hours (except where there are compelling reasons for delaying notification as outlined in State regulations.)

- **Written Consent** – The contractor would obtain written consent from youth and families before disclosing any information to or discussing recommendations for services with other agencies.
- **Crisis Intervention and Mediation** – The contractor would conduct individual counseling and, when appropriate, family mediation.
- **Individual Service Plan** – Following the comprehensive assessment and in partnership with each youth, the contractor would develop an individual service plan (ISP) that includes education or work plans, obtaining documents, and plans for discharge and long-term housing. The contractor would implement the ISP in full, ensuring that all specified services are provided directly or by way of referrals.
- **Discharge/Follow-up Services** – The contractor would determine client eligibility for and make appropriate referrals, either home or to other RHY programs, including TIL programs and community connections coordinators. The contractor would also conduct exit interviews with youth prior to discharge and continue to provide case management and other appropriate services (excluding shelter) for at least 90 days following discharge, documenting the follow-up services provided and current housing status in the youth's individual case record.
- **Security and Safety** – The contractor would establish security and safety plans and procedures for the crisis shelter that include weapons control and ensure the safety of both staff and youth.
- **After-hours Hotline Maintenance (Service Option IIB only)** – For the contractor that is also providing street outreach services, the contractor would receive RHY hotline calls during the hours that DYCD's Youthline is closed.

#### 4. Core Program Components

The contractor would adopt a comprehensive approach to services for runaway and homeless youth and provide the following services or ensure access to them through appropriate referrals:

- Emergency services, including food, in accordance with United States Department of Agriculture (USDA) standards, shelter, and clothing
- Entitlement services
- Intensive counseling for families, individuals and groups
- Medical and mental health care
- Dental care
- HIV testing
- Educational services, including basic skills testing and proficiency exams
- Housing assistance
- Legal assistance
- Recreational activities
- Substance abuse education and prevention
- Transportation services
- Violence intervention and prevention counseling
- ACS referrals, where required
- Family mediation

#### 5. Staff Qualifications, Training and Development

At each shelter, the contractor would employ, at a minimum, a full-time program director and a full-time counselor. Either the director or the counselor would have a master's degree in social work or a related field and at least two years of experience.

The contractor would ensure that program staff members receive training that includes safety and emergency procedures, HIV awareness and education, case records and confidentiality, youth development, child abuse prevention and reporting, suicide prevention, cultural diversity awareness, domestic violence, pregnancy prevention and parenting, LGBTQ sensitivity, sexual exploitation, substance abuse, and youth with disabilities.

The contractor would be encouraged to promote staff participation in the Family Development Training and Credentialing Program (FDC) as provided by DYCD.

## **6. Linkages**

The contractor would establish linkages with other RHY service providers, youth advocacy networks, and other agencies. These linkages must be demonstrated through a Linkage Agreement Form (Attachment 2) specifying how each linkage would enhance the ability of the program to achieve the desired objectives.

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

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

## ***Option IIB - Street Outreach Services***

### **1. Program Description**

DYCD's Citywide, vehicle-based street outreach services would focus primarily on those areas where youth are known to congregate at night. The role of the street outreach contractors is to distribute information about RHY services, provide resources, materials and referrals, and transport youth to their homes, shelters, or other safe environments. The outreach services would operate between the hours of 9:00 pm and 5:00 am, 7 days a week.

Services will operate within the selected area, as well as identify specific locations for focused outreach. Contractors would collaborate with DYCD and adjust their operations, as necessary, to ensure that locations where youth congregate are covered.

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

The target population for the street outreach services is runaway, homeless and at-risk youth under the age of 21 in the City. Each program will be expected to make at least **4,000** contacts with youth annually.

### **3. Required Program Elements**

The contractor would include the following program elements:

- **Engagement:** The contractor would actively search for homeless and at-risk youth between the hours of 9:00 pm and 5:00 am. Outreach workers would locate and engage RHY and at-risk youth to encourage acceptance of and participation in services that can help them.
- **Sensitivity:** The contractor would provide sensitive, culturally appropriate responses to runaway, homeless and at-risk youth through night-time street outreach.

- **Urgent Needs Assessment:** The contractor would provide crisis intervention and counseling, offering information about resources and, when youth are willing to accept assistance, helping them access the services they need.
- **Support and Referral Services:** The contractor would provide youth with information and materials, including food. The contractor would also distribute information about drop-in centers, healthcare services and other network service providers to which youth can self-refer. The contractor would provide materials that encourage safe sex and prevent HIV and STDs.
- **Transportation:** Where youth are in need of and willing to accept transportation, the contractor would escort them home, to a shelter or other safe environment, or, if appropriate, to a hospital.

#### **4. Staff Qualifications, Training and Development**

Street outreach vehicles would be staffed at all times by two workers. Each driver must hold a valid State license, and one worker would hold a relevant two- or four-year degree. Both workers would have successful and relevant experience working with youth.

The contractor would ensure that program staff members receive training that includes safety and emergency procedures, HIV awareness and education, case records and confidentiality, youth development, child abuse prevention and reporting, suicide prevention, cultural diversity awareness, domestic violence, pregnancy prevention and parenting, LGBTQ sensitivity, sexual exploitation, substance abuse, and youth with disabilities.

In addition, the contractor would be encouraged to promote staff participation in the Family Development Training and Credentialing Program (FDC) as provided by DYCD.

#### **5. Linkages**

The contractor would establish linkages with other RHY service providers, youth advocacy networks, and other agencies. These linkages must be demonstrated through a Linkage Agreement Form (Attachment 2) specifying how each linkage would enhance the ability of the program to achieve the desired objectives.

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

The contractor would maintain a log of all youth contacts and provide statistics as requested by DYCD, including the number of youth served daily, the primary geographical locations where services were provided, the number and nature of services and referrals provided, and the information and materials distributed.

## **Option III - Transitional Independent Living Program Design**

### **1. Program Description**

DYCD is seeking to fund beds in TILs Citywide. TIL residents are expected to live in a cooperative housing situation where they have maximum responsibility for their daily lives but also benefit from on-site counseling and support services and referrals to other agencies. TILs are not intended to provide short-stay accommodation. Their role is to provide transitional housing, for up to 18 months, for youth who cannot be reunited with their families but require a supportive environment in which they can grow and become self-sufficient.

Entry into a DYCD-funded TIL program would be through a referral from a DYCD crisis shelter or another approved residential program such as a DJJ or OCFS facility. Exceptions to the referral requirement may be granted, subject to DYCD approval, in certain circumstances (e.g., in cases of older youth determined to be in need of TIL services by a drop-in center coordinator.) **Priority will be given to youth who are referred through a DYCD-funded crisis shelter.**

It is anticipated that each TIL would have a maximum capacity of 20 youth, unless a waiver is obtained from OCFS to allow for additional beds. **There is no minimum capacity requirement, however, all programs must operate and provide on-site staff supervision 24 hours a day, 7 days a week.** It is anticipated that one of the TILs funded would be designed to address the specific needs of LGBTQ youth and another, the needs of pregnant and parenting youth.

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

The target population for the TIL program is homeless youth in New York City between the ages of 16 and under 21, and their dependent children, who have been assessed and referred by a DYCD crisis shelter or another approved program as being in need of TIL services. Contractors would maintain a utilization rate of 90 percent.

### **3. Required Program Elements**

The contractor would include the following program elements:

- **Intake/Orientation** – The contractor would explain and provide written information regarding rights and privileges relating to confidentiality, agency policies and processes, available program services, and grievance procedures. The contractor would also distribute DYCD documents as requested. The contractor would obtain signed agreements acknowledging receipt of the above information and participants' agreement to comply with program rules.
- **Assessment** –The contractor would conduct an assessment that would include the following elements: a preliminary assessment, eligibility determination, admission and orientation, and a comprehensive skills assessment.
- **Counseling** – The contractor would provide on-site individual, group, and family counseling, as appropriate.
- **Individual Service Plan** – The contractor would develop an Individual Service Plan (ISP) with each youth that is reviewed every 60 days. Services included in the ISP would be designed to assist youth in increasing their knowledge of and ability to access community resources in order to meet their employment, education, health, legal, social, long-term housing, and other needs. Services will focus on education, vocational skills, on-the-job training, internships, job placement, independent living skills, and individual/group counseling. The provider would implement the ISP in full, ensuring that all specified services are provided directly or by referrals to other agencies.

- **Confidentiality** – The contractor would obtain written consent from youth and families before disclosing any information to or discussing recommendations for services with other agencies.
- **Discharge/Follow-up Services** – The contractor would conduct an exit interview prior to discharge and continue to provide case management and other appropriate services (excluding shelter) for at least 90 days following discharge. Follow-up services and housing status would be documented in the individual’s case record.
- **Security and Safety** – The contractor would establish security and safety plans and procedures that include weapons control and ensure the safety of both staff and youth.

#### **4. Core Program Components**

The contractor would provide the following services directly or through referrals to other providers:

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

#### **5. Staff Qualifications, Training, and Development**

At each TIL, the contractor would employ one full-time program director and at least one full-time counselor. Either the director or the counselor would have a master’s degree in social work or a related field and at least two years of experience.

The contractor would ensure that program staff members receive training in the following areas: safety and emergency procedures, HIV awareness and education, case records and confidentiality, youth development, child abuse prevention and reporting, suicide prevention, cultural diversity awareness, domestic violence, pregnancy prevention and parenting, LGBTQ sensitivity, sexual exploitation, substance abuse, and youth with disabilities.

The contractor would be encouraged to participate in the Family Development Training and Credentialing Program (FDC) as provided by DYCD.

#### **6. Linkages**

The contractor would establish linkages with other RHY service providers, youth advocacy networks, and other agencies. These linkages must be demonstrated through a Linkage Agreement Form (Attachment 2) specifying how each linkage would enhance the ability of the program to achieve the desired objectives.

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

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

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

### **A. Proposal Format**

Proposers should provide all of the information requested in the format indicated below. Proposals should meet the following specifications:

- The proposal should be typed on 8 1/2" x 11" white paper;
- Lines should be **double-spaced** with 1" margins, using Times New Roman, 12 point font size;
- Pages should be numbered and include a header or footer identifying the proposer;
- Proposals should preferably **not exceed 23 pages** (excluding requested attachments); and
- The proposal should begin with a table of contents.

Proposals will be evaluated on the basis of their content, not length.

### **B. Proposal Summary Form**

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

### **C. Program Proposal**

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

#### **1. Organizational Experience** (Preferable page limit: 3 pages, excluding requested attachments)

Demonstrate the organization's successful, relevant experience as a provider of services described in Section III – Scope of Services for the applicable Service Option being proposed. Specifically address the following:

##### **Service Option I Only:**

Describe the proposer's successful experience in the last 5 years in each of the following areas:

- Provision of services to at-risk youth, including assessments, referrals to other agencies, and case management
- Collaboration with other community-based agencies and organizations to enhance services
- Conducting of public education and awareness on youth issues relevant to this RFP
- Manhattan drop-in center: Provision of transportation services or supervision of sub-contractors who provide Citywide transportation services as described in the Scope of Services.

##### **Service Options IIA and IIB Only:**

Describe the proposer's the successful experience in the last 5 years in each of the following areas

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

**Service Option IIB Only:**

Describe the proposer's successful experience in the last 5 years in the following area:

- Provision of street outreach services to at-risk youth, including engagement of youth, needs assessments, support and referral services, transportation, and culturally sensitive services and information.

**Service Option III Only:**

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

- Provision of long-term services to youth, including assessment, individual and group counseling, and development and implementation of individual service plans
- Provision of residential services
- Collaboration with other organizations to enhance services.

In addition:

- Attach a listing of at least two relevant references, including the name of the reference entity, a brief statement describing the relationship between the proposer or proposed sub-contractor, as applicable, and the reference entity, and the name, title and telephone number of a contact person at the reference entity, for the proposer and each proposed sub-contractor if any.
- Attach for each key staff position a resume and/or description of the qualifications that will be required.

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

1. Demonstrate the organization's capability (programmatic, managerial and financial) to carry out the program described in Section III - Scope of Services of the RFP. Specifically address the following:
  - Describe how the proposed program will be integrated into the organization's overall operations. Provide an organizational chart to indicate where the program (including its staff) will fit in.
  - Describe and demonstrate the success of the proposer's joint efforts with other organizations, particularly through linkage agreements for providing the proposed program model.
  - Describe and demonstrate the effectiveness of the organization's internal monitoring system to identify program, personnel and fiscal issues, and the organization's corrective action procedures.
2. State whether or not the proposer has submitted more than one proposal in response to this RFP. If so, demonstrate the organization's capability (programmatic, managerial and financial) to successfully provide all of the proposed programs indicated on the Proposal Summary Form (Attachment 1) concurrently.
3. Describe the members of the Board of Directors and other governing bodies and demonstrate how, if at all, the members of the governing body(ies) will be involved in the proposed program.

4. Describe the number of staff to be assigned to the program and their job titles. Attach job descriptions, specifying licenses, education, and experience requirements for all paid staff titles. If the organization will be recruiting new staff, describe the proposed recruitment strategies and demonstrate that they will ensure that staff is appropriately qualified.
5. Provide at least three letters of support from members of the local community such as community board members, elected officials, civic associations, faith-based organizations, parent groups, and community leaders, confirming the organization's capability to provide services to the target population.
6. Describe and demonstrate the effectiveness of the organization's system for data collection and management.
7. Attach a list of at least two relevant funding references, including the name of the funding organization; the name, title, and telephone number of a contact person at the funding organization; and a brief description of the service provided. If there are no funding sources other than DYCD, other relevant references may be listed.
8. Demonstrate that the organization has the capability to fully implement the program by July 1, 2006. Provide a timeline in weeks identifying the critical tasks.
9. 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.
10. State whether or not the organization: received gross revenue over \$250,000; state whether or not the organization paid for fundraising services in any of the last five fiscal years. If yes to either circumstance, indicate each fiscal year in which each circumstance occurred and attach both the latest annual audit of the proposer conducted by an independent certified public accountant and a copy of the latest Form CHAR 500 filed by the proposer with the Attorney General.
11. State whether or not the proposer received gross revenue over \$100,000 but less than or equal to \$250,000 in any of the last five fiscal years. If so, indicate each applicable fiscal year in which this circumstance occurred and attach the latest annual financial review of the proposer conducted by an independent certified public accountant and a copy of the latest Form CHAR 500 filed by the proposer with the Attorney General.
10. State whether or not the organization is required to file with the federal Office of Management and Budget pursuant to Circular A-133 and, if so, attach a copy of the latest report filed with that office, indicating the period covered.

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

Describe and proposer's approach to providing the applicable program described in Section III - Scope of Services) and demonstrate that the proposer's approach will successfully fulfill the agency's goals and objectives. Specifically address the following:

### **Service Option I Only:**

- Indicate the proposed location of the drop-in center and the community district(s) it will serve, justifying the choice of the proposed community district(s) if other than those cited in the RFP as targeted areas.
- Describe and demonstrate the appropriateness of the proposed facility and its amenities, including number of offices and other rooms and designated space for private counseling
- Indicate the anticipated numbers of youth and families to be served on an annual basis
- Describe and demonstrate the appropriateness of the proposed staffing levels in relation to the anticipated number and level of services to be provided
- Demonstrate how the proposer will establish a hospitable, welcoming and safe environment for runaway, homeless, and at-risk youth and their families
- Demonstrate the proposer's knowledge of local resources and relevant informational literature
- Describe and demonstrate the appropriateness of proposed linkages with health care, mental health care, and substance abuse treatment providers, street outreach programs, schools, and other organizations
- Describe and demonstrate the effectiveness of the proposer's public education strategy, including type and proposed locations for outreach efforts
- Describe and demonstrate the effectiveness of the proposer's plans to meet staff training requirements as indicated in Section III- Scope of Services
- Describe and demonstrate the effectiveness of the proposer's security plans and measures, including weapons control, to ensure a secure environment for program activities and the safety of the youth and families served
- Describe and demonstrate the effectiveness of the proposer's system for data collection and recording, case tracking, and privacy protection

### **Applicable to the Manhattan Drop-in Center Only**

- State whether or not the proposer intends to subcontract the transportation services. If so, submit a draft subcontract or detailed plan indicating how the proposer will supervise the subcontractor and insure compliance with the requirements of the RFP.

### **Service Options IIA and IIB Only:**

- State whether the program will serve youth who are (a) all under age 18 years OR (b) between the ages of 16 and under 21 years
- State whether or not the program will be designed to address the needs of a specific group such as LGBTQ or pregnant and parenting youth and, if so, identify the group.
- Indicate the proposed geographical location of the shelter.
- Indicate the proposed number of crisis shelter beds and anticipated bed utilization rate.
- Describe and demonstrate the effectiveness of the proposer's initial intake and assessment processes.
- Describe and demonstrate the effectiveness of the proposer's crisis intervention and mediation services.
- Describe and demonstrate the appropriateness of the proposer's individual service plan.
- Describe and demonstrate the effectiveness of the proposer's discharge plan and follow-up services.
- Describe and demonstrate the appropriateness of proposed linkages with local service providers.
- Describe and demonstrate the comprehensiveness of services to be provided directly or through referrals.
- Describe and demonstrate the effectiveness of the proposer's security plans and measures (including weapons control) that will ensure a secure environment for program activities and the safety of the youth and families served.

- Describe and demonstrate the effectiveness of the proposer's system for data collection and recording, case tracking, and privacy protection.
- Describe and demonstrate the effectiveness of the proposer's plans to meet staff training requirements as indicated in Section III- Scope of Services.

**Service Option IIB only:**

- State whether the proposed program will cover (1) the Bronx, Queens and Manhattan above 59<sup>th</sup> street; **or** (2) Brooklyn, Staten Island, and Manhattan at 59<sup>th</sup> street and below.
- Describe and demonstrate the effectiveness of proposer's plans to identify and provide focused outreach in areas where youth are known to congregate.
- Indicate the anticipated number of street outreach contacts on an annual basis.
- Describe and demonstrate the effectiveness of how program staff will engage youth.
- Describe and demonstrate the effectiveness of how staff will provide crisis intervention, urgent needs assessments, support and referral services.
- Describe and demonstrate the effectiveness of the proposer's plans, including staffing, for receiving after-hours RHY hotline calls.
- Describe and demonstrate the effectiveness of the proposer's plans to meet staff training requirements as indicated in Section III- Scope of Services.

**Service Option III Only:**

- Indicate the geographical location of proposed program.
- Indicate the number of proposed beds and anticipated utilization rate.
- State whether or not the program is designed to address the needs of a specific group of homeless youth such as LGBTQ or pregnant and parenting youth and, if so, indicate the group.
- Describe the proposer's staffing plan and demonstrate that it will ensure coverage 24 hours a day, 7 days a week.
- Describe and demonstrate the effectiveness of the proposer's intake and assessment processes.
- Describe and demonstrate the effectiveness of the proposer's counseling services.
- Describe and demonstrate the effectiveness of the proposer's individual service/discharge planning and follow-up services.
- Demonstrate that the program will provide a supportive environment that allows youth maximum responsibility within a cooperative housing situation.
- Describe and demonstrate the comprehensiveness of services to be provided directly or through referrals.
- Describe and demonstrate the appropriateness of proposed linkages with local service providers.
- Describe and demonstrate the effectiveness of the proposer's security plans and measures (including weapons control) that will ensure a secure environment for program activities and the safety of youth.
- Describe and demonstrate the effectiveness of the proposer's system for data collection and recording, case tracking, and privacy protection.
- Describe and demonstrate the effectiveness of the proposer's plans to meet staff training requirements as indicated in Section III- Scope of Services.

**D. Price Proposal**

1. Complete and submit the Budget Forms (Attachment 3)
2. Attach to the Budget Forms Statement a Budget Justification pursuant to the instructions in Attachment 3. (Preferred page limit: 2 pages, excluding requested attachments)

3. Document the source of all in-kind and cash contributions by submitting a Letter of Intent from the chairperson or executive director of each contribution source.

### **E. Acknowledgement of Addenda**

The Acknowledgement of Addenda form (Attachment 4) serves as the proposer's acknowledgement of the receipt of addenda to this RFP that may have been issued by DYCD prior to the Proposal Due Date and Time. The proposer should complete this acknowledgement as instructed on the form.

### **F. Other Documents**

Complete and submit the Certification Regarding Client Abuse/Neglect (Attachment 5)

### **G. Proposal Package Contents (Checklist)**

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

1. The proposal package should include one original set and four duplicate sets of the documents listed below in the following order:
  - Proposal Summary Form (Attachment 1)
  - Table of Contents
  - Program Proposal
    - Narrative
    - 3 letters of support from members of the local community
    - A listing of at least 2 relevant funding references for the proposer
    - Job description, qualifications for all staff positions and resumes, if applicable
    - Organizational chart
    - Linkage agreement form(s) (Attachment 2)
    - Audit report or certified financial statement
    - Copy of tax exemption certificate or application for tax exempt status
    - Copy of State certification to operate a residential facility or proof of filing for certification
  - Price Proposal
    - Budget Form (Attachment 3)
    - Budget Justification
    - Letter(s) of Intent
  - Acknowledgment of Addenda Form (Attachment 4)
  - Certification Regarding Child Abuse/Neglect (Attachment 5)
2. For each proposal submitted, enclose the documents listed above in a sealed envelope and hand deliver to DYCD, Office of Procurement, Attn: Agency Chief Contracting Officer. Label the envelope with the proposer's name and address, "Runaway and Homeless Youth Services RFP" and "PIN: 26007RHYPFP," and the name and telephone number of the proposer's contact person.

## **SECTION V - EVALUATION AND CONTRACT AWARD PROCEDURES**

### **A. Evaluation Procedures**

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

### **B. Evaluation Criteria**

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

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

DYCD will award contracts to applicants whose proposals are determined to be the most advantageous to the City, taking into consideration the price and such other factors or criteria set forth in this RFP, including geographic areas, program diversity, and the target youth to be served. Likewise, if an applicant is eligible for award in more than one service option, DYCD reserves the right to determine, based on demonstrated organizational capability and the best interests of the City, for how many and which options the applicant will be awarded a contract. Contract award will be subject to timely completion of contract negotiations.

## 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, 10<sup>th</sup> Floor, New York, NY 10007; the telephone number is (212) 669-3000. In addition, the New York City Department of Investigation should be informed of such complaints at its Investigations Division, 80 Maiden Lane, New York, NY 10038; the telephone number is (212) 825-5959.

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

**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/Certificates of No Change and review of the information contained therein by the New York City Department of Investigation; all other required oversight approvals; applicable provisions of federal, state and local laws and executive orders requiring affirmative action and equal employment opportunity; and Section 6-108.1 of the New York City Administrative Code relating to the Local Based Enterprises program and its implementation rules.

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

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

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

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

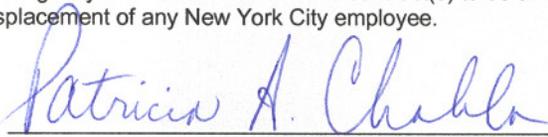
**I. Confidential, Proprietary Information or Trade Secrets.** Proposers should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification of why such materials, upon request,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

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

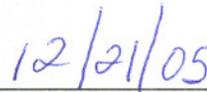
**K. Proposer Costs.** Proposers will not be reimbursed for any costs incurred to prepare proposals.

**L. Charter Section 312(a) Certification.**

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



Agency Chief Contracting Officer



Date

# ATTACHMENT 1

## PROPOSAL SUMMARY

RFP TITLE: RHY SERVICES

PIN #: 26007RHYRFP

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

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

\_\_\_\_\_

City	State	Zip Code
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Tax Identification #: \_\_\_\_\_

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

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

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

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

**Proposer Certification of Compliance with Minimum Qualification Requirements** (Check all that apply to indicate proposer is in compliance.)

**Applicable to All Proposers**

- Proposer is classified as a tax-exempt organization under IRC Section 501(c)(3) . Copy of certification is appended to Attachment 1.
- Proposer has applied for tax-exempt status under IRC Section 501(c)(3). Copy of application is appended to Attachment 1.

**Applicable to Option II and Option III Proposers ONLY**

- Proposer organization is certified to operate a residential facility in New York State. Copy of certification is appended to Attachment 1.
- Proposer has filed for certification to operate a residential facility in New York State. Copy of filing is appended to Attachment 1.

**Proposed Service Option**

- Option I - Drop-In Center/Community Connections  
*Borough:*     Bronx     Brooklyn     Manhattan     Queens     Staten Island  
*Community District(s) to be targeted by community connections coordinator(s):* \_\_\_\_\_

- Option IIA - Crisis Shelter *only*
- Option IIB - Crisis Shelter *plus* Street Outreach Services in Bronx, Queens and Manhattan above 59<sup>th</sup>
- Option IIB - Crisis Shelter *plus* Street Outreach in Brooklyn, Staten Island and Manhattan 59<sup>th</sup> and below
- Option III – Transitional Independent Living Program

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

- a. Total annual DYCD funding request  
\$ \_\_\_\_\_
- b. Annual cash contributions  YES  NO  
(DYCD does not require cash contributions.) If YES, indicate  
\$ \_\_\_\_\_
- c. In-kind contributions proposed  YES  NO  
(DYCD does not require in-kind contributions.) If YES, indicate  
\$ \_\_\_\_\_
- d. Total annual program cost (Sum of a+b+c)  
\$ \_\_\_\_\_

**Service Information [Check the applicable Option being proposed and provide the requested information]**

Option I:

Annual number of unduplicated youth served by drop-in center: \_\_\_\_\_  
(Minimum = 1,500 youth)

Annual number of cases managed by community coordinator(s): \_\_\_\_\_  
(Minimum = 150 cases per community coordinator)

Annual number of workshops: \_\_\_\_\_  
(Minimum = 12 workshops)

Options IIA OR IIB:

Number of crisis shelter beds: \_\_\_\_\_

Total (\$) annual DYCD funding request ÷ Number crisis shelter beds: \_\_\_\_\_ \$/bed

Annual number of unduplicated youth contacted through street outreach: \_\_\_\_\_  
(Minimum = 4,000 youth)

Option III:

Number of TIL beds: \_\_\_\_\_

Total (\$) annual DYCD funding request ÷ Number of TIL beds: \_\_\_\_\_ \$/bed

**Proposed Site Location**

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

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

\_\_\_\_\_

City	State	Zip Code
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**LINKAGE AGREEMENT FORM**

**RFP TITLE: RHY SERVICES**

**PIN #: 26007RHYRFP**

**Proposer: \_\_\_\_\_ RFP PIN# 26007RHYRFP**

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



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

Runaway and Homeless Youth Services Request For Proposals from the Department of Youth and Community Development, the proposer, if funded, will establish programmatic linkages with \_\_\_\_\_ in the form and manner described below.

**(Linkage Organization)**

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

**Proposer Organization:**

**Linked Organization:**

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Work Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## BUDGET FORMS

RFP TITLE: RHY SERVICES

PIN #: 26007RHYRFP

**BUDGET SUMMARY**  
**RUNAWAY AND HOMELESS YOUTH PROGRAMS**

**I. Applicant Information**

Organization Name:  EIN:

Fiscal Contact - Name  SUI:

Fiscal Contact - Address  Tel# :

**II. Budget Plan**

	DYCD Funding Request	CBO In-Kind/Cash Contribution	Total Program Cost
<b>A. Personnel</b> <i>(input salary &amp; wages on page 2)</i>			
Salary & Wage (enter info. on detail page)			
Fringe Benefits <input style="width: 50px; height: 15px; background-color: yellow;" type="text"/> 0.0%			
<b>Personnel Subtotal</b>			
<b>B. Central Insurance Program (CIP)</b>			
<b>C. Other Than Personnel Services (OTPS)</b>			
Consultant/Contract Services			
Subcontractor(s) Services			
Stipends			
Consumable Supplies			
Equipment Purchases			
Equipment Other			
Space Rental			
Transportation/Travel			
Utilities and Telephone			
Audit Costs			
Other <i>(please specify in narrative)</i>			
<b>OTPS Subtotal</b>			
<b>D. Indirect Costs</b> <input style="width: 50px; height: 15px; background-color: yellow;" type="text"/> 0.0%			
<i>(not to exceed 10% of the personal subtotal)</i>			
<b>E. GRAND TOTAL</b>			



## INSTRUCTIONS FOR THE COMPLETION OF THE BUDGET FORMS

### I. Allowable Program Costs:

DYCD will provide funding for RHY Programs based on the number of youth proposed to be served annually.

A column is included in the budget plan to list in-kind and cash contributions. This information will assist DYCD in evaluating the true cost of RHY programming.

### II. Budget Forms – General Information

**A. To assist with proper completion of the budget, DYCD has made the budget forms available for download (in Microsoft Excel) from [www.nyc.gov/dycd](http://www.nyc.gov/dycd).**

**B.** The applicant identification information on the budget summary page should be completed first. This includes organization's name, Employer Identification Number (EIN), State Unemployment Insurance Number (SUI), and Fiscal Contact Information (Name and Address).

**C.** Personnel salaries and wages should be completed next on the budget detail page. The totals for full-time plus part-time staff should be transferred to the budget summary page.

**D.** Fringe Costs, General Liability Insurance, Other Than Personnel Services (OTPS) costs, and Indirect Costs should be completed next on the budget summary page.

### III. Budget Forms – Specific Information

**A. Applicant Information:** Please indicate the official name of your organization; the name, address, and telephone number of the program's fiscal contact, the organization's Employer Identification Number (EIN), and the organization's State Unemployment Insurance Number (SIU).

**B. Budget Plan:** Should be prepared based on the proposed level of service.

**1. Personnel:** All information should be entered on the budget detail page. Include all personnel, full-time (35 hours or more) and part-time (less than 35 hours), who will receive a salary from this program. For full-time employees, enter the title, salary, number of positions within the title, their percent of time spent on the proposed program, and the percent of the salary that will be allocated to this contract. For part-time staff, enter the titles, hourly wage rate, number of positions, number of annual hours, and the percent of the wages that will be allocated to this contract.

**2. Fringe Benefits** must include FICA. Charges to DYCD may also include Unemployment Insurance, Workers' Compensation, Disability, pension, life insurance, and medical coverage as per your policies. Enter the fringe benefit rate as indicated on the budget summary page. Fringe rates must not be less than 7.65 percent or exceed 30 percent of total salaries.

**3. Central Insurance Program (CIP):** All programs must have general liability insurance for \$1 million, naming DYCD and the City of New York as additional insured. Proposers without 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), Workers' Compensation and Disability, at a cost of 4.5 percent of the total program cost. *CIP only covers DYCD-funded programs and activities.*

4. **Consultant/Contract Services:** A consultant is an independent individual with professional or technical skills retained to perform specific tasks or complete projects that cannot be accomplished by regular staff. Contract Services are agreements entered into with an entity to obtain a *non-programmatic* special service(s) for a periodic or fixed length of time. Examples include data processing, cleaning services, and accounting services.
5. **Subcontractor Services:** Subcontractor services are agreements entered into with an entity to obtain special and/or specific *program* services for a periodic or fixed length of time. These categories cannot include anyone for whom you pay fringe benefits.
6. **Stipends** are an incentive allowance ONLY for the benefit of a participant(s).
7. **Consumable Supplies** are not lasting or permanent in nature. Consumable supplies include office, program and maintenance supplies.
8. **Equipment** is durable or permanent, e.g., furniture, telephones, computers. All equipment and furniture purchased with DYCD funds is the property of the City of New York. If and when the program is terminated, all such items will be returned to DYCD.
9. **Equipment Other** includes equipment maintenance service contracts and computer software.
10. **Space Rental** is rent paid by a program for the sites utilized by this program. It includes all related charges associated with the use of the site, including repairs and maintenance costs. Repairs are limited to minor repairs only. No renovation or construction project can be budgeted or paid for with these funds. After receiving an award letter, a copy of your lease and/or month-to-month rental agreement will be required. All multi-funded programs, *i.e.*, those receiving funds from sources other than DYCD, should submit a cost allocation plan reflecting how DYCD's portion of rent payment is determined. Rent may not be charged for programs operating within schools.
11. **Transportation/travel** relates to local transit fares for employees of the program to and from sites other than the employee's regular worksite. This category can include any travel by employees using their personal automobile for business. The maximum reimbursable amount is \$0.35 per mile plus tolls. This category will also include the costs associated with transporting program participants to an approved activity (*i.e.*, bus rental or transit fares).
12. **Utilities / Telephone** includes telephone and utilities costs.
13. **Audit Costs** relate to those mandatory annual audits of the program to be conducted by an independent auditor who is a certified public accountant.
14. **Other** includes all other operating costs such as printing, postage, admissions, publications, subscription costs, internet fees and costs associated with or for the benefit of program participants such as athletic equipment and uniforms.
15. **Indirect Costs** may not exceed 10 percent of the personnel subtotal. Designate your rate and enter the percentage. Values will calculate.

**IV. Budget Justification** (Preferable page limit: 2 pages, excluding requested attachments)

Please attach a separate, typed statement describing and justifying the proposed program price per participant. In addition, describe and justify how requested funds will be used to implement required program elements and core program components. Proposers should ensure that the budget and justification are consistent with the proposed program.

- A. Personnel:** Describe each position and its function in the proposed program. Indicate the time that employees will work in the program (e.g., year round, every day) and the qualifications that the employees will possess.
- B. OTPS:** Provide a description of the items that are included in each line of this section. If applicable, describe the nature of any consultant, contract services, and subcontractor services and explain how they will assist the proposer to implement the proposed program. Submit a statement indicating the scope of the consultant, contractual, and subcontractual agreement and signed by authorized representatives of both the applicant and consultant/contractor/subcontractor. If you budgeted an "other" line, please provide relevant detail and explain how it relates to the program model.
- C. Indirect costs:** Indicate the title and the percentage of the salary that will be charged to this line. No salaries included in the personnel section of the budget may be included in the indirect costs.
- D. Proposer's in-kind and/or cash contributions:** Identify the source of any in-kind and/or cash contributions. Indicate the amount and state how the contributions will be used to enhance the proposed program. For in-kind contributions, indicate the method used to determine the dollar value. Document the source of all in-kind and cash contributions by submitting a Letter of Intent from the chairperson or executive director of each contribution source.

**ACKNOWLEDGEMENT OF ADDENDA**

RFP TITLE: RHY SERVICES

PIN #: 26007RHYRFP

Applicant Organization: \_\_\_\_\_

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

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

ADDENDUM #1 DATED: \_\_\_\_\_, 20\_\_

ADDENDUM #2 DATED: \_\_\_\_\_, 20\_\_

ADDENDUM #3 DATED: \_\_\_\_\_, 20\_\_

ADDENDUM #4 DATED: \_\_\_\_\_, 20\_\_

ADDENDUM #5 DATED: \_\_\_\_\_, 20\_\_

ADDENDUM #6 DATED: \_\_\_\_\_, 20\_\_

ADDENDUM #7 DATED: \_\_\_\_\_, 20\_\_

ADDENDUM #8 DATED: \_\_\_\_\_, 20\_\_

**PART II:** \_\_\_\_\_ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFP.

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

**CERTIFICATION REGARDING CLIENT ABUSE/NEGLECT**

**RFP TITLE: RHY SERVICES**

**PIN #: 26007RHYRFP**

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The Department of Youth and Community Development requires a current certification from you regarding your organization's involvement in any cases of client abuse/neglect that were:

- a) Unresolved during any time within the past twelve months, or;
- b) Closed anytime within the past twelve months.

I do hereby certify that: \_\_\_\_\_  
(Print Organization Name)

Has not [ ]                      Has [ ]                      **(you must check one)**

been involved in cases of client abuse/neglect that were pending, opened or closed within the twelve-month period up to and including the date of this signed certification.

**PROPOSER'S AUTHORIZED REPRESENTATIVE:**

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

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